

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

January 4, 2017

The Board of Directors of the Midtown Management District held a meeting, open to the public, on January 4, 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:

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|--------------------|----------------------|
| 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 Robles, Davila, and Noble, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Kandi Schramm, Cynthia Alvarado, Marlon Marshall, Michelle Ashton, Vernon Williams, Matt Thibodeaux, and David Thomas; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell, LLC; Mechelle Phillips of One World Strategy Group; Sergeant Odell Haynes and Deputy Tanita Roe with the Precinct 7 Constables' Office; along with Midtown Residents and visitors Thomas Wang, Debbie Hoffpaur, Lauren Zentz, Heydel Cepero, Eddie Massa, Juan Carlos Maldonado, De Juana Williams of Houston Community College; Michael Wheatley of Clé Houston, and Julie Farr, Executive Director of the Houston Museum District.

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

Chair Franks called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

Debbie Hoffpaur stated that she is a resident of Steward St., and is impressed by the improvements on Caroline St. and Holman St. and encouraged the Board to continue its work in improving Midtown. Michael Wheatley shared that the homeless issue around Clé Houston has increased significantly over the past few months and that his business suffered a loss of property due to a burglary at his location.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE DECEMBER 7, 2016 BOARD MEETING.
- B. APPROVE THE FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 2016.
- C. APPROVE THE PAYMENT OF INVOICES FOR DECEMBER 2016.
- D. APPROVE EQUI-TAX REPORT FOR DECEMBER 2016.
- E. APPROVE AMENDED AND RESTATED AGREEMENT WITH ONE WORLD STRATEGY GROUP, LLC.

Chair Franks stated that agenda item "E" was being pulled from the consent agenda and would be presented at the February 2017 Board meeting.

Director Coleman made a motion to approve Consent Agenda items A – D. The motion was seconded by Director Washington and 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 Chan reported that she has produced, and presented to the Public Safety Committee, an incident report that uses the visualization software Tableau. She explained that her report incorporates data from reports produced by Houston Police Department ("HPD") and Harris County Precinct 7 Constable's office. Director Chan stated that she believes the Tableau report will help the Committee to better understand where and when crime happened in Midtown and quickly identify "hotspots" in the District. She stated that the Tableau report will eventually also include data from reports made by S.E.A.L. Security Solutions, LLC. Director Chan also reported that she and Director Robles participated in a ride-along with S.E.A.L. representatives on December 27th, 2016 to help identify certain areas of Midtown where numerous crimes have occurred. She further reported that the Committee is working on a 2017 strategic plan, and will be talking with other Committees and representatives involved with the city's homeless initiative. She invited all to attend the upcoming Museum District Association meeting at Asia Society Texas on Wednesday, January 4th at 6:00 p.m. to hear and discuss plans to address the homeless population under I-59. Cynthia Alvarado announced that the citywide PIP meeting will be on Tuesday, January 10th at 7:00 p.m., where presentations will be made regarding KUSH usage in Houston, Director Chan reminded everyone that the city was looking for volunteers to sign-up for the next homeless count on Tuesday, January 24th. Finally, she invited everyone to attend the next Public Safety Committee meeting on Tuesday, January 17th, 2017 at 11:30 a.m. in the Midtown offices.

Cynthia Alvarado reported that she participated in the December 12th, 2016 City of Houston Emergency Response Outreach. She stated that the project was an outreach to the homeless population in and around the Wheeler/Blodgett intersection and the area under I-59. She stated that city representatives and volunteers surveyed and assessed the needs of 117 individuals on December 12th. Ms. Alvarado reported that the city's Emergency Response Outreach is part of a pilot program that will continue two (2) to three (3) times per week for six (6) weeks.

Director Franks commended Ms. Alvarado and Midtown staff for their responsiveness in addressing issues in Midtown.

INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH HARRIS COUNTY FOR MARCH 1st, 2017 THROUGH FEBRUARY 28th, 2018

Ms. Alvarado presented the terms of the proposed Interlocal Agreement with Harris County for law enforcement services. She reminded the Board that the approved budget for Fiscal Year 2017 included funding for one (1) supervising sergeant and five (5) patrolling deputy constables. She stated that the proposed Interlocal Agreement would be for a period beginning March 1st, 2017 and ending February 28th, 2018, unless earlier terminated, and the contract amount was \$470,409.00.

Director Coleman made a motion to approve the agreement as presented. The motion was seconded by Director Woodruff. Following all discussion, the motion carried by unanimous vote.

B. Marketing Committee – Debbie Tyler Dillard, Chair

Director Tyler-Dillard reported that the Committee has placed two ads in time for distribution during the Super Bowl LI celebration in *Modern Luxury* and *Texas Monthly*, and is considering placing an ad in *Houston Press*. She further reported that the Midtown newspaper is still on track to be printed prior to the Super Bowl. Director Tyler-Dillard invited everyone to the Town Hall meeting, which will be held on Wednesday, January 11th at 6:00 p.m. at Ensemble Theatre in conjunction with the Service and Maintenance Committee, Urban Planning Committee, and Cultural Arts and Entertainment Committee.

C. Service and Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud shared that a new permit was needed for sidewalk repairs, which was recently approved so the work will be starting soon. He reported that there were city restrictions regarding tree pruning around street lights and that the Committee is looking at having to prune more than once per year. He stated that the Committee is going to create a lighting plan after the next light survey is completed. Director Chan stated that the Public Safety Committee would like to be involved in that process. Director Lefsrud agreed, and stated that the Urban Planning Committee would be involved as well. Director Lefsrud reported that Thomas Wang met with Trees for Houston and they will consider providing 15 gallon trees once they receive a map showing proposed locations for the trees. He stated that input is needed from the city and the Urban Planning Committee regarding locations and that consideration must also be given to how many more trees the District can take care of from a maintenance perspective. Finally, Director Lefsrud reported that the SeeClickFix year-to-date report is now online, and that reports will be posted monthly in the future.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas stated that the December 2016 Committee meeting included a presentation from ATMA developers, who are currently building townhouses on Elgin St. He stated that the developer wanted support for variance requests that were pending at the Planning Commission. Director Douglas reported that in response to community feedback, the developer made some changes to the design, which included office space on first floor, adding a BCycle station and putting an entrance on McGowen St. to maintain the walkability of the block. Director Douglas stated that the next step will be for the Executive Director to provide a letter in support of the variance requests. He shared his wish that the Committee have an opportunity to work with other developers and that there be a sub-committee appointed to review the variance requests and make recommendations to the Executive Director. He also stated that the Committee will work to create a blueprint for developers with suggestions as to the type of development desired by the community. Chair Franks stated that he would like to see the District be more active in working with developers as well as with the city's Planning Commission.

E. Finance

Director Chan reported that the Committee is working with the staff to wrap-up the District's 2016 finances. She thanked everyone for all their help and patience. She stated that she anticipates the audit will be underway by February 2017. She also shared that she, Mr. Wang, and Director Cervenka are exploring grant opportunities and that Director Woodruff is looking at projected revenues for the next three (3) years. She announced that the next Committee meeting will be on Monday, January 23rd at 4:00 p.m. Chair Franks commended Director Chan on her work this past year.

F. Cultural Arts and Entertainment – Eileen Morris, Chair

Director Morris reported that the Committee did not have a meeting in December 2016. She shared that the annual Town Hall meeting scheduled for January 11th, 2017 provides the Committees a way to get additional input from the Midtown community. She stated that the Cultural Arts Master Plan is

now printed and ready to post online and be distributed to Midtown arts organizations. Additionally, she shared that the Game City Showcase will occur on Monday, January 30th, 2017 with activities throughout the day at various cultural organizations in the District. Finally, Director Morris stated that the Mini Murals project will continue and that two (2) more locations, artists, and renderings have been identified and are waiting on final approval.

G. Executive Committee – William Franks, Chair

Chairman Franks thanked all of the Board members for their work on behalf of the Midtown Community.

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

Mr. Marshall presented the following report on the status of the current MRA capital improvement projects:

Midtown Park Project – On December 15th, 2016, Midtown was notified that ESPN would not be broadcasting from the Midtown Park and was relocating to a downtown location. Efforts are underway to activate the Park as an official Super Bowl venue with other activities. He shared that despite the disappointing news about ESPN, the team is still working very hard to ensure that the Midtown Park site is ready for Super Bowl. The garage should be ready to open next week once the punch list items are completed. The contractors are working to complete the irrigation system and some of the landscaping.

Caroline St. Project – TXDOT has issued a Notice to Proceed with actions required to rebid the project, which is expected to occur in March 2017. Construction is anticipated to starting the summer of 2017. Caroline St. will be a designated bike route with a striped bike lane. Phase I will include the area from Pierce St. to Elgin St. and Phase II will be the area from Elgin St. to Holman St.

Holman St. Project – The project is virtually complete, including all striping, however the contractor is still waiting on CenterPoint to address some electrical issues.

Main St. Project – The project experienced delays as a result of an accident involving a pedestrian, which shut down work for three weeks because of a shortage of safety flaggers. Work on the east side of Main St. will be completed and the sidewalks will be open in time for Super Bowl LI, however work on the west side of Main St. will resume after the Super Bowl.

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING EMPLOYEE COMPENSATION, JOB TITLES AND BENEFITS

Upon returning to open session, Director Coleman made a motion to accept the recommendations of the Executive Director and the Executive Committee to increase the compensation of the Operations Manager and District Supervisor, retroactive to January 1st, 2017. The motion was seconded by Director Morris. Following all discussion, and the motion carried by unanimous vote.

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 convened in executive session to discuss certain personnel matters (Section 551.074, Texas Government Code). Upon reconvening in open session the Board took action on Item # 6.

ANNOUNCEMENTS

Michelle Ashton announced that the District-wide Community Outreach and Engagement Survey is wrapping up on January 15th, 2017 and is continuing to be promoted via social media and by street teams. She stated that as of today, there have been 1,250 responses.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, February 1st, 2017 at 6:00 p.m. at Central Bank, 2217 Milam, Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.



Eileen J. Morris, Board Secretary

Date: 2/1/17