

**MINUTES OF THE MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING**

**September 7, 2016**

The Board of Directors of the Midtown Management District held a meeting, open to the public, on September 7, 2016 at 11:00 a.m. in the third floor conference room of the Midtown Management District's offices, located at 410 Pierce St., Houston TX 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Darcy John Lefsrud	Eileen J. Morris
Kim Cook	Debbie Tyler Dillard
Amar Mohite	Marylene Chan
Willie Coleman	William R. Franks
Nancy J.W. Darst	Gary Noble
Diane Cervenka	Charles Washington
Allen Douglas	

All of the above were present, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Kandi Schramm, Marlon Marshall, Michelle Ashton, Amaris Salinas, Vernon Williams, Matt Thibodeaux, and David Thomas; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LLP; Mechelle Phillips of One World Strategy Group; Sergeant Odell Haynes with the Precinct 7 Constables' Office; and Maya Ford of FordMomentum along with Midtown Residents and visitors Thomas Wang, Jason West, Michael Lewis, Jim Honey, Dana Woodruff, James Llamas, Joey Sanchez, Pranav Patel, Benito Robles Molly Nagle, Max Manny, Rhonda Whitworth, and William Everett.

Cynthia Alvarado called the roll of the Board of Directors and verified that a quorum was present.

Chair Franks called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

Jim Honey, a Midtown property owner and resident, expressed his concerns with the District as it relates to public safety and stated that he hoped that the new Board members are residents of Midtown. Pranav Patel, a new resident in Midtown, expressed concerns about public safety in the area near La Branch St. and Almeda Rd. He inquired about how crime in the District is being measured, what Midtown's vision for safety is, and how Houston Police Department and the Constables interact. Another resident spoke and stated that over the past two months he too was concerned about the number of homeless people gathering in the area near Webster St. and Caroline St. and also near Main St. and Elgin St.

**CONSENT AGENDA**

- a. APPROVE MINUTES FOR THE AUGUST 3, 2016 BOARD MEETING.
- b. APPROVE THE FINANCIAL REPORT FOR THE MONTH OF JUNE 2016.

- c. APPROVE THE PAYMENT OF INVOICES FOR JULY 2016.
- d. APPROVE EQUI-TAX REPORT FOR AUGUST 2016.

Director Coleman made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Darst and carried by unanimous vote.

**REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE DISTRICT'S QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING JUNE 30, 2016**

Executive Director Matt Thibodeaux reported that all funds are invested in accordance with the District's Investment Policy. He stated that the average interest rate on all accounts this quarter was 0.1866% and the amount of interest earned for the quarter was \$671.96. Director Coleman made a motion to approve the investment report, and Director Chan seconded the motion. The motion carried by unanimous vote.

**RECEIVE COMMITTEE ACTIVITY REPORTS AND REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE FOLLOWING, AS APPROPRIATE:**

**A. Public Safety Committee – Kim Cook, Vice Chair**

Director Cook stated that according to the HPD representatives, overall crime in Midtown in the Central Division is down approximately 22% and in the South Central Division crime in Midtown is down approximately 8%. She stated, however, that the Committee and residents have expressed concerns about the homeless population and apparent substance abusers in Midtown. She invited all to come out for National Night Out on Tuesday, October 4, 2016, from 5:00 p.m. to 7:30 p.m. at Bagby Park. She also encouraged everyone to come to the next Midtown Public Safety Committee Meeting on Tuesday, September 20, 2016 at 6:00 p.m. in the Central Bank Community Room, located at 2217 Milam Street, Houston, Texas 77002.

**i. REPORT FROM PRECINCT 7 CONSTABLES' OFFICE**

Sergeant Haynes reported that KUSH related calls continue to keep Precinct 7 officers very busy. He reported that his officers are continuing to work with the Public Intoxication Transport (PIT) Unit, which is a van that has a social worker, an officer, and EMT personnel who are available to transport individuals to the City's sobering center. He stated that rather than just waiting for calls, the PIT Van is actively driving the neighborhood looking for persons who need to be transported to the sobering center. Sergeant Haynes reported that there appears to be an increase in aggressive begging in Midtown since the permitted charitable food distribution programs have stopped in Peggy Point Plaza Park. He acknowledged that the area near Webster St. and Caroline St. is an issue, but stated that in some instances law enforcement is hampered when the property owner has not filed a Trespass Affidavit. He mentioned that the Mayor is looking into long-term solutions to address homelessness in Houston, such as the model used by San Antonio, instead of going for a quick fix for the Super Bowl.

**B. Marketing Committee – Deborah Tyler Dillard, Chair**

Director Tyler-Dillard reported that the Cultural Arts and Entertainment Guide will be updated, printed, and available for distribution toward the end of the year. She stated that the project has been delayed due to the departure of the staff person working on the guide, but that the new District Supervisor, Michelle Ashton, is now actively working on the guide. She also welcomed all those in attendance to attend the next Marketing Committee meeting on Tuesday, September 20, 2016, at 4:00 p.m. in the Central Bank Community Room, located at 2217 Milam St., Houston, Texas 77002.

Amaris Salinas provided an update on Bagby Park programming. Ms. Salinas reminded the Board and guests that there are four recurring monthly activities for District residents and visitors, including Wine Down, Live at Lunch, Yappy Hour, and Midtown in Motion. These programs are free and receive positive feedback. In addition to monthly events, the Park hosts other public events like the recent Bud Light tailgate party. These events help get media coverage for the District, provide entertainment for residents, bring in visitors, promote economic opportunities, and provide new opportunities for partnership.

**C. Service & Maintenance Committee – Darcy Lefsrud, Chair**

Director Lefsrud reported that repairs are underway in Glover Park and Baldwin Park and that the staff is working on logistics of sidewalk installation, replacement, and repair. He further reports that SeeClickFix continues to be a useful tool, and Michelle Ashton will be taking over the monitoring of it. He stated that the Committee is in the budgeting process and invited all to the next Service and Maintenance Committee meeting on Monday, September 19, 2016, at 3:30 p.m. in the Midtown Management District's offices, located at 410 Pierce St., Suite 355, Houston, TX 77002.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Douglas reported that the Urban Planning Committee is also undergoing the budgeting process for 2017. He stated that the Committee will be focused on more on studies to facilitate planning activities. He announced that the next Committee meeting on Thursday, September 22, 2016, at 4:00 p.m. in the Midtown Management District's offices, located at 410 Pierce St., Houston, TX 77002 and invited all to attend.

**E. Finance Committee – Marylene Chan, Chair**

Director Chan reported that all Committee Chairs received templates to assist them in submitting their FY 2017 budget requests. She reported that the process is slightly behind schedule, but that the Finance Committee is scheduled to hear from each Committee Chair at the September 22, 2016 Finance Committee meeting to discuss their respective budget requests. David Thomas reported that 98% of the assessment has been collected and that revenues and expenses are generally within budget with a couple of exceptions.

**F. Cultural Arts & Entertainment – Eileen Morris, Chair**

Director Morris reported that the Cultural Arts and Entertainment website had a soft launch on August 30, 2016. She further stated that the staff is currently working with other arts organizations to teach them how to upload information about arts related

activities in Midtown to the website. Finally, Director Morris reported that the Committee has finalized its budget requests and submitted them to the Finance Committee for consideration. Director Morris invited everyone to attend the next Committee meeting on Wednesday, September 21, 2016, at 3:30 p.m. at Interfaith Ministries, 3303 Main Street, 2nd Floor Board Room, Houston, TX 77002.

**G. Nominating Committee – Gary Noble, Chair**

**i. RECOMMENDATIONS TO FILL BOARD VACANCIES**

Director Noble reported that the Nominating Committee received 41 resumes for consideration to fill four vacant Board positions and interviewed 39 of the applicants. He described the process used by the Committee and some of the factors considered in selecting candidates for recommendation for appointment. He announced that all four persons being recommended were residents of Midtown and that three of the four were Midtown property owners.

Director Noble announced that the Committee was recommending the following persons for appointment to the Board:

1. James Llamas for Position 4, expiring June 1, 2019
2. Ben Robles for Position 8, expiring June 1, 2019
3. Dana Woodruff for Position 12, expiring June 1, 2017
4. Jesus Davila for Position 15, expiring June 1, 2017

Director Coleman made a motion to approve the Nominating Committee's recommendations as presented to fill the four vacant Board positions. Director Noble seconded the motion. Following all discussion, the motion carried by unanimous vote.

Director Noble announced that four alternates were selected to fill any future board vacancies that may arise in the next 12 to 18 months. He reported that the Committee selected the following alternates: Joele Hardin, Joey Sanchez, Jason West, and DeJuana Williams.

Director Noble reported that with these new additions, the Board will now be comprised of 10 Midtown residents and seven non-residents.

Finally, Director Noble thanked all of the Board members and staff who participated in the process.

**H. Executive Committee – William Franks, Chair**

Chairman Franks reported that matters discussed at the Executive Committee were had already been addressed. He thanked each of the Committees and the Committee Chairs for their time, effort, and work to improve Midtown.

**APPROVE BOND, OATH AND SWORN STATEMENT FOR NEW BOARD MEMBERS APPOINTED TO POSITIONS 4, 8, 12, AND 15.**

Director Coleman moved to approve the Bond, Oath and Sworn Statement for the newly appointed Board members. Director Morris seconded the motion which passed by unanimous vote.

Kandi Schramm administered the Oath of Office to Dana Woodruff, Ben Rohles and James Llamas. She announced that Jesus Davila will be sworn in at a future meeting.

**RESOLUTION ORDERING SUPPLEMENTAL ASSESSMENT ROLL, CALLING A PUBLIC HEARING, AND AUTHORIZING THE ISSUANCE OF NOTICE OF PUBLIC HEARING.**

Clark Lord announced that this item was pulled from the agenda.

**REPORT ON CAPITAL PROJECTS OF THE MIDTOWN REDEVELOPMENT AUTHORITY (MRA).**

Marlon Marshall presented the following report on the status of the current MRA capital improvement projects:

*Midtown Park Project* – The garage is near completion and is on track to be open for public use in November 2016 subject to final inspection and approval by the City. Work is underway on the bayou feature in the park, as well as the dog park and berms.

*Caroline Street Project* – Unfortunately, the contractor with the lowest bid informed TXDoT that it would not honor their bid due to a mistake. TXDoT rules will not allow them to accept the second lowest bidder, so the project will have to be re-bid in November 2016 with construction anticipated to start in the first quarter of 2017.

*Holman Street Project* – The project is almost complete except for finishing some sidewalk and landscaping work.

*Main Street Project* – Currently work is being done on the sidewalks with a goal of completion prior to the Super Bowl. Work in the esplanades will be completed after the Super Bowl. The Staff and consultants are still working with METRO to encourage their participation in the project.

Mr. Marshall also reported that CenterPoint is in the process of converting the existing lights to LED lighting and is currently working in the area near Baldwin Park. He stated that over time all overhead lights in the District will be converted to LED lights.

**WITH RESPECT TO THE FOREGOING AGENDA ITEMS, CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING, AS APPROPROATE AND NECESSARY.**

- a. Consultation with attorney (Section 551.071, Texas Government Code);
- b. Personnel matters (Section 551.074, Texas Government Code).

The Board did not conduct an executive session at this meeting.

**ANNOUNCEMENTS**

Cynthia Alvarado announced that National Night Out will be on Tuesday, October 4, 2016 from 5:00 p.m. to 7:30 p.m. at Bagby Park.

**PRESENTATION OF FORDMOMENTUM: COMMUNITY OUTREACH AND ENGAGEMENT ASSESSMENT**

Maya Ford gave a detailed presentation of Phase I of her community outreach and engagement assessment for Midtown. She made several recommendations to improve communications within the District and announced that work is being done on a District-wide survey to gather more data from a substantially larger group.

**NEXT MEETING DATE**

Director Franks announced that the next Midtown Management District Board of Directors meeting will be held on Wednesday, October 5, 2016, at 11:00 a.m. in the Midtown Management District's offices, located at 410 Pierce St., Suite 355, Houston, Texas 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
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Eileen J. Morris, Board Secretary

Date: October 5, 2016