



midtown
HOUSTON

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

January 9, 2019

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, January 9, 2019, at 11:00 a.m. in the third floor conference room of the Midtown Management District 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:

Pos. 1	Darcy John Lefsrud	Pos. 10	Eileen J. Morris
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler Dillard
Pos. 3	Amar Mohite	Pos. 12	Dana Woodruff
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Willie H. Coleman	Pos. 14	Christopher Johnston
Pos. 6	Nancy J.W. Darst	Pos. 15	Herbert Baker
Pos. 7	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Kristin Pope	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

All of the above were present minus Directors Mohite, and Llamas thus constituting a quorum.

In addition, present at the meeting were Midtown Staff members Mark Leija, Madeline Peña, Kandi Schramm, Mark Sullivan, Vernon Williams, David Thomas, Marlon Marshall, Cynthia Alvarado, Matt Thibodeaux, and Amaris Salinas, Mechelle Phillips; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LP; Jesse Sampson and Rasiel Limonta of S.E.A.L. Security Solutions, LLC.; Suz Sippel and Mary Headrick of Houston Center for Contemporary Art.

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

Chair Coleman called the meeting to order and welcomed everyone.

RECEIVE PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- A. APPROVE MINUTES FOR THE DECEMBER 5, 2018 BOARD MEETING;**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 2018;**
- C. APPROVE PAYMENT OF INVOICES FOR DECEMBER 2018;**
- D. APPROVE EQUI-TAX REPORT FOR DECEMBER 2018**

Cynthia Alvarado presented the consent agenda. She explained that the Minutes from the December 5, 2018 Board of Directors meeting were not available and would be presented at the February 2019 Board meeting.

Director Woodruff made a motion to approve consent agenda items B-D The motion was seconded by Director Johnson and carried by unanimous vote.

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

A. Service and Maintenance Committee – Darcy Lefsrud, Chair

Director Lefsrud reported that no committee meeting was held during December 2018. He stated that the Committee is now looking at moving forward with service and maintenance projects for 2019. He also announced that the next Service and Maintenance Committee meeting will be held on January 28, 2019.

B. Cultural Arts and Entertainment Committee – Eileen Morris, Chair

Ms. Alvarado gave the Committee report on behalf of Director Morris and stated that the art performances funded by the Small Arts Grants, specifically Pilot Dance; Las Girls; Frame Dance and Gina Williams were very well received. Ms. Alvarado reported that a news story was written about Gina Williams in a local Washington State area newspaper and about her performance in Midtown and her receipt of the Small Arts Grant.

Ms. Alvarado announced that the District received notice from the Texas Commission on the Arts that the Midtown Cultural Arts and Entertainment District will now be required to report annually on the its activities in order to maintain its status as a Cultural Arts and Entertainment District. She stated that the TCA's Cultural District Annual Report for activities that occurred during 2018 is due on or before June 17, 2019 and will be due in June of each subsequent year. Ms. Alvarado further stated that the Committee will begin the process of drafting the report and submit same to the Executive Committee and ultimately to the Board for review and approval.

Ms. Alvarado reminded the Board that the Committee will host a pop-up Valentines Market at Baldwin Park in conjunction with the Midtown Farmers Market on Saturday, February 9, 2019 from 10:00 a.m. to 2:00 p.m.

i. Ratify submission of an application for grant funding for certain projects identified in the 10-Year Cultural Arts Master Plan

Ms. Alvarado advised the Board of an opportunity to submit an application for grant funding through the City of Houston's Office of Cultural Affairs. Ms. Alvarado stated that she is currently working to develop a proposal to include in the application seeking a \$150,000 grant to fund various cultural arts events in Midtown. Director Douglas made a motion to authorize the Staff to move forward with submission of a grant application to seek grant funding from the City of Houston's Office of Cultural Affairs. The motion was seconded by Director Johnson and carried by unanimous vote.

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

Director Tyler-Dillard reported that the Committee expects to review the first draft of the next edition of the *Midtown Buzz* the week of January 14, 2019. She also reported that the first draft of the Cultural Arts and Entertainment Guide is complete and will undergo final review and approval at the January 16, 2019 Committee meeting.

D. Urban Planning Committee – Allen Douglas, Chair

Director Douglas reported that the Committee did not hold a December 2018 meeting and invited all to the next Committee meeting on Thursday, January 17, 2019 at 4:00 p.m. He further reported that the Committee is funding a portion of the cost for an additional B-Cycle station on Gray Street at

Austin Street, which in process. He stated that the Committee is currently working with Bike Houston to add repair stations at the B-Cycle locations. Madeline Pena gave an update on the Midtown Farmers Market at Baldwin Park. She reported that the first Farmers Market of 2019 was a success with approximately 35 vendors participating. She also described the marketing plan being used to help promote the Farmers Market through social media channels and via meet-up groups online. Ms. Pena encouraged everyone to attend and support the Farmers Market on Saturdays from 10:00 a.m. to 2:00 p.m.

E. Finance and Budget Committee – Dana Woodruff, Chair

Director Woodruff reported that the Staff is awaiting receipt of final invoices for 2018 expenditures before they can begin the process of closing out the books for 2018. David Thomas stated that he will provide a more comprehensive year-end report at the next Finance Committee meeting on Monday, January 28, 2019 at 4:00 p.m.

F. Community Activity Report – Christopher Johnson

i. Community Super Neighborhoods #62

Director Johnson reported that the Super Neighborhood #62 is looking to take a position on the City's market based parking proposal for an area which will extend from Downtown to a portion of Midtown and plans for the proposed Austin Street Bikeway. He announced that representatives of the City's Planning Department are expected to speak at the next meeting which is scheduled for January 10, 2019, 6:30–8:00 p.m., at the Crime Stoppers building located at 3001 Main Street in Midtown.

G. Public Safety Committee – Willie H. Coleman, Interim Chair

Security Coordinator Mark Leija reported on public safety issues in Midtown. He stated that he continues to work with the various law enforcement agencies providing services in Midtown as well as with S.E.A.L Security Solutions. Mr. Leija stated that efforts are being made to increase patrols in and around various known locations in Midtown to discourage gathering of homeless individuals and aggressive pan-handlers.

He stated that there has been an increase in "snatch & grabs of high end cellular phones at certain rail stations and that Metro Police has increased patrols along the rail platforms. Mr. Leija reported that officers with S.E.A.L Security Solutions continue to patrol throughout the District and assist law enforcement officers as needed. He further reported that officers with HPD's Central Division have been working on burglaries of motor vehicles around nightclubs and bars on the west side of Midtown located within the Central Division boundaries. Officers from HPD's Central Division have also worked closely with the Field Services Team to clean up the area in and around Spur 527 at Richmond Avenue and Alabama Street.

ii. INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH HARRIS COUNTY FOR MARCH 1, 2019 THROUGH FEBRUARY 28, 2020.

Ms. Alvarado reported the current contract with Harris County ends on February 28, 2019. She stated that the District received a draft of a new contract for the period from March 1, 2019 to February 29, 2020 and that there were no changes to the contract terms for one supervising sergeant and four deputies to spend 80% of working hours within the boundaries of Midtown. Director Darst made a motion to approve the Interlocal Agreement for Law Enforcement Services with Harris County for the period from March 1, 2019 through February 29, 2020 for a total annual cost of \$405,476. The motion was seconded by Director Dillard and carried by unanimous vote.

iii. RENEWAL OF CONTRACT WITH S.E.A.L. SECURITY SOLUTIONS, LLC

Ms. Alvarado reminded the Board that S.E.A.L. Security Solutions, LLC currently provides three officers with K-9 Units and vehicles who patrol Midtown at a cost of approximately \$199,000 per year. Director Baker made a motion to authorize the Midtown Staff and attorneys to take appropriate action to renew the agreement with S.E.A.L. Security Solutions, LLC for an additional term of one (1) year. The motion was seconded by Director Noble and carried by unanimous vote.

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

Chairman Coleman announced that the Board would be entering into a closed Executive Session to present certain information related to agenda item #6 pursuant to Section 551.074 of the Texas Government Code. (Personnel matters)

Upon reconvening in open session, Executive Director Thibodeaux presented recommendations regarding compensation for the Operations Manager, Communications Supervisor and the Security Coordinator for 2019.

Director Noble made a motion to accept the recommendations of the Executive Director regarding compensation of the Operations Manager and Communications Supervisor for 2019, retroactive to January 1, 2019. The motion was seconded by Director Washington. Following all discussion, the motion carried by majority vote. Directors Darst, Woodruff and Chan voted against the motion.

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 convened in Executive Session to present certain information related to agenda item #6 pursuant to Section 551.074 of the Texas Government Code (Personnel matters). No action was taken in Executive Session. A Certified Agenda of the Closed Executive Session has been prepared.

PROGRAMMING REPORT FROM MIDTOWN PARKS CONSERVANCY

Mechelle Phillips reported that regular monthly programming at Midtown Park will mostly remain the same with the exception of canceling the Capoeira class. She stated she is working on a Valentine's Day event in connection with the Samba Class and a "Beats and Eats" event in April. Ms. Phillips announced that "Lounge on the Lawn" will become an annual event and will include more family focused activities. Finally she invited all to attend the next monthly movie night in Midtown Park for a showing of the movie "Black Panther" on Saturday, February 2, 2019 at 7:00 p.m.

Amaris Salinas reported on events and activities at Baldwin and Bagby parks. She announced that there will be new programming coming to Bagby Park such as designated public reading days featuring a free loan of books from a public reading cart in the park and a new event, "Brunch and Books". Ms. Salinas stated that popular events like "Chalk on the Block" and "Teach You Tuesdays" will continue with the addition of music at some events.

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

Marlon Marshall gave the following report on the status of the current Midtown Redevelopment Authority capital improvement projects:

Midtown Park: The team is working on final closed out documentation for the Midtown Garage project. The contractor continues to work on paver installation in the Front 90 plaza and stone installation around the art mural at the Main/Anita Street entrance. Equipment for the B-Cycle station has been ordered and installation is anticipated to occur in January 2019. The revised sanitary sewer design drawings for the Front 90 Plaza area have been approved by the City and the design team will provide revised construction plans to the contractor. Discussions with Camden on the revisions to Main Street elevations are continuing. Preliminary agreements have been reached for Camden to remove the incorrectly sized electric conduit and replace with the correct size conduit. Additionally, the Authority and Camden will share the costs of repairing damages to the tunnel waterproofing.

Main Street: The contractor and team continue to address items on the substantial completion punch list. Anticipate close out of the project in January 2019.

Caroline Street: The construction on Caroline Street continues with waterline installation on the east side of Caroline between Tuam and Dennis Streets and storm sewer installation on Dennis Street between Caroline and Austin Streets. The work is progressing slower than anticipated due to existence of older utility lines and conflicts between the City and State requirements for utility upgrades.

ANNOUNCEMENTS


Ms. Alvarado announced that she is working on a Board Workshop which is tentatively scheduled for January 25, 2019 at the Ensemble Theatre. She stated that topics for discussion will include Open Meetings, Open Records, Ethics, Legislation, District Finances, Stakeholder Communications, and MRA Projects including Capital Improvements, Green Spaces, and Affordable Housing.

NEXT MEETING DATE

The next Midtown Management District Board of Directors meeting will be held on Wednesday, February 6, 2019 at 6:00 p.m. at Central Bank, 2217 Milam Street, Houston, Texas 77002.

ADJOURN

There being no other business, the meeting was adjourned.


Eileen-Morris Marylene Chan
Board Secretary
Assistant Secretary

2/6/2019

Date