



**midtown**  
HOUSTON

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

**August 1, 2018**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, August 1, 2018, at 6:00 p.m. in The Dave Ward Building – Crime Stoppers of Houston, located at 3001 Main Street, Houston TX 77002, inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

Pos. 1	Darcy John Lefsrud	Pos. 10	Eileen J. Morris
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler Dillard
Pos. 3	Amar Mohite	Pos. 12	Dana Woodruff
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Willie H. Coleman	Pos. 14	Christopher Johnston
Pos. 6	Nancy J.W. Darst	Pos. 15	Herbert Baker
Pos. 7	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Kristin Pope	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

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

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Cynthia Alvarado, Vernon Williams, Mark Sullivan, David Thomas and Mark Leija; Peggy Foreman of Burney & Foreman; SGT. Haynes and Deputy Clopton of Harris County Precinct 7; Jesse Sampson and Rasiel Limonta of S.E.A.L. Security Solutions Marilyn Brown of Coalition for the Homeless; Stacey Griggs of Post Midtown Square Apartments; Linda Treviño of METRO; HPD Lt. C Davis of Central Division; HPD Officer S. Nguyen of South Central Division; and Midtown residents Cynthia Aceves-Lewis, Michael Lewis, Vishesh Singh and Sheeba Singh, Gayle Fortson and Ben Robles

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

Chair Coleman called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

Midtown property owner Vishesh Singh stated that he is concerned about public safety in his neighborhood. He stated that he has contacted the Harris County Constable for Precinct 7 and

requested a patrol alert, but that male prostitutes, panhandlers and general vagrants continue to return to his street.

Midtown homeowner Michael Lewis stated that he is pleased to see that the District spends a good portion on the budget to keep the community clean and safe. He further stated that no matter how nice the parks are, how much cultural arts programming is available and regardless of the District's marketing efforts, if people do not feel safe to walk in the community it won't make a difference. He stated that he believes the District should be focused on keeping Midtown clean and safe. He asked other questions regarding patrol activity by law enforcement officials in Midtown.

Midtown homeowner Cynthia Aceves-Lewis stated that she is the president of the Super Neighborhood Council #62 (SN62) for Midtown. She stated that SN62 has community liaisons in place that attend various Midtown Management District committee meetings. She thanked Executive Director Matt Thibodeaux for his work with the City of Houston years ago to help develop the Super Neighborhoods program. Ms. Aceves-Lewis thanked Midtown Management District Board Member Christopher Johnston for serving as the District liaison to SN62. She stressed the opportunity for all the organizations associated with Midtown to work together toward a common goal.

Midtown homeowner Sheeba Singh stated that she is concerned about drug dealers and male prostitutes in the area. She stated that she would like to walk with her baby to the park but is hesitant to do so.

#### **CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE JULY 11, 2018 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JUNE 2018**
- C. APPROVE PAYMENT OF INVOICES FOR JULY 2018**
- D. APPROVE EQUI-TAX REPORT FOR JULY 2018**

Director Woodruff made a motion to approve the consent agenda. The motion was seconded by Director Morris and carried by unanimous vote.

#### **REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING A RESOLUTION WAIVING THE AUTOMATIC RESIGNATION OF DIRECTOR AMAR MOHITE.**

Peggy Foreman presented the Resolution Waiving Automatic Resignation of Director Amar Mohite. She explained that State law provides that a Director who misses 3 consecutive board meetings is considered to have automatically resigned, however such automatic resignation can be waived by a majority vote of the remaining Board members if circumstances warrant. Chairman Coleman stated that the Executive Committee was recommending adoption of the Resolution Waiving Automatic Resignation because of the special circumstances which caused Director Mohite's absence and because he has been an active member of the Board and the Urban Planning Committee. Director Douglas made a motion to approve the Resolution as presented. The motion was seconded by Director Morris. Following all discussion, the motion carried by unanimous vote.

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

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

Director Lefsrud reported the following accomplishments for the Service and Maintenance Committee over the past 12- months:

- Completed the second phase of sidewalk repairs/replacement.
- Completed tree trimming around street lights throughout the entire District.
- Converted the bark mulch at the Glover Park dog run to decomposed granite.
- Facilitated the process of obtaining bids/proposals to provide certain maintenance and other field services in Midtown.
- The Midtown Field Services Team is supporting the City per our Interlocal Agreement on the Midtown "hotspots" for clean-up.
- Facilitated and encouraged the Board to increase the number of hours of service under the contract for graffiti abatement.
- Facilitated and encouraged the Board to enter into an agreement with SMC Logistics to conduct a night-time survey of the District to identify areas where additional street lighting is needed. Approximately 100 areas have been identified for additional lighting.
- Continued to manage use of the SeeClickFix online software and mobile app to provide a streamlined process to handle calls for service in Midtown. The program has a mobile application across a variety of digital platforms as well as an online presence.
- Continued management of the Field Services Team which is responsible for daily maintenance of landscape and litter removal in the public right- of-way throughout the District.
- Continued management of the park maintenance services at Elizabeth Baldwin and Elizabeth Glover Parks.

For the remainder of the year the committee will continue to work on the above service and maintenance projects and will also work on seasonal planting at area parks and will research the feasibility of installing a water fountain at Glover Park

**B. Cultural Arts and Entertainment Committee – Eileen Morris, Chair**

Director Morris reported on the following accomplishments for the Cultural Arts and Entertainment Committee over the past 12- months.

- Midtown Art in the Park event was held on April 1, 2017 and 44 booths were sold.

- The Midtown Mistletoe Market was held in November of 2017. The holiday inspired, two day event at Bagby Park featured 26 craft/artisan vendors and was very well attended. For 2017 additional programming was brought in to increase event attendance and bolster vendor sales.
- Worked to encourage the Board to amend the existing Interlocal Agreements with the City to allow Midtown and the City to work cooperatively on scheduling events and activities in Elizabeth Baldwin and Elizabeth Glover Parks.
- Developed a small arts grant program to be launched in the next several weeks, which will provide small grants to Midtown arts organizations to assist them in art projects that benefit the Midtown community. Efforts are underway to use the Café grant management software system to manage the small arts grant program.

Director Morris stated that Mistletoe Market 2018 is scheduled for November 16<sup>th</sup> and 17<sup>th</sup>, in Midtown Park. Cynthia Alvarado reported that, to date, 40 vendors have applied to participate in Mistletoe Market 2018 and applications are still being taken.

Director Morris announced that there would not be an August 2018 committee meeting.

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

Director Tyler-Dillard reported on the accomplishments of the Marketing and Economic Development Committee.

She stated that the District continues to utilize a diverse communications protocol, that includes two websites, five social media channels, a weekly Midtown eNews, educational videos posted on the District’s website, various print pieces such as the Cultural Arts Guides and the “Know Where to Go” roadmap, a weekly Midtown Blog, ads in area publications, and live media appearances. She stated that this variety of communication tools is intended to help educate the public and spur economic development in Midtown.

She stated that the District also publishes the Midtown Buzz, a bi-annual printed media piece that provides readers with information on new businesses, construction projects and information about community meetings, events and important stakeholder participation opportunities.

Additionally she stated that an updated Midtown Cultural Arts and Entertainment Guide was designed, printed and distributed for the Spring and Summer and that a Midtown App has been launched and is available for public use on both iPhones and Android Phone.

Director Tyler-Dillard announced that there would not be an August 2018 committee meeting.

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

Director Douglas gave the following summary of the activities of the Urban Planning Committee for the past 12 months:

The Committee continues to work toward encouraging developers to include pedestrian enhancements in their Midtown projects that are in keeping with the urban nature of the Midtown community.

- Worked to secure installation of an additional B-cycle Station in Elizabeth Baldwin Park, for a total of seven (7) B-cycle Stations in Midtown.
- Partnered with BikeHouston to provide guided rides, bike maintenance workshops, and marketing to promote healthy and affordable transportation options.
- Midtown Board members, staff, and stakeholders have been active participants in numerous public meetings regarding use of the land under the Pierce Elevated, the design of a proposed IH 69 Cap Park, and the City Wide Bike Plan
- The committee has been planning for the Midtown Farmers Market which will launch on Saturday, August 18, 2018 in Baldwin Park. Director Douglas introduced the Midtown Farmers Market Manager, Adrian de la Cerda, who gave a brief overview of the market, vendors and hours of operation.

Director Llamas reminded everyone that a walkable/bikeable Midtown is vitality important to the safety of the community. He stated it is also important that the District and the Midtown Parks Conservancy continue its efforts to program park spaces with activities and cultural arts events to encourage people to use the parks, as this is a good way for people living in Midtown to meet and get to know their neighbors and ultimately build community and help to foster a safer environment for the entire Midtown community.

**E. Finance and Budget Committee – Dana Woodruff, Chair**

Director Woodruff reported that the 2017 Audit has been posted to the midtownhouston.com website. She further reported that approximately 98% of assessment revenues have been collected and that expenditures are within budget.

Director Woodruff announced that the budget process has begun and asked stakeholders to participate in this important process by attending committee meetings and offering suggestions as to how assessment dollars should be spent consistent with the approved Service Plan. She reported that Committee Chairs have already begun the work of identifying project priorities for FY 2019 based on stakeholder feedback.

**F. Nominations Committee – Nancy Darst, Chair**

Director Darst reported that, earlier in the year the Committee identified potential candidates and ultimately recommended approval of two individuals to fill vacant Board positions. She reported that the Committee also over saw the election of Board officers. She reminded everyone that the District Board is always looking to encourage community participation at the committee level. She invited everyone to please get engaged in the efforts to build and grow the Midtown community.

**G. Public Safety Committee – Willie Coleman, Interim Chair**

**i. REPORT FROM SECURITY COORDINATOR, MARK LEIJA**

Security Coordinator Mark Leija gave an overview of the District's efforts to enhance public safety in Midtown, including the following:

- The District contracts with Harris County for Precinct 7 Deputy Constables to provide patrol services, online patrol alert filing, online vacation watch requests, event security for Midtown coordinated events, public safety education programs and information, as well as community crime statistical reports.
- The District contracts with SEAL Security Solutions, LLC., to provide additional dispatch and patrol services in Midtown.
- The District also pays the difference in the cost of electricity between what the City of Houston pays for its standard cobra head street lights and the signature coach lights installed in Midtown.
- The District contracts with SMC Logistics to provide a bi-monthly survey to identify and report street light outages in Midtown, including light outages in the various parks in Midtown. Street light outages are reported to CenterPoint Energy for repair and followed up on by SMC Logistics. Efforts continue to coordinate the services provided by the following agencies; Houston Police Department (South Central and Central Patrol Divisions), the City of Houston Homeless Outreach Team; Harris County Precinct 7 Constables' Office, S.E.A.L. Security Solutions, LLC., Metropolitan Transportation Authority Police Department, Houston Community College Police Department, and City of Houston Public Intoxication Transport Team/Sobering Center.
- The District continues to assist the City as it attempts to deal with the complex issues surrounding homelessness. The District participates in the City's Public Intoxication Transport Team Program (PIT). The PIT Team is comprised of a social worker, a law enforcement officer, and emergency medical technician personnel who patrol the area in a van and transport eligible individuals to the Houston Sobering Center. The District and other entities provide financial assistance to the PIT Team Program. Additionally, the District continues to work with the City pursuant to an Interlocal Agreement to address areas such as under I69 and on Pierce St. where large numbers of homeless people gather.

At the request of the Board Chair and the Executive Director, Mr. Leija convened a meeting of the various law enforcement entities working in Midtown and the SEAL Security Team, to discuss public safety issues in Midtown. He reported that the meeting was well attended, informative and productive with open and frank discussions of actions being taken and to be taken to help enhance public safety in Midtown.

#### **H. Executive Committee – Willie H. Coleman, Chair**

Director Coleman stated that matters discussed at the Executive Committee meeting have been presented in conjunction with each of the Committee reports already given. He thanked each of the Committees for their hard work on behalf of Midtown.

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

There was no report presented.

**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 convene in executive session.

**ANNOUNCEMENTS**

Directors Darst and Woodruff were recognized for their perfect attendance at District Board meetings over the past 12 months.

The Board acknowledged former Director Ben Robles for his work as Chair of the Public Safety Committee and for stepping up and providing leadership on the Committee during his term on the Board.


**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, September 5, 2018, at 11:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the Midtown Management District's offices located at 410 Pierce St., Houston TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
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Eileen Morris  
Board Secretary

  
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Date