



**midtown**  
HOUSTON

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

**June 7, 2017**

The Board of Directors of the Midtown Management District held a meeting, open to the public, on Wednesday, June 7, 2017, 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
Amar Mohite	Debbie Tyler Dillard
James Llamas	Dana Woodruff
Willie Coleman	Marylene Chan
Nancy J.W. Darst	William R. Franks
Diane Cervenka	Jesus Davila
Ben Robles	Gary Noble
Allen Douglas	Charles Washington
Jason West	

All of the above were present, except for Directors Cervenka, Tyler Dillard, Franks, Davila, Noble, and Washington, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Kandi Schramm, Marlon Marshall, Vernon Williams, Mark Sullivan, Amaris Salinas, Matt Thibodeaux, Michelle Ashton, and David Thomas; Clark Lord of Bracewell, LLP; Peggy Foreman of Burney & Foreman; Mechelle Phillips of One World Strategy Group, LLC.; Eoles Whitaker II of Representative Coleman's office; Nancy Hall and Bert Baker of Central Bank; Alyssa Hill of CRI; Pat Hall of Equi-Tax, Inc.; Sgt. Odell Haynes of Precinct 7; S.E.A.L. Security Solutions, LLC. representatives, Malcolm Goldin, Nora Hughes, Paul Reese, and Jesse Sampson; along with Midtown residents and visitors Gary Bernard, General Manager of 2016 Main HOA, Mark Leija and Christy Adams.

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

Director Coleman called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE MAY 3, 2017 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF APRIL 2017**
- C. APPROVE PAYMENT OF INVOICES FOR MAY 2017**
- D. APPROVE EQUI-TAX REPORT FOR MAY 2017**

- E. RATIFY THE MEMORANDUM OF UNDERSTANDING WITH HOUSTON FIRST FOR FUNDING AND MAINTENANCE OF DECORATIVE SIGNAGE IMPROVEMENTS**
- F. RATIFY THE LETTER OF SUPPORT FOR 2019 SISTER CITIES OF HOUSTON INTERNATIONAL CONFERENCE**
- G. RATIFY VARIANCE LETTERS FROM THE URBAN PLANNING COMMITTEE**

Director Morris made a motion to approve the Consent Agenda. The motion was seconded by Director Lefsrud and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE DISTRICT'S FISCAL YEAR 2016 AUDIT**

Alyssa Hill of Carr Riggs Ingram, CPAs and Advisors, stated that the audit of basic financial statements for the year ending December 31, 2016 has been completed and that her firm was issuing an unqualified (clean) opinion. She said that her firm also performed a Single Audit because the level of expenditures of federal awards for the year ending December 31, 2016 exceeded the \$750,000 threshold. Ms. Hill presented the Independent Auditor's Report. She stated that she had met with the Finance Committee and presented the audit in detail. She advised the Board that the District's Management Discussion and Analysis included in the report was drafted by the District Staff and is a useful tool as it gives an overview of significant activities of the past year. Director Chan stated that the audit process was smooth thanks to the Staff.

Director Chan made a motion to accept the audit of basic financial statements and the Single Audit for the year ending December 31, 2016. The motion was seconded by Director Woodruff. Following all discussion, 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 – Ben Robles, Chair**

Director Robles reported on the activities of the Public Safety Committee. He stated that HPD South Central implemented an initiative in May to increase patrols in the area near the McDonalds and the Greyhound Bus Station, along Main and Gray Streets, in an effort to deter loitering in the area. He also stated that the City and HPD are working on special training for HPD Officers before they can enforce the recently approved City ordinances relating to the homeless. Director Robles also reported that the PIT transports in Midtown have decreased due to a decrease in the number of calls for service involving KUSH.

Director Robles advised the Board that Club Empire at 3101 San Jacinto St. is seeking a renewal of their liquor license through TABC and that there will be a hearing on Friday, July 28, 2017 beginning at 9:00 a.m. He reported that several Midtown stakeholders who have been adversely impacted by criminal activity near Club Empire have filed to protest renewal of the liquor license. Director Douglas encouraged strong presence and participation by Midtown residents to express their opinions regarding renewal of the liquor license. Director Mohite encouraged residents to reach out to their City Councilmember and the County Attorney's office regarding Club Empire.

Director Robles reminded everyone to be more cautious since burglary of motor vehicles (BMVs) tended to increase during the summer months. He also shared some safety tips and warned against leaving valuables in vehicles, especially garage and gate controls.

**i. TABLEAU REPORTING**

Director Robles stated that the May 2017 report is not yet complete, however he pointed out that he has observed an increase in the numbers of people loitering in various parts of Midtown. Officer Paul Reece with S.E.A.L. Security Solutions, LLC. gave a brief overview of the written Summary Report provided to the Board and stated that the S.E.A.L. Security officers addressed 676 suspicious persons incidents and that the S.E.A.L. Security Call Center received 383 calls, the majority of which were to report suspicious persons. Officer Reece reported that 249 criminal trespass warnings had been issued.

ii. **AGREEMENT FOR SECURITY COORDINATOR SERVICES**

Peggy Foreman stated that the Executive Director was making an offer to hire Mark Leija, a retired HPD Officer, as a temporary part-time employee for a period of six months. She stated that Mr. Leija would serve as the Midtown Security Coordinator and would be responsible for coordinating the efforts of the Harris County Deputy Constables and S.E.A.L. Security Officers. Ms. Foreman stated that Mr. Leija will also work with HPD and the various other law enforcement agencies to improve public safety in Midtown. Ms. Alvarado confirmed that there were sufficient funds in the Public Safety budget to cover the costs of hiring a part-time Security Coordinator.

iii. **RECOMMENDATIONS REGARDING S.E.A.L. SECURITY SOLUTIONS, LLC**

Director Robles stated that the Committee was recommending that the Agreement with S.E.A.L. Security Solutions, LLC. be continued for the next six (6) months. He stated that the Committee has worked closely with the S.E.A.L. Security Team, and has reached out to some Midtown stakeholders for feedback regarding S.E.A.L. Security's performance. He reported that he received overwhelmingly positive feedback especially from certain Midtown businesses. Director Chan confirmed that there were sufficient funds in the budget to pay for six (6) additional months of services.

Director Woodruff made a motion to continue the agreement with S.E.A.L. Security Solutions, LLC for the next six (6) months. The motion was seconded by Director Darst and carried by unanimous vote.

Director Robles announced that the next Committee meeting is an evening meeting and will be held on Tuesday, June 20, 2017 from 5:50 p.m. to 6:30 p.m. at Central Bank. He stated that the normal meeting time is being adjusted to allow people to also attend the HPD South Central Division PIP meeting at 7:00 p.m. where Mayor Turner will be the featured speaker.

**B. Marketing and Economic Development Committee– Debbie Tyler Dillard, Chair**

Michelle Ashton reported that the summer/fall 2017 issue of the newspaper will be available for distribution in July 2017. She also reported that there will be a new full page Midtown ad in the *Houston Press'* Happy Hour Guide later this month. Ms. Ashton announced that the Committee is currently receiving nominations for the Midtown Awards for 6 categories via social media.

Finally, she announced that the Committee will hold a joint meeting with the Cultural Arts and Entertainment Committee on Tuesday, June 20, 2017, at 3:00 p.m. at Central Bank.

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

Director Lefsrud reported that the Committee is working on recommendations for Phase II of the sidewalk project. He stated that the Committee is working closely with the Midtown Redevelopment Authority on replacing and repairing sidewalks in Midtown. Director Lefsrud also reported that the Committee is still looking at sources of funding for additional improvements to Elizabeth Baldwin Park

and Elizabeth Glover Park. Finally, he invited all to the joint meeting with the Urban Planning Committee on Thursday, June 15, 2017, at 4:00 p.m. in the Midtown offices.

**i. AGREEMENT FOR GRAFFITI ABATEMENT SERVICES**

This item was pulled from the agenda.

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

Director Douglas reported that Director Darst and Thomas Wang are still working with Urban Harvest to bring a Farmer’s Market to Midtown. He also shared that Design Workshop is meeting with Staff and moving forward with the next steps in developing a strategic plan for Midtown, which will include opportunities for public engagement and input. Finally, Director Douglas reported that the Committee is working on drafts of letters to TXDOT to address proposed changes to Hwy 288 HOV entrances and exits, I-69 cap and bridges, Heiner St., and the Pierce Elevated.

Director Douglas reminded everyone that the next meeting will be a joint meeting with the Service and Maintenance Committee on Thursday, June 15, 2017, at 4:00 p.m. and invited all to attend.

**i. AUTHORIZATION TO CONSIDER AND ACT ON VARIANCE REQUESTS ON BEHALF OF THE DISTRICT**

Director Douglas presented the request for authorization to consider and act on variance requests. He stated that occasionally the City of Houston Planning Department sends variance requests to the Midtown Management District seeking input from the District regarding such variance requests. He stated that unfortunately the time to respond is quite short and there is no opportunity to bring the matter to the full Committee or the Board for review and consideration. Director Douglas announced that he has appointed a subcommittee, currently comprised of Directors Darst, Davila, Llamas, Mohite, and Douglas, to review to such variance requests and is seeking Board authorization for the Committee to respond to the City Planning Department on behalf of the District. Director Mohite advised the Board that most recommendations from the subcommittee will be focused on improving the pedestrian realm and that the subcommittee does not comment on the use of the land. Director Chan asked whether and how the Board would be notified of the subcommittee’s response to variance requests. Director Douglas stated that the variance request responses will be posted on the Midtown website.

Director Woodruff made a motion to authorize the Urban Planning subcommittee to review and respond to variance requests on behalf of the District. The motion was seconded by Director West. Following all discussion, the motion carried by unanimous vote.

**E. Cultural Arts and Entertainment – Eileen Morris, Chair**

Director Morris stated that the District received an email from the Executive Director of Texas Commission on the Arts (TCA) several days ago with news that the state legislature has cut all funding for TCA Cultural District grants for the next biennium. She reminded the Board that, in prior years, the District has received matching grants from TCA to help fund the Cultural Arts and Entertainment website and Art in the Park. She announced that TCA, Texans for the Arts, and other arts groups will work to have funding restored in the next Legislative Session in 2019.

Ms. Alvarado stated that the Committee is working on a mini mural for the new gateway at Spur 527 and Holman St. The Committee worked with the MRA Staff to select artist Pilot FX for the project. She stated that the Committee has requested three (3) original designs for the mini mural, which it hopes to receive in the next few weeks.

**i. MIDTOWN MARKETS**

Director Morris gave a report on the Mother's Day Market held in Bagby Park. She reported that there were twelve (12) vendors and that an estimated 800 to 1000 people attended the event. Director Morris announced that the Father's Day Market will be held on Friday, June 9, 2017, from 11:00 a.m. to 7:00 p.m., also in Baby Park. Ms. Alvarado renewed her request for old neckties for decorations.

Director Morris invited everyone to the joint meeting with the Marketing and Economic Development Committee on Tuesday, June 20, 2017, at 3:00 p.m. at Central Bank.

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

Director Chan stated that the current reports from Equi-Tax, Inc. show that as of May 31 2017, 96% of the 2016 assessment has been collected. She further reported that the Finance Committee continues to monitor expenses and is talking with other committees about projects that might be eligible for grant funding.

Director Chan announced that next year's budgeting process will begin soon and that the next Committee meeting will be on Monday, June 26, 2017, at 4:00 p.m.

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

**i. UPDATE REGARDING RECOMMENDATIONS TO FILL BOARD POSITIONS 10-17**

Ms. Alvarado stated that the recommendations to fill Board Positions 10-17 are expected to be considered by the City Council at the June 21, 2017 City Council meeting. She reported that unfortunately, De Juana Williams, the nominee to fill Board Position 14, will not be able to serve on the Board at this time and that a letter is being sent to the Mayor's office asking that her recommendation be withdrawn. Ms. Alvarado stated that the Nominations Committee will work to find a new candidate to fill Position 14.

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

Chairman Coleman stated that all matters discussed at the Executive Committee meeting have been presented as part of the various Committee reports. He thanked each of the Committees for their work.

**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 Park contractor is focused on completing the water features, landscaping, park signage, and granite installation. The Staff and Consultants have identified an issue with the Pavilion deck that will impact the Park's opening. The Pavilion deck was installed by the Garage contractor. The Staff is working with Garage Contractor to resolve the issues. The Park is expected to be substantially complete and open to the public in late summer with a grand opening event in September 2017.

Caroline St. Project – The MRA Board approved the transfer of the remaining funds constituting Midtown's portion of the contact amount to TxDOT. Construction is expected to begin in late 2017.

Main St. Project – The contractor is still finalizing its work on the east side of Main Street and will then move to begin work on the west side. The contractor is awaiting final approval from METRO to perform work in the median at night, as requested by METRO. The project was not bid for night work and the Staff and Consultants are working to determine the additional costs associated with this change.

Entry portals – Still awaiting installation of permanent electricity at Gray St. to complete lighting for that entry portal. The Staff and Consultants are reconsidering the design for the Webster St./Gray St. entry portal due to the potential for damage from vehicles.

**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**

Ms. Alvarado announced that the annual meeting will be held on Wednesday, August 2, 2017, at 6:00 p.m. at the Ensemble Theatre.

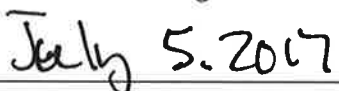
**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, July 5, 2017, at 11:00 a.m. at the Midtown Houston offices, 410 Pierce St., Houston, TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
Eileen J. Morris, Board Secretary

  
Date