



**Board of Directors Meeting**  
**February 10, 2022**

**Houston Downtown Management District  
Board of Directors Meeting  
February 10, 2022**

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**MINUTES OF REGULAR MEETING OF  
HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

December 9, 2021

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

The Board of Directors of the Houston Downtown Management District (the “District”) met in regular session, open to the public, on December 9, 2021, at 12:00 p.m., in-person at the District’s office, located at 1221 McKinney Street, Suite 4250, Houston, TX 77010, inside the Large Conference Room, and the roll was called of the duly appointed members of the Board, to-wit:

**BOARD MEMBERS**

Leslie G. Ashby	Robbi Jones
Genora Boykins	Roland Kennedy
Wendy Cloonan	Nick Massad III
Clay Crawford	Sherea A. McKenzie
Jacques D’Rovencourt	Kenny Meyer
Marcus Davis	John Mooz
Matt Damborsky	Cat Nguyen
Terry Demchak	Randy Pryor
Irma Galvan	Edna Ramos
Marian Harper	Scott Repass
Donald J Henderson	Grace Rodriguez
Gilbert A. Herrera	Frank Staats
C.C. Huang	Richard Torres
Angus Hughes	Valerie M. Williams
Toni M. Jackson	Ted Zwieng

and all of the above were present, with the exception of Directors Wendy Cloonan, Matt Damborsky, Terry Demchak, Jacques D’Rovencourt, Irma Galvan, Marian Harper, Donald J. Henderson, Gilbert Herrera, Angus Hughes, Toni Jackson, Robbi Jones, Sherea McKenzie, Randy Pryor and Valerie Williams.

Also present were Kristopher Larson, President/CEO of the District, Christal Ayala, Yeneby Angeles, Angie Bertinot, Brett DeBord, Allen Douglas, Marie Hoke-Fish, Scott Finke, Jacque Gonzalez, Keith Gould, Lonnie Hoogeboom, Ellen Johnson, James Kennedy, Dusty McCartney, and Shelby Roth of the District; Algenita Davis, consultant to the District; Jamie Perkins, Robert Pieroni and Kim Scates of Central Houston, Inc.; and Linda Trevino of METRO.

**WELCOME**

Chair Ashby presided over the meeting and welcomed all directors, consultants and other meeting attendees.

Quorum was established and the meeting began at approximately 12:17 PM.

## **PUBLIC COMMENT**

Chair Ashby asked if anyone from the public had comments. There were no public comments.

## **APPROVAL OF MINUTES**

The Board considered approving the minutes of the November 11, 2021 meeting of the board of directors. A correction was requested to remove Bob Eury as an attendee since he did not attend the November meeting. It was also requested to add Kristopher Larson, the District's President/CEO as attending. Upon a motion duly made and seconded, the Board approved the minutes as corrected.

## **ITEMS PERTAINING TO FINANCE AND ADMINISTRATIVE MATTERS**

### **Approval of Financial Statements and Ratification of Expenditures**

Chair Ashby called on Jackie Traywick, the District's COO, to present the interim financial statements and check registers for the period of November 30, 2021. Questions were asked and answered.

Upon a motion duly made and seconded, the interim financial statements and check registers for the period of November 30, 2021 were approved as presented.

### **Amendment to Information Form**

Mr. Douglas presented an updated Amendment to Information Form, which is available on the District's website. No substantive changes were made, with the exception of the affirmation date. Upon a motion duly made and seconded, the updated Amendment to Information Form was approved by the Board members who were present.

### **Administrative Policies and Procedures Manual and Investment Policy**

Mr. Douglas continued by presenting the Administrative Policies and Procedures Manual, including the District's Investment Policy, and conducted the annual review of same. No substantive changes were made since the last review, with the exception to the date. No discussion occurred, and no questions were presented. Then, Mr. Douglas announced the Annual Review of The Administrative Policies & Procedures Manual, which included the Investment Policy, was complete.

Upon a motion duly made and seconded, the Board members present voted unanimously to adopt the amended Administrative Policies & Procedures Manual and the amended Investment Policy of Houston Downtown Management District as presented.

### **2022 Meeting Dates**

Chair Ashby called for questions regarding the proposed dates of the 2022 District Board meetings. No questions were asked. Upon a motion duly made and seconded, the Board approved the 2022 District meeting dates as presented.

### **Resolution of Appreciation for Retiring Director**

Next, Chair Ashby presented to the Board a framed Resolution of Appreciation honoring Donald J. Henderson. Mr. Henderson was not in attendance; however all Directors present acknowledged his long tenure and service with the District. She then noted the framed resolution will be delivered to Mr. Henderson.

## **PRESENTATION OF FINAL DRAFTS AND APPROVAL OF 2022 OPERATING AND CAPITAL BUDGETS**

Ms. Traywick presented the proposed 2022 operating and capital budgets for the Board's review. She then presented a short presentation of the same.

Following discussion on the budgets, upon a motion duly made and seconded, the Board members present voted unanimously to adopt the 2022 operating and capital budgets as presented.

## **CONSENT AGENDA**

Chair Ashby presented the consent agenda. She asked the Board to authorize expenditures with: (i) Fort Bend Battery & Golf Cars for golf cart purchase in an amount not to exceed \$12,500; (ii) All American Poly for customized trash bags in an amount not to exceed \$30,000; (iii) LJC Janitorial Service for trash collection management in an amount not to exceed \$25,000; (iv) authorize agreements and expenditures for deep cleaning pressure washing of sidewalks in an amount not to exceed \$50,000; (v) Touch & Agree for METRO bus stop pressure washing in an amount not to exceed \$70,000; (vi) LVA4 Houston GreenStreet, LP for rent at the Operations Center in the amount not to exceed \$238,000; (vii) AT&T, Mitel and ICS for voice and data service in an amount not to exceed \$23,000; (viii) the City of Houston for transit and lawn meter water costs in an amount not to exceed \$210,000; (ix) Maintenance To Go for irrigation system repairs and maintenance in an amount not to exceed \$150,000; (x) for tree trimming and maintenance throughout the downtown area in an amount not to exceed \$110,000; (xi) Reliant Energy for electrical costs at the Operations Center, warehouse and various streetscape amenities in amount not to exceed \$85,000; (xii) the City of Houston for Main Street Square electrical expenses in an amount not to exceed \$25,000; (xiii) the City of Houston for utility costs related to Market Square Park in an amount not to exceed \$12,000; (xiv) for utility costs related to Trebly Park in an amount not to exceed \$30,000; (xv) RC Solutions Inc for rodent control within the Downtown District in an amount not to exceed \$12,500; (xvi) Urban Bird Services for bird abatement services in an amount not to exceed \$70,000; (xvii) for the off-duty police program coordinators in an amount not to exceed \$30,000; (xviii) HBS Warehouse Associates for leasing warehouse space in an amount not to exceed \$41,000; (xix) for servicing public restrooms facilities in an amount not to exceed \$30,000; (xx) Lone Star Flags & Flagpoles for the 2022 Banner Program in an amount not to exceed \$90,000; (xxi) Road Runner Recycling for recycling services to participants in curbside trash program in an amount not to exceed \$25,000; and (xxii) NEC Signage and Architectural Products for pedestrian and vehicular wayfinding maintenance in an amount not to exceed \$50,000.

Upon a motion duly made and seconded, the consent agenda was passed, with Director Boykins abstaining from discussion and voting on the motion relating to electricity expenditures at the Operations Center through Reliant Energy.

## **PROGRAM AUTHORIZATIONS**

### **Operations**

Mr. DeBord requested Board approval and authorization for agreements and expenditures related to operations for the budget year 2022. Discussion did not take place and no one had questions on any of the items presented.

The first item Mr. DeBord presented was to authorize an agreement and expenditures to Block By Block to provide the Street Team and Downtown Public Safety Guide Programs in an amount not to exceed \$5,000,000. Upon a motion duly made and seconded, the Board approved this request as presented.

Mr. DeBord presented his second item for Board approval to authorize the execution of an agreement and expenditures with S.E.A.L. Security Services, Inc for private security in an amount not to exceed \$775,000. Upon a motion duly made and seconded, the Board approved this request as presented.

Then, Mr. DeBord presented his third item for Board approval, to authorize the execution of an agreement and related expenditures with Associated Landscape Services LC to perform landscape services and maintenance in an amount not to exceed \$275,000. A motion was called and seconded, and the Directors unanimously approved this request as presented.

Next, an item was presented to authorize the execution of agreement and expenditures Color Specialists Landscaping Inc. to provide seasonal color and maintenance for Market Square Park, Main Street and Dallas Street and planter pots in an amount not to exceed \$612,000. A motion was called and seconded, and the Directors approved this item as presented.

Then, an item authorizing the execution of an agreement and related expenditures was presented for Gulf Coast Pavers, Inc. for paver repair work in an amount not to exceed \$300,000. Upon a motion made and duly seconded, this item was approved as presented.

The next item presented for Board consideration would authorize the execution of an agreement and related expenditures SEARCH & the Harris Center for Mental Health and IDD for Homeless outreach services, in an amount not to exceed \$320,000. Upon a motion duly made and seconded, the Board approved this item as presented.

The final item presented for Board approval authorizes the execution of an agreement and the related expenditures to the Houston Recovery Center for Public Intoxication Transport Program in an amount not to exceed \$125,000. A motion was called and seconded, and the Directors approved this item as presented, with Director Herrera abstaining.

#### Planning, Design and Capital Projects

In Mr. Hoogeboom's absence, Mr. DeBord continued by requesting Board approval and authorization for agreements and expenditures related to planning, design and capital projects. There were no questions asked and discussion did not take place on any of the items presented.

The first authorization presented for approval would authorize the President/CEO to execute agreements and related expenditures with sub-contractors to complete landscape and hardscape improvements at Market Square Park, in an amount not to exceed \$260,000. Upon a motion duly made and seconded, the board approved this request as presented.

The second authorization presented for approval would authorize the President/CEO to execute an agreement and expenditures with NEC Signage & Architectural Products for new destination messaging at vehicular and pedestrian wayfinding signage in an amount not to exceed \$125,000. Upon a motion duly made and seconded, the board approved this request as presented.

The final authorization presented for approval authorizes the President/CEO to execute a purchase order and related expenditures to acquire miscellaneous District furnishing and maintenance equipment for Trebly Park, in an amount not to exceed \$20,000. Upon a motion duly made and seconded, the Board approved this request as presented.

#### Economic Development Program

Mr. Pieroni requested Board approval and authorization for agreements and expenditures related to economic development. Discussion did not take place and no questions were asked. A motion was made,

seconded and passed unanimously to approve 2022 participation in the Downtown Economic Development Program and 2022 expenditure with Central Houston Civic Improvement, Inc., for the program in an amount not to exceed \$405,861.

### Marketing and Communications

Ms. Bertinot requested Board authorization for marketing and communications agreements and expenditures. Questions were asked and discussion took place on some of the items presented.

The first item she presented authorizes the execution of agreements and related expenditures for advertising, creative and associated production for “We Are Downtown” campaign in an amount not to exceed \$485,500. Upon a motion made and duly seconded, the Board approved this request as presented.

Second, Ms. Bertinot presented an authorization to execute an agreement and related expenditures with Film Lab for video production, in an amount not to exceed \$90,000. A motion was called and seconded, then the Board approved the request as presented.

Next, Ms. Bertinot presented an authorization for expenditures with Earned Media for public relations services, in an amount not to exceed \$90,000. A motion was called and seconded, then the Board approved the request as presented.

Then, she presented an authorization to authorize expenditures with various vendors distribution of *Downtown Magazine* in an amount not to exceed \$26,000. Upon a motion made and duly seconded, the item passed as presented.

Next, Ms. Bertinot presented an authorization to authorize the execution of agreements and related expenditures for entertainment, production and support services, promotions and signage for Market Square Park programming, in an amount not to exceed \$205,000. Upon a motion made and duly seconded, the item passed as presented.

Then she presented an authorization to authorize the execution of agreements and related expenditures for entertainment, production and support services, promotions and signage for Around Downtown programming, in an amount not to exceed \$75,000. Upon a motion made and duly seconded, the item passed as presented.

Finally, Ms. Bertinot presented an authorization to authorize expenditures for an updated Above & Below Map, in an amount not to exceed an amount of \$30,000. Upon a motion made and duly seconded, the Board approved the request as presented.

### Administration

Ms. Traywick requested Board approval and authorization for charges and expenditures related to administration. No questions were asked and no discussion took place for any of the items presented.

The first item presented for Board approval was an authorization of schedule of Maximum/Minimum Annual Charges and Rates for Central Houston, Inc., as administration contractor and 2022 expenditure in an amount not to exceed \$3,217,384. Upon a motion made and duly seconded, this item was approved as presented.

The next item presented for approval was to authorize the 2022 expenditure with NCTP-CPAs accounting firm for monthly review of financial statements and quarterly sales tax returns in an amount not to exceed \$20,000. Upon a motion made and duly seconded, this item passed as presented.

Next, an authorization to authorize the 2022 expenditure with Texas Municipal League Intergovernmental Risk Pool for renewal of liability and property risk coverage in an amount not to exceed \$40,000. A motion was called and seconded, and the item passed as presented.

The final item presented for approval was to authorize the 2022 expenditure with Bracewell LLP for general counsel services in an amount not to exceed \$24,000. Upon a motion made and duly seconded, the item passed as presented.

### **PEDESTRIAN SOFTWARE SHOWCASE**

Mr. Larson opened discussion about a new software program, which helps keep anonymous metrics on when, where and how often people visit Downtown. He then demonstrated how the software is used and how this data can drive marketing efforts to attract people to visit and live Downtown. Questions were asked and answered. No further action was required.

### **COMMITTEE SPOTLIGHT**

Ms. Bertinot and Ms. Roth shared a brief presentation about 2021 holiday programming and events going on in Downtown in celebration of the holidays. No questions were asked and no further action was required.

### **PROGRAM UPDATES**

#### Operations

Mr. DeBord provided a brief update on Operations matters in response of the pandemic. Questions were asked and answered.

#### Economic Development Program

Mr. Pieroni provided a brief update on economic development matters. Questions were asked and answered.

#### Planning, Design and Capital Projects

In Mr. Hoogeboom's absence, Mr. DeBord provided an update on Planning, Design and Capital Projects. Questions were asked and answered.

#### Marketing and Communications

Ms. Bertinot provided a brief an update on the District's Marketing and Communications efforts. Questions were asked and answered.

### **DIRECTORS' QUESTIONS ON OTHER INITIATIVES**

There were no questions or other matters brought forth by the Board.

Mr. Douglas provided a brief update on a CHI initiative, the North Houston Highway Improvement Project (NHHIP).



**OTHER BUSINESS**

Chair Ashby noted the next Board meeting is scheduled for January 13, 2022 and will be held in person. There being no further business to come before the Board, the meeting was adjourned at 1:32 PM.

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Wendy Cloonan, Secretary  
Houston Downtown Management District



To Management  
Houston Downtown Management District

Management is responsible for the accompanying financial statements of the Houston Downtown Management District (the District), which comprise the governmental fund balance sheets and statements of net position as of December 31, 2021 and 2020, and the related statements of activities for the months then ended, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America and the required supplementary information that the Government Accounting Standards Board (GASB) requires to be presented to supplement the basic financial statements. If the omitted disclosures, and GASB required supplementary information were included in the financial statements, they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The Variance Analysis on page 4 is presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a required part of the basic financial statements. The Variance Analysis is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

Sincerely,

A handwritten signature in blue ink that reads 'nctp cpas, pllc' in a cursive, lowercase style.

Houston, Texas  
January 13, 2022

**Houston Downtown Management District  
Governmental Fund Balance Sheets and  
Statement of Net Position  
December 31, 2021 and December 31, 2020**

	2021				2020			
	HDMD Operating Year to Date	HDMD Capital Year to Date	GreenLink Year to Date	Total (Memo Only)	HDMD Operating Year to Date	HDMD Capital Year to Date	GreenLink Year to Date	Total (Memo Only)
<b>Assets</b>								
Cash	\$ 7,793,767	\$ 4,501,805	\$ -	\$ 12,295,573	\$ 8,600,058	\$ 3,941,292	\$ -	\$ 12,541,349
Assessments Due	14,497,723	1,370,771	-	15,868,493	14,592,830	1,358,410	-	15,951,240
Accounts Receivable	140,242	-	-	140,242	4,946	2,400	-	7,346
Prepaid Expense	26,235	-	-	26,235	26,235	-	-	26,235
Inventory	-	-	-	-	-	-	-	-
Property & Equipment, Net	712,320	14,250	-	726,570	786,685	38,590	-	825,275
Intercompany Rec/Pay	48,931	(48,931)	-	-	(52,249)	52,249	-	-
<b>Total Assets</b>	<b>\$ 23,219,217</b>	<b>\$ 5,837,895</b>	<b>\$ -</b>	<b>\$ 29,057,113</b>	<b>\$ 23,958,505</b>	<b>\$ 5,392,942</b>	<b>\$ -</b>	<b>\$ 29,351,446</b>
<b>Liabilities</b>								
Accounts Payable & Accrued Expenses	\$ 1,522,546	\$ 43,000	\$ -	\$ 1,565,546	\$ 1,254,021	\$ 35,000	\$ -	\$ 1,289,021
Deferred Revenue & Reserve for Refunds	1,549,029	143,975	-	1,693,005	1,193,494	110,951	-	1,304,445
<b>Total Liabilities &amp; Deferred Revenue</b>	<b>3,071,576</b>	<b>186,975</b>	<b>-</b>	<b>3,258,551</b>	<b>2,447,515</b>	<b>145,951</b>	<b>-</b>	<b>2,593,466</b>
<b>Fund Balances</b>								
Unreserved, Undesignated	19,347,642	-	-	19,347,642	20,710,990	-	-	20,710,990
Unreserved, Designated for Catastrophy	800,000	-	-	800,000	800,000	-	-	800,000
Reserved for Capital Projects	-	5,650,920	-	5,650,920	-	5,246,991	-	5,246,991
	20,147,642	5,650,920	-	25,798,562	21,510,990	5,246,991	-	26,757,981
<b>Total Liabilities, Deferred Revenue &amp; Fund Balances</b>	<b>\$ 23,219,217</b>	<b>\$ 5,837,895</b>	<b>\$ -</b>	<b>\$ 29,057,113</b>	<b>\$ 23,958,505</b>	<b>\$ 5,392,942</b>	<b>\$ -</b>	<b>\$ 29,351,446</b>

**Houston Downtown Management District  
Statement of Activities  
Twelve Months Ended December 31, 2021**

	<b>Operating YTD Actual</b>	<b>Capital YTD Actual</b>	<b>Total YTD Actual</b>	<b>YTD Budget</b>	<b>Fav (Unfav) Variance</b>
<b>Revenues</b>					
Assessment Revenue	\$ 13,812,379	\$ 1,284,872	\$ 15,097,251	\$ 15,502,832	\$ (405,581)
Operations Revenue	411,820	-	411,820	435,888	(24,068)
Project Revenue	282,863	-	282,863	294,500	(11,637)
Salary Reimbursements	80,229	-	80,229	50,000	30,229
Interest Income	10,927	3,430	14,357	130,000	(115,643)
<b>Total Revenues</b>	<b>\$ 14,598,217</b>	<b>\$ 1,288,302</b>	<b>\$ 15,886,520</b>	<b>\$ 16,413,220</b>	<b>\$ (526,701)</b>
<b>Expenses</b>					
<b>Downtown Feels Safe &amp; Comfortable at All Times</b>					
Collaboration to Maintain Low Crime Rate	\$ 2,474,703	\$ -	\$ 2,474,703	\$ 3,074,700	\$ 599,997
Reduced Presence of Homeless & Street Persons	1,169,753	-	1,169,753	1,313,000	143,247
Downtown Sidewalks are Comfortably Lighted	113,226	-	113,226	270,000	156,773
Downtown Clean & Well-Kept Appearance	4,582,310	-	4,582,310	4,117,000	(465,311)
Remove Signs of Disorder in Downtown	43,353	-	43,353	35,000	(8,353)
Prepare for Emergencies	121,555	-	121,555	103,500	(18,055)
	8,504,901	-	8,504,901	8,913,200	408,299
<b>Public Realm is Charming, Inviting, Beautiful &amp; Celebrates the Life of the City</b>					
Key Pedestrian Streets are Inviting	405,290	-	405,290	440,500	35,210
Public Spaces Managed, Programmed, & Delightful	1,052,710	-	1,052,710	987,000	(65,710)
Place of Civic Celebration	1,479,715	-	1,479,715	1,170,500	(309,215)
	2,937,716	-	2,937,716	2,598,000	(339,716)
<b>Accessible to Region &amp; Easy to Get Around</b>					
Effective Transit Access More Places, More Hours	164,250	-	164,250	172,500	8,250
Convenient Circulation Without Personal Vehicle	37,368	-	37,368	-	(37,368)
Easy To Find Way Around	92,769	-	92,769	100,000	7,231
Connect Neighbors & Districts Inside/Outside Downtown	10,830	-	10,830	6,000	(4,830)
Convenient, Understandable & Managed Parking	8,078	-	8,078	10,000	1,922
	313,296	-	313,296	288,500	(24,796)
<b>Vibrant, Sustainable Mixed-Use Place</b>					
Best Place to Work in Region	331,928	-	331,928	318,650	(13,278)
Exciting Neighborhoods to Live In	758,908	-	758,908	846,500	87,592
Competitive Shopping Place	31,598	-	31,598	5,000	(26,598)
Remarkable Destination for Visitors	53,849	-	53,849	57,500	3,652
	1,176,283	-	1,176,283	1,227,650	51,367
<b>Downtown's Vision &amp; Offering Understood By All</b>					
Market to Region	1,277,662	-	1,277,662	1,342,350	64,688
Promote Downtown's Ease of Use	27,033	-	27,033	25,500	(1,533)
Vision/Development Framework Understood By All	690,872	-	690,872	730,500	39,628
Tools to Assist Continued Redevelopment	96,273	-	96,273	69,000	(27,273)
Develop & Maintain Information to Support Downtown	35,564	-	35,564	40,000	4,436
	2,127,404	-	2,127,404	2,207,350	79,946
<b>District Governance &amp; Service Known for Excellence</b>					
Engage Stakeholders in Decision Making	746,326	-	746,326	799,678	53,352
Communications to Owners, Tenants & Others	33,399	-	33,399	30,000	(3,399)
Preservation of Districts' Capital Assets	37,049	-	37,049	36,050	(999)
	816,775	-	816,775	865,728	48,954
<b>Capital Improvement &amp; Expenditures</b>					
Downtown Feels Safe & Comfortable	-	-	-	100,000	100,000
Public Realm is Charming, Inviting, & Beautiful	-	145,000	145,000	520,000	375,000
Accessible to Region & Easy to Get Around	-	441,117	441,117	1,392,000	950,883
Vibrant, Sustainable Mixed-Use Place	-	104,640	104,640	154,500	49,860
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	166,875	166,875	232,000	65,125
	-	857,633	857,633	2,398,500	1,540,867
<b>Total Expenses</b>	<b>\$ 15,876,373</b>	<b>\$ 857,633</b>	<b>\$ 16,734,006</b>	<b>\$ 18,498,927</b>	<b>\$ 1,764,921</b>
Depreciation Expense	87,593	24,340	111,933	110,569	(1,364)
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b>\$ (1,365,748)</b>	<b>\$ 406,330</b>	<b>\$ (959,419)</b>	<b>\$ (2,196,276)</b>	<b>\$ 1,236,857</b>

**Houston Downtown Management District  
Statement of Activities  
Twelve Months Ended December 31, 2021 and December 31, 2020**

	<b>Operating YTD Actual</b>	<b>Capital YTD Actual</b>	<b>2021 Total YTD Actual</b>	<b>2020 Total YTD Actual</b>	<b>Fav (Unfav) Variance</b>
<b>Revenues</b>					
Assessment Revenue	\$ 13,812,379	\$ 1,284,872	\$ 15,097,251	\$ 15,384,490	\$ (287,239)
Operations Revenue	411,820	-	411,820	304,574	107,246
Project Revenue	282,863	-	282,863	262,497	20,366
Salary Reimbursements	80,229	-	80,229	197,769	(117,540)
Interest Income	10,927	3,430	14,357	127,678	(113,320)
<b>Total Revenues</b>	<b>\$ 14,598,217</b>	<b>\$ 1,288,302</b>	<b>\$ 15,886,520</b>	<b>\$ 16,277,007</b>	<b>\$ (390,488)</b>
<b>Expenses</b>					
<b>Downtown Feels Safe &amp; Comfortable at All Times</b>					
Collaboration to Maintain Low Crime Rate	\$ 2,474,703	\$ -	\$ 2,474,703	\$ 2,783,941	\$ 309,238
Reduced Presence of Homeless & Street Persons	1,169,753	-	1,169,753	993,918	(175,835)
Downtown Sidewalks are Comfortably Lighted	113,226	-	113,226	277,696	164,470
Downtown Clean & Well-Kept Appearance	4,582,310	-	4,582,310	3,974,212	(608,098)
Remove Signs of Disorder in Downtown	43,353	-	43,353	47,557	4,204
Prepare for Emergencies	121,555	-	121,555	108,769	(12,786)
	8,504,901	-	8,504,901	8,186,093	(318,807)
<b>Public Realm is Charming, Inviting, Beautiful &amp; Celebrates the Life of the City</b>					
Key Pedestrian Streets are Inviting	405,290	-	405,290	400,748	(4,542)
Public Spaces Managed, Programmed, & Delightful	1,052,710	-	1,052,710	787,542	(265,168)
Place of Civic Celebration	1,479,715	-	1,479,715	1,018,785	(460,930)
	2,937,716	-	2,937,716	2,207,075	(730,641)
<b>Accessible to Region &amp; Easy to Get Around</b>					
Effective Transit Access More Places, More Hours	164,250	-	164,250	11,210	(153,040)
Convenient Circulation Without Personal Vehicle	37,368	-	37,368	130,365	92,996
Easy To Find Way Around	92,769	-	92,769	121,226	28,457
Connect Neighbors & Districts Inside/Outside Downtown	10,830	-	10,830	8,519	(2,310)
Convenient, Understandable & Managed Parking	8,078	-	8,078	7,329	(750)
	313,296	-	313,296	278,648	(34,648)
<b>Vibrant, Sustainable Mixed-Use Place</b>					
Best Place to Work in Region	331,928	-	331,928	255,619	(76,309)
Exciting Neighborhoods to Live In	758,908	-	758,908	654,783	(104,125)
Competitive Shopping Place	31,598	-	31,598	25,130	(6,468)
Remarkable Destination for Visitors	53,849	-	53,849	48,736	(5,113)
	1,176,283	-	1,176,283	984,268	(192,015)
<b>Downtown's Vision &amp; Offering Understood By All</b>					
Market to Region	1,277,662	-	1,277,662	1,120,091	(157,571)
Promote Downtown's Ease of Use	27,033	-	27,033	24,385	(2,648)
Vision/Development Framework Understood By All	690,872	-	690,872	988,699	297,827
Tools to Assist Continued Redevelopment	96,273	-	96,273	81,301	(14,972)
Develop & Maintain Information to Support Downtown	35,564	-	35,564	37,021	1,457
	2,127,404	-	2,127,404	2,251,498	124,093
<b>District Governance &amp; Service Known for Excellence</b>					
Engage Stakeholders in Decision Making	746,326	-	746,326	641,523	(104,803)
Communications to Owners, Tenants & Others	33,399	-	33,399	44,643	11,243
Preservation of Districts' Capital Assets	37,049	-	37,049	34,933	(2,117)
	816,775	-	816,775	721,098	(95,677)
<b>Capital Improvement &amp; Expenditures</b>					
Downtown Feels Safe & Comfortable	-	-	-	453,983	453,983
Public Realm is Charming, Inviting, & Beautiful	-	145,000	145,000	91,103	(53,897)
Accessible to Region & Easy to Get Around	-	441,117	441,117	56,110	(385,007)
Vibrant, Sustainable Mixed-Use Place	-	104,640	104,640	67,407	(37,233)
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	166,875	166,875	189,974	23,099
	-	857,633	857,633	858,577	945
<b>Total Expenses</b>	<b>\$ 15,876,373</b>	<b>\$ 857,633</b>	<b>\$ 16,734,006</b>	<b>\$ 15,487,256</b>	<b>\$ (1,246,750)</b>
Depreciation Expense	87,593	24,340	111,933	124,440	12,507
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b>\$ (1,365,748)</b>	<b>\$ 406,330</b>	<b>\$ (959,419)</b>	<b>\$ 665,311</b>	<b>\$ (1,624,730)</b>

# Houston Downtown Management District

## Variance Analysis

### Twelve Months Ended December 31, 2021

#### Operating Budget

- 1) Revenue-Operations revenue (\$27K) behind in fountain reimbursement, (\$4K) behind in METRO bus stop cleaning, and ahead \$7K in trash program subscriptions, ahead \$89K in the timing of the Allen Parkway reimbursements. Marketing revenue behind budget due to (\$3K) decline in Market Square Park kiosk rent, (\$8K) in magazine advertising and (\$69K) in event revenue. Administrative revenue (\$116K) behind budget in interest income due to the declines in interest rates and 2021 Assessment fees billed in November are (\$406K) behind budget due to lower than expected HCAD valuations.
- 2) Goal 1a-Collaboration to Maintain Low Crime Rate-Ahead of budget \$606K in safety guide personnel, \$17K in Off-Duty Officers, (\$52K) behind in SEAL Security, (\$31K) behind in PITT program expenditures and ahead \$61K in staffing.
- 3) Goal 1b-Reduced Presence of Homeless & Street Persons-Ahead \$143K in homeless outreach programs.
- 4) Goal 1c-Downtown's sidewalks are comfortable lighted - Ahead \$158K in street lighting amenities and maintenance.
- 5) Goal 1d-Downtown Noted for Cleanliness & Well-kept Appearance-Ahead \$56K in operations center facility, \$37K in trash collections, \$30K in landscaping and tree maintenance. Over budget (\$3K) in irrigation repairs and over (\$588K) in street team
- 6) Goal 1e-Remove signs of disorder in Downton - Over (\$7K) in graffiti abatement.
- 7) Goal 1f-Prepare for Emergencies - Over (\$18K) in staffing.
- 8) Goal 2a-Key Pedestrian Streets Are Inviting-Ahead of budget \$35K in floral displays.
- 9) Goal 2b-Key Public Spaces Programmed and Delightful-Ahead of budget in Main Street Square maintenance \$47K and over budget (\$35K) in Market Square Park maintenance. Event programming over budget (\$67K) and over budget (\$10K) in staffing.
- 10) Goal 2c-Place of Civic Celebration-Ahead of budget \$148K in Art Blocks program, \$33K in banner/pot maintenance and \$22K for Retail Support - Holiday Promotions, Over budget (\$3K) on Allen Parkway Maintenance reimbursed by DRA, over (\$495K) for Bagby holiday decorations not budgeted and over (\$14K) in staffing.
- 11) Goal 3b-Convenient Circulation Without Personal Vehicle-Over budget (\$37K) in staffing.
- 12) Goal 3c-Easy To Find Way Around-Ahead \$7K in wayfinding contractor expense.
- 13) Goal 3d-Connect Neighborhoods & Districts Inside/Outside Downtown-Over budget (\$5K) in staffing.
- 14) Goal 4a-Best Place To Work In Region - CHI Economic Development Program over budget (\$13K)
- 15) Goal 4b-Exciting Neighborhoods To Live In-Ahead of budget \$90K due to DLI payments budgeted for June but not yet paid.
- 16) Goal 4c-Competitive Shopping Place-Over budget (\$27K) in staffing.
- 17) Goal 4d-Remarkable Destination for Visitors - Ahead of budget \$4K in staffing.
- 18) Goal 5a-Market to Region-Ahead of budget \$74K in marketing expenditures, over budget (\$9K) in staffing.
- 19) Goal 5c-Vision Understood By All-Ahead of budget \$62K in planning expenditures, over budget (\$23K) in staffing.
- 20) Goal 5d-Tools to Assist Continued Redevelopment - Over budget (\$27K) in staffing.
- 21) Goal 6a-Engage Stakeholders in Decision Making - Ahead of budget \$28K in administrative expenses (legal, auditing and bank fees) and over budget (\$5K) in marketing and communications, (\$5K) in planning, design and construction and (\$40K) in staffing.
- 22) Goal 6b-Communication To Owners, Tenants & Others - Over budget (\$6K) in marketing.

#### Capital Budget

- 23) Ahead of budget \$100K on street light infill project.
- 24) Ahead of budget \$65K on Texas Avenue pole skirts, \$150K in delay in procuring new banners, and \$160K in delay of Prairie Street project.
- 25) Ahead of budget \$60K in street sign updates, \$300K in garage parking signage, \$8K in wayfinding signage, \$23K in parking lot edge landscaping projects and \$563K in delay on Southeast Sidewalks TxDOT project.
- 26) Ahead of budget \$42K due to delay in Main Street More Space grant program and \$8K due to DLI payments budgeted for June but not yet paid.
- 27) Ahead of budget \$63K in capital replacements.



To Management  
Houston Downtown Management District

Management is responsible for the accompanying financial statements of the Houston Downtown Management District (the District), which comprise the governmental fund balance sheets and statements of net position as of January 31, 2022 and 2021 and the related statements of activities for the months then ended, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America and the required supplementary information that the Government Accounting Standards Board (GASB) requires to be presented to supplement the basic financial statements. If the omitted disclosures, and GASB required supplementary information were included in the financial statements, they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The Variance Analysis on page 4 is presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a required part of the basic financial statements. The Variance Analysis is the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

*nctp cpas, pllc*

Houston, Texas  
February 9, 2022

[www.nctp-cpas.com](http://www.nctp-cpas.com)

Main Location | 700 Westgreen Blvd. Katy, TX 77450 | 832-287-1709

1104 Rayford Blvd. Spring, TX 77386 | 9600 Bellaire Blvd ste.#207. Houston, TX 77036 | 500 E. Saint Johns Ave. Ste.# 2.620. Austin, TX 78752 | 350 Nursery Rd. Ste.# 1101., The Woodlands, TX 77380

**Houston Downtown Management District  
Governmental Fund Balance Sheets and  
Statement of Net Position  
January 31, 2022 and January 31, 2021**

	2022			2021		
	HDMD Operating Year to Date	HDMD Capital Year to Date	Total (Memo Only)	HDMD Operating Year to Date	HDMD Capital Year to Date	Total (Memo Only)
<b>Assets</b>						
Cash	\$ 14,487,295	\$ 4,463,528	\$ 18,950,823	\$ 22,178,581	\$ 3,939,551	\$ 26,118,132
Assessments Due	7,174,052	689,473	7,863,525	1,375,342	128,738	1,504,080
Accounts Receivable	94,025	-	94,025	4,968	2,400	7,368
Prepaid Expense	26,235	-	26,235	26,235	-	26,235
Inventory	-	-	-	-	-	-
Property & Equipment, Net	705,235	13,156	718,390	781,576	36,562	818,137
Intercompany Rec/Pay	(625,093)	625,093	-	(1,281,921)	1,281,921	-
<b>Total Assets</b>	<b>\$ 21,861,749</b>	<b>\$ 5,791,250</b>	<b>\$ 27,652,999</b>	<b>\$ 23,084,779</b>	<b>\$ 5,389,173</b>	<b>\$ 28,473,952</b>
<b>Liabilities</b>						
Accounts Payable & Accrued Expenses	\$ 644,516	\$ 43,000	\$ 687,516	\$ 994,460	\$ 35,000	\$ 1,029,460
Deferred Revenue & Reserve for Refunds	1,541,757	143,298	1,685,055	1,193,494	110,951	1,304,445
<b>Total Liabilities &amp; Deferred Revenue</b>	<b>2,186,273</b>	<b>186,298</b>	<b>2,372,571</b>	<b>2,187,955</b>	<b>145,951</b>	<b>2,333,905</b>
<b>Fund Balances</b>						
Unreserved, Undesignated	18,875,476		18,875,476	20,096,825		20,096,825
Unreserved, Designated for Catastrophy	800,000		800,000	800,000		800,000
Reserved for Capital Projects		5,604,952	5,604,952		5,243,222	5,243,222
	19,675,476	5,604,952	25,280,428	20,896,825	5,243,222	26,140,046
<b>Total Liabilities, Deferred Revenue &amp; Fund Balances</b>	<b>\$ 21,861,749</b>	<b>\$ 5,791,250</b>	<b>\$ 27,652,999</b>	<b>\$ 23,084,779</b>	<b>\$ 5,389,173</b>	<b>\$ 28,473,952</b>



**Houston Downtown Management District**  
**Statement of Activities**  
**One Month Ended January 31, 2022**

	<u>Operating YTD Actual</u>	<u>Capital YTD Actual</u>	<u>Total YTD Actual</u>	<u>YTD Budget</u>	<u>Fav (Unfav) Variance</u>
<b>Revenues</b>					
Assessment Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Revenue	79,322	-	79,322	38,740	40,582
Project Revenue	-	-	-	3,542	(3,542)
Salary Reimbursements	312	-	312	4,167	(3,855)
Interest Income	581	362	944	1,333	(390)
<b>Total Revenues</b>	<b>\$ 80,215</b>	<b>\$ 362</b>	<b>\$ 80,578</b>	<b>\$ 47,782</b>	<b>\$ 32,796</b>
<b>Expenses</b>					
<b>Downtown Feels Safe &amp; Comfortable at All Times</b>					
Collaboration to Maintain Low Crime Rate	\$ 38,033	\$ -	\$ 38,033	\$ 97,180	\$ 59,146
Reduced Presence of Homeless & Street Persons	18,836	-	18,836	109,209	90,373
Downtown Sidewalks are Comfortably Lighted	3,673	-	3,673	10,102	6,429
Downtown Clean & Well-Kept Appearance	91,190	-	91,190	182,355	91,165
Remove Signs of Disorder in Downtown	1,747	-	1,747	3,440	1,693
Prepare for Emergencies	7,998	-	7,998	9,328	1,329
	161,477	-	161,477	411,613	250,136
<b>Public Realm is Charming, Inviting, Beautiful &amp; Celebrates the Life of the City</b>					
Key Pedestrian Streets are Inviting	6,391	-	6,391	3,543	(2,848)
Public Spaces Managed, Programmed, & Delightful	42,020	-	42,020	52,221	10,201
Place of Civic Celebration	25,378	-	25,378	73,358	47,980
	73,789	-	73,789	129,122	55,333
<b>Accessible to Region &amp; Easy to Get Around</b>					
Effective Transit Access More Places, More Hours	914	-	914	928	14
Convenient Circulation Without Personal Vehicle	-	-	-	-	-
Easy To Find Way Around	4,294	-	4,294	4,359	65
Connect Neighbors & Districts Inside/Outside Downtown	861	-	861	875	14
Convenient, Understandable & Managed Parking	867	-	867	880	13
	6,936	-	6,936	7,041	105
<b>Vibrant, Sustainable Mixed-Use Place</b>					
Best Place to Work in Region	33,726	-	33,726	33,822	95
Exciting Neighborhoods to Live In	71,236	-	71,236	10,568	(60,668)
Competitive Shopping Place	1,454	-	1,454	1,475	21
Remarkable Destination for Visitors	5,153	-	5,153	5,240	87
	111,569	-	111,569	51,105	(60,464)
<b>Downtown's Vision &amp; Offering Understood By All</b>					
Market to Region	49,901	-	49,901	93,655	43,755
Promote Downtown's Ease of Use	2,312	-	2,312	2,346	35
Vision/Development Framework Understood By All	26,011	-	26,011	22,332	(3,679)
Tools to Assist Continued Redevelopment	7,034	-	7,034	5,094	(1,941)
Develop & Maintain Information to Support Downtown	1,178	-	1,178	6,998	5,820
	86,435	-	86,435	130,425	43,989
<b>District Governance &amp; Service Known for Excellence</b>					
Engage Stakeholders in Decision Making	63,924	-	63,924	57,769	(6,155)
Communications to Owners, Tenants & Others	2,771	-	2,771	2,839	69
Preservation of Districts' Capital Assets	43,944	-	43,944	35,000	(8,944)
	110,639	-	110,639	95,609	(15,030)
<b>Capital Improvement &amp; Expenditures</b>					
Downtown Feels Safe & Comfortable	-	-	-	-	-
Public Realm is Charming, Inviting, & Beautiful	-	-	-	120,000	120,000
Accessible to Region & Easy to Get Around	-	10,040	10,040	-	(10,040)
Vibrant, Sustainable Mixed-Use Place	-	5,656	5,656	10,000	4,344
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	29,541	29,541	31,750	2,209
	-	45,237	45,237	161,750	116,513
<b>Total Expenses</b>	<b>\$ 550,846</b>	<b>\$ 45,237</b>	<b>\$ 596,082</b>	<b>\$ 986,664</b>	<b>\$ 390,582</b>
Depreciation Expense	7,085	1,094	8,179	8,179	0
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b>\$ (477,715)</b>	<b>\$ (45,969)</b>	<b>\$ (523,684)</b>	<b>\$ (947,062)</b>	<b>\$ 423,378</b>

**Houston Downtown Management District**  
**Statement of Activities**  
**One Month Ended January 31, 2022 and January 31, 2021**

	<b>Operating YTD Actual</b>	<b>Capital YTD Actual</b>	<b>2022 Total YTD Actual</b>	<b>2021 Total YTD Actual</b>	<b>Fav (Unfav) Variance</b>
<b>Revenues</b>					
Assessment Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Revenue	79,322	-	79,322	68,865	10,457
Project Revenue	-	-	-	-	-
Salary Reimbursements	312	-	312	11,588	(11,276)
Interest Income	581	362	944	1,180	(236)
<b>Total Revenues</b>	<b>\$ 80,215</b>	<b>\$ 362</b>	<b>\$ 80,578</b>	<b>\$ 81,633</b>	<b>\$ (1,055)</b>
<b>Expenses</b>					
<b>Downtown Feels Safe &amp; Comfortable at All Times</b>					
Collaboration to Maintain Low Crime Rate	\$ 38,033	\$ -	\$ 38,033	\$ 144,393	\$ 106,359
Reduced Presence of Homeless & Street Persons	18,836	-	18,836	27,878	9,042
Downtown Sidewalks are Comfortably Lighted	3,673	-	3,673	2,414	(1,259)
Downtown Clean & Well-Kept Appearance	91,190	-	91,190	247,170	155,981
Remove Signs of Disorder in Downtown	1,747	-	1,747	2,358	611
Prepare for Emergencies	7,998	-	7,998	7,747	(251)
	161,477	-	161,477	431,959	270,483
<b>Public Realm is Charming, Inviting, Beautiful &amp; Celebrates the Life of the City</b>					
Key Pedestrian Streets are Inviting	6,391	-	6,391	7,781	1,390
Public Spaces Managed, Programmed, & Delightful	42,020	-	42,020	29,530	(12,491)
Place of Civic Celebration	25,378	-	25,378	17,381	(7,997)
	73,789	-	73,789	54,692	(19,098)
<b>Accessible to Region &amp; Easy to Get Around</b>					
Effective Transit Access More Places, More Hours	914	-	914	945	31
Convenient Circulation Without Personal Vehicle	-	-	-	2,571	2,571
Easy To Find Way Around	4,294	-	4,294	3,860	(434)
Connect Neighbors & Districts Inside/Outside Downtown	861	-	861	718	(143)
Convenient, Understandable & Managed Parking	867	-	867	631	(236)
	6,936	-	6,936	8,724	1,788
<b>Vibrant, Sustainable Mixed-Use Place</b>					
Best Place to Work in Region	33,726	-	33,726	37,482	3,756
Exciting Neighborhoods to Live In	71,236	-	71,236	11,763	(59,473)
Competitive Shopping Place	1,454	-	1,454	2,121	667
Remarkable Destination for Visitors	5,153	-	5,153	4,193	(960)
	111,569	-	111,569	55,559	(56,010)
<b>Downtown's Vision &amp; Offering Understood By All</b>					
Market to Region	49,901	-	49,901	37,872	(12,029)
Promote Downtown's Ease of Use	2,312	-	2,312	2,098	(214)
Vision/Development Framework Understood By All	26,011	-	26,011	21,028	(4,983)
Tools to Assist Continued Redevelopment	7,034	-	7,034	6,921	(114)
Develop & Maintain Information to Support Downtown	1,178	-	1,178	3,185	2,008
	86,435	-	86,435	71,104	(15,331)
<b>District Governance &amp; Service Known for Excellence</b>					
Engage Stakeholders in Decision Making	63,924	-	63,924	63,788	(137)
Communications to Owners, Tenants & Others	2,771	-	2,771	2,299	(472)
Preservation of Districts' Capital Assets	43,944	-	43,944	-	(43,944)
	110,639	-	110,639	66,087	(44,553)
<b>Capital Improvement &amp; Expenditures</b>					
Downtown Feels Safe & Comfortable	-	-	-	-	-
Public Realm is Charming, Inviting, & Beautiful	-	-	-	-	-
Accessible to Region & Easy to Get Around	-	10,040	10,040	-	(10,040)
Vibrant, Sustainable Mixed-Use Place	-	5,656	5,656	-	(5,656)
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	29,541	29,541	2,115	(27,426)
	-	45,237	45,237	2,115	(43,122)
<b>Total Expenses</b>	<b>\$ 550,846</b>	<b>\$ 45,237</b>	<b>\$ 596,082</b>	<b>\$ 690,239</b>	<b>\$ 94,157</b>
Depreciation Expense	7,085	1,094	8,179	9,328	1,148
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b>\$ (477,715)</b>	<b>\$ (45,969)</b>	<b>\$ (523,684)</b>	<b>\$ (617,934)</b>	<b>\$ 94,250</b>

# **Houston Downtown Management District**

## **Variance Analysis**

### **One Month Ended January 31, 2022**

#### **Operating Budget**

- 1) Revenue-Operations revenue \$44K ahead in METRO bus stop cleaning, (\$2K) behind in fountain reimbursement. Marketing revenue behind budget due to (\$4K) Market Square Park kiosk rent for January not yet received.
- 2) Goal 1a-Collaboration to Maintain Low Crime Rate-Over budget (\$2K) in Off Duty Officers, and ahead of budget \$65K in Private Security.
- 3) Goal 1b-Reduced Presence of Homeless & Street Persons-Ahead of budget \$91K in homeless outreach programs.
- 4) Goal 1c-Downtown's sidewalks are comfortable lighted - Ahead of budget \$6K in street lighting amenities and maintenance.
- 5) Goal 1d-Downtown Noted for Cleanliness & Well-kept Appearance-Ahead of budget \$4K in trash collections, \$25K in paver repair and maintenance, \$36K in landscaping and tree maintenance, \$19K in irrigation maintenance and repair and \$6K in the
- 6) Goal 1e-Remove signs of disorder in Downtown - Ahead of budget \$2K in graffiti abatement.
- 7) Goal 2a-Key Pedestrian Streets Are Inviting-Over budget (\$3K) in floral displays.
- 8) Goal 2b-Key Public Spaces Programmed and Delightful-Ahead of budget in Main Street Square maintenance \$4K and \$2K in Market Square Park maintenance. Event programming ahead of budget \$3K.
- 9) Goal 2c-Place of Civic Celebration-Ahead of budget \$30K in Art Blocks program, \$8K in seasonal banner program, \$3K in banner/pot maintenance, \$10K on Allen Parkway Maintenance reimbursed by DRA and \$5K for holiday logistics. Over budget (\$8K) for Retail Support - Holiday Promotions.
- 10) Goal 4b-Exciting Neighborhoods To Live In-Over budget (\$61K) budget due to DLI payouts for years 2017-2020 not forecasted.
- 11) Goal 5a-Market to Region-Ahead of budget \$43K in marketing expenditures.
- 12) Goal 6a-Engage Stakeholders in Decision Making - Over budget (\$15K) in administrative expenses (assessment collection and insurance) and (\$3K) in staffing.

#### **Capital Budget**

- 13) Ahead of budget \$100K for Market Square Park (Lawn & Paving) and \$20,000 for Trebly Park furnishings.
- 14) Over budget (\$10K) for Southeast Sidewalks TxDOT project.
- 15) Ahead of budget \$10K in Retail Challenge Grants forecasted for January not paid and over budget (\$6K) due to DLI payments for prior years not forecasted in 2022.

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

AP Check Register (Current by Bank)

Check Dates: 12/1/2021 to 12/31/2021

Check No.	Date	Vendor ID	Payee Name	Amount
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>				
* 33866	12/16/21	2929	FORT BEND BATTERY & GOLF CARTS	(\$470.38)
*				
* 34157	12/14/21	7374	PINSPIRATION HOUSTON	(\$1,492.50)
*				
* 34170	12/14/21	7374	PINSPIRATION HOUSTON	(\$1,492.50)
*				
* 34199	12/07/21	8043	RELIANT BUSINESS PRODUCTS,INC	(\$149.95)
*				
* 34204	12/01/21	1200	CENTRAL HOUSTON, INC	\$242,328.37
*				
34205	12/01/21	1200		
34206	12/01/21	1200		
34207	12/01/21	1200		
34208	12/01/21	1200		
34209	12/01/21	1200		
34210	12/01/21	1200		
34211	12/01/21	1200		
34212	12/01/21	1200		
34213	12/01/21	1200		
34214	12/01/21	1200		
34215	12/01/21	1200		
34216	12/01/21	1200		
34217	12/01/21	1200		
34218	12/01/21	1200		
34219	12/01/21	1200		
34220	12/01/21	99916	ALH PROPERTIES NO TWENTY TWO L	\$117.91
34220	12/01/21	99916	ALH PROPERTIES NO TWENTY TWO L	(\$117.91)
34221	12/01/21	99918	LALM BLOCK 100 LTD	\$248.02
34222	12/01/21	9796	LG BLOCK 365 LLC	\$8,332.79
34223	12/01/21	5990	MACEY FAMILY PROPERTIES LTD.	\$805.86
34224	12/01/21	99919	MLV ESTATES FOUR LLC	\$185.14
34224	12/01/21	99919	MLV ESTATES FOUR LLC	(\$185.14)
34225	12/01/21	99917	SPUS9 HSTN NORTH TOWER LP	\$3,226.61
34226	12/01/21	9208	YPI 1010 LAMAR LLC	\$12,240.11
34227	12/01/21	99916	ALH PROPERTIES NO TWENTY TWO L	\$117.91
34228	12/01/21	99919	MVL ESTATES FOUR LLC	\$185.14
34229	12/02/21	8624	ALFONSO YANEZ	\$450.00
34230	12/02/21	2296	ANDREW BENNY FUNG	\$450.00
34231	12/02/21	0530	ANGELA S. BERTINOT	\$1,104.69
34232	12/02/21	0490	ASSOCIATED LANDSCAPE SERVICES	\$25,641.01
34233	12/02/21	9885	BERNARD F SIMIEN	\$1,000.00
34234	12/02/21	0511	BLOCK BY BLOCK	\$359,679.45
34234	12/02/21	0511	BLOCK BY BLOCK	(\$359,679.45)
34235	12/02/21	0714	BONNIE L BLUE	\$250.00
34236	12/02/21	8101	CHRISTINA BARRIENTEZ	\$450.00
34237	12/02/21	1801	DIRECTV	\$91.98
34238	12/02/21	9955	DONALD GENE SEALY	\$450.00
34239	12/02/21	2112	EAST END DISTRICT	\$340.00
34240	12/02/21	3279	GRAINGER	\$26.43
34241	12/02/21	3548	HAMILTON PLUMBING SERVICE	\$484.30
34242	12/02/21	3573	HARRIS COUNTY TREASURER	\$8,853.00
34243	12/02/21	3849	HOUSTON BRASS QUINTET	\$2,160.00
34244	12/02/21	4210	IMAGESET DIGITAL	\$145.38
34245	12/02/21	4441	IT EQUIPMENT FINANCING,LLC	\$304.73

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

AP Check Register (Current by Bank)

Check Dates: 12/1/2021 to 12/31/2021

Check No.	Date	Vendor ID	Payee Name	Amount
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>				
34246	12/02/21	4504	JADA AUGUST	\$250.00
34247	12/02/21	1747	JAMES BRIDGES	\$450.00
34248	12/02/21	4562	JENNIFER SMESNY	\$600.00
34249	12/02/21	6004	JOHN MILLS McCOIN	\$500.00
34250	12/02/21	3524	JULIE GLEBER	\$250.00
34251	12/02/21	5211	KEITH GOULD	\$34.30
34252	12/02/21	3607	KIMBERLY BANTER	\$250.00
34253	12/02/21	5540	LINCOLN COLWELL	\$1,770.00
34254	12/02/21	5987	MAINTENANCE TO GO	\$12,393.65
34255	12/02/21	9888	MAURICE DUHON JR.	\$500.00
34256	12/02/21	9053	MICHELE WALDING	\$600.00
34257	12/02/21	6917	NATALI ORELLANA	\$450.00
34258	12/02/21	6062	PAUL MCRAE	\$250.00
34259	12/02/21	7400	PFEIFFER & SON, LTD	\$4,501.42
34260	12/02/21	7712	POWER PEST CORP	\$7,820.00
34261	12/02/21	6144	RAYA MILLER	\$250.00
34262	12/02/21	8033	RCN COMMUNICATIONS LLC	\$804.59
34263	12/02/21	3584	RICHARD MORRIS	\$450.00
34264	12/02/21	3845	RUTH BAILEY	\$250.00
34265	12/02/21	8148	SABRINA NAULINGS	\$450.00
34266	12/02/21	2550	SCOTT FINKE	\$26.98
34267	12/02/21	8992	SHELBY ROTH	\$616.35
34268	12/02/21	8511	STEPHANIE IPENA	\$450.00
34269	12/02/21	8355	STERLING EXPRESS SERVICES, INC	\$225.00
34270	12/02/21	8247	SUNLINE PRODUCTS	\$7,235.17
34271	12/02/21	8552	TEXAS OUTHOUSE, INC.	\$812.37
34272	12/02/21	8562	TEXAS WASTE COMPANY	\$1,326.30
34273	12/02/21	3841	THE FRENCH CORNER	\$7,211.85
34274	12/02/21	8609	TOUCH & AGREE PROPERTY	\$2,740.60
34275	12/02/21	8655	TRIPLE R BROTHERS, LTD	\$111.18
34276	12/02/21	8763	UNIVERSAL PLUMBING SUPPLY CO.	\$85.53
34277	12/02/21	9067	WASTE MANAGEMENT OF TEXAS, INC	\$124.07
34278	12/02/21	99919	MVL ESTATES FOUR LLC	\$185.14
34279	12/02/21	99919	MVL ESTATES FOUR LLC	(\$185.14)
* 34281	12/07/21	0050	20K GROUP, LLC	\$5,550.00
*				
34282	12/07/21	0340	ALL STAR ENTERTAINMENT	\$350.00
34283	12/07/21	0490	ASSOCIATED LANDSCAPE SERVICES	\$1,708.50
34284	12/07/21	0570	BECKY MORRIS	\$250.00
34285	12/07/21	0592	BETA TECHNOLOGY, INC.	\$980.09
34286	12/07/21	3288	BRACEWELL	\$1,502.50
34287	12/07/21	9819	BRYAN K BENNETT	\$1,859.78
34288	12/07/21	1225	CENTRAL HOUSTON CIVIC IMPROVEM	\$50,196.00
34289	12/07/21	1532	CITY OF HOUSTON	\$450.00
34290	12/07/21	1540	CITY OF HOUSTON (WATER DEPT)	\$320.00
34291	12/07/21	4756	CKP COMMUNICATIONS, LLC	\$5,750.00
34292	12/07/21	5986	DOWNTOWN REDEVELOPMENT	\$81,707.00
34293	12/07/21	3630	HOME DEPOT CREDIT SERVICES	\$82.02
34294	12/07/21	5703	MICHAEL LOESSIN	\$500.00
34295	12/07/21	9948	ORKIN PEST CONTROL	\$112.00
34296	12/07/21	7745	PENS PLUS, INC	\$195.00
34297	12/07/21	7400	PFEIFFER & SON, LTD	\$9,262.07
34298	12/07/21	8034	RC SOLUTIONS, INC.	\$1,080.00
34299	12/07/21	8043	RELIANT BUSINESS PRODUCTS, INC	\$149.95

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

AP Check Register (Current by Bank)

Check Dates: 12/1/2021 to 12/31/2021

Check No.	Date	Vendor ID	Payee Name	Amount
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>				
34299	12/14/21	8043	RELIANT BUSINESS PRODUCTS,INC	(\$149.95)
34300	12/07/21	3989	RELIANT ENERGY	\$149.95
34301	12/07/21	7335	RICHARD TUTHILL	\$250.00
34302	12/07/21	8168	SEAL SECURITY SOLUTIONS, LLC	\$62,717.44
34303	12/07/21	8151	SEARCH HOMELESS SERVICES	\$19,595.57
34304	12/07/21	8552	TEXAS OUTHOUSE, INC.	\$743.80
34305	12/07/21	0843	THE BLACK SHEEP AGENCY	\$16,435.00
34306	12/07/21	3948	THE HARRIS CENTER FOR	\$10,331.67
34307	12/07/21	0009	THOMAS PRINTWORKS	\$1,414.70
34308	12/07/21	9045	WESTERN FIRST AID & SAFETY	\$190.07
34309	12/16/21	0050	20K GROUP, LLC	\$11,100.00
34310	12/16/21	0094	ACME PARTY & TENT RENTAL	\$33,159.73
34311	12/16/21	0824	BUFFALO BAYOU PARTNERSHIP	\$8,443.00
34312	12/16/21	1689	CB CAFES MAIN, LLC	\$109.73
34313	12/16/21	1665	COLOR SPECIALISTS LANDSCAPING	\$127,161.80
34314	12/16/21	3279	GRAINGER	\$328.56
34315	12/16/21	3298	GULF COAST PAVERS,INC.	\$21,600.00
34316	12/16/21	3510	H.B.S WAREHOUSE ASSOC.	\$3,364.58
34317	12/16/21	3550	HARDY & HARDY	\$2,600.00
34318	12/16/21	5211	KEITH GOULD	\$17.61
34319	12/16/21	7374	KRAFTY KAT LLC.	\$2,985.00
34320	12/16/21	5710	LVA 4 HOUSTON GREENSTREET LP	\$19,505.35
34321	12/16/21	5987	MAINTENANCE TO GO	\$20,628.45
34322	12/16/21	6249	MOONSTAR CINEMA SERVICES	\$685.40
34323	12/16/21	9113	NCTP-CPAS PLLC	\$1,600.00
34324	12/16/21	7400	PFEIFFER & SON, LTD	\$3,222.92
34325	12/16/21	8066	READYREFRESH	\$255.68
34326	12/16/21	3989	RELIANT ENERGY	\$204.10
34327	12/16/21	8992	SHELBY ROTH	\$253.03
34328	12/16/21	0009	THOMAS PRINTWORKS	\$919.32
34329	12/16/21	8609	TOUCH & AGREE PROPERTY	\$2,740.60
34330	12/16/21	9140	WEINGARTEN ART GROUP	\$2,825.00
34331	12/16/21	9097	WHITE DISTRIBUTION SYSTEMS	\$950.00
34332	12/16/21	2929	FORT BEND BATTERY & GOLF CARTS	\$470.38
34333	12/23/21	0490	ASSOCIATED LANDSCAPE SERVICES	\$1,359.00
34334	12/23/21	6077	BARTLETT TREE EXPERTS	\$45,027.00
34335	12/23/21	1689	CB CAFES MAIN, LLC	\$270.38
34336	12/23/21	1543	CITY OF HOUSTON	\$706.63
34337	12/23/21	1540	CITY OF HOUSTON (WATER DEPT)	\$21,116.13
34338	12/23/21	1597	CLUTCH CONSULTING GROUP LLC	\$2,900.00
34339	12/23/21	3384	GREATER HOUSTON CONVENTION AND	\$250.00
34340	12/23/21	4021	HOUSTON RECOVERY CENTER,LGC	\$31,250.00
34341	12/23/21	4704	JOHNSON CONTROLS SECURITY	\$597.24
34342	12/23/21	5211	KEITH GOULD	\$17.16
34343	12/23/21	5646	LIGHTCRAFT OUTDOOR ENVIRONMENT	\$647.94
34344	12/23/21	5700	LONE STAR FLAGS AND FLAGPOLES	\$9,692.50
34345	12/23/21	5987	MAINTENANCE TO GO	\$27,500.00
34346	12/23/21	6020	MARLOWE VP, LP	\$223,079.00
34347	12/23/21	7060	NEON ELECTRIC CORPORATION	\$261.00
34348	12/23/21	7400	PFEIFFER & SON, LTD	\$16,432.25
34349	12/23/21	3400	RAFFLE PARKING COMPANY,LLC	\$860.00
34350	12/23/21	3989	RELIANT ENERGY	\$265.93
34351	12/23/21	8900	VERIZON WIRELESS	\$736.63
34352	12/23/21	9081	WESTPARK COMMUNICATIONS, L.P	\$72.50

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

AP Check Register (Current by Bank)

Check Dates: 12/1/2021 to 12/31/2021

Check No.	Date	Vendor ID	Payee Name	Amount
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>				
34353	12/30/21	0027	AT&T	\$1,481.30
34354	12/30/21	0511	BLOCK BY BLOCK	\$418,710.37
34355	12/30/21	1801	DIRECTV	\$91.98
34356	12/30/21	3573	HARRIS COUNTY TREASURER	\$8,853.00
34357	12/30/21	3989	RELIANT ENERGY	\$121.71
34358	12/30/21	8119	ROADRUNNER RECYCLING, INC	\$1,797.80
34359	12/30/21	8562	TEXAS WASTE COMPANY	\$1,326.30
34360	12/30/21	8793	UTS, LLC	\$5,051.20
<b>BANK A REGISTER TOTAL:</b>				<b>\$1,719,158.71</b>
<b>BANK ID: B - CAPITAL ACCT-JPMORGAN</b>				
3958	12/16/21	4001	HUITT~ZOLLARS, INC	\$8,316.00
3959	12/23/21	5290	KING GRAPHICS & SIGNS, LLC	\$3,750.00
<b>BANK B REGISTER TOTAL:</b>				<b>\$12,066.00</b>
<b>GRAND TOTAL :</b>				<b>\$1,731,224.71</b>

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

AP Check Register (Current by Bank)

Check Dates: 1/1/2022 to 1/31/2022

Check No.	Date	Vendor ID	Payee Name	Amount
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>				
* 33209	01/12/22	99991	COMMERCE MAIN STREET	(\$93.21)
*				
* 33220	01/12/22	99990	WEINROTH CONSULTANCY LTD	(\$264.11)
*				
* 34361	01/03/22	99913	EPSTEIN J MICHAEL	\$849.45
*				
34362	01/03/22	99914	SJ MEDICAL CENTER LLC	\$5,227.28
34363	01/03/22	99915	SUPREME BRIGHT HOUSTON LLC	\$2,230.10
34364	01/03/22	1200	CENTRAL HOUSTON, INC	\$354,917.45
34365	01/03/22	1200		
34366	01/03/22	1200		
34367	01/03/22	1200		
34368	01/03/22	1200		
34369	01/03/22	1200		
34370	01/03/22	1200		
34371	01/03/22	1200		
34372	01/03/22	1200		
34373	01/03/22	1200		
34374	01/03/22	1200		
34375	01/03/22	1200		
34376	01/03/22	1200		
34377	01/03/22	1200		
34378	01/03/22	1200		
34379	01/03/22	1200		
34380	01/06/22	0050	20K GROUP, LLC	\$5,550.00
34381	01/06/22	0340	ALL STAR ENTERTAINMENT	\$3,850.00
34382	01/06/22	0490	ASSOCIATED LANDSCAPE SERVICES	\$23,525.72
34383	01/06/22	3288	BRACEWELL	\$1,875.00
34384	01/06/22	3278	BRENDA THOMPSON	\$3,000.00
34385	01/06/22	9819	BRYAN K BENNETT	\$2,060.88
34386	01/06/22	1543	CITY OF HOUSTON	\$811.72
34387	01/06/22	1665	COLOR SPECIALISTS LANDSCAPING	\$1,600.00
34388	01/06/22	1733	CRITERION PICTURES	\$325.00
34389	01/06/22	2590	FENRIS LLC	\$18,117.49
34390	01/06/22	3298	GULF COAST PAVERS, INC.	\$44,041.00
34391	01/06/22	3630	HOME DEPOT CREDIT SERVICES	\$439.87
34392	01/06/22	4441	IT EQUIPMENT FINANCING, LLC	\$304.73
34393	01/06/22	5540	LINCOLN COLWELL	\$1,850.00
34394	01/06/22	5703	MICHAEL LOESSIN	\$500.00
34395	01/06/22	6321	MINER, LTD	\$100.00
34396	01/06/22	9948	ORKIN PEST CONTROL	\$112.00
34397	01/06/22	7400	PFEIFFER & SON, LTD	\$5,271.25
34398	01/06/22	8168	SEAL SECURITY SOLUTIONS, LLC	\$65,024.00
34399	01/06/22	8151	SEARCH HOMELESS SERVICES	\$17,014.91
34400	01/06/22	8388	STATE COMPTROLLER	\$278.00
34401	01/06/22	8355	STERLING EXPRESS SERVICES, INC	\$348.25
34402	01/06/22	8315	SWANK MOTION PICTURES, INC	\$565.00
34403	01/06/22	0843	THE BLACK SHEEP AGENCY	\$4,417.50
34404	01/06/22	3948	THE HARRIS CENTER FOR	\$10,331.63
34405	01/06/22	8609	TOUCH & AGREE PROPERTY	\$2,740.60
34406	01/06/22	8655	TRIPLE R BROTHERS, LTD	\$41.97
34407	01/12/22	2743	FINGER-FSC CRAWFORD, LTD.	\$66,457.00
34408	01/13/22	0490	ASSOCIATED LANDSCAPE SERVICES	\$105.34
34409	01/13/22	1540	CITY OF HOUSTON (WATER DEPT)	\$490.88



**HOUSTON DOWNTOWN MANAGEMENT DISTRICT****AP Check Register (Current by Bank)**

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<b>Check No.</b>	<b>Date</b>	<b>Vendor ID</b>	<b>Payee Name</b>	<b>Amount</b>
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>				
34410	01/13/22	99911	DUNK & ASSOCIATES PLLC	\$270.06
34411	01/13/22	99910	HITA ELVIA A	\$40.27
34412	01/13/22	99912	J.D. MOERS	\$20.00
34413	01/13/22	5211	KEITH GOULD	\$17.71
34414	01/13/22	99909	LAWSON FREDERICK LEE	\$20.17
34415	01/13/22	5987	MAINTENANCE TO GO	\$15,553.30
34416	01/13/22	0506	PAUL LANGLEY CO.	\$81.69
34417	01/13/22	7745	PENS PLUS, INC	\$420.00
34418	01/13/22	7712	POWER PEST CORP	\$7,820.00
34419	01/13/22	3989	RELIANT ENERGY	\$1,414.71
34419	01/13/22	3989	RELIANT ENERGY	(\$1,414.71)
34420	01/13/22	8626	TRAFFIC ENGINEERS, INC	\$1,900.00
34421	01/13/22	8793	UTS, LLC	\$11,052.25
34422	01/13/22	3989	RELIANT ENERGY	\$4,414.71
34423	01/14/22	1225	CENTRAL HOUSTON CIVIC IMPROVEM	\$33,726.41
34424	01/20/22	6077	BARTLETT TREE EXPERTS	\$1,370.00
34425	01/20/22	3288	BRACEWELL	\$1,718.75
34426	01/20/22	1665	COLOR SPECIALISTS LANDSCAPING	\$350.00
34427	01/20/22	2761	FILM LAB CREATIVE	\$9,422.50
34428	01/20/22	3510	H.B.S WAREHOUSE ASSOC.	\$3,364.58
34429	01/20/22	3550	HARDY & HARDY	\$3,550.00
34430	01/20/22	3573	HARRIS COUNTY TREASURER	\$8,853.00
34431	01/20/22	5646	LIGHTCRAFT OUTDOOR ENVIRONMENT	\$1,325.59
34432	01/20/22	5700	LONE STAR FLAGS AND FLAGPOLES	\$7,776.00
34433	01/20/22	5710	LVA 4 HOUSTON GREENSTREET LP	\$19,505.35
34434	01/20/22	7689	PHOENICIA-SPECIALTY FOODS	\$414.00
34435	01/20/22	7783	PUBLIC CONTENT, LLC	\$7,500.00
34436	01/20/22	7781	PUBLICATION PRINTERS	\$13,786.61
34437	01/20/22	8034	RC SOLUTIONS, INC.	\$720.00
34438	01/20/22	3989	RELIANT ENERGY	\$3,214.53
34439	01/20/22	8151	SEARCH HOMELESS SERVICES	\$8,107.35
34440	01/20/22	8992	SHELBY ROTH	\$971.04
34441	01/20/22	0596	STRIKE MARKETING	\$71,080.00
34442	01/20/22	0009	THOMAS PRINTWORKS	\$968.44
34443	01/20/22	8544	TML INTERGOVERNMENTAL RISK	\$43,944.18
34444	01/20/22	8609	TOUCH & AGREE PROPERTY	\$2,740.60
34445	01/20/22	8763	UNIVERSAL PLUMBING SUPPLY CO.	\$77.37
34446	01/20/22	9067	WASTE MANAGEMENT OF TEXAS, INC	\$125.92
34447	01/20/22	9140	WEINGARTEN ART GROUP	\$2,825.00
34448	01/20/22	9045	WESTERN FIRST AID & SAFETY	\$175.56
34449	01/20/22	9081	WESTPARK COMMUNICATIONS, L.P	\$52.50
34450	01/27/22	0490	ASSOCIATED LANDSCAPE SERVICES	\$2,700.00
34451	01/27/22	0027	AT&T	\$1,462.40
34452	01/27/22	0511	BLOCK BY BLOCK	\$451,901.89
34453	01/27/22	0550	BLUMENTHAL SHEET METAL	\$378.41
34454	01/27/22	1540	CITY OF HOUSTON (WATER DEPT)	\$14,980.11
34455	01/27/22	1665	COLOR SPECIALISTS LANDSCAPING	\$4,250.00
34456	01/27/22	8695	DOG WASTE DEPOT	\$258.06
34457	01/27/22	2046	DUSTY McCARTNEY	\$24.88
34458	01/27/22	5211	KEITH GOULD	\$33.62
34459	01/27/22	5710	LVA 4 HOUSTON GREENSTREET LP	\$132.50
34460	01/27/22	9113	NCTP-CPAS PLLC	\$1,600.00
34461	01/27/22	7712	POWER PEST CORP	\$7,820.00
34462	01/27/22	3400	RAFFLE PARKING COMPANY,LLC	\$900.00

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT**

AP Check Register (Current by Bank)

Check Dates: 1/1/2022 to 1/31/2022

Check No.	Date	Vendor ID	Payee Name	Amount
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**BANK ID: A - OPERATING ACCT-JPMORGAN**

34463	01/27/22	2550	SCOTT FINKE	\$16.62
34464	01/27/22	8562	TEXAS WASTE COMPANY	\$1,326.30
34465	01/27/22	8268	TNC CPAS	\$931.70
34466	01/27/22	3718	TRANSWESTERN	\$500.43
34467	01/27/22	8900	VERIZON WIRELESS	\$697.47

**BANK A REGISTER TOTAL: \$1,423,206.53**

**BANK ID: B - CAPITAL ACCT-JPMORGAN**

3960	01/20/22	8572	TEXAS DEPT OF TRANSPORTATION	\$10,040.00
3961	01/27/22	2269	ENVIRONMENTAL DESIGN, INC	\$28,600.00

**BANK B REGISTER TOTAL: \$38,640.00**

**GRAND TOTAL : \$1,461,846.53**

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT  
INVESTMENT REPORT, AUTHORIZATION AND REVIEW  
FOR THE PERIOD OCTOBER 1, 2021 THROUGH DECEMBER 31, 2021**

FUND	BEGINNING BAL. BOOK VALUE	BEGINNING BAL. MARKET VALUE	GAIN (LOSS) TO MARKET FILE	INTEREST EARNED / ACCRUED THIS PERIOD	NET DEPOSITS OR (WITHDRAWALS)	ENDING BALANCE BOOK VALUE	ENDING BALANCE MARKET VALUE	ENDING BALANCE % OF PORTFOLIO	AVG DAILY YIELD	AVG WAM
<b><u>HDMD</u></b>										
<b><u>OPERATING ACCOUNTS JP MORGAN CHASE</u></b>										
OPERATING	25,877.83	25,877.83	0.00	0.00	(376,367.48)	(350,489.65)	(350,489.65)	-2.85%	N/A	1.00
CAPITAL	230,000.41	230,000.41	0.00	0.00	(100,776.15)	129,224.26	129,224.26	1.05%	N/A	1.00
<b>TOTAL</b>	<b>255,878.24</b>	<b>255,878.24</b>	<b>0.00</b>	<b>0.00</b>	<b>(477,143.63)</b>	<b>(221,265.39)</b>	<b>(221,265.39)</b>	<b>-1.80%</b>		<b>1.00</b>
<b><u>POOLED FUNDS - TEXPOOL</u></b>										
OPERATING	11,492,576.28	11,492,576.28	0.00	1,680.43	(3,350,000.00)	8,144,256.71	8,144,256.71	66.24%	0.0629%	53.00
CAPITAL	4,371,779.53	4,371,779.53	0.00	801.70	0.00	4,372,581.23	4,372,581.23	35.56%	0.0629%	53.00
<b>TOTAL</b>	<b>15,864,355.81</b>	<b>15,864,355.81</b>	<b>0.00</b>	<b>2,482.13</b>	<b>(3,350,000.00)</b>	<b>12,516,837.94</b>	<b>12,516,837.94</b>	<b>101.80%</b>		
<b>TOTAL HDMD</b>	<b>16,120,234.05</b>	<b>16,120,234.05</b>	<b>0.00</b>	<b>2,482.13</b>	<b>(3,827,143.63)</b>	<b>12,295,572.55</b>	<b>12,295,572.55</b>	<b>100.00%</b>		
<b><u>GREENLINK</u></b>										
<b><u>OPERATING ACCOUNTS JP MORGAN CHASE</u></b>										
GREENLINK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
<b><u>POOLED FUNDS - TEXPOOL</u></b>										
GREENLINK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
<b>TOTAL GREENLINK</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>		
<b>GRAND TOTAL</b>	<b>16,120,234.05</b>	<b>16,120,234.05</b>	<b>0.00</b>	<b>2,482.13</b>	<b>(3,827,143.63)</b>	<b>12,295,572.55</b>	<b>12,295,572.55</b>	<b>100.00%</b>		

**COMPLIANCE STATEMENT REVIEW**

\*\*\*\* THE INVESTMENTS (REPORTED ON ABOVE) FOR THE PERIOD ARE, TO THE BEST OF OUR KNOWLEDGE, IN COMPLIANCE WITH THE INVESTMENT STRATEGY EXPRESSED IN THE DISTRICT'S INVESTMENT POLICY AND THE PUBLIC FUNDS INVESTMENT ACT.

\*\*\*\* THIS REPORT AND THE DISTRICT'S INVESTMENT POLICY ARE SUBMITTED TO THE BOARD FOR ITS REVIEW AND TO MAKE ANY CHANGES THERETO AS DETERMINED BY THE BOARD TO BE NECESSARY AND PRUDENT FOR THE MANAGEMENT OF THE DISTRICT FUNDS.

**SIGNATURE**

\_\_\_\_\_  
ROBBIE JONES  
TREASURER

\_\_\_\_\_  
TED ZWIEG  
VICE CHAIR

\_\_\_\_\_  
LESLIE ASHBY  
CHAIR

\_\_\_\_\_  
KRISTOPHER LARSON  
PRESIDENT / CEO

Houston Downtown Management District  
 Disadvantaged Business Enterprise Program (DBE) Activity Report

**Reporting Period: 1/1/2021 - 12/31/2021**

	2021			2020		
	<u>Operating</u>	<u>Capital</u>	<u>Total</u>	<u>Operating</u>	<u>Capital</u>	<u>Total</u>
Total Certified MWBE	\$ 1,532,934	\$ 211,880	\$ 1,744,815	\$ 1,402,459	\$ 90,474	\$ 1,492,933
Adjusted Total Spending	\$ 15,876,373	\$ 857,633	\$ 16,734,006	\$ 14,628,679	\$ 858,577	\$ 15,487,256
Less Qualified for Exclusion	\$ (7,711,600)	\$ (3,646)	\$ (7,715,246)	\$ (6,387,999)	\$ (6,682)	\$ (6,394,681)
Qualifying Total Spending	\$ 8,164,773	\$ 853,987	\$ 9,018,760	\$ 8,240,680	\$ 851,895	\$ 9,092,575
%MWBE Certified	18.8%	24.8%	19.3%	17.0%	10.6%	16.4%
Total Self-Certified MWBE	\$ 1,343,914	\$ -	\$ 1,343,914	\$ 858,289	\$ -	\$ 858,289
% Certified + Self-Certified	35.2%	24.8%	34.2%	27.4%	10.6%	25.9%

**ACTION ITEM** Authorize President/CEO to execute an agreement for engagement of Carr, Riggs & Ingram, CPAs and Advisors and to authorize expenditure for the 2021 year-end audit.

**SERVICE PLAN** 2021-2025  
Account Code 913.600 Accounting/ audit expense  
Budget & Year \$50,000 2022

**REQUEST** Not to exceed \$25,200

**DESCRIPTION** The request for the 2021 audit expenditure authorization includes both professional fees and an allowance for expenses.

**DISCUSSION** The District went through a RFQ process in December of 2020 and received proposals from four CPA firms. The proposals were reviewed by the Audit Committee and the decision was made to award the engagement to Carr, Riggs & Ingram, CPAs and Advisors for a three year period covering audits for 2020, 2021 and 2022. This will be the third year for Carr, Riggs as the District's independent auditor. Carr, Riggs has extensive experience in governmental accounting and has been the auditor for the Downtown Redevelopment Authority for many years.

**DBE Participation** No, CRI CPA's and Advisors is not a certified DBE.



**MEMORANDUM**

February 10, 2022

**TO:** Board of Directors

**FROM:** Kristopher Larson  
Nominating Committee

**ACTION:** Recommendation of nominee for District officer

We respectfully request the Board of Directors approve the following appointment as an officer of the Board of Directors of the District to serve until a successor is duly elected and qualified:

Assistant Secretary & Records Management Officer: Jamie Perkins

We express our appreciation for Anita Dick's years of leadership in this role and Jamie Perkins' gracious acceptance to serve in this position.

**Houston Downtown Management District  
Board of Directors' Meeting  
February 10, 2022**

**Consent Agenda**

The board of directors hereby authorizes the following items and furthermore hereby authorizes the President/CEO to execute agreements as necessary for same. Requests are attached for each item on the agenda.

- Authorize expenditure for painting Main Street Market Square fountain basin
- Authorize expenditure for annual fountain maintenance and repairs

<b>ACTION ITEM</b>	Authorize an expenditure for painting the basin and rail supports in the Main Street Square fountain.
<b>SERVICE PLAN</b>	2021-2025
<b>Account Code</b>	590.800
<b>Budget &amp; Year</b>	\$250,000 2022
<b>REQUEST</b>	Not to exceed \$25,000
<b>DESCRIPTION</b>	Expenditures will cover costs to prep and paint the rail supports and basin of the Main Street Square fountain.
<b>DISCUSSION</b>	The contractor will prep the area by grinding off past paint materials on the surface and pressure wash to remove any dust or loose particles. A marine grade epoxy will be utilized to paint the entire basin of the fountain and the rail supports. The painting of the supports will be coordinated with METRORAIL personnel since the work would be performed within the safety zone and in between trains passing through the fountain. Weather permitting, the work will be scheduled for a weekend to take advantage of longer headways between trains.
<b>DBE Participation</b>	TBD



<b>ACTION ITEM</b>	Authorize expenditures for annual maintenance and repairs to the Main Street Square fountain.
<b>SERVICE PLAN</b>	2021-2025
<b>Account Code</b>	835.202
<b>Budget &amp; Year</b>	\$60,000 2022
<b>REQUEST</b>	Not to exceed \$60,000
<b>DESCRIPTION</b>	Expenditures will cover costs to perform annual maintenance and repairs to the Main Street Square fountain.
<b>DISCUSSION</b>	Multiple contractors will be inspecting, cleaning, testing and repairing the components of the Main Street Square fountain. Some specific work scope items include inspecting and replacing link seals and solenoids, electrical and lighting repairs, and servicing pumps, air compressors, sand filters, and AC unit.
<b>DBE Participation</b>	TBD

**ACTION ITEM** Authorize interlocal agreement and related expenditure with Harris County for support services for outreach teams.

**SERVICE PLAN** 2021-2025  
Account Code 851.200  
Budget & Year \$1,200,000 2022

**REQUEST** Not to exceed \$62,000

**DESCRIPTION** The Harris County Sheriff's Office will continue to provide support services in partnership with the Harris Center's Care Coordinator. Partnering together they will provide support services and long-term housing to homeless individuals suffering with mental illness or intellectual disability within Downtown. The contract term is from March 1, 2022 to September 30, 2022.

**DISCUSSION** The Harris County Sheriff's Office will continue to work in partnership with the District's program with the Harris Center for Mental Health & IDD to further the Chronic Consumer Assistance Program (CCAP) that engages individuals identified by the District as being chronically homeless and suffering from serious mental illness.

The Sheriff's Office will provide a full-time Deputy to partner with the Harris Center Care Coordinator to act as liaisons between the homeless population and area housing, medical, and mental health providers. The Deputy will provide a law enforcement presence and offer more options in dealing with a very tough population, such as being able to issue emergency detention orders (EDO) for individuals that pose a danger to themselves and others.

Another agreement will be brought forward later this year due to the County changing their fiscal year and rates for services starting in October 2022.

**DBE Participation** Harris Center for Mental Health and IDD is the state designated local Mental Health Authority for Harris County.

<b>ACTION ITEM</b>	Authorize agreement and related 2022 expenditures with S.E.A.L. Security Services, Inc. for security cameras.
<b>SERVICE PLAN</b>	2021 - 2025
Account Code	816.222
Budget & Year	\$775,000 2022
<b>REQUEST</b>	Not to exceed \$21,000
<b>DESCRIPTION</b>	This action allows for the installation and monitoring of two security cameras by SEAL at designated hot spot locations. The security cameras will provide additional eyes at locations that have security concerns or suspicious activities in the areas.
<b>DISCUSSION</b>	<p>The District performed a 60-day trial test of two cameras to see what impact the cameras would have on street behavior at Main @ Preston and the Main Street Square Fountain block. The cameras had a positive impact at both locations in terms of reducing the number of people loitering during the day. Video footage captured by the camera located at 1021 Main was utilized in an arrest of an individual that assaulted a security guard at 1000 Main.</p> <p>The cameras can be moved to other locations as activities and hotspot areas change throughout the District. It is a month-to-month contract that can be canceled at any time by the District.</p>
<b>DBE Participation</b>	S.E.A.L. Security Services is not a DBE.

**ACTION ITEM** Authorize expenditures for website development, promotions and advertising for Trebly Park programming.

**SERVICE PLAN** 2021-2025  
Account Code 643.379  
Budget & Year \$ 50,000 2022

**REQUEST** \$ 50,000

**DESCRIPTION** Although we have name and branding in place, we need to create a website and marketing plan to support the opening and to drive traffic to the park through the year. Our goal is to educate Houstonians and get them excited about the what, where, why and what to do at Trebly Park. We also have a responsibility to support Tout Suite by generating consistent everyday traffic.

**DISCUSSION** Usually our advertising and promotional dollars are rolled into our park programming line item, but since we are opening a brand-new place, and it's in a somewhat undiscovered Downtown neighborhood, we need to invest in the promotions of the park itself, Tout Suite, etc. in addition to events. The budget includes creative services, printing and media buys.

Success will be measured by Placer.ai pedestrian traffic insights; sales at Tout Suite; attendance at programmed events; engagement on social media; and QR code downloads.

**DBE PROGRAM** Some vendors may be DBE certified/self-certified

**ACTION ITEM** Authorize the execution of agreements and related expenditures for entertainment, production and support services, promotions and signage for Trebly Park programming.

**SERVICE PLAN** 2021-2025  
Account Code 839.300  
Budget & Year \$ 100,000 2022

**REQUEST** \$ 100,000

**DESCRIPTION** As we know from our experience at Market Square Park, the key to its success is creative programming.

The three programming pillars are:

- Community- encourages connection and social behavior
- Wellness- mental and physical wellbeing and public health
- Culture- food and beverage, media, visual and performing arts and education

**DISCUSSION** Our goal is to uniquely program the park in order to build a character and vibe all its own. Although there may be some larger signature events down the road (we are proposing to have Heartmade Harvest at Trebly in the fall), we want to create a multitude of weekly and monthly events that feel more organic such as: Book Club/Author Talks; Geek Game Night; Launchpad Mornings and Pitch Imperfect (partnership with our Downtown Launchpad). We are also in discussions with the Downtown YMCA on a wellness and fitness partnership and we'd like to create some fun but educational classes: Telenovela Spanish classes; Spill the Beans: become a coffee connoisseur; and other smallish gatherings that can activate Tout Suite (when they are slower) and the adjacent outdoor patio.

Last but not least, we want to use QR technology to create more serendipitous moments while experiencing the park. Examples are guided meditation in the garden area, artist talks associated with our art installations, recipes from Tout Suite and much more!

**DBE PROGRAM** Some vendors may be DBE certified/self-certified



## MEMORANDUM

February 10, 2022

**TO:** Board of Directors

**FROM:** Brett DeBord, Director of Operations and Capital Projects

**RE:** Operations Update

### **FACILITIES UPDATE:** (Scott Finke, Operations Manager)

#### **Holiday Décor Take Down:**

All holiday décor and twinkle lights were taken down during the 1<sup>st</sup> two weeks of January. The holiday banners were also removed from the poles. The twinkle lights will be stored by the contractor and reused for next year's holiday season.

#### **More Space: Main Street Barricades:**

Block By Block continues to monitor and reset the barricades back in place for the More Space Program. We have begun the process of replacing the design panels on the barricades as necessary. Over time, the barricades are damaged due to individuals emptying the water and moving the barricades to illegally park vehicles within the barricaded blocks. We continue to call Park Houston to cite violators that park behind the barricades or on the sidewalk.

#### **METRORAIL Shutdown Work:**

METRO performed rail repairs on January 21<sup>st</sup> -23<sup>rd</sup> which required a rail shutdown. During that weekend, the District had Gulf Coast Pavers repair and replace paver areas along the Main Street Corridor. We also had a contractor prep the Main Street Square fountain for painting along the elevated rail support in the 1000 block of Main.

### **QUALITY CONTROL UPDATE:** (Keith Gould, Quality Control Manager)

#### **Landscaping:**

Twenty-seven (27) new Sycamore trees were planted along the Allen Parkway Corridor to replace those that were lost during Hurricane Nicholas and from vehicular accidents.

## **MEMORANDUM**

**February 10, 2022**

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Since the new trees were planted, we have lost an additional 4 trees due to vehicular accidents, and those will be replaced in February. Eleven (11) new trees were planted on Travis, Milam, and at the Alley Theatre. These trees replaced the Laurel Oaks that we lost last February due to the freeze. The Crape Myrtle trees and Hamelin grass were trimmed back at Market Square Park. Flowers in the 600 blocks of McKinney and Lamar were damaged and replaced due to freezing temperatures and high winds.

### **Block By Block:**

Block By Blocked scored a 4.27 for the month of January, which is down slightly from 4.35 the previous month. There has been very little foot traffic on the sidewalks which has given the Clean Team more opportunities to perform deep cleanings. 646 articles of graffiti were reported and removed for the month of January, a decrease from 869 removed in December. Block By Block continues to focus cleaning efforts around homeless congregation sites and on the Historic District where most of the foot traffic is currently concentrated.

### **Homeless Encampments:**

Even though the Pierce Encampment has been closed and fenced off, weekly cleanings are still occurring beneath the Pierce Elevated. Clean Teams and HPD are focused on the areas on Pierce at Fannin and San Jacinto where individuals are accumulating excess items. Chartres Encampment is seeing a steady rise in the number of tents north of Ruiz into Bute Park, where the latest count was 67 tents. There is also an increase in the number of people that are bedding down in the Astros parking lot between Texas and Preston. The area around the Beacon is being cleaned and power washed multiple times per week with the assistance of HPD.

### **Market Square Park:**

Lauren's Fountain has a clog in one of the granite pedestals that is preventing water from flowing through the manifold. The granite cladding has been removed to access the pipe and manifold to locate the clog. The restroom door to Niko Nikos was damaged by the Houston Fire Department due to homeless individual locking themselves in the restroom. The door is still operational while we receive estimates to have it replaced.

## **CONSTRUCTION AND CAPITAL PROJECTS: (Dusty McCartney, Construction Manager)**

### **Bagby Street Improvement Project:**

The Bagby project achieved substantial completion on November 17, 2021, nearly six months ahead a schedule. Contractor is currently correcting punch list items and working towards final completion in April.

## **MEMORANDUM**

**February 10, 2022**

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### **Trebley Park Project:**

The Trebley Park project continues to make improving progress every day. With over half of the sidewalks and curb & gutter complete, the contractor will start to focus on getting the site prepared for hardscape finishes and landscaping. The roof and brick façade are nearing completion and moving closer to having the building dried in and ready for sheetrock walls to be installed in the month of February. Substantial completion is currently scheduled for April / May 2022.

**PUBLIC SAFETY AND EMERGENCY RESPONSE:** (James Kennedy, Public Safety Manager)

### **Outreach Programs:**

The Clinical Case Manager previously hired by SEARCH is no longer accepting the position. SEARCH continues their work in hiring all open positions. The Outreach Coordinator, Taylor, along with our Outreach Peer specialist, Lonnie, participated in the annual Point in Time Homeless Count.

The Harris Center and Sheriff Officer program is also undergoing some personnel changes. Harris County has hired Deputy Vincent Amato to replace our previous Deputy Sheriff who was promoted within his department. Deputy Amato spent the last 3 weeks of January training and will began working for our program in early February.

### **Downtown Public Safety Guides:**

January has seen an overall decrease in the number of total interactions, which are down from 6,529 in December to 3,813 in January. Although there is a large decrease from the previous month, they are in line with the interaction totals from January 2021 (3,531). The number of quality-of-life engagements also dipped in January with 4,797 compared to 5,562 in December. Overall, January seemed to have less pedestrian foot traffic throughout the week.

### **SEAL Security:**

The number of calls for service rose slightly in the month of January with 219 as compared to 187 in December. The number of suspicious persons reported dropped from 407 in December to 298 in January. There was an incident at Deans Credit, 316 Main, where someone vandalized and damaged their entry door. The SEAL security camera positioned at the corner of Main and Preston was able to capture footage of the incident and has been reported to HPD.

We have moved the SEAL camera that was previously located on the 1000 block of Main to the corner of Caroline and Prairie outside the Beacon. This move was an effort to help with the encampment issues that are currently taking place at the Beacon.



**MEMORANDUM**

**February 10, 2022**

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**Off Duty HPD:**

The Off Duty Officers' interactions were relatively flat with 360 in January compared to 340 in December. The quality-of-life engagements also remained flat with 250 in January compared to 247 in December. Our Off-duty team continues to be deployed on Main Street and Convention District where we received reports of increased petty shoplifting issues at CVS and Phoenicia.

Positive Interactions

9,217

Total

Homeless Count

496

Average

Sidewalk Cleaning

4.27

Average

Garbage Disposed (Tons)

117

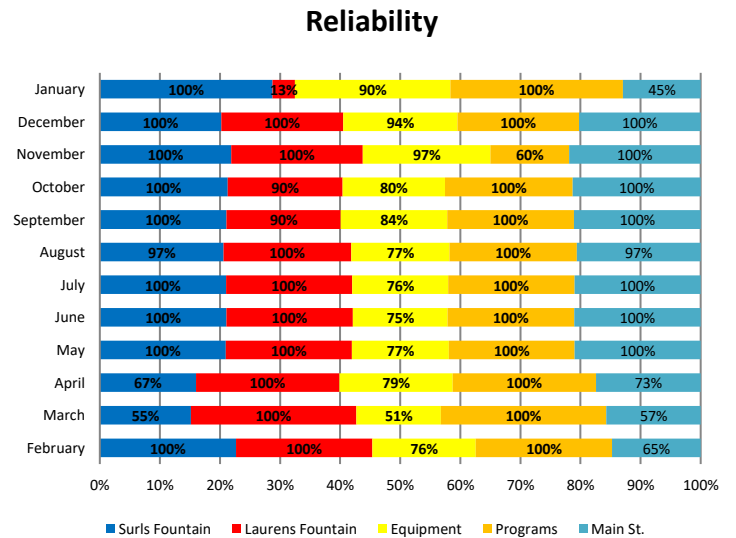
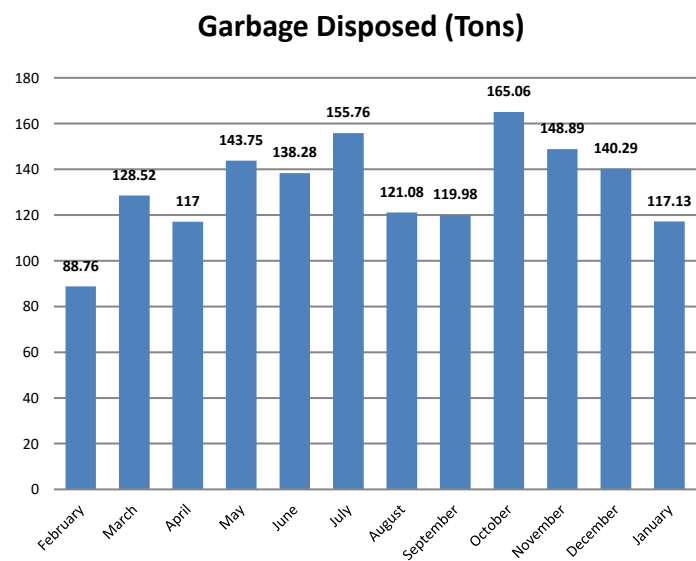
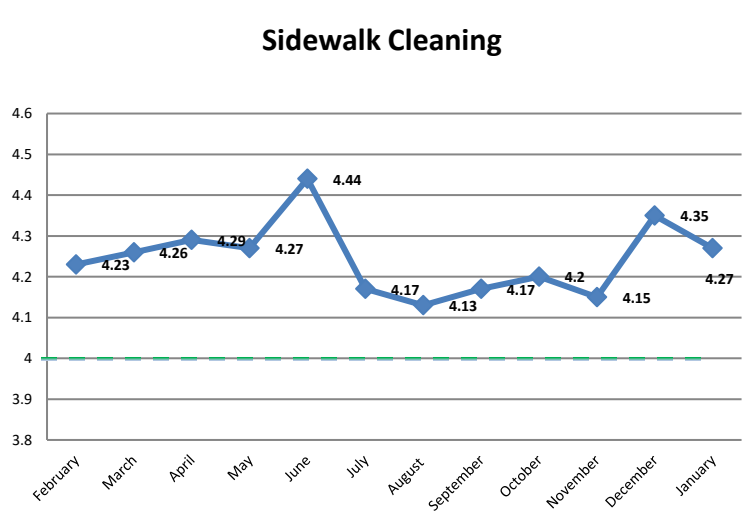
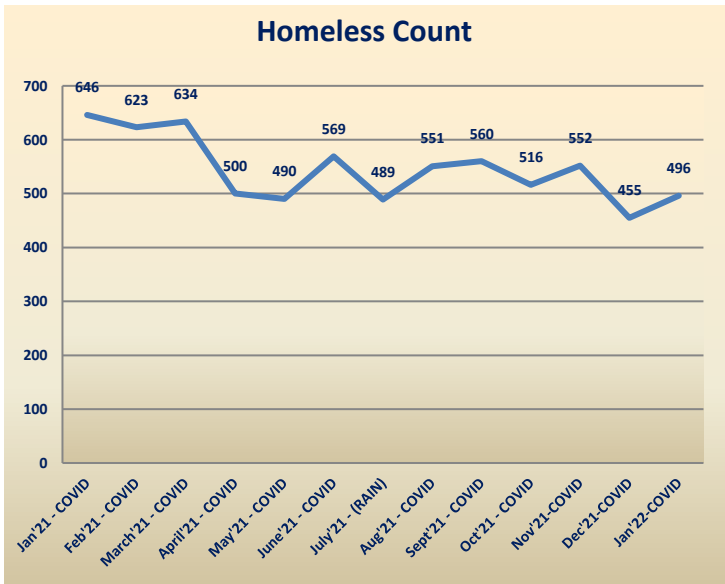
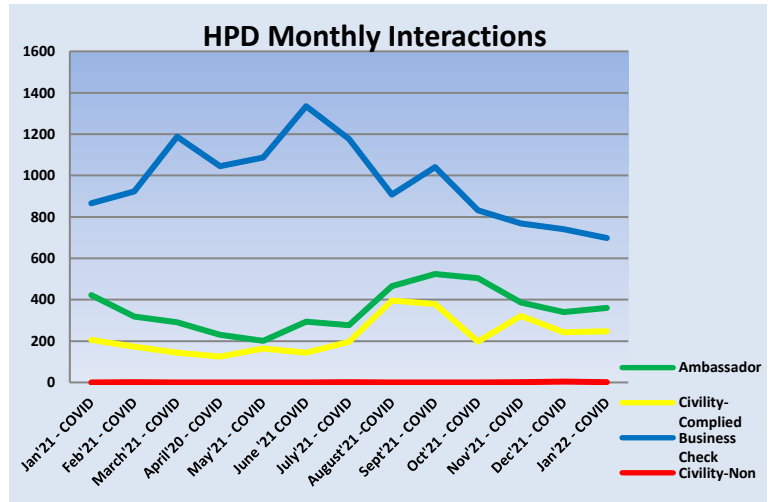
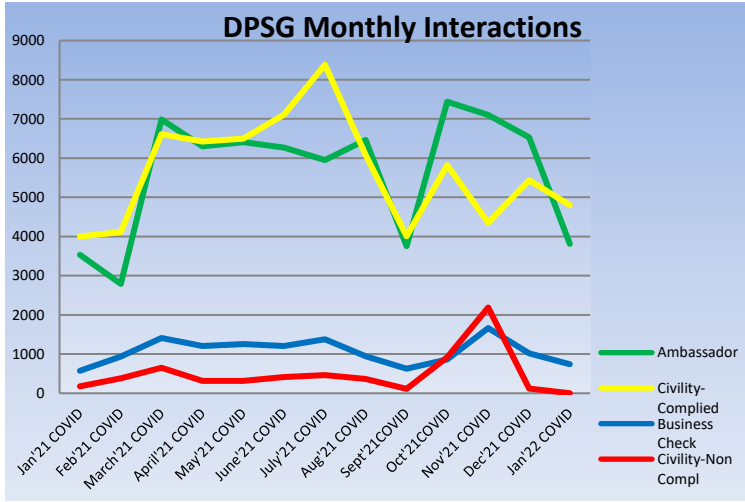
Total

Reliability Report

70%

Average

# Safety & Quality Control





**MEMORANDUM**

February 10, 2022

**TO:** Board of Directors  
**FROM:** Robert C. Pieroni  
**RE:** Economic Development Program Update

**Update on the Office Market:**

Downtown’s percentage of in-office workers decreased for the first time in several months which can be attributed to the emergence of the Omicron variant in December. The in-office workforce occupancy decreased to 35% at the end of January, down 5% from the pandemic high in November. The office market remains sluggish as Downtown’s vacancy began February at 24.5%, with year-to-date leasing activity totaling 118,000 square feet in 15 deals. Like most major U.S. office markets, Downtown is continuing to struggle to gain traction amid the pandemic’s uncertainty, which undoubtedly transformed the workplace and has resulted in highly tenant-favorable conditions throughout Q1.

*Downtown Launchpad:* Since its June 2020 opening, Downtown Launchpad (DTLP) has contributed tremendous growth to Houston’s entrepreneurial ecosystem by expanding the number of startups, venture capital activity, and revenue generated by alumni companies in the market. DTLP has become a beacon for international activity as eight Italian startups participated in MassChallenge Houston’s recent cohort as part of the Italian Trade Agency’s Global Startups Program. DTLP hosted 40 Chilean startups as part of the ProChile USA / Endeavor Chile Trade Mission Chile to Texas, and we have presented our project best practices to global audiences, including Alberta Innovates, Toronto, Puerto Rico, U.S Virgin Islands, Barcelona, Amsterdam and others.

***Downtown Launchpad Impact:***

Total Applications	# of Startups	Pre-Program Funding	Post Program Funding	Pre-Program Jobs	Post Program Jobs	Pre-Program Revenue	Post Program Revenue
1,656	171	\$35,147,000	\$64,088,000	336	473	\$27,300,000	\$43,603,000
			+82%		+17%		+60%

\*Funding, Jobs, and Revenue do not reflect the 3<sup>rd</sup> MassChallenge cohort or gener8tor spring cohort.

***Residential:*** Downtown’s overall multifamily occupancy began February at 86.1%, essentially flat from January’s rate of 85.9%. Asking rents continue to slightly increase at \$2.35-SF/MO for the month of January, the highest since pre-pandemic March 2020. A net 264 units have been newly occupied year-to-date and five new multifamily properties are under construction with more than 1,300 units, including Sovereign at the Ballpark (229 units); McKee City Living (120

**MEMORANDUM**

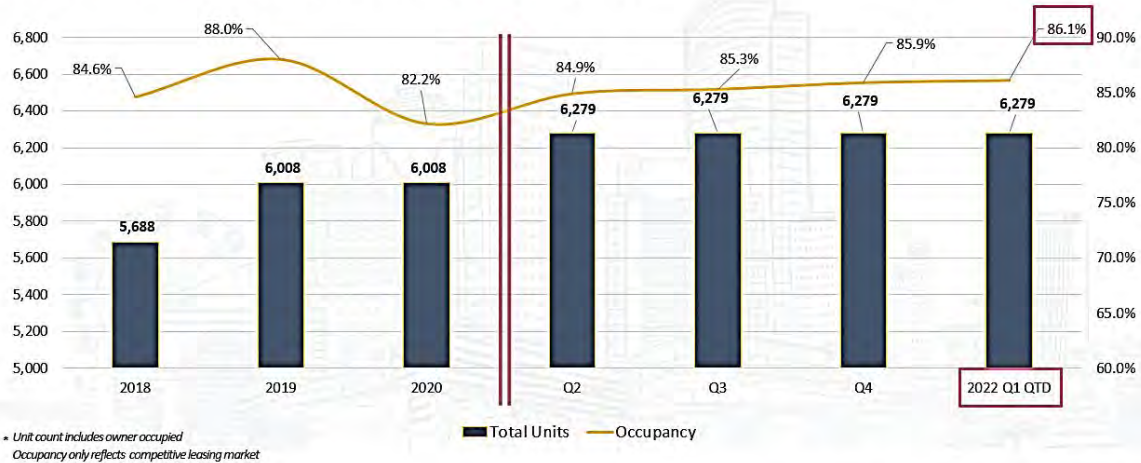
February 10, 2022

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units); Brava (373 units); Fairfield Residential’s 1810 Main (286 units); and 808 Crawford (309 units).

**Residential Market - Downtown Performance**

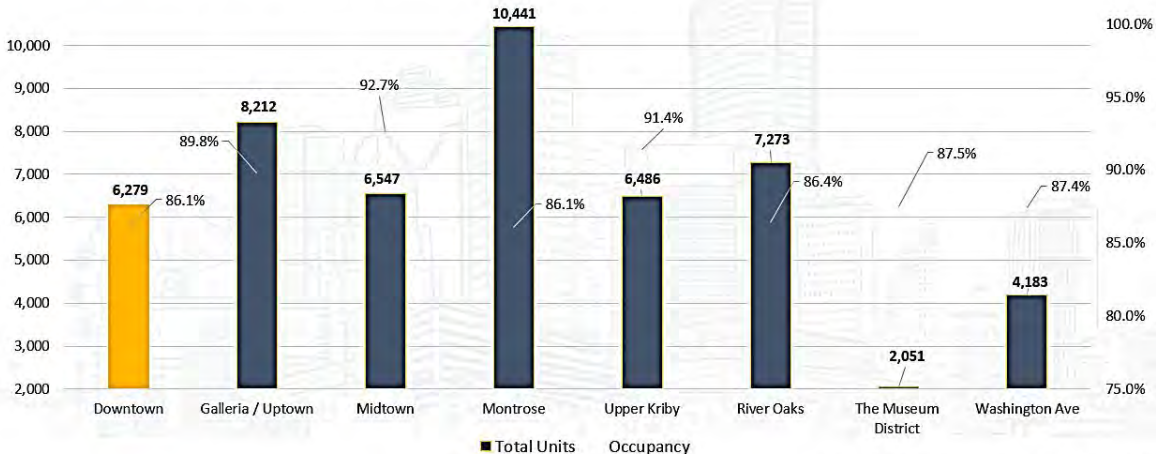
**Total Multifamily Unit Count & Average Occupancy**



Updated February 2022 Source: Central Houston, Inc., Apartment Data Services, Costar

**Residential Market - Comparative Urban Markets**

**Total Multifamily Unit Count & Average Occupancy**



Updated February 2022 Source: Central Houston, Inc., Apartment Data Services, Costar

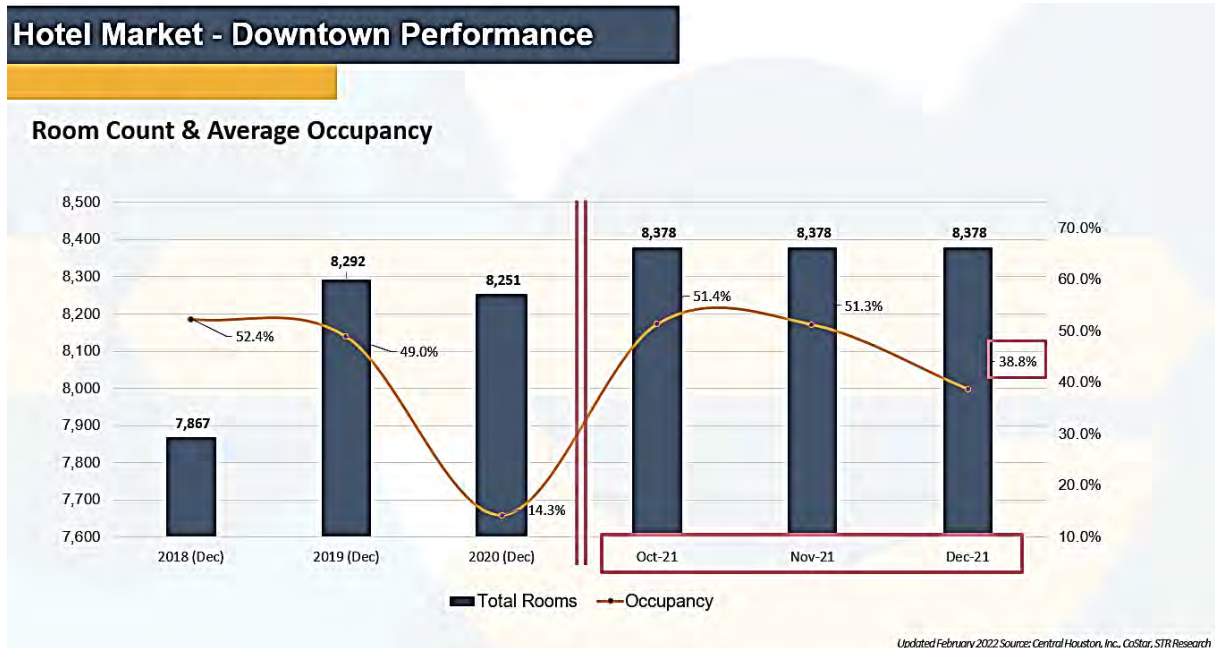
**Hospitality:** Hotel occupancy closed December at an average of 38.8%, down 12.5% from November. While still historically low, that rate has more than doubled since January 2021, and was down 10.2% from pre-pandemic December 2019 average occupancy rate. Other key

**MEMORANDUM**

**February 10, 2022**

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performance indicators are continuing to improve since December 2020: Average Daily Rate (ADR) is up \$49.68; Revenue Per Available Room (RevPAR) is up \$49.68; and Monthly Revenue is up \$13,098,548. However, overall they continue to trail pre-pandemic December 2019 numbers: Average Daily Rate (ADR) is up \$23.92; Revenue Per Available Room (RevPAR) is down \$5.89; and Monthly Revenue is up \$ 1,643,460.



**Publications Update:** January publications included the Downtown Economic Recovery Monthly Monitoring Update, including the tracking of Downtown attendance to professional sporting games as well as events and conferences at the George R. Brown Convention Center. In addition, the 38th annual Downtown Office Story began production in December, with results expected to be released in early spring of 2022. This report is an in-depth proprietary longitudinal analysis of the competitive Downtown office market, based on the collection and analysis of primary data from our most competitive buildings. The survey and analysis are based on consistent methodology spanning over three decades. Buildings in the survey have proven the ability to compete for tenants in the Downtown Class A and B markets.



## MEMORANDUM

February 10, 2022

**TO:** Board of Directors

**FROM:** Lonnie Hoogeboom

**RE:** Planning & Design and Capital Projects Update

**North Houston Highway Improvement Project (NHHIP):** The overall project remains on hold while the Federal Highway Administration (FHWA) continues its investigation of the Title VI matters related to the whether the project violates the civil rights of nearby residents. The lawsuit filed by Harris County is on a second temporary pause to allow the county to address their concerns with flood mitigation, displacements, traffic impacts and other issues related to the NHHIP. However, TxDOT is now able to advance the first two project areas of Segment 3 – specifically 3A and 3B in Midtown / Third Ward neighborhoods – and continue its pre-construction activities in negotiation with Union Pacific Railroad – Segment 3C in northern Downtown. This resumption of the project is based on funding continuance decisions processed at the December 2, 2021 meeting of the Texas Transportation Commission. Staff and consultants have resumed design and engineering work with TxDOT and area stakeholders. Staff is also participating in high-level negotiations between TxDOT, FHWA, Harris County, and Mayor Turner.

Segment 3A – During the Spring of 2022 and with TxDOT resuming design work on the IH-69 stretch from Main Street to Alameda Road, staff continues to advance and refine the garden bridges and caps plus frontages adjacent to Segment 3A. Conceptual lighting studies for this area have been prepared with associated cost estimates amended to 2021 construction cost estimates. The legacy story of historically disadvantaged communities having been impacted by past highway construction and operations is shifting from a vehicle-centric model to a more people-centric model. In the future, pedestrians and cyclists will be able to cross over the highway trench along more comfortable, safe, and aesthetically enhanced sidewalks and bikeways, with higher utilization of the street grid and multiple opportunities for adjacent development sites.

**MEMORANDUM**

**February 10, 2022**

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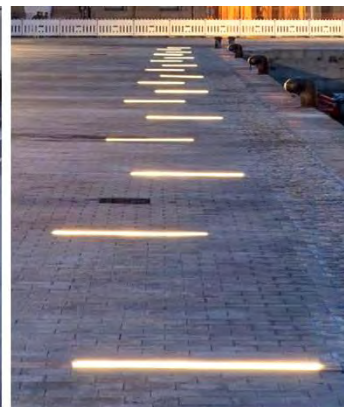


IH-60 at Alameda "Before"

IH-69 at Alameda Rd. and Cleburne Cap "After"



Wheeler at Caroline Cap Lighting Study



Cleburne Cap Lighting Study

Segment 3B – In anticipation of TxDOT recommencing its design-build process for the stretch of IH-69 and SH-288 spanning Alabama Street to McGowen Street, staff and consultants continue to advance and refine with greater detail and specificity the civic opportunities for

## MEMORANDUM

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enhancements of the signature bridges over Elgin, Tuam and McGowen. Lighting studies for the bridge's arch structures and the adjacent sidewalk / bikeway trellis structures have been developed, with associated cost estimates, and will be reviewed in the coming weeks with area leadership, stakeholders and TxDOT's project team.



Signature Bridges at Elgin St., Tuam St. and McGowen St.



### Dedicated Bicycle and Pedestrian Facilities at Signature Bridges over Highway Trench

**North San Jacinto & Wood Street Preliminary Engineering:** On February 4, 2022, staff submitted to Houston Public Works (HPW) the Design Concept Review (DCR) Intake Form in application to conduct consultant procurement and preliminary design-engineering for North San Jacinto (from Commerce Street to future NHHIP frontages) and Wood Street (from North San Jacinto to Main Street). The project area includes inter-agency coordination for the North Canal project by the City and Harris County Flood Control District, the partial relocation of the Park & Ride day lot storage facility by METRO, and the NHHIP by TxDOT. Pending the City approvals for the DCR, staff anticipates the issuance of a Request for Qualifications during March-April 2022.



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**Congress Street Bridge:** During February 2022, staff will submit a separate DCR Intake Form to HPW for pedestrian, lighting and traffic signal enhancements at the Congress Street Bridge between Smith and Franklin Streets, with consultant procurement for design-engineering to follow in April-May 2022.

**North Canal Project:** Following multiple agency and stakeholder meetings in November-December 2021, the City's consultant, HDR, submitted a preliminary engineering and environmental report to HPW on January 21, 2022. District staff will participate in an inter-agency technical review of the project in mid-March.

**Warehouse District Vision Plan:** At present, staff is working with consultants to prepare for the final public meeting and release of the local area plan, likely in late-March or early-April, following the approvals of the North San Jacinto and Wood Street DCR Intake Form, technical review of the North Canal project, and continued advancement of issues related to Segment 3C the NHHIP.

In related Warehouse District efforts, staff has participated in two private development advancements:

1. With HPW and Urban Genesis and with further METRO coordination pending in February, the future condition of Sterrett Street east of McKee Street to the Elysian Viaduct is currently in progress.
2. With Wellington Development and its historic preservation and residential redevelopment of 707-717 Walnut (the Houston Studio complex), staff is providing a letter of project support to the City as part of the development application for tax credits.

**Southeast Sidewalks:** On January 19, 2022, staff received the TxDOT-executed Advance Funding Agreement (AFA). TxDOT has assigned a new project manager and has indicated the project readiness for agency review / approvals and letting in the current fiscal year, ending August 31, 2022, is unlikely, in large measure due to TxDOT's system being "currently overloaded with projects for August 2022." The project schedule and a TxDOT-initiated extension request with the Houston-Galveston Area Council for the Transportation Improvement Project grant will be a primary agenda discussion point in the upcoming "kick-off" meeting to be held in February or March.

**METRO – Inner Katy BRT:** On January 25, 2022, planning staff participated in an agency meeting for the proposed Bus Rapid Transit (BRT) project along the Inner-Katy segment of IH-10 between the Northwest Transit Center and Downtown. Staff also attended a public meeting on January 31, 2022 and is providing stakeholder comments to METRO by February 7, 2022.

As part of the METRO Next bond referendum, the project proposes an elevated facility on the south side of IH-10 with stations at Washington Avenue (Memorial Park), North Shepherd / Durham Streets, and Studemont Street. For the Downtown segment, a new BRT station between Franklin and Bagby is proposed, along with the BRT service interlined with Light Rail Transit (LRT) along Rusk and Capitol accessing the Theater District Station, Central Station, and the Convention District Station; a proposed layover station on St. Emanuel in East Downtown is

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also proposed, having future proximity to the EaDo Cap per the NHHIP. One of the primary coordination issues is the utilization of the existing HOV / HOT ramp into Downtown versus a new BRT / HOT ramp structure south and west of TxDOT's NHHIP. Staff has requested a more thorough project review with METRO, specifically the traffic impact analysis along Bagby (between Rusk and Franklin), and the full corridor length of Rusk and Capitol.

**IKE Wayfinding Signage:** On dual fronts, staff has been involved with the City's lessee, IKE, in the implementation of the Downtown portion of the new wayfinding kiosks. Planning staff has reviewed the technical documents submitted for permitting and met in the field to address related installation issues at the initial 15 sites. Marketing staff has provided intensive direction as to sign graphics, applications-based interface, and information content such as calendar coordination and District promotions. A ground-breaking launch event will be held Monday, February 7<sup>th</sup> at the Marriott Marquis, corner of Walker and Avenida de las Americas.

**Vehicular & Pedestrian Wayfinding Messaging:** As authorized in December 2021, the District's wayfinding contractor, NEC, is advancing implementation of the new message schedules, specifically the updates for the PNC Stadium by mid-February with other venue messaging changes to following from March-June.

**Downtown Redevelopment Authority / TIRZ 3 Update:** Staff is currently focused on the construction of two capital projects for the Authority, both projects recommended in [Plan Downtown](#).

- **Bagby Street Improvements:** See Director DeBord's "Operations and Construction Update" for current project status. Substantial Completion has been achieved for the project with punch list corrections in progress by the contractor.
- **Southern Downtown Park:** Construction was initiated on March 15, 2021. See Director DeBord's "Operations and Construction Update" for current project status. Planning staff is focused on the park's signage package fabrication for an April installation and the purchase of miscellaneous District furnishings and maintenance equipment as authorized in December 2022.

**PD&CP Committee:** The next monthly meeting is scheduled for February 24, 2022, 12:00-1:30 PM, with subsequent meetings held the last Thursday of each month.

**MEMORANDUM**  
February 10, 2022

**TO:** Board of Directors  
**FROM:** Angie Bertinot  
**RE:** Marketing/Communications & Retail Program Update

**2022 Marketing & Communications**

**Overarching goal:** We're back! Communicate a sense of urgency for Houstonians to experience the community of people, places and stories that make up Downtown through visual storytelling that has direct, specific and immediate calls-to-action. Provide comprehensive info on what to do, where to go and how to get there; build the size of the audience that interacts with Downtown; and increase awareness and engagement of Downtown through communications, marketing and programming.

The following is a 2021 recap:

**Public Relations**

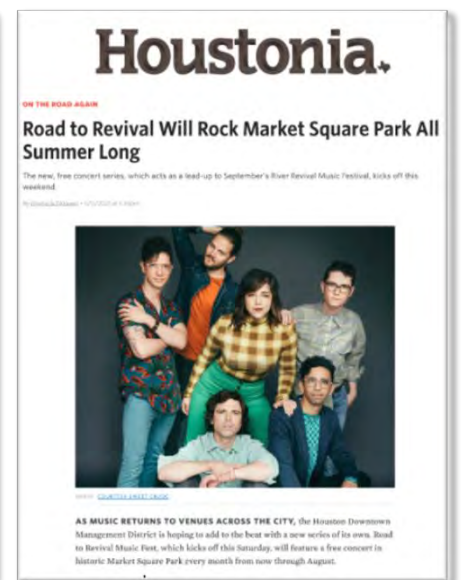
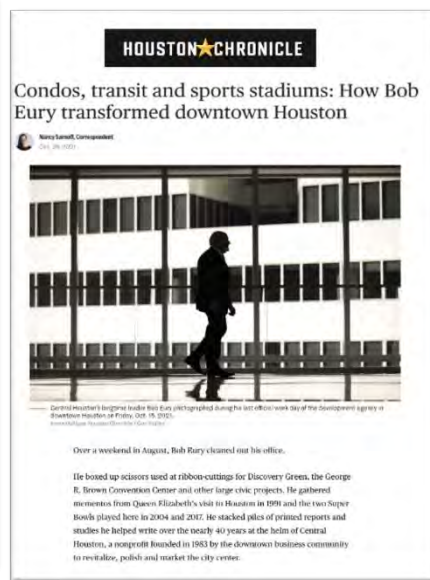
Downtown media coverage for 2021 totaled more than **289,981,209 impressions** with **294+ media placements**.



# MEMORANDUM

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As part of our planning and budgeting for 2022, we made a strategic decision to change PR firms and are now working with Public Content, a full-service PR and marketing firm with a proven track record in a variety of industries including real estate, food & beverage, travel & tourism, lifestyle & culture and innovation. We have a 10+ year professional relationship with the owners and are looking forward to a more layered, dynamic PR approach moving forward.

## January 2021

- Intro meetings and tour of Downtown Houston; gathered marketing materials and previous coverage reports
- Building messaging for media outreach
- Compiling 30-60-90 plan for Downtown Houston PR outreach, 2022 calendar and list of media contacts for Kris Larsen introduction
- Media Visits
  - Queued up writer visit – Shelley Seale with Waterways Magazine in Austin, TX for February 5-6
  - Organized meet and greet lunch between Houston Chronicle reporter Marissa Luck and Kris Larson (and team) for February 11

**MEMORANDUM**

**February 10, 2022**

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- Pitches/Releases
  - Completed draft for Downtown Houston reintroduction press release
- Copywriting/creative
  - Began work in earnest for Downtown magazine editorial feature

**Organic Social & Web**

Overall, we are very pleased with our social results this past year. We saw significant increases in engagement and click throughs, with the exception of Twitter. After analysis, we think this particular platform is better suited for content that is more organization specific such as initiatives, projects, people and just our ongoing efforts and results.

There was consistent traffic to our website throughout the year, 52% more than in 2020, with a major uptick over the holidays. You can see from below screen captures that Winter Wanderland slayed it with top performing posts on social (no pun attended). We created a holiday landing page on our downtownhouston.org website and it paid off with almost 39,000 hits in a little over a month.

Below are current statistics including increase/decrease from year before:

**Facebook: 119,537 Followers (+5%)**

- Engagement: +132%
- Net page likes: +45%
- Organic impressions: +25%
- Post link clicks: +93%

Top Posts

 <p><b>Total Engageme... 32,677</b></p>	 <p><b>Total Engageme... 12,580</b></p>	 <p><b>Total Engagements 6,187</b></p>
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# MEMORANDUM






February 10, 2022

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## Twitter: 169,841 Followers (+.3%)

- 5,179 average impressions
- Engagement: -13%
- Organic impressions: -15%
- Post link clicks: -33%


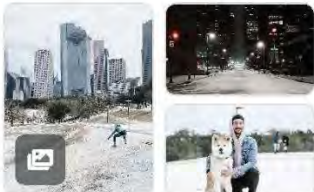
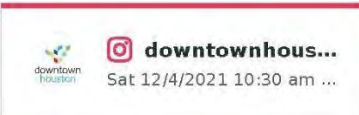



### Top Posts

 <p>On behalf of <a href="#">@SylvesterTurner</a>, <a href="#">@HarrisCoJudge</a>, the Downtown District has made an urgent request of DT properties to do everything possible</p> <p><b>Total Engagements 3,249</b></p>	 <p>Our sunrises have been on point as of late. 📸 <a href="#">@shotsbyrayray</a></p>  <p><b>Total Engagements 1,455</b></p>	 <p>🌟 Winter Wonderland 🌟 Our newest lighting installation in Downtown Houston, up</p>  <p><b>Total Engagements 1,199</b></p>
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## Instagram: 154,140 Followers (+16%)

- Impressions: +82%
- Profile clicks: +55%
- Engagement: +16%

### Top Posts

 <p>Scenes from this week ❄️ 📸 <a href="#">@doogieroux</a></p>  <p><b>Total Engagements 7,772</b></p>	 <p>🌟 Winter Wonderland 🌟 Our newest lighting installation along Bagby Street in</p>  <p><b>Total Engagements 6,932</b></p>	 <p>Welcome to #WinterWanderland on Bagby Street. From light tunnels to</p>  <p><b>Total Engagements 6,557</b></p>
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## MEMORANDUM

February 10, 2022

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### **Downtown Houston Website Stats (January 1- December 31, 2021)**

- Total Number of Unique Visitors: 719,295 users (+52%)
- How we're found: 58% organic, 25% paid
- Social networks sending the most traffic: 57% Facebook, 19% Pinterest, 16% Instagram
- Average Session Duration: 55 seconds
- Pages per session: 1.74 (-10.77%)
- 5 Most Visited Pages on Website:
  - o Homepage
  - o Tunnels
  - o Calendar
  - o Winter Wanderland/Holidays
  - o Staycations & Attractions
  - o Parking

### **Paid Digital/Social Campaign Summary**

In 2021, we ran advertising campaigns on the following channels: Facebook, Instagram, Twitter, LinkedIn, YouTube, Connected TV, Hulu and broadcast television (ABC CH.13). The first campaign segment was the "Year of Development", which ran from mid-February thru the end of March on Facebook, Instagram and Twitter only. Following this, campaigns were broken into seasonal segments consisting of an article and 2 PSA videos running across all channels during the spring (dining and events), summer (summer fun) and fall (theater is back). In November, holiday campaigns (Unwrap Downtown and Winter Wanderland) were introduced, and Google Search and TikTok were added to the media mix in addition to leveraging traditional broadcast television.

Throughout the year, there was a mix of both 15 and 30 second videos for each PSA with the exception of Spring Dining and Events, which were both provided in 15 second versions only. The "Unwrap Downtown" holiday campaign also had a 15 and 30 second version of the video ad. Different channels had different responses to the content being presented in both versions. While Twitter saw higher CTRs on 30 second ads any time they were available, Facebook saw a higher CTR on the 15 second Summer PSA but a higher CTR on the 30 second Fall PSA. With this in mind, anytime there is the opportunity to run both versions of an ad on this channel, it is beneficial to test both as the content often has more impact than the time on certain channels.

If you'd like to see a very detailed breakdown of 2021 results, please let us know.

### **\*\*2022 Strategy\*\***

- Build on the successes of 2021 continuing to leverage Facebook, Instagram, Twitter, YouTube, CTV and Hulu
- Reduce traditional broadcast TV to increase our overall presence on digital TV platforms (Hulu, Connected TV, KTRK app) as the consumption of streaming television numbers continue to increase
- Add in platforms like TikTok to gain visibility and expand our reach while leveraging high

## MEMORANDUM

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- quality creative
- Focus on story-based content on Instagram and TikTok for a more organic and engaged type of advertising content
- Continue to use multiple versions of video content (:15 and :30s) and optimize for each platform to ensure the best user experience

Other projects in the works:

### Downtown Magazine

We are working on the spring issue of the magazine. Stories include a feature on our successes of 2021 and what projects, places and people to look for this coming year. In addition, we are profiling Houston's first and only urban winery, Pur Noire; we are celebrating Alley Theatre's 75<sup>th</sup> anniversary in Arts & Culture; spotlighting the economic impact of Downtown Launchpad since they've opened; and in Plate, showcasing Toro Toro at the Four Seasons Hotel. The spring issue will be out on March 1.

### #WeAreDowntown

We are refreshing our video PSAs (dining and events) which we will begin running in March with an additional buy on Top Chef Houston. In addition, we're creating new content that dovetails with magazine stories and short videos that can be using on social, including TikTok. We have created content specifically for the new IKE kiosks and are brainstorming on new environmental ideas to support the campaign.

### More Space: Main Street

On February 2<sup>nd</sup>, City Council approved to extend More Space: Main Street through March 31, 2023, or the end of all City-adopted COVID directives, whichever is later. We of course supported the extension which has made it safer and more comfortable for patrons to return to Downtown establishments thus helping the food and beverage industry recover from the devastating impacts of the COVID-19 pandemic. We also hope that it will incentivize two or three others to participate in the program. There are currently four More Space patios in place: Little Dipper, Shay McElroy's, Flying Saucer and Finn Hall.

### Trebly Park

We are looking at late May for the opening of the park. That said, we will begin working in earnest on website development, PR and marketing for the Downtown's newest green space. In addition, we've been working with 20K Group on the programming vision for Trebly Park that will guide us through opening and beyond.

The vision for the park is for it to be *A Place to Belong*—a welcoming greenspace in the heart of Downtown for Houstonians and visitors to find themselves, their community, serendipitous moments and a sense of place.



## MEMORANDUM

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Trebly Park messaging:

1. Trebly Park is a welcoming place for Houstonians to find themselves, their people, their joy and their peace.
2. Trebly Park is a community retreat from the hustle and bustle of daily life for nearby residents, downtown workers and visitors.
3. Serendipitous moments are uncovered at Trebly Park – from chance connections at a meetup to a secret QR code discovery.

The three programming pillars are:

- Community- encourages connection and social behavior
- Wellness- mental and physical wellbeing and public health
- Culture- food and beverage, media, visual and performing arts and education

For more detailed information about potential programming ideas, please see the following presentation.

# TREBLY PARK



A PLACE TO BELONG

# OVERVIEW

Downtown Management District's newest community greenspace, **Trebley Park**, is set to open in Summer 2022, providing a needed quality of life boost to meet the growing number of residents who work and play in the south side of downtown. The bare lot at 1515 Fannin St. is being transformed into a retreat in the heart of the city with an onsite café (Tout Suite), reflection area, entertainment stage, dog park, playscape and lawn. The emerging neighborhood provides an open canvas to build an engaged, inspired and active community through inclusive and creative programming.

**At Trebley Park, Houstonians will find a place to belong.**





VISION

# A PLACE TO BELONG

Trebly Park is a welcoming greenspace in the heart of Downtown for Houstonians to find themselves, their community, serendipitous moments and a sense of peace.

# KEY FACTORS FOR DEVELOPING THE TREBLY PARK PROGRAMMING VISION

- **Placemaking:** Strengthening the connection between residents of southern Downtown and their neighborhood; building a community Houstonians want to be a part of.
- **Diversity and inclusion:** Designing a place that welcomes all and celebrates the diversity that defines Houston.
- **Originality:** Creating an experience that looks and feels different than other Houston parks; one that is unique to the time, place and people.
- **A combination** of destination events and low-lift recurring programs and installations that attract residents and foot traffic.

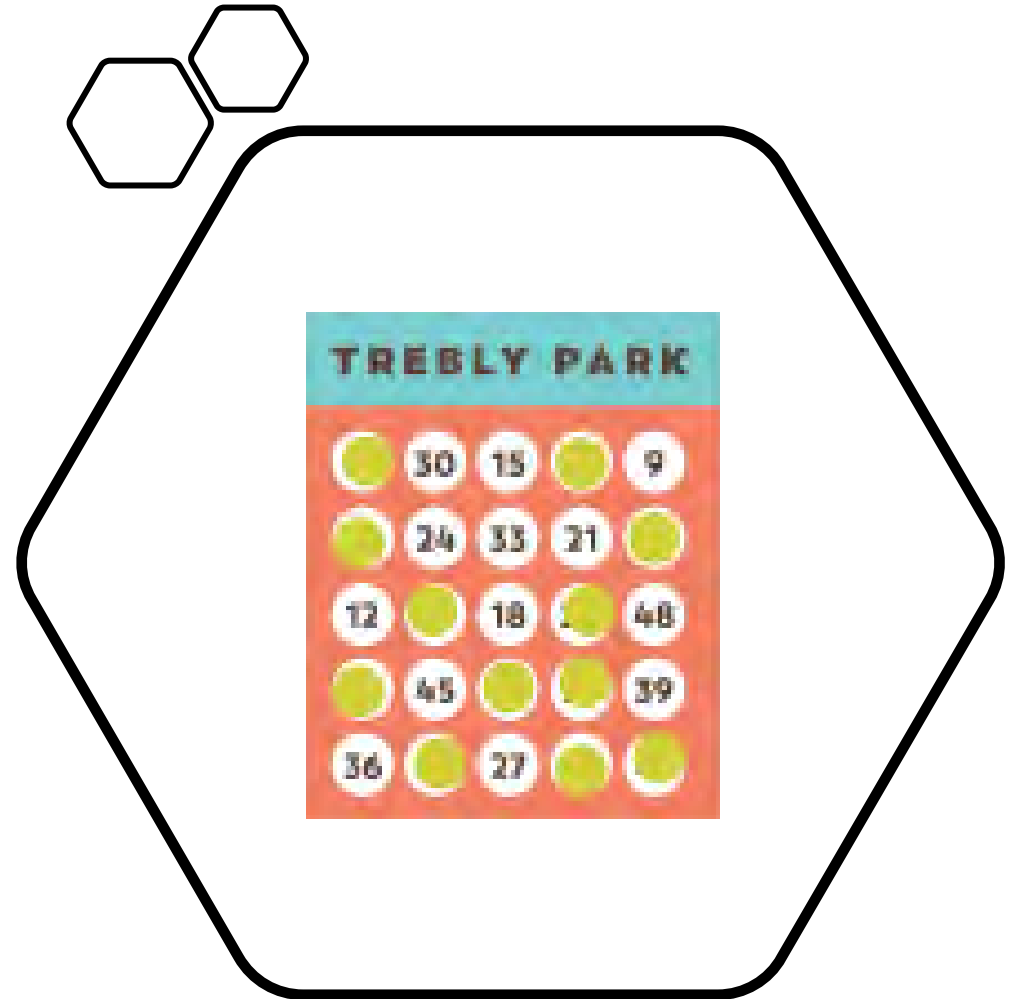
# TREBLY PARK IS A HUGE SUCCESS WHEN...

- The park is bustling with people and activity.
- Nearby residents pop over to the park for an exercise class, a glass of bubbles and a cookie, a date with their puppy, a meetup to find "their people."
- Office workers get out of their cubicle for a dose of sunshine, a moment of meditative quiet or stress-busting play.
- The park is used as a "third place"... a place to work, meet up and exchange ideas.
- Houstonians outside of downtown drive in for brunch with friends, movies, music and memory-making.

# MEASURING BY THE NUMBERS

There are also quantitative metrics that will help guide decision-making:

- Placer.ai foot traffic insights
- Attendance at programmed events
- Sales at Tout Suite
- Engagement on social media
- QR code downloads



# TREBLY PARK MESSAGING

1

Trebly Park is a welcoming place for Houstonians to find themselves, their people, their joy, and their peace.

2

Trebly Park is a community retreat from the hustle and bustle of daily life for nearby residents, downtown workers, and inbound visitors.

3

Serendipitous moments are uncovered at Trebly Park – from chance connections at a meetup to a secret QR code discovery.





TREBLY IN ACTION

# PROGRAMMING CONCEPTS

# PROGRAMMING AT TREBLY PARK IS:

Inclusive  
Community building  
Playful  
Stress-busting  
Friendly  
Casual

Trendsetting  
Serendipitous  
Joyous  
Something for everyone  
Instagrammable  
Houston Proud

# PROGRAMMING PILLARS



## Community

Encourages connection  
+ social behavior



## Wellness

Mental and physical  
wellbeing + public  
health



## Culture

Food + bev, media,  
visual + performing arts,  
education

# TREBLY PARK GRAND OPENING CARNIVAL

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- Street vendors showcasing neighborhood businesses and products
- Live music, street performers, performance artists, dog exhibition
- Games & activities (midway-style games, lawn games, bingo/trivia, face painting, etc.)
- Photo op area(s) – checkered carpet
- QR code scavenger hunt to showcase the area + park activities
- Tout Suite samples, along with other carnival-style foods (e.g., popcorn, cotton candy, funnel cakes)



# COMMUNITY JAMS

MONTHLY / WEEKLY / ORGANIC

Community

Wellness

Culture



- **Book Club / Houston Author Talks**  
Meet local authors and fellow book fiends
- **Geek Game Night**  
BYOG (Bring Your Own Game)
- **Launchpad Mornings**  
Entrepreneur networking
- **Pitch Imperfect**  
Casual pitch practice for startups



# MIND, BODY, SPIRIT

## Weekly

Community

Wellness

Culture

Free group fitness classes, led by Trebly  
Wellness Partners, like the YMCA.

People with all abilities and skill levels will  
find a place to engage their mind, body,  
and spirit.



# LEARN SOMETHING NEW

LIMITED TIME / WEEKLY/ MONTHLY

Community

Wellness

Culture



- **Telenovela Spanish classes**  
Hone Spanish skills through soap operas
- **Spill the Beans**  
Become a coffee connoisseur
- Organic use of Tout Suite and the patio

# SIGHTS AND SOUNDS

SUMMER SERIES

Community

Wellness

Culture

**Encore:**

**Musical Movies in the Park**

Singalong screenings

(e.g., High School Musical, In the Heights, Hamilton, Pitch Perfect, Hairspray)





# QR CODES | EVERGREEN / ROTATING

Community

Wellness

Culture

**Serendipitous moments are waiting to be revealed at Trebly Park. Using QR code technology and mini-exhibition signs, visitors can discover unexpected “Easter eggs” throughout the park and Downtown.**

- Accessible guided exercise circuit
- Guided meditation
- Art installation intel
- Scavenger hunt / I Spy for kids
- Curated playlists
- Houston history facts
- Affirmations
- Short stories
- Performances from Houston bands and theater groups
- Walking tour of Downtown
- Recipes from Tout Suite
- Reading lists
- Art / sketch challenges
- Upcoming Downtown events
- Podcast episodes

# ACTIVATING TOUT SUITE

## CONCEPTS



- **Easy Like Sunday Morning**  
Weekly brunch
- **Brunch on the Pawtio**  
Weekly outdoor brunch for people and their pets
- **Trebly Tuesdays**  
Entree + Sweet treat + Drink special



- **Un-wine Fridays**  
DJ and drinks to release the week
- **Drag Queen Trivia**  
Quarterly or limited series
- **Rose All Day**  
Wednesday hump day



A Downtown Management District Community Space