

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

April 6, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on April 6, 2016 at 11:00 a.m. in the 3<sup>rd</sup> Floor conference room of the Midtown Management District, 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:

Darcy John Lefsrud	Eileen J. Morris
Kim Cook	Deborah Tyler Dillard
Amar Mohite	Vacant
Vacant	Marylene Chan
Willie Coleman	William R. Franks
Nancy J.W. Darst	Vacant
Diane Cervenka	Gary Noble
Vacant	Charles Washington
Allen Douglas	

All of the above were present except Directors Cook, Coleman and Morris thus constituting a quorum. Director Dillard left the meeting at 11:45 a.m. just prior to the Executive Session.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Elizabeth Powell, Kandi Schramm, Marlon Marshall, Vernon Williams, David Thomas and Matt Thibodeaux; Peggy Foreman of Burney & Foreman; Clark Lord and Sanjay Bapat of Bracewell; Dan Barnum, Michael Holloway, Jen Shaw, Marty Vega, James Holston, Barbara Hilburn Midtown Residents; Sgt. Odell Haynes from Harris County Precinct 7, Mechelle Phillips of One World, and Maya Ford of Ford Momentum.

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

Chairman Franks called the meeting to order and welcomed everyone.

**RECEIVE PUBLIC COMMENTS.**

Guests in attendance were invited to introduce themselves and address the Board on any issues of concern.

**CONSENT AGENDA**

- a. Approve Minutes for the February 3, 2016 Board meeting.
- b. Approve the Minutes for the March 2, 2016 Board meeting.
- c. Approve the financial report for the month of February 2016.
- d. Approve the payment of invoices for March 2016.
- e. Approve Equi-Tax Report for March 2016.

Ms. Alvarado reported that the Minutes from the February 3, 2016 and March 2, 2016 Board meetings would be presented for consideration at the May 4, 2016 regular Board meeting.

Director Noble made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Washington and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE DISTRICT'S QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2015.**

Matt Thibodeaux presented the District's Investment Report. He stated that the average interest rate on all accounts for the Quarter ending December 31, 2015 was 0.141986 % and that the amount of interest earned was \$386.08. He further stated that a detailed written report was provided in the Board Information Packet.

Director Darst made a motion to approve the District's Quarterly Investment Report for the period ending December 31, 2015 as presented. The motion was seconded by Director Lefsrud 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 – Kim Cook, Vice Chair**

Cynthia Alvarado reported on the activities of the Public Safety Committee. She stated that since January 2016, the Staff has issued Public Safety Alerts to all Midtown eNews subscribers in an effort to help increase public awareness of safety issues. She further stated that the Public Safety Alerts go out at least once a month and provide topical safety information as well as inform the community of upcoming Midtown safety events such as Coffee with a Cop or Safety Saturday. Ms. Alvarado advised the Board that Safety Saturday, an event led by HPD Senior Officer Charles Webb, was held on March 19, 2016 at Chenevert Urban Gardens. She reported that HPD Officers provided safety tips and suggestions to residents regarding public safety in Midtown and afforded residents an opportunity to ask specific questions and gain more information to better protect themselves, their families, and businesses.

Cynthia Alvarado announced that the next Public Safety Committee event will be "Coffee with a Cop" in Bagby Park on April 15, 2016 from 12:00 noon to 1:00 p.m. She stated that the event is an effort to bring law enforcement officers and Midtown Community members together, "over coffee" to discuss public safety issues and learn more about each other in an informal setting. She stated that representatives from HPD ((both Central and South Central Divisions), Precinct 7 Deputy Constables, and METRO Police are expected to be in attendance and invited all to come out and participate in this event.

Finally, Ms. Alvarado encouraged everyone to attend the next Public Safety Committee meeting that will be on Tuesday, April 19, 2016 at 11:30 a.m. in the Midtown Management District's Offices at 410 Pierce St. Suite 355, Houston, TX 77002.

**B. Marketing Committee – Debra Tyler Dillard, Chair**

Director Dillard reported on the activities of the Marketing Committee. She stated that the Midtown Twitter page hit 9,000 followers over the past weekend. She also stated that Midtown Mayhem events over the NCAA Final Four weekend were very successful and based on the number of people in Midtown she anticipated a very good economic impact for Midtown businesses as well.

Director Dillard reported that the Committee had been actively marketing the 2016 Art in the Park Event to be on April 9, 2016 by blasting it on all of Midtown Houston's social media platforms. She further reported that the Cultural Arts and Entertainment Nightlife Guide seems to be a big hit with the area apartments complexes and that the Committee has gotten many favorable responses about it. She announced that the next edition of the Cultural Arts and Entertainment Nightlife Guide is scheduled for publication and distribution in July 2016.

She also stated that the Committee continues to work on the "WeMap" project.

Director Dillard stated that the next Marketing Committee meeting will be on Wednesday, April 20, 2016 at 4:00 pm at the Midtown District Offices located at 410 Pierce St. Suite 355, Houston, TX 77002.

#### **C. Service & Maintenance Committee – Darcy Lefsrud, Chair**

Director Lefsrud reported on the activities of the Service and Maintenance Committee. He stated the Committee has launched the new app, "SeeClickFix" and that the Staff is still working through procedures for responding to the various issues reported. He stated that of the 9 issues that have been reported to date using the SeeClickFix app, the District Staff has already resolved 2 and are working on the remaining 7. Director Lefsrud stated that as residents learn that they can report issues via the app he anticipates much greater usage of this valuable tool.

Finally, Director Lefsrud announced that the next Service and Maintenance Committee meeting will be on Monday, April 18, 2016 at 3:30 p.m. in the District's offices located at 410 Pierce St. Suite 355, Houston, TX 77002.

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

Director Douglas reported on the activities of the Urban Planning Committee. He reported that the Pilot Circulator Project was implemented during the NCAA Final Four weekend making shuttle service available free to the public along a predesignated route. He stated that the free to the public shuttle service was available Friday, April 1<sup>st</sup> through Monday, April 4<sup>th</sup> and that signage was placed all along the route, including at the 14 pick-up/drop-off sites. Director Douglas thanked the Marketing Committee and the Wave Houston for its help in getting postcards/marketing materials placed inside each Midtown shuttle bus and also distributed in Uptown and Downtown Wave shuttles to reach locals NCAA Final Four visitors. He stated the Committee is awaiting ridership reports from the Wave and will work with the Goodman Corporation to analyze the data and decide on next steps regarding a Circulator System in Midtown.

Director Douglas provided the following link to an article published in Texas Monthly mentioning Midtown as one of "The Most Walkable Neighborhoods" in the State of Texas: <http://www.texasmonthly.com/the-daily-post/walkable-neighborhoods-texas/>

Finally, Director Douglas stated that the next Urban Planning Committee meeting will be held on Thursday, April 21, 2016 at 4:00 p.m. at the District's offices located at 410 Pierce St. Suite 355, Houston, TX 77002.

**E. Finance Committee – Marylene Chan, Chair**

Director Chan reported on the activities of the Finance Committee. She stated that the District's Auditors are still working on the 2015 Audit and will report their findings to the Board once the Audit is completed. She reported on 2016 revenues collected and expenses incurred through February 29, 2016. Director Chan advised the Board that the District recently received the electricity bill and that the cost was approximately \$246,000 which was approximately \$30,000 higher than the amount budgeted. She stated that the increased amount was due to the City of Houston conducting a survey of the number of street lights in Midtown. Staff reported to the Board that that the City last conducted a street light survey in Midtown approximately four years ago and that the current City survey is approximately 80% complete. The staff further reported that the City of Houston anticipates that the current survey will be completed by the end of 2016 and that the total number of recorded street lights will likely increase resulting in a potentially higher 2017 electricity bill.

Director Noble asked that the Staff explore ways to cross check the City's survey results to ensure that Midtown is not being over-charged for electricity costs.

**F. Cultural Arts & Entertainment – Eileen Morris, Chair**

Cynthia Alvarado reported on the activities of the Cultural Arts & Entertainment Committee. She reported that the committee has been working on Midtown Art in the Park. She stated that 80 artists applied and 57 were invited to participate and 50 artists accepted. Ms. Alvarado announced that the Staff applied for and received a \$1,250 Texas Commission on the Arts matching grant for advertising which will be used for an ad purchase for Art in the Park in the Houston Press' Menu of Menus publication. She stated that 5 food trucks representing different cuisines will be in attendance at Art in the Park.

Ms. Alvarado stated the Committee will begin focusing on developing the Cultural Arts & Entertainment website and reminded the Board that this project would be funded with a matching grant awarded in December 2015.

Finally, Ms. Alvarado invited and encouraged everyone to attend the Midtown Art in the Park on Saturday, April 9, 2016 from 10:00 am to 6:00 pm at Elizabeth Baldwin Park, located at 1701 Elgin St., Houston, TX 77002.

**G. Nominating Committee – Gary Noble, Chair**

Cynthia Alvarado reported the Nominating Committee is seeking resumes from persons interested in being considered to fill vacant board positions. She stated that the Committee will use social media and word of mouth to encourage potential candidates to submit their resumes for consideration and invited Board member and everyone present to assist with this effort by encouraging their friends and neighbors to submit resumes.

Ms. Alvarado reported on the meeting with Rebecca Jasso of the United Way. She stated that the purpose was to have an independent 3<sup>rd</sup> party review and assess the District's current board and nominations process. Ms. Alvarado stated that one suggestion that came from the review was that the Board take a look at "age diversity" with a goal of increasing participation of Millennials (age 18-33).

Director Noble announced that Board Officer election would be held on June 1, 2016 at the regular Board meeting. He stated that he would be issuing a memo outlining the procedure and encouraged Board members to please thinking about serving as a Board officer. He reminded new Board members that officers serve a two year term and stated that the deadline for nominations will be sometime in early to mid-May 2016.

#### **H. Executive Committee – William Franks, Chair**

Director Franks thanked everyone for all of their hard work on Midtown Mayhem events. He agreed that Midtown showed well during the NCAA Final Four weekend and that it was a good example of what to expect during the Super Bowl in 2017. He pointed out that traffic and parking in the Midtown was an issue.

Sgt. Odell Haynes offered comments on public safety issues and reported that Midtown did experience 2 deaths in the area during the Final Four weekend which was attributed to the use of the latest street drug called "KUSH". Sgt. Haynes reported that the drug is very cheap, highly addictive and is manufactured from readily available household products and is therefore proving to be quite a challenge for law enforcement. He stated he has seen in increase the use of this drug by the homeless population.

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

Matt Thibodeaux presented the following report on the status of the current MRA capital improvement projects:

*Midtown Park Project* – The lid for the underground parking garage has been completed and construction of the Park has begun. The project will be substantially complete by January 2017, however some features such as construction of the restaurant and installation of certain artworks may be delayed until after the Super Bowl. An RFP was issued for a parking garage operator and the responses are being evaluated. The Authority was advised that the Midtown Park would be the considered as the site of a major Super Bowl related event and conversations are currently underway.

*Caroline Street Project* – Midtown Staff is working with the City to finalize the terms of a loan in the approximate amount of \$4.5 Million to pay certain infrastructure costs associated with the project. The Staff and Consultants are working with TXDOT to re-bid the project which is expected to happen sometime in the 3<sup>rd</sup>/4<sup>th</sup> quarter of 2016.

*Holman Street Project* – Holman Street is now under construction. The demolition work started in January 2016. The contractor will work to complete the west end of Holman Street initially and then move to the east side of Main Street during the summer months so as to minimize the impact on the Houston Community College students and staff.

**CONSIDER APPEALS TO ASSESSMENT LEVY.**

	Property Owner	HCAD #
a.	ANDERSON, Deborah	1201240010002
b.	GEORGE, Thomas	1201320010001
c.	HILBURN, Barbara	0191430000003 0191440000010
d.	HOANG, Nancy	130097000007
e.	HOLSTON, James S.	130097000015
f.	HONEY, James	0191760000009
g.	KOH, Justin	0250180000003
h.	PARISH, Joe	0332470040002
i.	SHAW, Jen	1223740010002
j.	VO, Ryan	1318630010001
k.	WHITTEN - LEGE, Pat	1207910000004

Upon reconvening in open session, Clark Lord gave a brief presentation and summarized the proceedings and the evidence offered by the property owners at the appeal hearings held on March 2, 2016. Mr. Lord advised the Board that a review of the hearing transcript shows that the various appellants presented no evidence that was sufficient to overcome the Board's previously approved findings of fact and conclusions of law. Mr. Franks added that the Executive Committee had reviewed the transcript and recommends denial of each of the appeals.

Director Noble made a motion to approve the Orders presented to the board to deny the appeals of assessment levy filed by each of the owners/representatives of the 12 properties identified above. Director Mohite seconded the motion. Following all discussion, the motion carried by unanimous vote.

Mr. Lord advised the Board that the property owners would be given written notice of the Board's decision within the next few days.

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

Upon returning to open session, Director Noble made a motion to accept the recommendations of the Executive Director and the Executive Committee regarding increasing the compensation of the Operations Manager and Marketing Coordinator, retroactive to January 1, 2016. The motion was seconded by Director Cervenka, and 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 conducted an executive session at this meeting to have consultation with attorneys regarding legal matters (Section 551.071, Texas Government Code) and to discuss certain personnel matters (Section 551.074, Texas Government Code). Upon reconvening in open session the Board took action on Item # 7 (a-k) and Item # 8.

**ANNOUNCEMENTS**

None

**NEXT MEETING DATE**

Director Franks stated that the next Midtown Management District Board of Directors meeting will be held on Wednesday, May 4, 2016, at 6:00 p.m. in the Community Room of Central Bank, located at 2217 Milam St. Houston, TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
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Eileen J. Morris, Board Secretary

Date: 5/4/16