



**midtown**  
HOUSTON

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

**September 5, 2018**

The Board of Directors of the Midtown Management District held a regular meeting, open to the public, on Wednesday, September 5, 2018, at 11:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the Midtown Management District, located at 410 Pierce, 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 except Directors: Llamas, Woodruff, Chan, Baker and Washington

In addition, present at the meeting were Midtown Staff members Cynthia Alvarado, Vernon Williams, Mark Sullivan, David Thomas and Mark Leija, Amaris Salinas, Marlon Marshall, Kandi Schramm, Mechelle Phillips and Madeline Peña; Peggy Foreman of Burney & Foreman; Clark Lord of Bracewell LLP; Jesse Sampson and Rasiel Limonta of S.E.A.L. Security Solutions; Guadalupe Serrano and Sarem Saudagar of McDonald’s; and Julie Farr of Houston Museum District Association.

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**

Sarem Soudagar, owner of the McDonald’s restaurant across from the Greyhound Bus Station, stated that he is concerned about public safety, including the safety of the employees and

customers at his restaurant. He stated that he has tried to discourage loitering in the area by installing a Mosquito Alarm Device which emits an alarm intended to disburse crowds. Mr. Soudagar stated that he decided to remove the Mosquito Alarm due to complaints from a resident at 2016 Main Street. Mr. Soudagar reported that he has hired security guards and is working with McDonald's corporate offices to address the issues at his restaurant. He stated that he would like to work with HPD and the various other law enforcement agencies to increase patrols and address the criminal activity taking place near his restaurant.

**CONSENT AGENDA**

- A. APPROVE MINUTES FOR THE AUGUST 1, 2018 BOARD MEETING**
- B. APPROVE FINANCIAL REPORT FOR THE MONTH OF JULY 2018**
- C. APPROVE PAYMENT OF INVOICES FOR AUGUST 2018**
- D. APPROVE EQUI-TAX REPORT FOR AUGUST 2018**

Director Noble made a motion to approve the consent agenda as presented. The motion was seconded by Director Mohite and carried by unanimous vote.

**REVIEW, DISCUSS AND TAKE NECESSARY ACTION REGARDING MEANINGFUL CHANGE PROGRAM.**

Ms. Cynthia Alvarado presented the Meaningful Change Program, a City of Houston led project, designed to educate people about the impact of giving money to panhandlers on the individuals engaged in panhandling and on Houston neighborhoods. She explained that the goal of the program is to discourage Houstonians from giving directly to panhandlers and instead make contributions to non-profit organizations that are working to provide housing for Houston's homeless population. She stated the program started approximately 18 months ago but was temporarily halted after Hurricane Harvey and is now being reactivated. Ms. Alvarado advised the Board that the District is being asked to invest \$10,000 per year for the next 2 years (for a total of \$20,000) to help deter panhandling in the area. Ms. Alvarado reported that certain other management districts in the City are participating in the program at varying levels of financial participation. Following the presentation, Chair Coleman asked that the request be reconsidered at the October 2018 Board meeting and that a representative from the Meaningful Change Program be invited to speak and provide additional information.

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

**A. Service and Maintenance Committee – Darcy Lefsrud, Chair**

Director Lefsrud reported on the activities of the Service and Maintenance Committee. He reported that there are issues with the functioning of the irrigation system at Baldwin Park and that the Staff is working to identify the problems and get repair estimates. He stated that the Committee is looking at some additional repairs to lighting in Baldwin Park and at the possible installation of a water fountain in the dog park area in Glover Park. Director Lefsrud reminded everyone that both Baldwin and Glover Parks are owned by the City of Houston but are being maintained by the District pursuant to an Interlocal Agreement. He reported that the

Committee is researching the feasibility of adding more crew members to the current 7 person Field Services Team due to the increased need for trash and debris removal from certain areas within the District as well as the potential need to provide additional maintenance services in Baldwin Park because of the growth of the Farmer's Market. Finally, Director Lefsrud reported that the Committee is working on its FY 2019 budget requests and will continue to do so at its next Committee meeting on September 12, 2018 at 3:30 p.m.

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

Director Morris reported that although the Committee did not meet in August 2018, work is continuing on planning for the Mistletoe Market and the small arts grant program to Midtown Arts organizations for public art projects. Cynthia Alvarado announced that, to date, there are approximately 40 vendors who will participate in the Mistletoe Market and that there will be performers and other activities to encourage attendance at the event. Director Morris also reported that the Committee is working to finalize its budget requests for FY 2019. She announced that the next meeting will be a joint meeting with the Marketing & Economic Development Committee on September 11, 2018 at 3:30 p.m. in the Community Room at Central Bank.

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

Director Tyler-Dillard stated that the Committee did not meet in August 2018, but that Committee members were working on identifying projects and costs in order to submit budget requests for FY 2019. She also introduced and welcomed Madeline Pena, the District's new Marketing and Communications Manager.

**D. Urban Planning Committee – Allen Douglas, Chair**

Director Douglas reported on the activities of the Urban Planning Committee. He stated that the Committee continues to work toward encouraging developers to include pedestrian enhancements in their Midtown projects that are in keeping with the urban nature of the Midtown community. He further reported that the weekly Midtown Farmers Market successfully kicked off on August 18, 2018, operated from 10:00 a.m. to 2:00 p.m. and that the Staff and Farmer's Market Manager were in the process of working out some operational details, including implementing an inclement weather policy. Director Douglas also stated that more outreach is needed to bring in more vendors to participate in the market and that the Committee was working on budget recommendations for the remainder of the current year. Finally, Director Douglas encouraged everyone to attend the public meeting regarding the Walkable Places Pilot Project that will be held on September 6, 2018 between 4:00 – 6:00 p.m. at Trinity Episcopal Church.

**E. Finance and Budget Committee – Dana Woodruff, Chair**

David Thomas presented the Finance Committee's report on behalf of Director Woodruff who was unable to attend the meeting. He stated that to date, approximately 99% of District Assessments have been collected and that expenditures are within the amounts budgeted.

**i. Investment report for the Quarter ending June 30, 2018**

David Thomas presented the investment report and stated that the average interest rate on all accounts for the 2<sup>nd</sup> quarter ending June 30, 2018 was 0.5206% and the amount of interest earned for the 2<sup>nd</sup> quarter was \$10,040.43. Mr. Thomas stated that a more comprehensive written report was in the Board Packet and that the investment portfolio was in compliance with the Investment Policies of the District, and is in accordance with the Investment provisions of the Public Funds Investment Act.

Director Lefsrud made a motion to approve the investment report for the 2<sup>nd</sup> Quarter ending June 30, 2018. The motion was seconded by Director Darst and carried by unanimous vote.

**F. Public Safety Committee – Willie Coleman, Interim Chair**

**i. REPORT FROM SECURITY COORDINATOR, MARK LEIJA**

Mr. Mark Leija reported on the activities of the Public Safety Committee. He stated that residents and stakeholders in Midtown attended the recent Committee meeting on Tuesday, August 21, 2018 and shared their concerns regarding certain activity observed in the District. Mr. Leija, Law Enforcement Officers and members of the SEAL Security Team responded to public inquiries and shared some information regarding certain initiatives being conducted in the area. He reported that he continues to work with all Law Enforcement Agencies and the SEAL Security Team to address the public safety needs of Midtown.

Mr. Leija stated that the District held a meeting with the various law enforcement professionals in Midtown where information and strategy was discussed. He reported that the agencies are receiving more calls for service in Midtown and that they are working proactively to address certain issues. He also reported that he is trying to work with certain businesses and property owners who are experiencing significant issues with the homeless population in Midtown.

He announced that HPD officers expressed a strong need for trash bags to encourage bagging and removal of trash and debris in certain areas. Mr. Leija stated that he is working with the Midtown Staff to secure trash bags and that some citizens have also expressed interest in donating trash bags.

**UPDATE ON PUBLIC AFFAIRS**

Clark Lord gave a brief report on a recent legislative information gathering hearing held in Austin, Texas. He stated that Cynthia Alvarado also attended the hearing but did not testify and that certain other Special Purpose Districts provided information regarding their respective entities. He stated that legislators would soon begin filing bills which may result in changes to the laws governing Special Districts in Texas.

**PROGRAMING REPORT FROM MIDTOWN PARKS CONSEVANCY**

Amaris Salinas reported on events held in Bagby, Baldwin and Glover Parks, including regular events such as Yappy Hour, Fitness Classes, Dance and Zumba classes, movie nights and concerts. She stated that, unfortunately, several recent events were cancelled due to rain. She also reminded the Board that the upcoming construction will result in a “pause” in events being held in Bagby Park.

Mechelle Phillips gave a very detailed report on programming in Midtown Park, including regular events such as Yappy Hour, numerous fitness, dance and zumba classes, movie nights and concerts. In addition, Ms. Phillips reported on special events and programs such as Galaxy Gazing, Get Fit in Midtown, large scaled yoga classes with hundreds of participants, Shadow Boxing classes, and many family oriented activities. She announced that certain ticketed events were in the process of being booked with 3<sup>rd</sup> parties.

Ms. Phillips reminded everyone that participation in almost all Midtown sponsored events is free to the public and encouraged Board members to attend, volunteer and recruit other volunteers to help at events and to help promote Midtown activities on the various social media platforms.

### **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's capital improvement projects:

*Midtown Park:* The Park Contractors are continuing to work on streetscape improvements along Travis Street and on the Front 90 Plaza area. Staff and Park Contractors are awaiting Camden's completion of certain portions of its apartment construction project so that the Park Contractors can move forward with certain aspects of the Front 90 Plaza construction including site preparation for the mosaic artwork installation.

*Main St.:* Construction is nearing Substantial Completion and the Staff and Consultants are working to identify punch-list items to be corrected prior to Final Completion. Efforts are still underway to make adjustments to programming of the lights on Main Street so that they are properly synchronized.

*Caroline St.:* Construction is underway on this Project. The Contractor is finding that the utilities infrastructure is in very poor condition and is currently performing storm water and sewer drainage work on certain side streets that run in to Caroline Street.

*Bagby Park:* The Staff and Consultants are working on plans for certain renovations including possibly adding a canopy to the stage area while preserving the view of Downtown Houston behind the Midtown letters, making lighting and other improvements to the stage, and making grading improvement to repair lawn drainage issues.

### **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 convene in executive session.

### **ANNOUNCEMENTS**


Ms. Cynthia Alvarado welcomed Madeline Pena, who recently joined the Midtown Staff. She also announced that a memorial service for former Midtown Management District Board Member, Dan Barnum, will be held on September 14, 2018 at Trinity Episcopal Church.

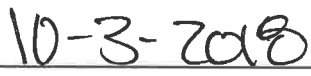
**NEXT MEETING DATE**

The next Midtown Management District Board of Directors meeting will be held on Wednesday, October 3, 2018, at 11:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the Midtown Management District's offices located at 410 Pierce St., Houston TX 77002.

**ADJOURN**

There being no other business, the meeting was adjourned.

  
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Eileen Morris  
Board Secretary

  
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Date