

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

October 5, 2016

The Board of Directors of the Midtown Management District held a meeting, open to the public, on October 5, 2016 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:

Darcy John Lefsrud	Eileen J. Morris
Kim Cook	Debbie Tyler Dillard
Amar Mohite	Dana Woodruff
James Llana	Marylene Chan
Willie Coleman	William R. Franks
Nancy J.W. Darst	Jesus Davila
Diane Cervenka	Gary Noble
Ben Robles	Charles Washington
Allen Douglas	

All of the above were present except Directors Darst, Cervenka, and Noble, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Kandi Schramm, Marlon Marshall, Michelle Ashton, Amaris Salinas, Vernon Williams, Matt Thibodeaux, and David Thomas; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LLP; Mechelle Phillips of One World Strategy Group; Sergeant Odell Haynes with the Precinct 7 Constables' Office; and James Alexander of S.E.A.L. Security Solutions LLC along with Midtown Residents and visitors Thomas Wang, Jim Honey, Allen Dykes, Bruce Stowell, Dan Barnum, James Holston, and Julie Farr.

Kandi Schramm 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

There were no public comments.

APPROVE BOND, OATH, AND SWORN STATEMENT FOR NEW BOARD MEMBERS APPORINTEO TO POSITION 15

Kandi Schramm administered the oath of office to Jesus Davila. Director Mohite made a motion to approve the bond, oath and sworn statement of Jesus Davila, whose appointment to Position 15 on the Board was approved at the September 2016 Board meeting. The motion was seconded by Director Woodruff and carried by unanimous vote.

CONSENT AGENDA

- a. APPROVE MINUTES FOR THE SEPTEMBER 7, 2016 BOARD MEETING.
- b. APPROVE THE FINANCIAL REPORT FOR THE MONTH OF AUGUST 2016.
- c. APPROVE THE PAYMENT OF INVOICES FOR SEPTEMBER 2016.
- d. APPROVE EQUI-TAX REPORT FOR SEPTEMBER 2016.

Director Coleman made a motion to approve the Consent Agenda as presented. The motion was seconded by Director Mohite 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

Director Coleman reported that he served as the acting chair for the September 20, 2016 evening Public Safety Committee meeting. He gave an overview of the meeting and stated that citizens were very engaged and had a good exchange of ideas, information and opinions with law enforcement officers and the District. Director Coleman stated that he hopes the spirit of cooperation between the District, law enforcement officers, businesses, and residents continues, enabled by continued communication. He reported that at least one resident suggested making all Public Safety Committee meetings evening meetings and inviting City and State representatives to attend future Public Safety Committee meetings so that they can hear directly from the Midtown Community.

i. REPORT FROM PRECINCT 7 CONSTABLES' OFFICE

Sergeant Haynes gave a crime report from Precinct 7. He stated that Precinct 7 dispatch experienced a substantial increase in call volume in the month of September 2016 which he attributes to the increased usage of the drug commonly known as Kush. He reported that 28 individuals were transported to the sobering center and of that number, 17 were Kush related. Sergeant Haynes also reported that 42 individuals were arrested. He reported that Precinct 7 has launched a new website, [<https://constable7.harriscountytexas.gov>] that includes useful information for citizens, such as links to other resources. Lieutenant Holland Jones of Precinct 7, reminded attendees about the "See-Something Say-Something" program and the vacation watch program. Sergeant Haynes also reported on National Night Out and noted that Congresswoman Shelia Jackson Lee attended Midtown Houston's National Night Out event at Bagby Park.

ii CONSIDER PROPOSAL TO ADDRESS PUBLIC SECURITY AND PUBLIC SAFETY ISSUES

Peggy Foreman reported that the District is actively looking at options to help address citizens' concerns about increased issues resulting from aggressive panhandling, Kush use, and homelessness in Midtown. She reported that one option the District has explored is engaging a private security firm to provide additional patrols in Midtown. James Alexander of S.E.A.L. Security Solutions LLC made a brief presentation about the services they provide, their operations and the level of training their officers receive. He stated that S.E.A.L. employs former military personnel and law enforcement officers who then receive additional in-house training. Mr. Alexander stated that S.E.A.L.'s training program is certified by DPS and follows the Houston Police Department curriculum, and is based on the One Plus One training to de-escalate encounters. Mr. Alexander stated that S.E.A.L. uses a proactive approach to deter and prevent crime, and actively participates in community events to help with communications and promote awareness. He reported that all S.E.A.L. officers partner with a highly trained, DPS licensed K-9 officer, provide patrol services in approximately 100 districts and communities throughout Harris County and works cooperatively with City and County law enforcement agencies. He also stated that S.E.A.L. officers all have dash cams and the ability to record encounters, and use GPS tracking technology.

Several Board members asked follow-up questions about services, training, insurance, costs, reporting and other matters.

Matt Thibodeaux stated that the District Staff would continue to work on the issue and come back to the Board for further discussion and decision.

B. Marketing Committee – Debbie Tyler Dillard, Chair

Director Tyler-Dillard reported that Committee has been busy the past month. She shared that Chairman Franks has appointed De Juana Williams to serve as Vice-Chair of the Marketing Committee. She stated that the Cultural Arts and Entertainment Guide is expected to be available for distribution in November 2016. She reported that the Committee is working on plans for 2017 including researching cost, content, and size options for a Midtown newspaper, the community engagement survey, and an anti-littering campaign. She shared that the District placed a half page ad in the *Houston Press's Best Of* edition to encourage visitors to come to Midtown. Finally, she reported that the work is underway to update the Midtown website to make it more user friendly.

C. Service & Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported that Thomas Wang has been appointed Vice-Chair of the Service and Maintenance Committee. He also reported that the Committee is working to get SeeClickFix reports posted on the Midtown website. Director Lefsrud gave updates regarding the sidewalks project and the improvements to Glover Park.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the Urban Planning Committee is working to broaden the scope to include more planning related activities. He also shared that the developers for the 8-story building at McGowen and Austin Streets has been invited to attend the November 2016 Committee meeting to share more information about the project. Director Douglas announced that Bike Houston has approached the Committee with partnership opportunities to encourage more biking in Midtown and that efforts are underway to find funding for four (4) new B-Cycle stations in Midtown.

E. Finance Committee – Marylene Chan, Chair

Director Chan reported that the Committee has continued its work on the proposed 2017 budget. She stated that the Finance Committee has met with all Committee Chairs to review each committee's budget requests.

i. UPDATE ON FY 2017 BUDGET

Director Chan reported that the Committees' proposed projects are \$43,000 over the anticipated revenues, and that the Finance Committee is reviewing the requests with Committee Chairs in an effort to resolve the difference as an alternative to recommending an increase in the rate of assessment. Peggy Foreman stated that the budget and the rate of assessment should be voted on by the Board at the November 2016 meeting in order to get assessment statements mailed timely.

Director Coleman asked how the proposed budget compared to the approved Service Plan. Director Chan responded that the Committee would bring back a report on that issue. Director Chan gave an overview of the District's financial condition.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Director Morris reported that the most recent Cultural Arts & Entertainment Committee was held at Interfaith Ministries. She stated that the Committee has been busy working on their FY 2017 budget.

i. RATIFY RENEWAL OF ZAPPLICATION

Director Morris shared that Zapplication is used in both Art in the Park and Mistletoe Market to solicit and organize participants. Ms. Alvarado reported that the renewal cost was \$1,000.00 and that the cost to add the Mistletoe Market event was \$500.00. Director Tyler Dillard made a motion to ratify the renewal of Zapplication and inclusion of the Mistletoe Market event as presented. The motion was seconded by Director Morris and carried by unanimous vote.

ii. **CONTRACT WITH MAXGRAY PRODUCTIONS FOR EVENT PLANNING FOR MISTLETOE MARKET**

Director Morris stated that MaxGray Productions is being asked to help with event planning for the Mistletoe Market event including set-up and break-down for the tents and other equipment required. She stated that they are very familiar with what is needed since they provide similar services in connection with the Art in the Park event. Ms. Foreman stated that a draft of the Agreement with MaxGray Productions was included in the Board Information Packet and gave an overview of the contract terms. She stated that the contract amount was \$2,000.00 and that some additional work was needed on the Scope of Services, which required input from Cynthia Alvarado before it could be finalized. Ms. Foreman stated that Ms. Alvarado was currently serving jury duty and asked that the Executive Director and/or Chair be authorized to execute the final Agreement with MaxGray Productions. Director Chan made a motion to authorize the Chair and/or the Executive Director to execute a final Agreement with MaxGray Productions substantially similar to the draft presented. The motion was seconded by Director Mohite and carried by unanimous vote.

G. Nominating Committee – Gary Noble, Chair

There was no report.

H. Executive Committee – William Franks, Chair

There was no report.

AMENDMENT TO THE INTERLOCAL AGREEMENT WITH CITY OF HOUSTON REGARDING BALDWIN AND GLOVER PARKS

Ms. Foreman stated that the District has been negotiating with the City of Houston Parks Department to do programming in Baldwin and Glover Parks. She reminded the Board that the District has long-term interlocal agreements with the City to maintain Baldwin and Glover Parks and presented the proposed amendment to those Interlocal agreements which would allow the District to implement programming in those parks.

Director Douglas asked about coordination with the City on activities in the parks. Ms. Foreman stated that the amendment to the interlocal agreement envisioned that the District and the City would work cooperatively on scheduling. Vernon Williams pointed out that it should not be a significant issue since the City has not historically programmed events in those parks. Director Morris made a motion to approve the Amendment to the interlocal agreement with the City of Houston regarding Baldwin and Glover Parks as presented. The motion was seconded by Director Mohite and carried by unanimous vote.

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

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

Midtown Park Project – The garage is on hold, waiting for CenterPoint to install permanent power. Work on the Park is proceeding aggressively. The trees are being installed on Main St.. Plumbing is being installed for restrooms and water features. Work on the bayou is wrapping up and the steel for the pavilions has been delivered.

Caroline Street Project – As previously reported, TXDoT did not allow the acceptance of the second lowest bidder, so the project will have to be re-bid, since the lowest bidder refused to honor its bid because of a calculation error. TXDoT anticipates it can be rebid in November 2016 with construction anticipated to start in the first quarter of 2017. The Staff recognizes the possibility that the bids may come in higher than the last bid.

Holman Street Project – The project is wrapping up. Only two blocks of concrete remain to be poured. The contractor is working with CenterPoint on scheduling installation of electrical service for lighting and will start installing landscaping later in October.

Main Street Project – Contractor is currently working on sidewalk installations on the east block between Alabama and Holman and demolition is underway between Rosalie St. and Tuam St. The Staff and Consultants are continuing to work with METRO regarding irrigation issues along Main St.

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 did not conduct an executive session at this meeting.

ANNOUNCEMENTS

There were no announcements.

PRESENTATION: REPORT FROM WEBINAR ON “SUCCESSFUL AND PROVEN REAL WORLD SOLUTIONS TO REDUCE HOMELESSNESS” WEBINAR

Michelle Ashton summarized a webinar by Dr. Robert G. Marbut, Jr. on the issue of homelessness. Ms. Ashton reported that according to many experts, the real roots of homelessness is not lack of housing or food, but mental health and addiction issues and that a systems approach to solving homelessness is the only real solution. Several Directors expressed an interest in meeting with City representatives to better understand what is being done to address homelessness in Houston and how the District can contribute to the conversation.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, November 2, 2016, at 6:00 p.m. in the Central Bank Community Room at 2217 Milam St., Houston, TX, 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen J. Morris, Board Secretary

Date: 11/16/16