



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

**Wednesday, September 7, 2022**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, September 7, 2022, at 11:00 a.m. in the first-floor conference room of the building located at 410 Pierce 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:

The roll was called of the duly appointed members of the Board, to-wit:

Pos. 1	Darcy John Lefsrud	Pos. 10	Daniel Arguijo
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler-Dillard
Pos. 3	Amar Mohite	Pos. 12	Muddassir Siddiqi, Ed.D.
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Ryan M. LeVasseur	Pos. 14	Christopher Johnston
Pos. 6	Vacant	Pos. 15	Jeanette Criglar, Ph.D.
Pos. 7	Desmond Bertrand-Pitts	Pos. 16	Kelly A. Young
Pos. 8	Vacant	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

**1. CALL MEETING TO ORDER AND VERIFY THAT A QUORUM IS PRESENT**

All of the above were present except Directors Llamas, Bertrand- Pitts, and Washington thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Cynthia Alvarado, Vernon Williams, Marlon Marshall, David Thomas, Chrystal Robinson – Davis, Peggy Foreman of Burney and Foreman, Clark Lord of Bracewell, Muxian Fang, Planner Manager for the AICP City of Houston, Houston Police Officers Homeless Outreach Team members Officer Fontenot and Officer Dhooper, and Jesse Sampson with S.E.A.L. Security Solutions. There were no guests present.

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

Chair Lefsrud called the meeting to order and welcomed everyone.

**2. RECEIVE PUBLIC COMMENTS**

Chair Lefsrud announced that members of the public are invited to speak during this portion of the agenda. Please limit your comments to no more than 3 minutes. Speakers may not yield all or a portion of their time to another person. State law prohibits the Board Chair or members of the Board from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act. Comments should be directed to the entire Board, not individual Board members. If you would like to speak during the Public Comments portion of the meeting, we ask that you please announce yourself now.

There were no public comments.

**3. CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE AUGUST 3, 2022, BOARD MEETING.**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JULY 2022.**
- C. APPROVE PAYMENT OF INVOICES FOR AUGUST 2022.**
- D. APPROVE EQUI-TAX REPORT FOR AUGUST 2022.**

Ms. Alvarado presented the various items on the consent agenda. Director Young made a motion to approve the consent agenda as presented. The motion was seconded by Director Arguijo which carried by unanimous vote.

**4. REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 4<sup>TH</sup> QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING IN JUNE 30, 2022.**

Mr. Thomas presented the written investment report contained in the Board Packet. He stated that the average interest rate on all accounts for the quarter ending June 30, 2022, was 0.1515%. The amount of interest earned for the 2<sup>nd</sup> quarter was \$3,155.82.

Director Young made a motion to accept the investment report as presented. The motion was seconded by Director Haney and carried by unanimous vote.

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

**A. Service & Maintenance Committee – Christopher Johnston, Chair**

Director Johnston gave the committee report. There were no action items.

**B. Cultural Arts & Entertainment Committee – Charles Washington, Chair**

Ms. Alvarado provided the committee report. There were no action items.

**C. Marketing & Economic Development Committee – Debbi Tyler-Dillard, Chair**

Director Tyler-Dillard gave the committee report. There were no action items.

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

Ms. Robinson-Davis reported on committee activities. There were no action items.

**E. Finance and Budget Committee – Kelly A. Young, Chair**

Director Young provided the committee report. There were no action items.

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

**i. Super Neighborhood #62**

**G. Public Safety Committee- J. Allen Douglas, Chair**

**i. Houston Police Department Homeless Outreach Team**

HPD Homeless Outreach Team (HOT) Officers Fontenot and Dhooper provided the community with a presentation and answered questions about adding the HOT as a pilot project to work in tandem with the current Midtown SEARCH Homeless Outreach Team. The pilot project is scheduled to begin in October and continue through the end of 2022.

Director Mohite made the motion to approve the HPD HOT as a pilot project to assist in addressing homelessness in Midtown. The motion was seconded by Director Chan and carried by unanimous vote.

**ii. Interlocal Agreement with Harris County for law enforcement services for the period from October 1, 2022, through September 30, 2023.**

Staff received an annual contract for services with Harris County. The contract for services was reviewed by our legal counsel and the financial portion was verified by our accounting manager for accuracy. The form of the contract is consistent with what we have seen in prior years.

In his absence Mr. Giraldo provided a memo to communicate the contract terms directly to the Board.

As part of the discussions of the Board regarding the renewal of the constable contract, Director Douglas suggested an Ad Hoc Committee of members of the board to review the effectiveness of the constable contract and establish guidelines for gauging success of the service. Directors Chan, Mohite, Young, Arguijo, and Douglas agreed to form the Ad Hoc Committee.

Director Criglar made the motion to approve the interlocal agreement for law enforcement services with Harris from October 1, 2022, through September 30, 2023, as presented. Director Siddiqi seconded the motion which carried by unanimous vote.

**F. Executive Committee – Darcy Lefsrud, Chair**

There were no action items or reports from the Executive Committee outside of what each committee had previously reported.

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

**Caroline Street** – Contractors continue to work. The back of curb improvements from Pierce Street to Elgin Street remain to be completed. MRA staff continues to work with utility companies to remove the remaining utility poles. Remaining projects include installation of pavers, bike racks, signs, and striping.

**Baldwin Park** – Additional playground equipment installation is projected has been completed.

**PARTNER PROJECTS**

**Safe Street Survey** – The consultant is compiling the results of the Safe Street survey. The results of the survey will be provided in an upcoming Midtown Management District board

meeting. The project is expected to be completed in the fall.

**The Gray Street Bike Buffer Design** – This project is moving forward. This partnership with the Urban Planning Committee and the City of Houston will enhance bike safety on Tuam.

**Glover Park** – Bidding of this project has been completed. Bids will be submitted at the next MRA board meeting for their approval. Project enhancements include a bike rack and a bike fix-it station.

**Parks and the Public Realm** – The first advisory meeting was held. MRA is hoping to receive and compile public feedback shortly.

**WITH RESPECT TO THE FOREGOING AGENDA ITEMS, THE BOARD MAY 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**

No additional announcements were made.

**NEXT MEETING DATE**

Chair Lefsrud announced that the next Midtown Management District Board of Directors meeting will be held on **Wednesday, October 5, 2022, at 11:00 a.m.** and that more details will be forthcoming.

**Presentation:** *Midtown Walkable Places – Two Years in the Making. Where We Are Now*  
Muxian Fang, AICP City of Houston, Planner Manager

**ADJOURN**

There being no other business, the meeting was adjourned.

  
Marylene Chan  
Board Secretary

10/5/22  
Date



## MIDTOWN MANAGEMENT DISTRICT

### Service and Maintenance Committee Notes Urban Planning Committee Notes Tuesday, August 16, 2022, at 4:00p.m.

1. Welcome and receive public comments –
  - James Llamas – Chair, Urban Planning Committee
  - Christopher Johnston – Chair, Service and Maintenance Committee
  - Amar Mohite – Board Member
  - Chrystal Robinson-Davis – Operations Supervisor
  - Marlon Marshall – Director of Engineering
  - Willie Larry – Maintenance Supervisor
  - Cynthia Alvarado – Director of Operations and Strategic Planning

#### 2. Service and Maintenance Committee Updates

a.) Field Services Team contract – will go out to bid by the end of September 2022 for a contract start in 2023.

b.) Dark Blocks – CenterPoint has the minimum requirements and in some areas those minimums were not met. Are we authorized to install our own streetlamps. No, anything that is maintained by CenterPoint must be installed and approved by CenterPoint.

We can pull from SeeClickFix the requests for additional lighting.

**ACTION ITEM:** Willie Larry will compile the list of requested light from 2019 forward and bring it to the next committee meeting.

c.) Baldwin Park Trees assessment and care – Marlon asked for a budget for the project. The scope presented is intense.

d.) See-Click-Flix

e.) MPC Maintenance Projects

f.) Ongoing Projects

#### 3. Updates on Urban Planning Committee

a) Street safety and aesthetic enhancements

i. Gray Street buffer designs – resubmitting plans this week in anticipation of getting

consider. Painting the concrete, adding in planter urns. Also, to tie this project into what is already happening in District D under the Bagby Street Bridge.

iv. City of Houston maintenance agreement

b) Parking Benefit District and Community Parking Program – we do have the draft agreement.

It has been reviewed by James, legal counsel, and staff.

c) Partnership projects

i. Safety study – compiling survey information. Project scheduled to be completed in the fall.

ii. Parks and public space plan – survey is open until this Friday and the information will be used to shape public engagement scheduled for late September or early November

iii. Glover Park improvements -

iv. COH Tuam water line project – COH is planning to issue a TNP late September.

Meeting with COH for Bike and ped improvement

4) Items for future consideration – METRO will be at the next meeting to share information about the Scott Boost Corridor – Wheeler Station reconstruction as it relates to NHIP and bus rapid transit. MRA was involved in a stakeholder presentation regarding the university line. METRO did not release the information until their board received it first. Our consultants were engaged in the recent public meetings

Next meeting date: **Monday, September 19, 2022, at 4:00pm**  
**Meeting links will be provided closer to the date**

9. Adjourn



*James Llamas/ca*

*Christopher Johnston/erd*

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Christopher Johnston, Service & Maintenance Committee Chair  
James Llamas, Urban Planning Committee Chair  
Midtown Management District

**MIDTOWN MISSION:** Midtown strives to provide an economically vibrant urban destination where arts and culture thrive alongside businesses and residents in a safe, active, diverse neighborhood.

*NOTE: We have begun the FY 2023 Budget Process at the committee level. We encourage all stakeholders to come and participate in this extremely important process for Midtown. We value your input!*



## MIDTOWN MANAGEMENT DISTRICT NOTICE OF MEETING

### Marketing and Economic Development Committee Cultural Arts and Entertainment Committee Wednesday, August 17, 2022, at 3:00 p.m.

1. Welcome Guests and receive public comments  
Charles Washington – Chair, Cultural Arts and Entertainment District Committee  
Desmond Bertrand-Pitts – Board member  
Cynthia Alvarado – Director of Operations and Strategic Planning  
Chrystal Robinson-Davis – Operations Supervisor  
Ashley Small – Medley Inc.
2. Updates on Marketing and Economic Development Committee
  - a. Report on Social Media numbers for July – good month up across all categories.  
Engagement up by 2%  
Link clicks up by 29%  
Gained 123 followers across all platforms
  - b. Collateral Media Updates Needed: **ACTION ITEM**; Staff is meeting with Minor Deigns on September 8<sup>th</sup> to move forward with items 1-4 below. Staff will invite both Debbi Tyler-Dillard and Charles Washington.
    - i. Cultural Arts Guide
    - ii. midtown Buzz
    - iii. Midtown 10 – Year Cultural Arts District Report
    - iv. Midtown 10 - Year Management District Impact Report
3. Updates on Cultural Arts and Entertainment Committee
  - a. Mini Murals Maintenance Proposal – Concept Considerations – The district has four mini murals that are damaged beyond repair and need to be redone. There is also on utility box that is primed and ready to be painted at Holman and Main. Staff has reviewed the current submissions of the artists available for the 2022 project. At the direction of the committee chair staff has selected several artists that have never participated in the mini mural project. **ACTION ITEM**: Cynthia will send Charles the renderings with the box locations.
  - b. Elgin Urns – **ACTION ITEM**: can you do a workshop to share how the process works so that artists can learn and have the opportunity to apply for other public art projects.
  - c. Big Walls, Big Dreams 2022
  - d. midtownHOU Arts Micro Grants 2022
  - e. Hispanic Heritage Month Midtown Sign Wrap – The deadline to apply is August



22<sup>nd</sup>. The call to designers/artists process is being handled by FreshArts. This is a blind process. The installation will take place on Friday, September 9<sup>th</sup> from 4PM to 8PM. The UH Mariachi Pumas have been booked to perform.

4. Next Committee meetings – Marketing and Economic Development Committee  
Cultural Arts and Entertainment Committee  
**Tuesday, September 20, 2022, at 3:00pm**  
Meeting links will be provided closer to the date



5. Adjourn

*Debbi Tyler-Dillard/ca*

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Debbi Tyler-Dillard, Chair  
Marketing and Economic Development Committee

*Charles Washington/ca*

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Charles Washington, Chair  
Cultural Arts and Entertainment Committee

**MISSION STATEMENT:** Midtown strives to provide an economically vibrant urban destination where arts and culture thrive alongside businesses and residents in a safe, active, diverse neighborhood.

**NOTE:** *We have begun the FY 2023 Budget Process at the committee level. We encourage all stakeholders to come and participate in this extremely important process for Midtown. We value your input!*

**MIDTOWN MANAGEMENT DISTRICT  
Finance and Budget Committee Notes  
Tuesday, August 30, 2022, at 4:00pm**

1. Welcome Guests.  
Kelly Young – Chair, Finance Committee - Treasurer  
Darcy Lefsrud – Chair, Executive Committee  
Desmond Bertrand- Pitts – Assistant Secretary  
David Thomas – Accounting Manager  
Bob Bradford – Accounting Consultant  
Peggy Foreman – Legal Counsel  
Kandi Schramm – Administrative Manager  
Cynthia Alvarado – Director of Strategic Planning & Operations  
Chrystal Robinson – Davis – Operations Supervisor
2. Receive Public Comments. -None
3. Timeline and 2023 Budget Process. - Reviewed and discussed.
4. Interlocal agreement with Harris County Precinct 7 for patrol services October 1, 2022, through September 30, 2023. - Reviewed and discussed.
5. HPD Homeless Outreach Team Pilot Program.  
**ACTION ITEM:** Committee discussed funding the project. Goes to Executive Committee next. **Completed**
6. Review and discuss unaudited 2022 Financials compared to Budget. Reviewed and discussed and discussed. We are on target!
7. Other business.
8. Next Meeting Date:

**Tuesday, September 27, 2022, at 4:00PM**  
**Meeting information will be provided closer to the date**

9. Adjourn.



*Kelly A. Young/crd*  
Kelly A. Young, Treasurer  
Chair Finance & Budget Committee  
Midtown Management District

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**NOTE:** *We have begun the FY 2023 Budget Process at the committee level. We encourage all stakeholders to come and participate in this extremely important process for Midtown. We value your input*

**MIDTOWN MANAGEMENT DISTRICT  
NOTICE OF MEETING**

**Public Safety Committee Notes  
Tuesday, August 17, 2022, at 11:30 a.m.**

Jeanette Criglar – Vice-Chair Public Safety  
James Llamas – Chair Urban Planning  
Jaime Giraldo – Public Safety Coordinator  
Cynthia Alvarado\_ Director of Operations and Strategic Planning  
Chrystal Robinson- Davis – Operations Supervisor  
Vernon Williams – Chief Administrative Officer

**South Central Division**

Commander Caroleta Johnson  
Sgt Brian Alms

**SEAL Security**

Jesse Sampson  
Erica Rocha

**SEARCH Homeless Outreach - Midtown**

Allison Hollmann  
Lavoy Darden  
Kelly Ward

**Houston Community College Police Department**

Community Service Liaison Felicia Carter

**HPD Homeless Outreach Team**

Officer Derrick Fontenot  
Officer Austin Dhooper

Brian Walker – Director of Production – Midtown Arts and Theater Center Houston

Brianna Vu – Property Manager – Fifth Corner

Jeannette Baughman – President & Executive Director – Christus Health Foundation

Angela Gomez – Manager – Pearl Marketplace Apartments

Amber – Residential Business Manager - Midtown Harbor Place

Megan Bostick – High Rise Executive Assistant – Rise Condominium

Barbara Canetti – Board member- The Edge Condominium

Ryan Mire – Office Manager – Trinity Episcopal Church

Andy Durham

**1. Welcome Guests and Receive Public Comments –**  
President & Executive Director Jeanette Baughman thanked Jaime and MMD Facilities and Maintenance in actively removing a tree that fell near the Christus Health building. Ms. Baughman appreciated the prompt response and assistance of the MMD Facilities and Maintenance team and Jaime.

**2. Receive, discuss, and take necessary action regarding monthly reports from:**

**a. Houston Police Department – South Central Division**

Sgt. Brian Alms reported that the main concern in the Midtown area is burglary of motor vehicles. Many reports have also included catalytic converter thefts, and this is also issue within the City of Houston. The HPD South Central Division is doing everything possible to prevent catalytic converter thefts within the District. The HPD South Central Division is also working with other response teams to eliminate the issue.

Sgt. Alms also reported the ongoing homelessness within the District. He reported that HPD South Central Division is actively patrolling the Greyhound bus station, Caroline Street, Wheeler Street and securing the vacant buildings along the main corridor. HPD South Central Division is also working with the SEARCH Team in helping homeless citizens receive permanent housing. Officers are patrolling and cleaning up the areas in the evening and in the morning in response to calls for service related to the homeless leaving trash near local businesses within the District.

HPD South Central is currently working to start a night shift DRT unit to combat the noise ordinances and parking issues within the District. Sgt. Alms will provide further details of the night shift DRT soon.

Barbara, board member of the Edge Condominium, asked Sgt. Alms if the Club Amahle is still open for business. Ms. Alvarado stated that the club was not opened at this time. Ms. Alvarado also stated that she would provide updates on the club to Barbara as soon as possible. It was noted that Club Amahle is in HPD Central District and Sgt. Alms works in HPD South Central.

Commander Johnson reported that in response to calls for service to area bars and nightclubs HPD South Central Division is working on a best practices document for bar/club owners and general managers. The HPD South Central Division is planning to host a compliance meeting to release the best practices document. Commander Johnson would like to discuss safety issues with club owners and their staff and provide them the information they need to better train their staff as well as key contact information to assist them in running their bars/nightclubs. HPD South Central Division would like to host this event in conjunction with Midtown Management District and the Southeast Management District. The HPD South Central Division is working on securing a venue for the October 2022 meeting.

**b. Houston Police Department – Central Division**

No comments at this time.

**c. Harris County Constable- Precinct 7**

No comments at this time.

**d. Houston Community College Police Department**

Ms. Carter also announced that the Houston Community College Police Department will host its National Night Out on October 4, 2022, during the hours of 5:00pm -9:00pm. The Houston Fire Department has committed to be there as well along with Metro, canine and motorcycle units and HPD motorcycle units. The Houston Community College Police Department will also have events for the kids, the students, and the community.

Community Service Liaison Carter reported a few disturbances regarding criminal trespass, about 10 Homeless calls, as well as 10 sexual sex offenders registered. Officer Carter stated that sex offenders that attend HCC must register with the police department first before receiving admission to enroll in school. They are also not allowed to take classes where there are younger students that visit the campus or take courses listed under a dual credit program. Officer Carter also reported that there were 10 calls for disturbance from the homeless citizens in the month of July and August. HCC Police Department has transported homeless citizens that are intoxicated to a sober center. HCCPD is also preparing for the first school week which begins the week of August 22, 2022.

**e. METRO Police Dept**

No reports were provided at this time.

**f. S.E.A.L. Security Solutions**

Officer Sampson reported that there were 97 calls for the month of July. The decrease of calls is due to the closure of CVS on Elgin. S.E.A.L. is actively patrolling the areas within the District to deter the establishment of homeless camps. Officer Sampson also reported issues with homeless citizens and panhandling along 2222 Louisiana. S.E.A.L. will continue to monitor activities along with the normal hotspots within Midtown Houston and continue to focus on displaying presence to commercial and property owners within the District.

**g. Public Intoxication Transport Team**

No comments at this time.

**e. Midtown SEARCH Homeless Outreach Team**

Mr. Lavoy reported that the SEARCH Homeless Outreach Team has contacted 89 clients, 45 are new clients. He also reported 53 housing assessments, 20 referrals and housed 17 clients for the month of July. The overall total of permanently housed clients from November 2020 is 131. The Midtown SEARCH Homeless Outreach team is proactively attempting to remove homeless citizens from the sidewalks of businesses within the District. They are continually going to hotspots within the District to provide services to homeless citizens. Jaime announced that

he has 3000 flyers available to businesses, police precincts and organizations within the District available to hand out to homeless citizens that need help. **ACTION ITEM:** Jaime will provide the flyers to HPD South Central Division, the Fifth Corner, and the Trinity Episcopal Church. **COMPLETED**

**3. Additional Information**

Amber from Midtown Arbor Place requested assistance in dealing with recent car theft occurrences on the property. She requested to have officers onsite to assist with car thefts because it is occurring more often at the property. Jaime requested to have Amber send the contact information to him via email. **ACTION ITEM:** Jaime will notify Sgt. Tracy Hicks of the car theft incidents. **COMPLETED** Jaime also invited Amber to attend the next apartment managers meeting to further discuss car thefts and catalytic converter theft. **ACTION ITEM:** Jaime will add Amber's information to the group email list for the Apartment Managers meeting. **COMPLETED**

Brian Meyer from the Trinity Episcopal Church requested assistance regarding illegal activities along the METRO Rail Ensemble Station. Commander Johnson requested Sgt. Alms to further discuss this issue offline.

Jaime provided information regarding the Houston Police Department Homeless Outreach Team pilot program. Officer Dhooper from the HPD H.O.T. Team provided information about the program and its services.

4. Next meeting date – **Tuesday, September 20, 2022, at 11:30 a.m.**  
**Public Safety Meeting**  
**Meeting information will be provided**

5. Adjourn.

*J. Allen Douglas/crd*

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J. Allen Douglas, Chair  
Public Safety Committee  
Midtown Management District

SEAL

**MIDTOWN MISSION:** *Midtown strives to provide an economically vibrant urban destination where arts and culture thrive alongside businesses and residents in a safe, active, diverse neighborhood*