



MINUTES

MIDTOWN MANAGEMENT DISTRICT PARKING BENEFIT DISTRICT ADVISORY COMMITTEE MEETING

November 9, 2023

The Midtown Parking Benefit District Advisory Committee (the “Advisory Committee”) held a meeting, open to the public, on Thursday, November 9, 2023, at 3:00 p.m. in the **3rd 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 Committee, to-wit:

Pos. 1	James Llamas
Pos. 2	Scott Irby
Pos. 3	Cynthia Aceves-Lewis
Pos. 4	Scarlett Yarborough
Pos. 5	Maggie Segrich

Committee Members James Llamas, Scarlett Yarborough, Cynthia Aceves–Lewis and Maggie Segrich were present. Committee Member Scott Irby was absent.

In addition, present at the meeting, were Midtown Staff members Cynthia Alvarado, Chrystal Robinson-Davis, and Jermei Rocha; Laura Knutson of Houston Bike Share, Rachel Sheltz of Camden City Center, Peggy Foreman of Burney and Foreman; and Maria Irshad, Deputy Director of ParkHouston of the City of Houston Administration and Regulatory Affairs Department.

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

Committee Chair James Llamas called the meeting to order and welcomed everyone.

Mrs. Chrystal Robinson-Davis called the roll of the Advisory Committee and verified that a quorum was present.

2. RECEIVE PUBLIC COMMENTS

There were no public comments.

3. CONSENT AGENDA

a. Approve Minutes for the September 14, 2023 Advisory Committee Meeting.

Committee Member Segrich made a motion to approve the consent agenda as presented. The motion was seconded by Committee Member Aceves-Lewis and carried by unanimous vote.

4. UPDATES FROM PARKHOUSTON

Maria Irshad, Deputy Director of ParkHouston gave a report on behalf of ParkHouston. She presented the income statement for the Midtown Parking Benefit District showing year to date revenues and expenses for the period from July 1, 2023 through October 31, 2023. She also presented the number of transactions, the average revenue per transaction and the number of citations issued for expired meters as shown on the written income statement. Ms. Irshad also announced that a 3rd has been fully staffed and that ParkHouston is in the process of staffing a 4th shift for compliance enforcement. She also reported that funding for the 2 projects previously recommended by the Advisory Committee were approved for implementation by ParkHouston.

5. CURRENT PARKING BENEFIT DISTRICT PROJECTS

The Advisory Committee reviewed information regarding the following public improvement projects:

- **BCycle Maintenance Agreement Extension**

Laura Knutson of Houston Bike Share provided a presentation regarding 4 bike stations located in Midtown, specifically, the bike stations located at Milam & Webster, the Ensemble HCC, Austin & Gray, and La Branch & Alabama Streets. She provided data showing station checkouts for the months of July and August 2023 for each of the 4 referenced bike stations. There was general discussion regarding equipment issues, ridership, and price increases. Ms. Knutson requested that the Maintenance Agreement be extended for an additional 3 months to provide the funding to pay the costs of maintenance and services for the 4 referenced bike stations.

Committee Member Segrich made a motion to extend funding to pay the cost of maintenance and services for 4 bike share stations located in Midtown, specifically, the bike stations located at Milam & Webster, the Ensemble HCC, Austin & Gray, and La Branch & Alabama Streets for a period of 3 months beginning December 1, 2023 and ending February 29, 2024 at a cost of \$7,500.00. The motion was seconded by Committee Member Yarborough and passed by majority vote. The vote was: 2 Yes, 1 No, and 1 Abstention. Chair Llamas reminded everyone that due to his role as a board member of Houston Bike Share, he was abstaining from the discussion and vote on this agenda item.

- **Loud Noise Ordinance Enforcement Update**

Mrs. Robinson-Davis reminded everyone that that ParkHouston provided a City of Houston Project Approval letter for the Midtown Loud Noise Overtime 2023 Proposal in the amount of \$29,840.00. She reported that the payment process has begun and once completed the project would be implemented.

6. POTENTIAL MIDTOWN PARKING BENEFIT DISTRICT PROJECT

The Advisory Committee reviewed and considered the following public improvement projects:

- **Sidewalks Update**

Chair Llamas reported that an assessment study of the sidewalks in Midtown is currently being conducted. He stated that an update was provided at the November 2023 Midtown Management District Board of Directors meeting and that the consultants will present the final study results at an upcoming Midtown Service and Maintenance Committee meeting. Mrs. Robinson-Davis stated that the sidewalk study results will also be provided to the PBD Advisory Committee at a future Advisory Committee meeting.

- **Lighting Update**

Mrs. Robinson-Davis reported that the Midtown Redevelopment Authority has been in communication with CenterPoint regarding lighting issues in the District. She stated that CenterPoint has plans to map all existing streetlights in areas that may need additional lighting and identify and describe any barriers that may exist to installing new lighting, and provide a report to the Midtown Staff when the process is completed.

- **Speed Feedback Sign Study**

Chair Llamas reported that the Staff received a proposal from Midtown's consulting engineers to conduct a Speed Feedback Sign Study on 6 Midtown streets that have been identified as high injury streets within the City. He stated that there is evidence indicating that installation of speed feedback signage is an effective tool in getting drivers to reduce their vehicle speed. He stated that the proposed scope of work consists of field review, data collection, determination of the locations, cost estimates, and coordination with the City. The study will be conducted on the following streets: Smith, Louisiana, Milam, Travis, Fannin, and San Jacinto. Advisory Committee members asked whether the study could be expanded to include Chenevert and Crawford streets.

Chair Llamas stated that the cost of the project will not exceed \$40,000.00. He also reported that the scope of work consists of field review, data collection, determination of the locations, cost estimate, and coordination by the City of Houston. Finally, Chair Llamas stated that the

cost of the project will not exceed \$40,000.00. The Committee recommended adding to the study.

Committee Member Yarborough made a motion to authorize the Advisory Committee Chair to work with the Midtown staff to negotiate the inclusion of Crawford and Chenevert Streets in the Speed Feedback Sign Study for an amount not to exceed \$40,000.00. The motion was seconded by Committee Member Segrich. Following all discussion, the motion carried by unanimous vote.

- **Artistic Meter Wrapping**

Mrs. Robinson-Davis presented a proposal for Artistic Meter Wrapping. She stated that the proposal consisted of wrapping 35 parking meters in Midtown utilizing selected graphics from existing artistic renderings provided by Up Art Studio. She further stated that Elia Quiles of Up Art Studio will serve as the Project Manager for the project and the total cost of the project is \$30,275.00.

Committee Member Aceves-Lewis made a motion to table the Artistic Meter Wrapping project until other projects deemed more fundamental and of a higher priority to Super Neighborhood 62 are addressed. The motion failed for lack of a second.

Committee Member Segrich made a motion to approve the Artistic Meter Wrapping proposal as presented. The motion was seconded by Committee Member Yarborough. Following all discussion, the motion passed by majority vote. The vote was: 3 Yes, 1 No, and 0 Abstentions.

- **Emergency Call Boxes**

Mrs. Robinson-Davis stated that the that Midtown staff have conducted additional preliminary research regarding the installation of emergency call boxes in the District. She stated that in addition to the costs to install the call boxes, there is also a cost to monitor, service, and maintain each emergency call box. She stated that preliminary research indicates that the cost would likely exceed \$50,000.00 and that there are multiple vendors who provide this product and associated services. Ms. Robinson-Davis will provide more information regarding this potential project at a future Advisory Committee meeting.

- **Clean & Safe Signage**

Chair Llamas presented an update regarding a potential pilot project to install additional trash cans and accompanying signage. He stated that reported that the idea was presented in the October 2023 Service and Maintenance Committee meeting. He further stated that he would reach out to Ms. Alvarado to discuss the "Pick It Up" project that was established by Midtown and that additional information will be provided at a future Advisory Committee meeting.

- **Future Projects**

The Advisory Committee members briefly discussed additional project suggestions including clean-up campaigns within the District. Mrs. Robinson–Davis stated that the Midtown staff will provide more information regarding the suggested projects in a future Advisory Committee meeting.

7. ANNOUNCEMENTS

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

8. ADJOURN

There being no other business, the meeting was adjourned.



James Llamas
Chair

1/11/24

Date