



midtown
HOUSTON

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

August 7, 2019

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, August 7, 2019, at 6:00 p.m. in the in the 3rd Floor Conference Room of the Midtown Management District's offices, located at **410 Pierce Street Houston, Texas 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	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Lefsrud, Tilton, Douglas, and Washington thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Cynthia Alvarado, Marlon Marshall, Mark Sullivan, David Thomas, Amaris Salinas, Madeline Peña, Mechelle Phillip and Vernon Williams; Peggy Foreman of Burney & Foreman; Lt. Jesse Sampson and Sergeant Alshukin and Erica Rocha of S.E.A.L. Security Solutions, LLC; Sergeant Clopton of Harris County Constables, Precinct 7; Terry Puster of Baxter Developments; Linda Treviño of METRO; Joey Sanchez of Houston Exponential; Paul Allison and Midtown resident Caitlin Hoffman,

Ms. 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

Linda Treviño introduced herself as the Stakeholder Affairs Representative for METRORail and stated that the METRO Board will hold a special board meeting on August 13, 2019 from 10:00 – 12:00 Noon to consider calling an election to seek voter approval for approximately \$3.5 Billion in borrowing authority to make improvements to the METRO transit system. She stated that the METRONext Plan outlines the proposed improvements and invited everyone to attend the special METRO board meeting as well as the various public community meetings to be held at various times and locations to further discuss this effort.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE JULY 10, 2019 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JUNE 2019**
- C. APPROVE PAYMENT OF INVOICES FOR JULY 2019**
- D. APPROVE EQUI-TAX REPORT FOR JULY 2019**
- E. ACCEPTANCE OF THE FY 2018 AUDIT**

Ms. Alvarado presented the consent agenda. Director Noble made a motion to approve the consent agenda as presented. The motion was seconded by Director Morris and carried by unanimous vote.

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

A. Service & Maintenance – Darcy John Lefsrud, Chair

Madeline Pena presented the report on behalf of the Committee Chair, Director Lefsrud. She gave an overview of one of the District's most significant projects, the Field Services Program. She stated that the District's Field Services Team consists of 8 full time people who provide landscape maintenance and other services, including but not limited to landscaping, mowing, weed eating, edging, mulching, irrigation system maintenance and repair, tree pruning, seasonal planting, and removal of trash and debris, in the in public right-of-ways in Midtown. Ms. Pena stated that in December 2018, the District added 2 additional full-time people to the Field Services Team, dedicated solely to trash pick-up and debris removal throughout the District. Ms. Pena stated that pursuant to Interlocal Agreements with the City of Houston, (the "City"), the District provides regular complete maintenance of Elizabeth Baldwin Park and Elizabeth Glover Park, both of which are owned by the City. She further reported that other services provided by the Field Services Team include replacing the Midtown logo street signs, planting and maintaining new trees, replacing damaged or dead landscaping, installing and maintaining numerous Pet Waste Stations throughout the District, and other general maintenance of the public rights-of-ways and certain public amenities. Ms. Pena reported that the Committee also manages the District's on-line SeeClickFix program, which includes a mobile application across a variety of digital platforms, to provide a streamlined process for the District to track and respond to a variety of citizen calls for service, such as maintenance or repair of broken sprinkler heads, trash and debris removal, tree trimming, light outages, etc.

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

Director Morris reported that the major activities of the Committee included the annual holiday inspired Midtown Mistletoe Market held in Midtown Park in November 2018. She stated that by moving Mistletoe Market to Midtown Park, the Committee was able to double the size and scope of the event, going from 23 vendors the prior year to 50 vendors and include a night market which featured crafts for sale and a holiday movie night. She also reported that the following additional programming was added to increase event attendance: chalk artists, activation of the chalk wall in the park; live music, Young Artists Houston with DIY crafts for kids, Painting with a Twist, Father Christmas and Santa Paws with holiday décor suitable for family holiday photographs and two interactive coloring book panels were designed and installed.

Director Morris stated that another major event was the annual Midtown Art in the Park which was held on April, 6, 2019. She reported that Midtown Art in the Park was expanded to include art cars, chalk artists, interactive coloring book panels, a painted interactive panel with a toy motif, and children's programming provided by Young Audiences of Houston. Director Morris reported that the District received an event sponsorship in the amount \$5,000 from Central Bank Houston to cover the expenses related to the Wine Meadow Painting and Arts Alley.

Director Morris reminded the Board that the District launched its Midtown Micro Arts Grants program in 2018 and awarded four (4) micro grants totaling \$3,400 to three (3) small community based arts groups and one (1) vocalist to pay costs incurred in providing performance art events in public spaces in Midtown.

Director Morris stated that the District is currently working with the Authority to expand and enhance its Cultural Arts and Entertainment Committee projects due to receipt of a City Initiative Grant in the amount of One Hundred Forty Thousand Dollars (\$140,000.00) which was applied for and received in late spring of 2019.

Finally, she invited any interested Board and community members to attend Committee meetings which are held on the 3rd Tuesday of the month at 4:00 p.m. at a various cultural arts venues in Midtown.

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

Director Tyler-Dillard reported the District's current communication strategy includes two websites that are constantly updated, six social media channels that are updated daily, a Midtown app that is available on both Android and iPhone platforms, a weekly Midtown eNews, videos on the District's website with in-depth education tools, and various print pieces such as the Midtown Cultural Arts and Entertainment Guide and the "Where to Go" roadmap, a weekly Midtown Blog, ads in area publications, and live media appearances. She stated that the Committee maintains the Midtown App and publishes the bi-annual Midtown Buzz, a printed media piece that provides the public with information regarding new businesses, construction projects and other valuable information about the Midtown community.

Director Tyler-Dillard reported that the District's use of various social media platforms has proven to be an invaluable resource for outreach to the general public and to Midtown residents and businesses. She stated that outreach via Facebook, Instagram and Twitter has grown substantially over the past year. She also reported on that the District's use of influencers and bloggers to help market the Midtown community and events has been very successful as well with a steady increase of earned media mentions on TV, Radio, and in Newspapers.

D. Urban Planning Committee – Allen Douglas, Chair

Director Llamas reported that the Urban Planning Committee continues to work toward encouraging developers to include pedestrian enhancements on their projects that are in keeping with the urban nature of the Midtown community. He stated that various Committee members are actively engaged with various stakeholders and are participating in numerous meetings regarding the following proposed projects in Midtown: Wheeler Cap Park, the Pierce Elevated TXDOT Project, the City's Walkable Places Project, the Market Based Parking Plan, Austin Street Bikeways as well as other projects that relate to the urban transportation needs of the Midtown community.

He reported that the Committee has facilitated the installation of three additional B-Cycle Stations in Midtown, specifically in Midtown Park, Baldwin Park, and at Austin and Gray Streets, bringing the total number of B-Cycle stations in Midtown to 10.

Director Llamas also reported that the District continues to partner with Bike Houston to provide guided rides, a bike maintenance workshop, and education and marketing events to promote and encourage the use of healthy and affordable transportation options.

Finally, Director Llamas reported that the weekly Midtown Farmers Market in Baldwin Park was started in August of 2018 and provides opportunities for Midtown residents and visitors to purchase fresh fruits, vegetables, prepared foods and other items.

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Woodruff reported that as of July 31, 2019, revenues and expenses for the District were within budget with an assessment collection rate of 98% . She reminded the Board that the District has maintained the same assessment rate of \$0.1181 per \$100 of assessed valuation for the past 14 years. She stated that the average taxable value for a single family residential homestead in Midtown was \$261,504 and that the average annual residential assessment paid to the District on a single family residential homesteaded property was \$308.84.

Director Woodruff reported that the District continues to work closely with the Midtown Redevelopment Authority in making applications for federal and state grant funds for transportation improvement projects in Midtown. She stated that during 2018, the District received approximately \$2.69M in federal grant funds which were used in cooperation with the Authority to pay a portion of the costs of the Holman Street and Main Street Reconstruction Projects.

Finally, Director Woodruff reminded everyone that the budget process is underway and that committees are in the process of identifying budget requests for FY 2020. She invited all Midtown stakeholders to attend committee meetings and offer input to help define budget priorities for the next fiscal year.

F. Community Activity Report – Christopher Johnston, Liaison

i. SUPER NEIGHBORHOOD #62

Director Johnston stated that there was no July or August 2019 meeting for Super Neighborhood #62. He announced that the next meeting is scheduled for September 12, 2019 at the Crime Stoppers Building at 3001 Main Street. Houston, TX 77002.

G. Public Safety – Willie Coleman, Interim Chair

i. SECURITY COORDINATOR’S REPORT

Ms. Alvarado reported that the District hired a former HPD Officer, Mark Leija, to serve as a part-time Security Coordinator for the District. She stated that in his role as Security Coordinator, Mr. Leija serves as the liaison for Midtown area businesses, residents and stakeholders to 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, Rice University Police Department, Houston Community College Police Department, and City of Houston Public Intoxication Transport Team/Sobering Center. She stated that the Security Coordinator also assists the District in developing and implementing public safety and crime prevention programs, issuing Public Safety Alerts to publicize and increase the level of awareness within the District regarding public safety issues as well as personally meeting with concerned property and business owners and representing the Midtown community in various meetings in order to advocate for the community.

Ms. Alvarado reported that the District’s continues to contract with Harris County for the services of five (5) full-time Deputy Constables from Precinct 7, including a supervising sergeant, to provide patrol services, online patrol alert filings, online vacation watch requests, community crime statistical reports, event security for Midtown coordinated events, public safety education programs, and general public safety information. The annual cost for of the Harris County Precinct 7 Contract is approximately \$483,300.

Ms. Alvarado also reported that the District continued its contract with S.E.A.L. Security Solutions LLC to provide additional patrol services by three (3) full-time armed security officers along with including the services of K-9 officers throughout the Midtown community. The S.E.A.L. Security officers also provide day of and overnight security services for Midtown coordinated events. The annual cost for 3 patrolling armed security officers, K-9 officers and Midtown branded dedicated security vehicles is approximately \$190,600.

Ms. Alvarado reported that the District also pays the difference in the cost of electricity between what the City pays for its standard cobra head street lights and the signature LED coach lights installed in Midtown and that approximately \$221,000 was paid in November 2018 in arrears for calendar year 2017. She also reported that the District continues its contract with SMC Logistics to provide a bi-monthly survey to detect street light outages in Midtown, which are then reported to CenterPoint Energy for repair and followed up on by SMC Logistics. Ms. Alvarado stated that approximately 406 light outages in Midtown were reported and repaired this past year.

Ms. Alvarado reported that the District continues to assist the City as it attempts to deal with the complex issues surrounding homelessness, public intoxication and vagrancy. The District provides financial support in the approximate amount of \$60,000 to the City's Public Intoxication Transport Team Program (PIT), which is a team comprised of a social worker and emergency medical technician personnel who patrol the area in a van and transport eligible individuals to the Houston Sobering Center. She stated that the District also has an Interlocal Agreement with the City pursuant to which the District assists the City by providing personnel and equipment to abate public health related nuisances alongside roadways and underneath underpasses owned by TXDOT inside the boundaries or immediately adjacent to Midtown. She further stated that on several occasions this past year, at the City's request, the District has transported personal items that were bagged and tagged by the City's Homeless Outreach Team to a City operated warehouse, paid the costs to clean and de-sanitize homeless encampment sites and provided supplemental security at such encampment sites, as needed and requested.

Finally, Ms. Alvarado reminded the Board that the Public Safety Committee meetings are held on the 3rd Tuesday of the month at 11:30 a.m. except that once each quarter, meetings are held at 6:00 p.m. to allow more citizens to participate.

H. Nominating Committee – Nancy Darst, Chair

i. Recommendation for appointment and reappointment of Board Members to Positions 1-9

Director Darst reported that the Nominating Committee held interviews of potential candidates for Board Positions 5 and 8, both of which had expired terms. Director Darst announced that the Committee had selected 2 candidates and an alternate for consideration by to the Board to serve in Positions 5 and 8. She announced the Committee's recommendation of Terry Puster for Position 5 and Joey Sanchez for Position 8 with Lewis Goldstein as the alternate. She shared background information regarding each, answered questions and then asked the Board to approve the Committee's recommendations for submission to the Mayor and City Council.

Director Darst reported that Board members currently serving in Positions 1-4, 6-7 and 9 were all eligible for reappointment and had expressed a desire to be reappointed.

Director Woodruff made a motion to approve the submission the following current Board members as recommendations for reappointment to the Board in the following positions:

Position 1.....Darcy John Lefsrud
Position 2.....Gloria Haney
Position 3.....Amar Mohite
Position 4.....James Llamas
Position 6.....Nancy J.W. Darst
Position 7.....Julie Tilton
Position 9.....J. Allen Douglas

The motion was seconded by Director Johnston and carried by unanimous vote.

Director Woodruff also made a motion to approve the Committee's recommendation to submit Terry Puster and Joey Sanchez as the recommended candidates for appointment to Board Positions 5 and 8, respectively, for consideration by the Mayor and City Council. The motion was also seconded by Director Chan and carried by unanimous vote.

I. Executive Committee – Willie H. Coleman, Chair

Chair Coleman stated that all matters discussed at the July 2019 Executive Committee meeting were considered in conjunction with the various committee reports and that there were no additional matters to bring before the Board. He thanked all of the Committees for their hard work on behalf of the District.

As part of the Executive Committee's report, Chair Coleman invited Mechelle Phillips and Amaris Salinas, to provide brief reports regarding Park Programming in the four (4) parks located in Midtown.

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

Mr. Marshall gave the following report on the status of current Midtown Redevelopment Authority capital improvement projects:

Midtown Park. The contractor has reached Substantial Completion of installation of the hardscape and landscape improvements in the Front 90 Plaza area, the Main Street streetscape improvements and the service drive. Remaining work includes completing installation of lighting and certain additional landscaping in the Front 90 Plaza area, pavement saw cutting and bollard installation in the service drive. Substantial completion inspections are scheduled to begin in mid-August 2019.

Caroline Street Reconstruction. The contractor has completed the initial segment of waterline installation on east side of Caroline between Elgin Street and McGowen Street and has made a connection to trunk line at Elgin Street. Construction continues on waterline laterals at Tuam Street and Anita Streets. The storm sewer installation has been completed on McIlhenny Street and is continuing on Hadley between Caroline and Austin Streets. The installation of sanitary sewer is ongoing between Tuam and Dennis Streets.

Bagby Park. The contractor has completed stage demolition and the construction continues on the stage foundation and utility site work.

Mr. Marshall stated that recently completed projects included the Holman Street Reconstruction Project, the Main Street Enhancements Project, and the Entry Portal Gateway Projects.

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).

There was no executive session.

ANNOUNCEMENTS

There were no announcements.

PRESENTATION

Joey Sanchez, Director of Corporate Engagement for Houston Exponential, gave a very informative overview of the efforts to attract new technology enterprises to the City, many of which are expected to locate in Midtown. He talked about the participants in the new Innovation District and the role each can play in making Houston a center for technological entrepreneurship.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, September 4, 2019 at 11:00 a.m. in the 3rd floor conference room of the District's offices, 410 Pierce Street, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.



Eileen Morris
Board Secretary

9-4-2019

Date