

MINUTES OF THE  
MIDTOWN MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING

November 4, 2015

The Board of Directors of the Midtown Management District held a meeting, open to the public, on November 4, 2015 at 6:00 p.m. in Central Bank in the community room, located at 2217 Milam 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  
Diane Cervenka  
Jacques Fox  
J. Allen Douglas  
Kim Cook  
Monte Large  
Willie Coleman  
Deborah Tyler Dillard  
Eileen J. Morris

John Castillo  
Marylene Chan  
William R. Franks  
Debra McGaughey  
Gary Noble  
Charles Washington  
Amar Mohite  
Nancy J.W. Darst

All of the above were present except Directors Franks and Mohite, thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Elizabeth Powell, Kandi Schramm, Marlon Marshall, Theresa Gilmore, David Thomas and Matt Thibodeaux; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell Giuliani; Sgt. Odell Haynes, Precinct 7 Deputy Constable; Craig Bigger of Houston Police Department South Central Station; and Lauren Pattee, Jen Shaw and Steve Wait.

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

Director Coleman 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 September 2, 2015 Board meeting.
- b. Approve Minutes for the October 7, 2015 Board meeting.
- c. Approve the financial report for the month September 2015.
- d. Approve the payment of invoices for October 2015.
- e. Approve Equi-Tax Report for October 2105.

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

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

Matt Thibodeaux presented the District's Investment Report. He stated that the average interest rate on all accounts for the Quarter ending September 30, 2015 was 0.155915% and that the amount of interest earned was \$742.38. He further stated that a detailed written report was provided in the Board Information Packet.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING ADOPTION OF THE DISTRICT'S TITLE VI PROGRAM.**

Peggy Foreman made a brief presentation regarding Title VI of the Civil Rights Act of 1964. She explained that Title VI was enacted to prohibit discrimination on the basis of race, color or national origin in programs that receive federal funds and that the District as the Grantee of FTA funds needed to adhere to federal laws and regulations requiring that it adopt an updated Title VI program. Ms. Foreman gave an overview of the components of the District's Title VI Program and answered questions from Board members.

Director McGaughey made a motion to adopt the Title VI Program as presented. The motion was seconded by Director Dillard and following all discussion the motion passed 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 requested a moment of silence for Sgt. Richard Wilson, a long time HPD Officer who served the Midtown Community, who passed away on October 13, 2015. Director Castillo stated according to statistics from HPD, crime in Midtown was down for the month of September, including burglary of a motor vehicle (BMV's). He stated that Midtown has very little aggravated crime and remains one of the safest areas in the City.

Director Castillo reported that South Central Captain Heather Morris is implementing several new initiatives to be more proactive in fighting crime including efforts to educate Midtown residents and business owner on awareness and safety.

Finally, Director Castillo announced that the next Public Safety Committee meeting is scheduled for November 17, 2015 at 11:30 a.m. in the Midtown Management District's offices, 3<sup>rd</sup> floor conference room, 410 Pierce St., Houston, Texas 77004 and invited all to attend.

**B. Marketing Committee**

Director Darst reported on the activities of the Marketing Committee. She stated Marketing has been working on encouraging area businesses to upload events to the District's website calendar ([www.houstonmidtown.com](http://www.houstonmidtown.com)). She also stated that the

Committee is working to gather email addresses for Midtown businesses and business owners to facilitate better communications. She further reported that the Cultural Arts and Entertainment Guide is almost complete. Finally, Director Darst stated that the next Marketing Committee meeting will be a joint meeting with the Urban Planning and Cultural Arts Committees on Tuesday, November 17, 2015 at 3:30 pm at the MATCH, 3400 Main St, Houston, TX 77002.

**C. Service & Maintenance Committee**

Darcy Lefsrud reported on the activities of the Service and Maintenance Committee. He stated that the new Field Services Team was doing a good job and has been working very hard on landscape maintenance issues and that the Midtown Staff has observed a huge improvement. He stated the Committee has developed a list of areas where sidewalks are in need of repairs or replacement and that they hope to get some of that work finished before the end of the current fiscal year.

Director Lefsrud gave a brief presentation on the "SeeClickFix" Project, which is a software program that is currently being used by the City of Houston to record and monitor calls for service in Midtown. Director Lefsrud stated that Peggy Foreman was working to negotiate a contract with SeeClickFix and that the contract was almost final. Peggy Foreman advised the Board of the major terms of the contract including its initial setup cost of \$2000 and its annual cost of \$7000 with a planned launch date in January of 2016, if approved by the Board.

Director Noble made a motion to authorize the Executive Director or Board Chair to approve and execute a final version of the SeeClickFix contract with the terms presented by Ms. Foreman. Director Lefsrud seconded the motion. Following all discussion, the motion passed unanimously.

Director Lefsrud announced that the next Board meeting will be held on November 16, 2015 at 3:30 p.m. in the District's offices.

**D. Urban Planning Committee – Monte Large, Chair**

Elizabeth Powell reported on the activities of the Urban Planning Committee. She stated the Committee has been working on the Cigna Sunday Streets event which will be held on December 13, 2015 from 12 pm to 4 pm. Ms. Powell stated that she was reaching out to businesses along the streets that will be closed to ensure that they were aware of the event and to encourage participation. She stated that there was no cost to the District for this event as it was being entirely sponsored by Cigna.

Ms. Powell also reminded Board members that the new B-Cycle Station in Midtown is scheduled to be installed on November 17, 2015 on Smith Street near the Walgreen's store and that a ribbon cutting event was scheduled for Thursday, November 19, 2015 from 12:00 p.m. to 1:00 p.m., at 2612 Smith St., Houston, TX 77006. She encouraged everyone to attend.

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

Director Chan reported on the District's finances and gave an update on 2015.

She reviewed the financial statements contained in the Board Information Packet and stated that overall the District is projected to be within budget for 2015.

Director Chan identified which Committees were projected to be over and under budget and stated the reasons for the anticipated variances.

Director Chan further reported that certain Committees had finalized their budget requests but that the Finance Committee was still awaiting a final confirmation of budget requests from the Cultural Arts and Entertainment Committee and the Urban Planning Committee.

Director Chan stated that at the next regular Board of Directors meeting the Board will be asked to vote on the Fiscal Year 2016 Budget and the 2015 Assessment Rate. She stated that that meeting is currently scheduled for December 9, 2015. Director Chan further stated that the 2015 Assessment Rate must be approved in time for Equi-tax to mail assessment invoices before December 31, 2015. Finally, she announced that the Staff was working to schedule a special Board Meeting for a detailed presentation and discussion of the Proposed Fiscal Year 2016 Budget to ensure that all Board members are provided with as much information before the December 2015 Board meeting.

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

Director Morris reported on the activities of the Cultural Arts & Entertainment Committee. She stated that work on the Cultural Arts Master Plan (CAMP) is complete and that Design Workshop would be making a CAMP presentation later in the meeting.

Director Morris reported that a short list of artists for the Mini Murals have been selected and approved. She stated that of the potential sites identified only 2 were approved by the City so the Committee will work to identify additional sites.

Cynthia Alvarado announced that the District submitted an application for the first round of state funded matching grants in the amount of \$25,000 to be used to build a Cultural Arts and Entertainment District website that will provide information, calendars, contact information, links to other websites, maps, and performance information about the more than 90 cultural organizations, approximately 100 restaurants and approximately 50 night life venues located in Midtown. She stated that such a website would aid tourism and economic development in Midtown. Ms. Alvarado said that the District would learn whether the grant was approved sometime in early December 2015.

Ms. Alvarado also announced that a Holiday Wine Down would be held on December 4, 2015 and “Live at Lunch” event would be held on December 11, 2015. She stated that both events would be in Bagby Park and invited all to attend.

Finally, Director Morris announced that the next Cultural Arts and Entertainment Committee meeting will be a joint meeting with the Marketing and Urban Planning Committees on November 17, 2015 at 3:30 p.m. at MATCH, 3400 Main St, Houston, TX 77002.

**G. Nominating Committee – Debra McGaughey, Chair**

Director McGaughey stated that there was no current committee activity to report.

**H. Service and Improvement Plan – Willie Coleman, Chair**

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

Director Coleman announced that the Formal Public Hearing set for October 28, 2015 was not able to go forward because of a defect in the notice given to Midtown property owners. He stated that the Formal Public Hearing had been rescheduled to December 2, 2015 and that the required 30 day notice had already been issued. Director Coleman stated that an informal public meeting was held on October 28, 2015 and shared a brief overview of some of the comments from speakers.

Director Coleman reported that on the status of the petitions received including the approximate value of all petitions received. He encouraged all Directors to attend the Public Hearing and hear from Midtown property owners. Director Coleman stated that the Committee would continue to collect signed Petitions up to the date of the Public Hearing.

**I. Executive Committee – William Franks, Chair**

Director Coleman stated that there was no new information to report that had not already been presented by the Committee Chairs.

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

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

Bagby Park Project – Several events have been scheduled in the Park and people are using and enjoying the Park. Tree lighting is expected to be installed before Thanksgiving.

Midtown Park Project – Construction continues on the parking garage and is approximately 40% complete. Bids are expected to be received on November 5, 2015 for construction of the Park.

Caroline Street Project – Staff and consultants recently met with the City and TxDOT. TxDOT has agreed to rebid the project and is currently in the process of deciding whether to allow the City to manage the Project as doing so could result in cost savings. The Staff is looking at a new construction start date sometime in the 3<sup>rd</sup> or 4<sup>th</sup> Quarter of 2016.

Holman Street Project – The MRA Board has selected a Contractor and issued a Notice to Proceed.

Main Street Improvements Project – Project will consist of back of curb improvements from Pierce to Wheeler/Richmond along Main Street. Letters have been sent to affected property and there are some potential encroachment issues to be resolved.

Midtown Entry Portals Project – The MRA Board is looking at making hardscape and landscape improvements at 3 entry portal into Midtown.

**PRESENTATION: MIDTOWN CULTURAL ARTS MASTER PLAN (2015-2024)**

Rachel Tepper and Claire Hempel from Design Workshop presented the Cultural Arts Master Plan (CAMP), explained the process used, the core participants, and the expanded work on the Plan. They stated that the CAMP was substantially complete and invited the Board to offer input and comments before the CAMP is finalized. Claire Hempel stated that based on their experience having a CAMP is an essential requirement for most cultural arts grant applications.

**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 entered into Executive Session for the purpose of having a consultation with its Attorneys regarding certain legal matters. A Certified Agenda was prepared regarding the Executive Session.

**ANNOUNCEMENTS**

**NEXT MEETING DATE**

Director Coleman announced that the next Midtown Management District Board meeting will be a Special Board Meeting held on Wednesday, November 18, 2015, at 11:00 a.m. in the 3<sup>rd</sup> floor conference room of the Midtown 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: 1/5/16