

Houston Downtown Management District
Final Draft 2022 Operating Budget Summary

December 9, 2021

	2021-2025 Service Plan Avg. Annual	2021 Budget	2021 Projected	2022 Budget	2022 Budget vs. 2021 Projected	2022 Budget vs. 2021 Budget
Revenues						
Assessment revenue	\$17,065,269	\$14,183,442	\$13,812,379	\$13,812,379	\$0	(\$371,063)
Total Other Revenue	\$575,000	\$780,388	\$841,377	\$743,000	(\$98,377)	(\$37,388)
Interest	\$200,000	\$105,000	\$10,878	\$12,500	\$1,622	(\$92,500)
Utilization of Surplus Fund Balance	\$933,333	\$1,150,000	\$563,973	\$4,130,757	\$3,566,784	\$2,980,757
Total Funds Available	\$18,773,602	\$16,218,830	\$15,228,607	\$18,698,636	\$3,470,029	\$2,479,806
Expenses						
Goal 1. Downtown feels comfortable and safe at all times						
1a. Collaboration to maintain low crime rate	\$3,545,000	\$3,074,700	\$2,436,814	\$3,278,655	\$841,841	\$203,955
1b. Reduced presence of homeless & street persons	\$1,366,645	\$1,313,000	\$1,164,503	\$1,310,512	\$146,009	(\$2,488)
1c. Downtown's sidewalks are comfortably lighted	\$346,917	\$270,000	\$259,879	\$211,222	(\$48,658)	(\$58,778)
1d. Downtown noted for cleanliness and well kept appearance	\$4,591,002	\$4,122,000	\$4,131,998	\$4,867,931	\$735,933	\$745,931
1e. Remove conditions of disorder in downtown	\$36,794	\$35,000	\$40,450	\$41,277	\$827	\$6,277
1f. Prepare for and respond to emergencies	\$113,011	\$103,500	\$116,035	\$116,931	\$895	\$13,431
Total Goal 1:	\$9,999,369	\$8,918,200	\$8,149,679	\$9,826,526	\$1,676,848	\$908,326
Goal 2. Public realm is charming, inviting, beautiful and celebrates the life of the city						
2a. Key pedestrian areas are inviting	\$633,388	\$440,500	\$349,113	\$532,513	\$183,400	\$92,013
2b. Public spaces: managed, programmed and delightful	\$1,604,230	\$987,000	\$969,160	\$1,328,657	\$359,497	\$341,657
2c. Place of civic celebration	\$1,325,646	\$1,170,500	\$1,443,794	\$1,693,295	\$249,501	\$522,795
Total Goal 2:	\$3,563,264	\$2,598,000	\$2,762,066	\$3,554,465	\$792,399	\$956,465
Goal 3. Accessible to region and easy to get around						
3a. Effective transit access: more places, more hours	\$179,766	\$172,500	\$189,979	\$161,132	(\$28,848)	(\$11,368)
3b. Convenient circulation without a personal vehicle	\$26,282	\$0	\$33,331	\$0	(\$33,331)	\$0
3c. Easy to find way around	\$140,344	\$100,000	\$96,713	\$132,306	\$35,593	\$32,306
3d. Connect neighborhoods and districts inside/outside downtown	\$31,538	\$6,000	\$10,459	\$10,500	\$41	\$4,500
3e. Convenient, understandable and managed parking	\$34,166	\$10,000	\$7,868	\$10,556	\$2,688	\$556
Total Goal 3:	\$412,096	\$288,500	\$338,351	\$314,494	(\$23,857)	\$25,994
Goal 4. Vibrant, sustainable mixed use place						
4a. Best place to work in region	\$370,893	\$318,650	\$316,729	\$405,861	\$89,132	\$87,211
4b. Exciting neighborhoods to live in	\$854,153	\$846,500	\$642,507	\$896,318	\$253,811	\$49,818
4c. Competitive shopping place	\$26,282	\$5,000	\$28,723	\$17,700	(\$11,023)	\$12,700
4d. Remarkable destination for visitors	\$65,178	\$57,500	\$51,665	\$62,880	\$11,215	\$5,380
Total Goal 4:	\$1,316,506	\$1,227,650	\$1,039,624	\$1,382,759	\$343,135	\$155,109
Goal 5. Downtown's vision and offerings are understood by all						
5a. Market to region	\$1,181,727	\$1,342,350	\$1,208,391	\$1,313,862	\$105,471	(\$28,488)
5b. Promote downtown's ease of use	\$52,563	\$25,500	\$25,930	\$28,156	\$2,226	\$2,656
5c. Vision/ development framework understood by all	\$1,085,432	\$730,500	\$690,399	\$1,067,982	\$377,583	\$337,482
5d. Tools to assist continued redevelopment	\$84,101	\$69,000	\$88,217	\$61,126	(\$27,092)	(\$7,874)
5e. Information to support development, investment and marketing of downtown	\$42,051	\$40,000	\$37,669	\$83,971	\$46,303	\$43,971
Total Goal 5:	\$2,445,874	\$2,207,350	\$2,050,606	\$2,555,097	\$504,491	\$347,747
Goal 6. District governance and service known for excellence						
6a. Board and administration: engage stakeholders in decision making	\$870,399	\$830,728	\$818,708	\$933,070	\$114,361	\$102,342
6b. Communications to owners, tenants and others	\$39,659	\$30,000	\$32,523	\$34,072	\$1,549	\$4,072
6c. Preservation of the District's capital assets	\$126,257	\$110,569	\$37,049	\$98,153	\$61,104	(\$12,416)
Total Goal 6:	\$1,036,315	\$971,297	\$888,281	\$1,065,295	\$177,014	\$93,998
Total Expense	\$18,773,424	\$16,210,997	\$15,228,607	\$18,698,636	\$3,470,029	\$2,487,639
Revenue in Excess (Deficit) Expense	\$178	\$7,833	\$0	\$0	\$0	(\$7,833)

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Analysis of functional expenses	Out of Pocket Expense		Admin Contractor Expense		Revenue		
		% of Bdgt		% of Bdgt	Budget Total	Partner Funding	Net Expense
Goal 1. Downtown feels safe and comfortable at all times	\$8,826,000	47.2%	\$1,000,526	5.4%	\$9,826,526	\$490,500	\$9,336,026
1a Collaboration to maintain low crime rate	2,895,500	15.5%	383,155	2.0%	3,278,655	0	3,278,655
Contract labor- public safety guides	1,950,000						
Off duty + private security/ + PIT team program	945,500						
1b Reduced presence of homeless & street persons	1,200,000	6.4%	110,512	0.6%	1,310,512	0	1,310,512
Homeless planning and services	1,200,000						
1c Downtown's sidewalks are comfortably lighted	190,000	1.0%	21,222	0.1%	211,222	0	211,222
Street lighting operating charge	90,000						
Utility expense-special lighting/amenities	30,000						
Lighting repair & maintenance	70,000						
1d Downtown noted for cleanliness & well-kept appearance	4,500,500	24.1%	367,431	2.0%	4,867,931	490,500	4,377,431
Contract labor- cleaning	2,050,000						
Contract labor - special events	10,000						
Contract labor- flagging	35,000						
Contract labor- trash collection	350,000					175,500	
Bus stop cleaning	145,000					265,000	
Recycling program	25,000						
Portable restroom servicing	30,000						
Trash bags/truck insurance	327,000						
Rat/bird abatement	82,500						
Landscape contractor	220,000						
Landscape water	220,000						
Tree maintenance contractor	110,000						
Irrigation maintenance & repair contractor	150,000					50,000	
Paver repair contractor	300,000						
Operations center expense	346,000						
Storage yard and warehouse	45,000						
Vehicle & cleaning equipment related expense	55,000						
1e Remove signs of disorder in downtown	20,000	0.1%	21,277	0.1%	41,277	0	41,277
Contract labor-graffiti abatement	20,000						
1f. Prepare for emergencies	20,000	0.1%	96,931	0.5%	116,931	0	116,931
Expense of Emergency Operations Center	20,000						
Goal 2. Public realm is charming, inviting, beautiful and celebrates the life of the city	\$3,156,000	16.9%	\$398,465	2.1%	\$3,554,465	\$252,500	\$3,301,965
2a Key pedestrian streets are inviting	490,000	2.6%	42,513	0.2%	532,513	0	532,513
Contractor floral accent planting and care	490,000						
Vacant space/window activation	0						
2b Public spaces: managed, programmed and delightful	1,124,000	6.0%	204,657	1.1%	1,328,657	102,500	1,226,157
Main Street Square fountain plantings	55,000						
Main Street Square fountain maintenance	60,000					60,000	
Main Street Square electricity	20,000						
Main Street Square attendant	140,000						
Main Street Square events & programming	0						
Market Square Park landscaping	85,000						
Market Square Park operations	30,000						
Market Square Park attendant	140,000						
Market Square Park events & programming	205,000					30,000	
Market Square Park kiosk utilities	12,000					12,500	
Treble Park Accent Plants & Landscape Contractor	22,000						
Treble Park Accent Plants - Contractor & Materials	15,000						
Treble Park Attendant	105,000						
Treble Park Repairs, Supplies & Misc.	10,000						
Treble Park - Utilities	30,000						
Treble Park Programming and Events	100,000						
Treble Event Contractor	20,000						
Other Events	75,000						
2c Place of civic celebration	1,542,000	8.2%	151,295	0.8%	1,693,295	150,000	1,543,295
Street banners & pole repair contractor	120,000						
Allen Parkway maintenance	150,000					150,000	
Holiday logistics and installation	850,000						
Holiday season promotion expense	160,000						
Main Street Square art program	226,000						
Art consultant	36,000						

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					Revenue		
Analysis of functional expenses	Out of Pocket Expense	% of Bdgt	Admin Contractor Expense	% of Bdgt	Budget Total	Partner Funding	Net Expense
Goal 3. Accessible to entire region all of the time and easy to get around	\$230,000	1.2%	\$84,494	0.5%	\$314,494	\$0	\$314,494
3a Effective transit access: more places, more hours	150,000	0.8%	11,132	0.1%	161,132	0	161,132
Ft. Bend Park and Ride	150,000						
3b Convenient circulation without personal vehicle	0	0.0%	0	0.0%	0	0	0
Circulator operation	0						
Consulting to pursue additional transportation funding	0						
3c Easy to find way around	80,000	0.4%	52,306	0.3%	132,306	0	132,306
Wayfinding system maintenance contractor	50,000						
Create and update informational maps	30,000						
3d Connect neighborhoods and districts inside/ outside downtown	0	0.0%	10,500	0.1%	10,500	0	10,500
Streetscape project coordination	0						
3e Convenient, understandable and managed parking	0	0.0%	10,556	0.0%	10,556	0	10,556
Parking program updates	0						
Goal 4. Vibrant, sustainable mixed-use place	\$1,175,361	6.3%	\$207,398	1.1%	\$1,382,759	\$0	\$1,382,759
4a Best place to work in region	405,861	2.2%	0	0.0%	405,861	0	405,861
CHI business development program	405,861						
CHCI sustainability program	0						
4b Exciting neighborhoods to live in	769,500	4.1%	126,818	0.7%	896,318	0	896,318
Downtown Living Initiative Grants	769,500						
Open space, park & recreational offerings	0						
School, educational options	0						
4c Competitive shopping place	0	0.0%	17,700	0.1%	17,700	0	17,700
Retail core planning consultants	0						
Signage and advertising	0						
Recruitment consultant	0						
4d Remarkable destination for visitors	0	0.0%	62,880	0.3%	62,880	0	62,880
	0						
Goal 5. Downtown's vision and offerings understood by all	\$1,884,500	10.1%	\$670,597	3.6%	\$2,555,097	\$0	\$2,555,097
5a Market to region	1,084,500	5.8%	229,362	1.2%	1,313,862	0	1,313,862
Email blast	1,500						
Downtown web portal	25,000						
Downtown magazine	160,000					0	
Marketing/ event expense	15,000						
Marketing/Trebley Park	50,000						
Marketing/Theater District	46,500					0	
Creative and strategy	20,000						
Distribution	26,000						
Media & Advertising	485,500					0	
Promotional Items	120,000						
Theater District Contribution	30,000						
Summer Intern Program	15,000						
PR consultants	90,000						
5b Promote downtown's ease of use	0	0.0%	28,156	0.2%	28,156	0	28,156
	0						
5c Vision/ development framework understood by all	800,000	4.3%	267,982	1.4%	1,067,982	0	1,067,982
Update of Downtown Framework- consultants	0						
Transportation infrastructure planning- consultants	550,000						
Major projects planning- consultants	0						
Streetscape technical consultants	250,000						
5d Tools to assist continued redevelopment	0	0.0%	61,126	0.3%	61,126	0	61,126
Help potential new redevelopment projects	0						
5e Develop/ maintain information to support development, investment and marketing of downtown	0	0.0%	83,971	0.4%	83,971	0	83,971

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Goal 6. District governance and service known for excellence	\$431,823	2.3%	\$633,472	3.4%	\$1,065,295	\$0	\$1,065,295
6a Board and administration: engage stakeholders in decision making	333,670	1.8%	599,400	3.2%	933,070		933,070
Legal Counsel	24,000						
Accountant and auditor	50,000						
Assessment collector	51,000						
Administration contractor fee	63,620						
Insurance	31,050						
General out-of-pocket expenses	114,000						
6b Communications to owners, tenants and others	0	0.0%	34,072	0.2%	34,072	0	34,072
Downtown District Communication Quarterly	0						
Downtown District website	0						
6c Preservation of District's capital assets	98,153	0.5%	0	0.0%	98,153	0	98,153
Depreciation expense	98,153						
Grand Totals	\$15,703,684	84%	\$2,994,952	16%	\$18,698,636	\$743,000	\$17,955,636

Houston Downtown Management District
Final Draft 2022 Capital Budget
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	2021-2025 Improvement Plan (5 years)	2021 Budget	2021 Projected	2022 Budget
Revenues				
Net Assessment revenue	\$6,094,739	\$1,319,390	\$1,284,872	\$1,284,872
Project revenue	\$0	\$0	\$0	\$0
Interest	\$50,000	\$25,000	\$3,249	\$3,500
Utilization of Surplus Fund Balance	\$333,333	\$0	\$0	\$0
Prior Fund Balance	\$0	\$5,173,929	\$5,166,779	\$5,597,480
Total Funds Available	\$6,478,072	\$6,518,319	\$6,454,900	\$6,885,853
Expenses				
Goal 1 Downtown feel safe & comfortable				
Street lighting enhancements	\$1,000,000	\$100,000	\$0	\$0
Total Goal 1:	\$1,000,000	\$100,000	\$0	\$0
Goal 2 Public realm is charming, inviting, beautiful & celebrates life of city				
Landscape improvements	\$550,000	\$200,000	\$177,130	\$260,000
Prairie Street project	\$0	\$160,000	\$0	\$265,000
Banners	\$0	\$150,000	\$0	\$162,500
Public space amenities	\$0	\$0	\$0	\$20,000
Texas Avenue pole skirts	\$0	\$210,000	\$210,000	\$0
Total Goal 2:	\$550,000	\$720,000	\$387,130	\$707,500
Goal 3 Accessible to region & easy to get around				
Lighted street/parking signs	\$500,000	\$300,000	\$0	\$0
Improved pedestrian connections	\$3,000,000	\$632,000	\$3,450	\$902,000
Wayfinding signage	\$300,000	\$260,000	\$188,232	\$275,000
Total Goal 3:	\$3,800,000	\$1,192,000	\$191,682	\$1,177,000
Goal 4 Vibrant, sustainable mixed use place				
Downtown Living Initiative Grants	\$0	\$64,500	\$64,500	\$76,000
Retail catalytic grants	\$0	\$90,000	\$47,802	\$10,000
Total Goal 4:	\$0	\$154,500	\$112,302	\$86,000
Goal 5 Downtown's vision & offerings are understood by all				
Technical assistance grants	\$0	\$0	\$0	\$0
Total Goal 5:	\$0	\$0	\$0	\$0
Goal 6 District governance & excellence known for excellence				
Capital replacement	\$1,125,000	\$232,000	\$166,306	\$257,000
Total Goal 6:	\$1,125,000	\$232,000	\$166,306	\$257,000
Total Expenditures	\$6,475,000	\$2,398,500	\$857,420	\$2,227,500
Revenue in Excess (Deficit) Expense	\$3,072	\$4,119,819	\$5,597,480	\$4,658,353