



**midtown**  
H O U S T O N

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

**June 2, 2021**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, June 2, 2021, at 11:00 a.m. via video and telephonic conferencing, 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	Vacant
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	Vacant	Pos. 16	Kelly Young
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present with the exception of Directors Lefsrud, Darst and Washington thus consulting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Vernon Williams, Marlon Marshall, Madeline Peña, David Thomas, Amaris Salinas, Edward Lacey, Mark Sullivan, Peggy Foreman of Burney and Foreman, Clark Lord of Bracewell LLP, Erica Rocha with S.E.A.L. Security Solutions LLC, Linda Treviño with METRO, and Midtown resident Scott Harbers.

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

Chair Morris called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

- A. APPROVE FINANCIAL REPORT FOR THE MONTH OF APRIL 2021**
- B. APPROVE PAYMENT OF INVOICES FOR MAY 2021**
- C. APPROVE EQUI-TAX REPORT FOR MAY 2021**

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

**REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE 1ST QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING MARCH 31, 2021.**

Mr. Thomas directed the Board’s attention to the written Investment Report from Investment Officer Matt Thibodeaux. Mr. Thomas stated that as the District Accounting Manager he prepared the 1<sup>st</sup> Quarter Investment Report 2021 in accordance with Article III, Section 3.03 and Article IV, Section 4.06 of the Investment Policy of the District.

Mr. Thomas presented the investment report and stated that the average interest rate on all accounts was 0.0871% for the 1<sup>st</sup> Quarter. He further stated that the amount of interest earned was \$1,045.57. Director Coleman made a motion to approve the Investment Report as presented. The motion was seconded by Director Baker and carried by unanimous vote.

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

**A. Finance and Budget Committee – Eileen Morris, Interim Chair**

Mr. Thomas reported that the monthly Finance Committee meeting was held on May 25, 2021. He stated that as of May 31, 2021, the District’s Assessment Collector, Equi-Tax, reports that approximately 94% of assessments have been collected. He further reported that to date, both revenues and expenses are within budget for FY 2021. Mr. Thomas stated that the audit for FY 2020 is wrapping up and will be presented at the July 2021 Board meeting. Mr. Thomas announced that the budget process will begin soon and asked all committees to start working on planning projects for FY 2022. Lastly, he reminded everyone that the next Finance Committee meeting will be held virtually on June 29, 2021, at 4:00 p.m.

**B. Service and Maintenance – Christopher Johnston, Chair**

Director Johnston reported that the regular monthly committee meeting took place on May 17, 2021. He stated that there is a push to explore a more robust tree trimming process. He also stated that the committee is working with the Urban Planning Committee and the Midtown Redevelopment Authority on the Tuam Triangle Project which will entail improvements to a small area of land located along the boundary lines of Midtown. Director Johnston reported that the staff is working with the Field Services Team to prepare cost estimates to replace landscaping that was damaged by the February winter freeze. He also reported on the monthly graffiti abatement work on public property. Lastly, he announced that the next Service and Maintenance Committee meeting will be a joint meeting with the Urban Planning Committee on June 21, 2021, at 4:00 p.m.

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

Ms. Alvarado stated that the application process for the District’s midtownHOU Arts Micro Grants is now open and applications for consideration are being accepted. Ms. Alvarado reported that the District staff held a virtual meeting to provide a detailed explanation of the application process along with tips on best practices for grant writing. She stated that the virtual meeting also included a Question and Answer Session for potential applicants. Ms. Alvarado stated that the deadline to receive grant application is June 6, 2021, and that shortly thereafter, the Grant Consultant and District staff will conduct a preliminary review, before convening the panel to review projects and make recommendations for award of grants. Ms. Alvarado advised the Board that the Texas Commission on the Arts (TCA) is accepting applications from arts organizations for TCA grants and that various Midtown arts organizations will be reaching out for Letters of Support from the District as the designated Cultural Arts and Entertainment District for Midtown. She stated that a Letter of Support is required for inclusion in the arts organization’s grant application to TCA. Ms. Alvarado reported that the Ensemble Theater has requested a Letter of Support, a copy of which was included in the Board packet and that a similar Letter of Support would be provided to other Midtown arts organizations upon request.

Finally, Director Washington announced that the Cultural Arts and Entertainment Committee will have a joint meeting with the Marketing and Economic Development Committee on June 16, 2021, at 4:00 p.m.

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

Director Tyler-Dillard reported that staff has started to see an uptick in open rates for the weekly eblasts since the District started highlighting its blogs. She also stated that the first guest blog published was from Director James Llamas about Pedestrian Enhancements and Mobility. She also reported that the committee videos included a Call to Action to encourage more community engagement. She further reported that the Staff has added a form on the Midtown Houston website for guests to sign-up to receive committee meeting notifications and agendas. Director Dillard reported that the Feel-Good Friday videos for the month of June will feature staff interviews with MMD Board members and will include Charles Washington, Kelly Young, Debbie Tyler-Dillard. Director Dillard also reported that Director Washington will be a featured guest blogger and will be writing about the upcoming Juneteenth holiday and will provide information regarding how various Midtown arts organizations will commemorate Juneteenth. Finally, Director Tyler-Dillard announced that the Marketing and Economic Development Committee will have a joint meeting with the Cultural Arts & Entertainment Committee on Wednesday, June 16, 2021, at 4:00 p.m.

**E. Urban Planning Committee – James Llamas, Chair**

Director Llamas reported that the Urban Planning Committee had Maria Irshad, Assistant Director for Park Houston Administration and Regulatory Affairs Department who explained the proposed changes in meter hours for Midtown. She reported that the proposed changes will be presented to the City of Houston Infrastructure committee on June 24, 2021, with the changes are anticipated to go into effect in July 2021. Director Llamas stated that the meter hours in the northwestern section of Midtown, will change from 7am – 6pm to 9am – Midnight to reflect the highest demand for parking in the area. He further reported that the 2–3-hour time limit will be eliminated in favor of a

progressive pricing model, allowing parking for longer periods but with an increase in the hourly rate for those parking for more than 2-3 hours. Director Llamas stated that the progressive pricing model is designed to encourage turnover and encourage the use of area parking garages for long term parking. He also stated that the proposed changes to metered parking changes should not be an impediment to Midtown potentially becoming a parking benefits District.

Director Llamas also reported that as of the date of the Committee meeting there were approximately 50 responses to the survey related to the STEPS program improvements. He stated that the Staff will review the responses, compile the results and report the results to the Committee.

Lastly, he reported that the Committee has been in touch with TXDOT and the Texas Transportation Institute regarding the bike counter on Holman Street. He advised that the bike counter is no longer working, and that the Committee is looking at the cost of replacing the bike counting equipment and possibly adding additional bike counting equipment in other Midtown locations to get better data regarding the number of bike riders in the District.

Director Llamas announced that the next Urban Planning Committee meeting will be held on Monday, June 21, 2021, at 4:00 p.m. and will be a joint meeting with the Service and Maintenance Committee.

**F. Community Activity Report – Christopher Johnston, Liaison**

**i. Super Neighborhood #62**

Director Johnston reported that Super Neighborhood #62 did not meet in June, but they did host a neighborhood gathering at Baldwin Park.

**G. Public Safety – J. Allen Douglas, Chair**

Director Douglas reported that Committee members and Staff met with SEARCH, S.E.A.L., and Precinct 7 Constables to discuss ways each organization could coordinate their efforts and better support each other and HPD on public safety and homeless outreach initiatives. He also reported that there was substantial discussion of the recent incidents occurring at bars and nightclubs in Midtown and options to best address them.

Ms. Alvarado reported that a security coordinator has been hired and will begin working on June 16, 2021. She also stated that Commander Johnson reported that overall crime is down by 23% in Midtown but that unfortunately the murder rate has increased in Midtown and throughout the City. Ms. Alvarado stated that the contract with SEARCH is still being negotiated but that SEARCH is continuing its homelessness outreach efforts and is hiring a second homeless outreach specialist to work in Midtown. Peggy Foreman said that the team is reviewing details of the proposed budget for SEARCH for the next 18-month term ending December 31, 2022. Ms. Alvarado reported on that she continues to communicate with representatives of Central Bank on its efforts to install fencing around its vacant property on Milam. She stated that she anticipated the fence will be installed in the next several days.

Finally, Director Douglas announced that the next Committee meeting will be on Tuesday, June 15, 2021, at 11:30 a.m. via telephone and video conferencing.

**H. Nomination Committee – Nancy Darst, Chair**

Ms. Alvarado reported that Director Woodruff was taking a new position out of the City and submitted her letter of resignation from the Board effective May 31, 2021. Staff and the Board expressed appreciation for Director Woodruff’s service and wished her well as she leaves Houston for a new job opportunity. Ms. Alvarado reported that she contacted the City’s Office of Boards and Commissions to advise that Director Woodruff had resigned and that her recommendation for reappointment was being withdrawn. She stated that the Nominating Committee will work to put forth a substitute candidate for consideration to the Board at a future Board meeting.

**I. Executive Committee – Eileen Morris, Chair**

Chair Morris stated that all matters discussed at the Executive Committee meeting were discussed and addressed in the various Committee reports. She thanked everyone for their work on behalf of the Midtown Community.

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

Marlon Marshall gave the following report on the status of current Midtown Redevelopment Authority Capital Improvement Projects:

Mr. Marshall announced that Midtown Park is a finalist for the ULI America’s Award of Excellence and would be competing against 22 other projects across North America for this prestigious award. Mr. Marshall reported that a panel of judges will be making a site visiting to Houston on June 15, 2021, to see Midtown Park. He reminded the Board that other communities did not have the added burden of the extended winter freeze in February and that some additional maintenance and repair work was being done in the park, including replacement of plant materials. Mr. Marshall shared the challenges caused by a shortage of available plant materials and increased pricing.

*Bagby Park*

The improvements being constructed by the kiosk tenant are progressing well and the target completion date remains scheduled for late July 2021.

*Caroline Street Reconstruction*

The Contractor is now working North of Webster Street. Traffic is open on the east side lanes between Webster and McGowen Streets. Paving activity is now underway between McIlhenny and Pierce Streets. The last segment of water lines are being installed at Gray and Pierce Streets. Sidewalk installation continues at McIlhenny and Pierce Streets. The pedestrian light foundations are being installed north of McGowen Street. MRA staff will meet with TXDOT representatives to discuss various contract issues related to the project including ways to increase the Contractor’s productivity and work performance.

*Partner Projects*

Baldwin Park in Partnership with the MMD Service and Maintenance Committee.

Plans for the Baldwin Park improvements are being finalized with the City Parks Department and the consultants. The goal is to release the project for bid at the end of June and a schedule the construction start date in September 2021.

Glover Park in Partnership with the MMD Urban Planning Committee.

Staff and Consultants are working with the City to comply with the City's new inter-agency approval process. The required information has been submitted and the team is awaiting approvals. The proposed improvements include sidewalks on Austin Street and installations of pads for the Bike Fix-It Stations.

STEPS Pilot Project in Partnership with the Urban Planning Committee.

The survey is complete, and as of the date the survey closed, 123 responses were received. Staff will review the survey responses and compile a summary of the results for presentation to the Urban Planning Committee at the July 2021 Committee meeting.

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

**NEXT MEETING DATE**

Chair Morris announced that the next Midtown Management District Board of Directors meeting will be held on Wednesday, July 7, 2021, at 11:00 a.m. via video and telephonic conferencing.

**ADJOURN**

There being no other business, the meeting was adjourned.

DocuSigned by:  
  
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Marylène Chan, Board Secretary

Date: 7/12/2021