

MINUTES OF THE
MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING

August 5, 2015

The Board of Directors of the Midtown Management District held a meeting, open to the public, on August 5, 2015 at 6:00 p.m. in the Houston Community College-Central Campus, Learning Hub/Science Building – LH 100 located at 1300 Holman Street, Houston, Texas 77004, 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 | John Castillo |
| Diane Cervenka | Marylene Chan |
| Jacques Fox | William R. Franks |
| Allen Douglas | Debra McGaughey |
| Kim Cook | Gary Noble |
| Monte Large | Charles Washington |
| Willie Coleman | Amar Mohite |
| Deborah Tyler Dillard | Nancy J.W. Darst |
| Eileen J. Morris | |

All of the above were present except Directors Lefsrud, Cervanka, Fox, Morris and McGaughey, thus constituting a quorum.

In addition, present at the meeting were Cynthia Alvarado, Elizabeth Powell, and Matt Thibodeaux of Midtown Management District; Peggy Foreman of Burney & Foreman; and Pat Hall of Equi-Tax; Ronald Robinson; Paul Dugas and Maria Irshad of City of Houston Parking Management; HPD Sgt. R.V. Wilson; HPD Lt. Patricia Cantu, HPD Capt. Heather Morris; HPD Sgt. Craig Bigger; HPD Sgt. Shannon Farquhar and HPD officer Donna Crawford; H.L. White of Houston Community College Police Dept.; Andrew Hoffman, Warren Wenne, Greg Han and Martin Cominsky of Interfaith Ministries; Lee Anne Dixon and Edwin Friedrichs of Walter P. Moore; Jill Chouffot; Lauren Preston; Peter Postalmayr and Tim Cantwell of Cantwell Anderson; Veronique Shipley; Jon and Cadelle Bradley; Cheryl Y. Armitige; M.J. and Pam Love; Chandra Gonzalez; Juan C. Maldonado; Marvin Fuentes; Antoine Bryant of the Metropolitan Transit Authority; Beesan Jaser; Reggie Washington; Gayle Fortson; ; Rachel Ray; Judson Tate; Richard Berrones; Paul Dougharty; Ralph Cooper of U.S Vets; Scott Harbers; Lanette and Todd Ramey; Xandra Ed; Molly Nagle; Gary Bernard and Noel and Barbara Cowart of 2016 Main; Ruben Garcia; Jordan Dupuis; Harriet Vital; Rosalia Guerrero; Alberto Luera; Mindy Smith; Precinct 7 Deputy Constable K. Jordan; Sgt. O'Dell Haynes, Deputy S. Ballard, Deputy Jesse Maldonado and Deputy Tanita Roe; Max Manny; James Llamas; Dionne Banks; Henry Denkins; Bart and Candace Busker; Ed Page; S. Menefee; Kay Walton; Bobby Witcher; Neil H Tofsky of Senterra Real Estate Group; Cindy Jackson; Sergio Gonzalez; Frank Williams; Michelle Smith of Houston MET Dance; and Ross Wienert.

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.

Guests in attendance were invited to introduce themselves and address the Board on any issues of concern. Two residents asked about the Caroline Street Project and expressed their disappointment that the Project had not yet moved forward.

CONSENT AGENDA

- a. Approve Minutes for the July 1, 2015 Board meeting.
- b. Approve the financial report for the month of May 2015.
- c. Approve the payment of invoices for July 2015.
- d. Approve Equi-Tax Report for July 2015.
- e. Approve Renewal of District's 2015-2016 Insurance Policy.

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

REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE DISTRICT'S QUARTERLY INVESTMENT REPORT FOR THE PERIOD ENDING JUNE 30, 2015.

Executive Director, Matt Thibodeaux gave the investment report for the period ending June 30, 2015. He stated that all of the District's investments were in compliance with the Texas Public Funds Investment Act and the District's Investment Policies, Mr. Thibodeaux reported that the average interest rate on all investment accounts was 0.181362% for the second quarter of 2015.

Director Coleman made a motion to approve the Investment Report as presented. The motion was seconded by Director Castillo 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 – John G. Castillo, Chair

Director Castillo reported on the activities of the Public Safety Committee. He stated that with a budget of \$698,000 annually, Public Safety clearly remains a top priority for the District. Director Castillo also reminded everyone that the Midtown Redevelopment Authority pays a Municipal Fee in the approximate amount of \$1.2 Million which is intended to be used by HPD to help provide enhanced law enforcement services in Midtown. He stated that it was very important that that residents and business owners continue to play a role in making Midtown safer by calling HPD and the Precinct 7 Constable's office to report any and all suspicious activity. Director Castillo reminded residents that the District contracts with Harris County for 5 Deputy Constables and a Supervising Sergeant who are assigned to provide enhanced law enforcement services in Midtown. He encouraged everyone to visit the District's website at www.houstonmidtown.com for more information and links to other available services.

Director Castillo reported that during the past year the Committee focused on its safety educational program which included meetings, presentations, signage and stickers posted throughout the Midtown Community reminding residents and visitors to remove valuables from their vehicles, ensure that unattended vehicles are locked, keep garage doors and entry gates closed and locked, and report suspicious activity. He stated that according to HPD representatives these safety education efforts have had a positive impact since the overall crime rate in Midtown is lower than the City average. In addition, Director Castillo reported on other Committee projects including the Street Light Outage Survey Program and the Park Light Outage Survey Program.

Finally, Director Castillo announced that National Night Out 2015 will take place at Bagby Park at the corner of Bagby and Gray Streets, on Tuesday, October 6, 2015 and invited everyone to come out and meet their neighbors.

Law enforcement officers representing HPD and Harris County Precinct 7 were introduced. HPD Sgt. Shannon Farquhar, head of the "Differential Response Team" (DRT) gave a brief presentation on the efforts to address issues regarding the homeless population in Midtown. He announced that SEARCH would be relocating its operations out of Midtown and that as of August 28, 2015, one of the large churches in Midtown will cease its program of feeding the homeless. He stated that the City's Homeless Outreach Team will continue to reach out to homeless individuals in Midtown and try to match them with various service agencies that will help them get off the streets.

Director Castillo invited everyone to attend the next evening Public Safety Committee meeting to be held on Tuesday, September 15, 2015, at 6:00 p.m. at Central Bank.

B. Marketing Committee

Elizabeth Powell reported on the activities of the Marketing Committee. She stated that the Committee works to foster community spirit with events and marketing strategies which bring people to Midtown and communicates the positive aspects of living and working in Midtown. She reported that during the past year the Committee developed and launched a new interactive Midtown website that is mobile friendly and completed a new template for the weekly Midtown eNews. Ms. Powell stated that the Board voted to discontinue the Midtown Paper primarily due to costs and in lieu of the paper was developing a curated content section of the new website along with a new Cultural Arts and Entertainment Guide. Finally, she encouraged residents to use all of Midtown's digital tools to stay current with what's going on in the District.

C. Service & Maintenance Committee

Elizabeth Powell reported on the activities of the Service and Maintenance Committee. Ms. Powell stated that the Service and Maintenance Committee had the second highest Committee budget at \$475,000. She reported that the Committee is currently working on plans for irrigation repairs on the Elgin Street Esplanade and in Baldwin Park and for the installation of new sidewalks and repairs of existing sidewalks on the east side of Main Street in Midtown. Finally, she reported that the Committee has planted approximately 50 new live oak trees in the public right-of-ways in Midtown and continues to change out seasonal plants and trim trees as needed.

i. MAINTENANCE CONTRACTS RELATING TO THE FIELD SERVICES TEAM, BALDWIN PARK, AND GLOVER PARK

Peggy Foreman advised the Board that the Staff and residents had made numerous complaints about the quality of services provided by the new Contractor for Field Services and Baldwin and Glover Parks. Ms. Foreman stated that the Staff has worked with the new Contractor and met with the owner on multiple occasions to resolve issues about work quality without success and was not recommending that the contract be terminated.

Director Coleman made a motion to authorize termination of the current Contractor for Field Services and Baldwin and Glover Parks by giving a 30 day Notice of Termination. The motion was seconded by Director Darst and carried by unanimous vote.

D. Urban Planning Committee – Monte Large, Chair

Director Large reported on the activities of the Urban Planning Committee during the past year including installation of the Art Crosswalk at the intersection of Elgin & Louisiana Streets.

Director Large announced that the City of Houston's Sunday Streets will be held in Midtown on Sunday, December 13, 2015 and that the route is currently being planned. He stated that the Sunday Streets is sponsored by Cigna and provides a family-friendly opportunity to be physically active in the streets and get to know your neighbors. Director Large stated that the certain streets will be closed to motor vehicles for four (4) hours to allow Houstonians to cycle, walk, run, dance, and socialize in the street. Director Large thanked the Committee members and Staff for their hard work during the past year in lobbying for Midtown to be selected as one of the neighborhoods to participate in the Sunday Streets program. He also reported that the Committee is working on completing a survey to get more feedback on the need for a "Circulator" in Midtown. Director Large stated that the survey will be distributed via social media, the Midtown eNews, the Midtown Houston website, and will be sent to area apartment managers, businesses and homeowner associations for physical distribution. He asked that those in at the meeting respond to the survey and encourage others living and working in Midtown to share their opinions as well. Director Large announced that the Committee has been working with Houston Bike Share to finalize plans to install an additional B-Cycle Station in Midtown on Smith Street between McGowen and Dennis Streets near Walgreen's.

i. LETTER OF SUPPORT FOR THE CITY OF HOUSTON PARKING MANAGEMENT'S IMPLEMENTATION OF A CAR SHARING PROGRAM.

Director Large reminded the Board of the prior presentation on the proposed City of Houston's car sharing program and the request for a Letter of Support.

Following all discussion, Director Darst made a motion to authorize sending a Letter of Support for the City of Houston Parking Management's implementation of a car sharing program. The motion was seconded by Director Washington and carried by unanimous vote.

E. Finance Committee – Marylene Chan, Chair

Director Chan reported on the District's finances. She stated that the Finance Committee continues to meet monthly with the Staff to review financial activity and monitor whether the District is meeting its revenue collection goals and whether it is staying within budget on expenditures. Director Chan also reported the Committee worked to assist the Staff in providing required records and other information to the Auditors and announced that the District again received an unqualified opinion from the Auditors regarding its finances on the 2014 Audit. Finally, Director Chan reported that as of July 31, 2015, the District has collected 97% of assessments for 2014 and has historically ranked among the highest collected management districts in Houston.

F. Cultural Arts & Entertainment – Eileen Morris, Chair

Cynthia Alvarado reported on the activities of the Cultural Arts & Entertainment Committee. She stated that Midtown was the first management district in the State to receive the State of Texas Cultural Arts and Entertainment District Designation in late 2012. She highlighted some accomplishments from the Committee this year include the programming of Bagby Park, hosting the Houston International Jazz Festival Master Class on July 10, 2015, and kicking off the inaugural Live at Lunch Concert on the 2nd Friday of each month. Ms. Alvarado reported that there was good attendance at the July 10th event and announced that several more cultural arts and entertainment events are being scheduled through the end of the year.

Ms. Alvarado stated that the Committee's biggest undertaking this year has been developing the Midtown Cultural Arts Master Plan. She thanked the residents, business owners and creative arts professionals who participated in the workshops and meetings to help design and develop the Midtown Cultural Arts Master Plan. Ms. Alvarado encouraged everyone to attend and participate in the next Cultural Arts and Entertainment Committee meeting on Tuesday, August 18, 2015, at 3:00 p.m. in the Midtown offices.

i. RENEWAL OF ZAPPLICATION SERVICE AGREEMENT FOR 2016

Cynthia Alvarado reminded the Board that it was time to renew the Service Agreement with Zapplication. She outlined the benefits of using Zapplication for Art in the Park and other District events and advised that the cost of renewing was \$1000 for a year.

Director Noble made a motion to Renew the Zapplication Service Agreement for 2016. The motion was seconded by Director Mohite and carried by unanimous vote.

ii. CITY-WIDE MINI MURALS PROJECT

Cynthia Alvarado gave a brief presentation regarding the Mini Mural Project. She stated that the project is being administered by the City of Houston and involves using professional artists to design and install unique original art on utility boxes throughout the City. She stated that the Committee had funds budgeted for a mural and wanted to spend those funds to sponsor the installation of four (4) Mini Murals at a cost of \$2500 each. Ms. Alvarado also reported that several private Midtown businesses expressed an interest in sponsoring Mini Murals in Midtown. Following all discussion, Director

Coleman made a motion to approve sponsorship of four (4) Mini Murals. The motion was seconded by Director Noble and carried by unanimous vote.

G. Nominating Committee – Debra McGaughey, Chair

Ms. Alvarado reported on the activities of the Nominating Committee during the past year including filling 5 vacant positions on the Board and conducting New Board Member Orientation. She announced that while all 17 Board positions are currently filled, from time to time vacancies occur on the Board and that when that happens the Nominating Committee will seek resumes from qualified individuals to recommend for appointment to the Board. Ms. Alvarado announced that members of the Midtown Community can serve on the various District committees and encouraged those in attendance to get involved and seek appointment to a committee. She invited interested persons to call the District offices to get more information about serving on a committee.

H. Service and Improvement Plan – Willie Coleman, Chair

i. UPDATE REGARDING THE PETITIONS REQUESTING SERVICES AND IMPROVEMENTS FROM THE MIDTOWN MANAGEMENT DISTRICT.

Director Coleman stated that as of July 31, 2015, the District has secured 78 Petitions representing approximately 8.68% of assessed value. Director Coleman thanked the Board and Staff for their efforts and asked that everyone continue working hard to obtain more signed Petitions from Midtown property owners. Director Coleman gave brief remarks on why it is important that property owners sign the Petition Requesting Services and Improvements. He also explained that a public hearing would be held on October 28, 2015 and invited all to make plans to attend the public hearing.

I. Executive Committee – William Franks, Chair

Chairman Franks reported that the Executive Committee usually meets on the last Wednesday of each month to review the activities of each committee and make recommendations to the full Board of Directors. He thanked each of the committee chairs and the Staff for their hard work and leadership on behalf of the Midtown Community.

REPORT ON PROGRAMMING FOR BAGBY PARK

Vernon Williams announced that several events have been scheduled for Bagby Park including monthly concerts, “Yappy Hours” for dogs and their human owners, and a Holiday Market.

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

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

Bagby Park Project – The Kiosk Tenant is finalizing its build out and plans a soft opening by the end of August 2015. The Bagby Park grand opening event has been tentatively scheduled for September 11, 2015.

Midtown Park Project – Construction of the underground parking garage continues with dirt excavation and start of concrete pours for column footings and columns. During excavation some unforeseen soil contamination was found approximately 16 ft. underground resulting in delays and additional cost to remove and properly dispose of the contaminated soil. Excavation is approximately two-thirds complete and the underground parking garage is scheduled for substantial completion in April 2016. Construction plans for the park have been submitted to City for approval. The MRA anticipates receiving City approval in September 2015 and expects to start construction of the park in the 4th quarter of this year.

Caroline Street Project – A meeting has been scheduled with the Mayor’s office and the Public Works Director on August 13, 2015 to discuss resolution of the MRA’s request for an Interlocal Agreement providing for reimbursement of costs associated with utility replacements (water, wastewater, and storm sewer). TxDOT has delayed awarding the project until more information is available regarding additional funding.

Holman Street Project – Bids on the Holman Street project came in substantially over budget and the project is scheduled to be rebid later in August, 2015. The pre-bid meeting will be held on August 11th and bid opening will be on August 25th. Pending a review of the bids, the Staff anticipates making a recommendation for contract award at the August 27th MRA Board of Directors meeting with construction to start in the 4th quarter of 2015.

Main Street Improvements Project – The Staff and Consultants are currently working to finalize the design of the Main Street Improvements and anticipate submitting the Plans to the City for approval in September 2015. Pending review and approval by the City, construction is anticipated to begin in the last quarter of 2015. The Staff is also working to address irrigation issues along the Rail Line with METRO.

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).

There was no executive session.

ANNOUNCEMENTS

Chairman Franks reminded Board Members that a Jazz Concert called “Live at Lunch” with the performing group “Six Minutes til’ Sunrise” will be held in Bagby Park on Friday, August 14, 2015, and encouraged everyone to come out and enjoy the music and the new park.

PRESENTATION


Cynthia gave a presentation and answered questions regarding the proposed new Service and Improvement Plan and Assessment Plan (2015-2024).

NEXT MEETING DATE

Chairman Franks announced that the next Midtown Management District Board meeting will be held on Wednesday, September 2, 2015, at 11:00 a.m. in the 3rd floor conference room in the Midtown Management District's offices located at 410 Pierce St., Houston, TX 77002.

ADJOURN

There being no other business, the meeting was adjourned.



Eileen J. Morris, Board Secretary
Date: 9/2/15