



MINUTES

**MIDTOWN MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING**

December 6, 2023

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, December 6, 2023, at 11:00 a.m. in the **1st Floor conference room of the Midtown Management District's offices** 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:

Pos. 1	Darcy John Lefsrud	Pos. 10	Daniel Arguijo
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler-Dillard
Pos. 3	Vacant	Pos. 12	Muddassir Siddiqi, Ed.D.
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Ryan M. LeVasseur	Pos. 14	Christopher Johnston
Pos. 6	Maggie Segrich	Pos. 15	Jeanette Criglar, Ph.D.
Pos. 7	Desmond Bertrand- Pitts	Pos. 16	Kelly A. Young
Pos. 8	Lewis Goldstein	Pos. 17	Vacant
Pos. 9	J. Allen Douglas		

All of the above were present except Directors Douglas and Criglar.

In addition, present at the meeting, were Midtown Staff members Matt Thibodeaux, Kandi Schramm, Vernon Williams, Amaris Salinas, Jaime Giraldo, Marlon Marshall, Jeremy Rocha, Cynthia Alvarado, and Chrystal Robinson-Davis; Melissa Morton, CPA, of The Morton Accounting Services; Peggy Foreman of Burney and Foreman; Clark Lord of Bracewell, LLP Ashley Small of

Medley, Inc.; Tony Henshaw of Rashieyed Engineering; Brett Sileo of Harris Hilburn LLP; Commander Caroleta Johnson and Sergeant Brian Alms of the Houston Police Department, South Central Division; and Scott Harbors, Midtown Resident.

1. CALL MEETING TO ORDER AND VERIFY THAT A QUORUM IS PRESENT.

Chair Lefsrud called the meeting to order and welcomed everyone.

Mrs. Robinson-Davis called the roll of the Board of Directors and verified that a quorum was present.

2. RECEIVE PUBLIC COMMENTS

Midtown property owner, Marylene Chan, addressed the Board. She requested an internal policy review. She also requested a review of the conflict-of-interest policy, inquired about implementing annual training for employees and board members, review of the employee expense reimbursement policy, and a landscaping contracts inspection report card.

3. CONSENT AGENDA

- A. APPROVE MINUTES FOR THE NOVEMBER 1, 2023, BOARD MEETING
- B. APPROVE FINANCIAL REPORTS FOR THE MONTH OF OCTOBER 2023.
- C. APPROVE PAYMENT OF INVOICES FOR NOVEMBER 2023.
- D. APPROVE EQUI-TAX REPORT FOR NOVEMBER 2023.

Ms. Alvarado presented the various items on the consent agenda. Director Young made a motion to approve the consent agenda as presented. The motion was seconded by Director Siddiqi and carried by majority vote.

4. REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE 3RD QUARTER INVESTMENT REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2023.

Melissa Morton, CPA presented the written 3rd Quarter Investment Report for the period ending September 30, 2023. She stated that the District had an average yield rate of 1.7909%, with interest earnings of \$46,601 for the 3rd Quarter. Ms. Morton stated that the report reflects the compliance of the District's investment portfolio with the Investment Policies of the District and that it is in accordance with the Investment provisions of the Public Funds Investment Act

Director Goldstein made a motion to accept the 3rd Quarter Investment Report for the period ending September 30, 2023. The motion was seconded by Director Haney and carried by unanimous vote.

5. REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND LIST OF QUALIFIED BROKER/DEALERS.

Peggy Foreman presented the Resolution Regarding Annual Review of Second Amended and Restated Investment Policy and List of Authorized Qualified Brokers of the Midtown Management District. She reminded Board Members that Texas Law requires the Board to review its Investment Policy and List of Authorized and Qualified Brokers annually. Ms. Foreman stated that there were no recommendations for any substantive changes to the Investment Policy; however, the Staff was recommending the adoption of a revised List of Authorized Qualified Brokers, a copy of which was provided to the Board as Exhibit A-V to the Second Amended and Restated Investment Policy. Ms. Foreman stated that the list contains a large number of financial institutions in order to give the District maximum flexibility for investing its funds.

Director Young made a motion to approve the Resolution Regarding Annual Review of Second Amended and Restated Investment Policy and List of Authorized Qualified Brokers of the Midtown Management District as presented. The motion was seconded by Director Haney and carried by unanimous vote.

6. RECEIVE COMMITTEE ACTIVITY REPORTS AND REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING THE FOLLOWING, AS APPROPRIATE.

A. Service and Maintenance Committee – Christopher Johnston, Chair

Director Johnston presented the Service and Maintenance Committee report. He shared information regarding the work of the Field Services Team, the status of the communications with CenterPoint regarding potential installation of additional lighting in the District, the sidewalks assessment being conducted in Midtown, and the City's approval of the Urban Forestry Tree Maintenance Plan. Director Johnston reported that SMC Landscaping Services ("SMC") submitted a request for a 7% increase in the cost of services, however after considering the request, the Committee agreed with Staff that the requested increase should be rejected since SMC is contractually obligated to provide services at the current pricing for a 3-year period and the current pricing has been in effect for less than 12 months.

i. Agreement with CivicPlus LLC (formerly SeeClickFix)

Mrs. Robinson-Davis reported that CivicPlus LLC [formerly SeeClickFix] had a price increase which was reflected in its annual contract renewal. She stated that the cost of services increased from \$8,865.25 to \$10,070.24. She also stated that there have been product enhancements to cybersecurity, reporting and analytics, and to improve residents experience with the product. Ms. Robinson advised that the agreement has an automatic renewal provision with a 60-day notice of termination and a 5% per year annual increase. Director Chan made a motion to approve the contract renewal for CivicPlus LLC. The motion was seconded by Director Llamas and carried by unanimous vote.

Finally, Director Johnston reminded everyone that the next Service and Maintenance Committee meeting is scheduled for Monday, December 22, 2023, at 4:00 p.m.

B. Urban Planning Committee – James Llamas, Chair

Director Llamas presented the Urban Planning Committee report. Director Llamas reminded the Board that the next Urban Planning Committee meeting will be held on Monday, December 22, 2023, at 4:00 p.m.

i. Midtown Parking Benefit District Advisory Committee

Director Llamas reminded the Board that the Parking Benefit District Advisory Committee previously recommended and obtained approval from the City for 2 projects. The projects are (a) funding for 3 months of maintenance and services for 4 bike share stations in Midtown in the amount of \$7,500.00 and (b) funding for a Loud Noise Overtime Program with Houston Police Department in the amount of \$29,840.

Director Llamas advised the Board that the Parking Benefit District Advisory Committee has submitted recommendations to the City to approve the following 3 projects:

1. Extension of the agreement to fund the cost of maintenance and services for 4 bike share stations for 3 additional months until February 28, 2024 (\$7500)
2. Artistic Meter Wrapping of 35 parking meters in Midtown (\$30, 275.00)
3. Speed Feedback Sign Study on 8 Midtown streets (in an amount not to exceed \$40,000)

He further advised the Board that the Advisory Committee is looking at the feasibility of funding several additional projects including street safety improvements, installation of emergency call equipment, neighborhood clean-up campaigns and installation of additional trash receptacles within the District.

Director Llamas announced that the next Parking Benefit District Advisory Committee meeting will be held on Thursday, January 11, 2024, at 3:00 p.m.

ii. Approval of Qualified On Call Contractors

Director Llamas reminded the Board members that the Urban Planning Committee and the Midtown Staff have worked to seek to identify a group of pre-qualified on call contractors to provide services such as installation and maintenance services for traffic signs and pavement markings in the District. Marlon Marshall explained the process used for the initial solicitation and subsequent revised solicitation for Qualified On-Call Contractors to provide services to the District. Mr. Marshall answered questions from Board Members regarding the process. He stated that following the review process, 3 firms were being recommended for selection as on-call contractors.

Director Johnston made a motion to approve the 3 firms recommended as qualified on-call contractors to provide services such as installation and maintenance services for traffic signs and pavement markings in the District. The motion was seconded by Director Young and carried by majority vote. The vote was: **Yes 12, No 0, and Abstentions 1**. Director Chan abstained from the vote.

Director Llamas reminded the Board that the next Urban Planning Committee meeting will be held on Monday, December 22, 2023, at 4:00 p.m.

C. Marketing & Economic Development Committee – Debbie Tyler-Dillard, Chair

Director Tyler-Dillard presented the Marketing & Economic Development Committee report. There were no action items. She reported the social media numbers for the month of October 2023 which included the top media placements from Glasstire, Culture Map, Click2Houston, the Chronicle of Philanthropy, and the Art Newspaper. Director Tyler-Dillard also reported that there were 12,668 engagements (such as likes, clicks, and shares), 155 new followers, and 268,079 impressions (views) on the Midtown Houston Channels. She further reported that Houston Community College hosted a I Holiday Tree Lighting Celebration on Wednesday, November 29, 2023 at 6:00 p.m. She also reported that the Committee discussed its budget requests for FY 2024. Ms. Alvarado announced that the

winter edition of the Midtown Buzz was sent to be printed and will be available in the beginning of 2024.

D. Cultural Arts & Entertainment Committee – Desmond Bertrand-Pitts, Chair

Director Bertrand-Pitts presented the Cultural Arts & Entertainment Committee report. There were no action items. He announced that Midtown Mistletoe Market will be held in Baldwin Park on Friday, December 8, 2023 from 5:00 p.m. to 10:00 p.m. and Saturday, December 9, 2023 from 10:00 a.m. to 4:00 p.m. He further reported that the Elgin Urns project is underway, and that Ms. Alvarado has communicated with Up Art Studios to discuss the logistics for the project. Director Bertrand-Pitts further reported that the Committee has submitted its budget requests for FY 2024. Finally, he announced that the next combined Cultural Arts & Entertainment Committee and Marketing and Economic Development Committee meeting will be on Tuesday, January 16, 2024 at 3:00 p.m.

E. Finance Committee – Kelly Young, Chair

Director Young presented the Finance Committee report. She reported that each committee submitted its budget requests and special projects funding requests to the Finance Committee for review. She stated that the Finance Committee reviewed the various funding requests and made further inquiries regarding the project line items presented. Including inquiries related to the alignment of the proposed projects and the District's Service and Improvement Plan. She stated that the Committee looked at a comparison of the 2023 budget and expenditures and the proposed 2024 budget.

i. FY 2024 Budget

Ms. Morton presented the Midtown proposed budget for FY 2024 to the Board for approval. She stated that the Finance Committee has been working with each of the committees since July 2023 on their respective budget requests for FY 2024 and their funding requests for special projects. Ms. Morton presented the proposed budget and highlighted the lines items where there was a significant difference from the amounts budgeted for FY 2023 and the reasons for such differences. Ms. Morton and the Staff answered the Directors questions regarding the proposed FY 2024 budget.

Director Young made a motion to approve the proposed budget for FY 2024. The motion was seconded by Director Siddiqi. Following all discussion, the motion was approved by majority vote. The vote was: **Yes 12, No 1, and Abstentions 0.** Directors Chan voted against approving the FY 2024 budget.

ii. Requests for Special Projects

Director Young reported that the Finance Committee has reviewed the various requests for funding for Special Projects submitted by each committee. Cynthia Alvarado explained the process used to invite Special Projects funding requests from each of the committees. She stated that the Special Projects were reviewed to verify that they were in compliance with the current 10-year Service and Improvement Plan and Assessment Plan. Each committee's Special Projects funding requests were presented to the Board. Ms. Morton and the Staff answered questions from Directors regarding the proposed Special Projects.

Director Young made a motion to approve the proposed Special Projects funding requests as presented. The motion was seconded by Director Bertrand-Pitts. Following all discussion, the motion was approved by majority vote. The vote was: **Yes 10, No 0, and Abstentions 3.** Directors LeVasseur, Arguijo, and Chan abstained from the vote.

F. Community Activity Report – Christopher Johnston, Liaison

i. Super Neighborhood #62

Director Llamas provided the Community Activity report on behalf of Director Johnston. He stated that there were presentations regarding the Houston Public Library System and regarding public safety from Commander Johnson, HPD South Central Division.

Director Johnston announced that the next Super Neighborhood #62 meeting will be on Thursday, December 14, 2023 at 6:30 p.m. at South Main Baptist Church and that the Super Neighborhood #62 monthly hangout at Baldwin Park will be on Wednesday, December 27, 2023 at 5:30 p.m.

G. Public Safety Committee – Jeanette Criglar, Chair

Mr. Giraldo presented the Public Safety Committee report on behalf of Director Criglar. He provided information regarding various public safety efforts throughout the District.

i. Amended Agreement with S.E.A.L. Security Solutions, LLC

Mr. Giraldo reported that the agreement with S.E.A.L. Security Solutions, LLC ("SEAL") was up for renewal and that SEAL has requested a 6% increase in their fee for services. In addition to the 6% increase, Staff is recommending an increase in the patrol hours from 140 per week to 180 per week. A copy of the Amendment

was included in the Board Information Packet. He stated that if approved by the Board, the Amended Agreement would be effective on Monday, January 1, 2024. Director Tyler-Dillard made a motion to approve the Amended Agreement with SEAL as presented. The motion was seconded by Director Chan and carried by unanimous vote.

ii. Agreement with SMC Logistics LLC (for lighting surveys)

Mr. Giraldo advised the Board that the Agreement with SMC Logistics LLC was up for renewal. He reminded the Board that SMC Logistics LLC provides inspections and bi-monthly surveys of streetlight outages and reports same to the District and CenterPoint. He stated that a contract increase of 10% was requested resulting in an increase from \$425 to \$467.50 bi-monthly. Mr. Giraldo, pointed out that this is the first request for an increase since the contract began in 2016. Director Johnston made a motion to approve renewal of the Agreement with SMC Logistics LLC as presented for the bi-monthly streetlight outage survey and report. The motion was seconded by Director Llamas and carried by unanimous vote.

Finally, Mr. Giraldo announced that the next Public Safety Committee meeting will be held on Tuesday, December 19, 2023, at 11:30 a.m.

H. Nominating Committee - Jeanette Criglar, Co-Chair

Director Haney announced that the Nominating Committee will begin working in January to fill 2 vacancies on the Board.

I. Service and Improvement Plan – Jeanette Criglar, Co-Chair

Kelly A. Young, Co-Chair

Director Young presented the Service and Improvement Plan Committee report. She stated that the raw data from the Reimagine Midtown survey is currently being aggregated and that Ford Momentum, the consultant that conducted the survey, will present the results to the Board at the next Board meeting on January 10, 2024

J. Executive Committee – Darcy Lefsrud, Chair

Chair Lefsrud stated that all matters discussed at the Executive Committee meeting were addressed in the various committee activity reports.

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

Mr. Marlon Marshall presented the following reports regarding the status of current Midtown Redevelopment Authority capital improvement projects:

Caroline Street – The design team met with the City of Houston to review preliminary drawings of pilot areas for proposed corrections to punch list items not addressed by TXDOT contractor. The preliminary drawings will be submitted to Interagency Department for final approval.

Brazos Street –The design team is finalizing collateral for survey effort. The team is waiting until the survey related to the new Service and Improvement Plan is completed before submitting its online survey. The online survey will be conducted in early 2024.

Brazos Street Bridge Landscape Improvements – The MRA is waiting for contracts and permits to mobilize and begin the project. The project will enhance the landscaped area at the Bagby and Elgin Streets intersection in the green space adjacent to the Brazos Bridge facing Bagby Street. The scope of work includes tree planting, shrub and groundcover planting, site cleanup, irrigation, traffic control, and reinstallation of existing signage.

Sidewalk Assessment - Consultants completed a draft assessment of the sidewalk conditions in the District. A presentation will be provided to MRA in the first quarter of 2024. Consultants will develop a phased implementation plan for sidewalk repairs.

PARTNER PROJECTS

Safe Street and Roads for All – The MRA is working with CenterPoint to assess the street lighting in the District. CenterPoint is identifying areas with deficient lighting and options to address those areas. CenterPoint is also distinguishing the difference between street lighting versus pedestrian lighting. Consultants will provide a presentation of the assessment in January 2024.

Parks and Public Spaces Master Plan – MRA is waiting for scheduling of the requested follow up meeting with METRO to review additional information regarding proposed Main Street closures.

Gray Street Buffer designs – MRA has requested qualified firms for the On-Call Pavement Marking and Maintenance contractors to submit cost proposals for the Gray Street Buffer Design project.

Urban Forestry Plan – The City of Houston Forestry Department has issued a permit for the Proposed Priority Pruning and the Fertilization plan. The contractor will schedule work and document the final version of the plan.

8. WITH RESPECT TO THE FOREGOING AGENDA ITEMS, THE BOARD MAY CONDUCT AN EXECUTIVE SESSION WITH REGARDS TO THE FOLLOWING AS APPROPRIATE 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.

9. ANNOUNCEMENTS

Commander Johnson announced that she will take on a new position within HPD and will no longer be at South Central Division. She thanked the Board and Staff for their support for HPD and their commitment to improving public safety within Midtown.

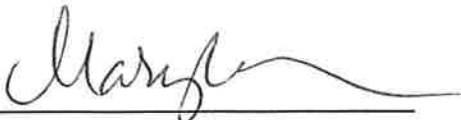
NEXT MEETING DATE

Chair Lefsrud announced that the next Midtown Management District Board of Directors meeting will be held on **Wednesday, January 10, 2024, at 11:00 a.m.**

There were no other announcements.

10. ADJOURN

There being no other business, the meeting was adjourned.



Marylene Chan, Secretary

Date: 1/10/24