



Board of Directors Meeting
February 9, 2023

**Houston Downtown Management District
Board of Directors Meeting
February 9, 2023**

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

January 12, 2023

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 January 12, 2023, at 12:00 p.m., in-person inside the Lyondell Basel Tower, Exchange Conference Center, Conference Rooms A & B, located at 1221 McKinney Street, Houston, TX 77010, and the roll was called of the duly appointed members of the Board, to-wit:

BOARD MEMBERS

Crystal Allen	Roland Kennedy
Leslie G. Ashby	Benjamin Llana
Genora Boykins	Nick Massad III
Clay Crawford	Sherea A. McKenzie
Jacques D’Rovencourt	Kenny Meyer
Marcus Davis	John Mooz
Terry Demchak	Cat Nguyen
Irma Galvan	Randy Pryor
Marian Harper	Edna Ramos
Gilbert A. Herrera	Grace Rodriguez
C.C. Huang	Richard Torres
Angus Hughes	Valerie M. Williams
Toni M. Jackson	Ted Zwiig
Robbi Jones	

and all of the above were present, with the exception of Directors Crystal Allen, Marcus Davis, Angus Hughes, Irma Galvan, Toni Jackson, John Mooz, Cat Nguyen, Valerie Williams and Ted Zwiig.

Also present were Kris Larson, President/CEO; Allen Douglas, COO & General Counsel; Jana Gunter, Director of Finance; and staff members Jenna Beasley, Kathleen Chisley, Jordan Cutler, Scott Finke, Jacque Gonzalez, Keith Gould, Lonnie Hoogeboom, Ellen Johnson and Jamie Perkins, all with the District; Varun Cidambi, Robert Pieroni and Albert Sanchez with Central Houston, Inc.; and Algenita Davis, Consultant to the District.

WELCOME

Chair Ashby presided over the meeting and welcomed all directors, consultants, and other meeting attendees. Marian Harper served as Secretary.

Quorum was established and the meeting began at approximately 12:18 PM.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

The Board considered approving the minutes of the December 8, 2022, regular meeting of the board of directors. Upon a motion duly made and seconded, the Board approved the minutes as presented.

ITEMS PERTAINING TO FINANCE AND ADMINISTRATIVE MATTERS

Approval of Financial Statements and Ratification of Expenditures

Chair Ashby called on Robbi Jones, Treasurer of the District, to present the interim financial statements and check registers for the period of December 31, 2022. Treasurer Jones shared highlights of the December statements and check registers. Questions were asked and answered.

Upon a motion called by Chair Ashby, moved by Director Kennedy, and seconded by Director Harper, the Board accepted the December financial statements and check registers as presented.

Fourth Quarter Investment Report

Treasurer Jones continued and shared with the Board details from the Fourth Quarter Investment Report. Questions were asked and answered, then discussion ensued. A motion to accept the Fourth Quarter Investment Report was required; however, the discussion continued, and attention was turned to the next agenda item. A motion to accept the Investment Report was not entertained.

Fourth Quarter DBE Report

Treasurer Jones concluded the finance and administration update section by presenting the Fourth Quarter DBE Report. Questions were asked and answered, then discussion ensued. Upon a motion made by Chair Ashby, moved by Director Kennedy and seconded by Director Harper, the Board accepted Fourth Quarter DBE Report as presented.

COLLABORATIVE COMMITTEE ASSIGNMENTS

President Larson provided an update regarding the formation of the cross-organizational Collaborative Committees. He thanked the Directors who volunteered to serve on a committee and shared a slide deck showing an overview of each committee's Director composition. Finally, he discussed the next steps, which included inviting outside partners and residents to join, scheduling each of the committee meetings, and timing, noting a goal for a February launch. No further action was necessary.

PROJECT SPOTLIGHT: DOWNTOWN RESIDENT SURVEY FINDINGS

Chair Ashby called on Jordan Cutler, Marketing Manager for the District, to share a presentation and results of a recent downtown resident survey. Ms. Cutler shared the survey was conducted in November of 2022 and contained general questions about how residents living downtown commute, shop, and their overall living experience in downtown. Discussion ensued and questions were asked and answered. No further action was required.

PROGRAM AUTHORIZATIONS

Operations

Brett DeBord, Director of Operations & Capital Projects, presented a request that would authorize the President to enter into agreements and expenditures related to programming and downtown events, in an amount not to exceed \$435,000. Questions were asked and answered. Chair Ashby called for a motion, moved by Director Ramos, and seconded by Director Crawford and the Board approved this request as presented.

Next, Mr. DeBord presented a second item for Board consideration, which would authorize the execution of an agreement and expenditures for an irrigation monitoring system and tree inventory software, in an amount not to exceed \$375,000. Questions were asked and answered. Chair Ashby entertained a motion, moved by Director Ramos, and seconded by Director Meyer, and the Board approved this request as presented.

Then, Mr. DeBord presented a third item for Board consideration, which would reauthorize prior authorization 2209.04 for the expenditures related to maintenance of the eastern segment of Allen Parkway per the agreement with the City of Houston's Parks and Recreation department, in an amount not to exceed \$150,000. No questions were asked, nor did discussion take place. A motion was called by Chair Ashby, moved by Director Prior, and seconded by Director Ramos, and the Board approved this request as presented.

Next, an item was presented to reauthorize prior authorization 2209.05 for the expenditures with Harris County related to support services for outreach teams for the period of January – September 2023, in an amount not to exceed \$900,000. Questions were asked and answered. A motion was called by Chair Ashby, moved by Director Herrera, and seconded by Director Crawford, and the Board approved this request as presented.

Finally, Mr. DeBord presented the last request which would reauthorize prior authorization 2210.03 for expenditures related to the maintenance and repairs to the Main Street Square and Cotswold fountains, in an amount not to exceed \$355,000. No questions were asked, and discussion did not take place. Chair Ashby entertained a motion, moved by Director Ramos and seconded by Director Massad, and the Board approved this item as presented.

Planning, Design and Capital Projects

Lonnie Hoogeboom, Director of Planning & Urban Design, presented a request to the Board to reauthorize prior authorization 2112.32 for expenditures related to the acquisition of the miscellaneous site and building furnishings at Trebly Park's, in an amount not to exceed \$13,511. Discussion did not take place and no questions were asked. Chair Ashby called for a motion, moved

by Director Kennedy, and seconded by Director Meyer, and the Board approved this item as presented.

The second item Mr. Hoogeboom presented was a request to the Board to reauthorize funds from prior authorization 2106.03 for expenditures with Huitt-Zollars related to the Southeast Sidewalks Project, in an amount not to exceed \$125,356. Discussion did not take place and no questions were asked. Chair Ashby called for a motion, moved by Director Torres, and seconded by Director Herrera, and the Board approved this item as presented.

The next item Mr. Hoogeboom presented was a request to reauthorize funds from prior authorizations 1902.04 and 2010.07 for expenditures related to the Southeast Sidewalks Project per the terms of the Advance Funding Agreement with TxDOT, in an amount not to exceed \$621,960. Discussion did not take place and no questions were asked. Chair Ashby called for a motion, moved by Director Ramos, and seconded by Director McKenzie, and the Board approved this item as presented.

The final item Mr. Hoogeboom presented was a request to reauthorize funds from prior authorization 2112.31 for expenditures for additional pedestrian wayfinding signage, in an amount not to exceed \$94,749. Questions were asked and answered. Chair Ashby called for a motion, moved by Director Kennedy, and seconded by Director Llana, and the Board approved this item as presented.

Marketing & Communications

President Larson presented a request to authorize the execution of agreements and expenditures for general creative services and associated production costs, in an amount not to exceed \$75,000. There were no questions and discussion did not take place. Upon a motion made by Chair Ashby, moved by Director Torres, and seconded by Director Harper, this item was approved as presented.

The second item presented for approval was to authorize the execution of agreements and expenditures for public relations and content development services, in an amount not to exceed \$90,000. Upon a motion made and duly seconded, this item passed as presented.

Next, a request was presented to authorize the execution of agreements and expenditures for marketing/photography in an amount not to exceed \$20,000. No discussion took place and there were no questions. A motion was called by Chair Ashby, moved by Director Ramos, and seconded by Director Crawford, and this item was approved as presented.

The fourth item President Larson presented to the Board was a request to authorize the execution of agreements and expenditures for an updated Above & Below Map in an amount not to exceed \$30,000. Discussion did not take place and there were no questions. A motion was called by Chair Ashby, moved by Director Ramos, and seconded by Director Massad, and this item was approved as presented.

The final item presented to the Board for approval was a request to authorize the expenditures for marketing /theater district personnel, in an amount not to exceed \$90,000. No questions were asked and discussion did not take place. A motion was called by Chair Ashby, moved by Director Massad, and seconded by Director Crawford, and this item was approved as presented.

GOAL BASED UPDATES

Goal 1: Champion Downtown

President Larson provided updates related to Goal 1 of the Strategic Alignment Plan, which included the latest on the North Houston Highway project (NHHIP) and Plan Downtown.

Goal 2: Enhance Downtown

Next, he provided updates related to Goal 2 of the Strategic Alignment Plan, which included the completion and anticipated grand opening of Trebly Park.

Goal 3: Connect Downtown

President Larson provided updates related to Goal 3 of the Strategic Alignment Plan, which included the announcement of a RFP Posting for a designer, More Space Main Street, and the Mural Project.

Goal 4: Thrive Downtown

President Larson moved into updates related to Goal 4 of the Strategic Alignment Plan, touching on the retail storefront and introduced the District's new Economic Development Manager, David Gwin. The latest on the office conversion to residential space effort was also discussed.

Goal 5: Stakeholder Engagement

Finally, Larson provided a brief update related to Goal 5 of the Strategic Alignment Plan which included updates on two active RFPs released by the organization.

DIRECTORS' QUESTIONS ON OTHER INITIATIVES

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

OTHER BUSINESS

Chair Ashby noted the next Board meeting is scheduled for February 9, 2023 and will be held in person. There being no further business to come before the Board, the meeting was adjourned at 1:21 PM.

Marian Harper, Secretary
Houston Downtown Management District

YTD January 2023 Balance Sheet

Assets

Operating Cash Balance is \$10.4M

TexPool Investment Funds \$9.1M

2022 Assessments Due: 85% have been collected

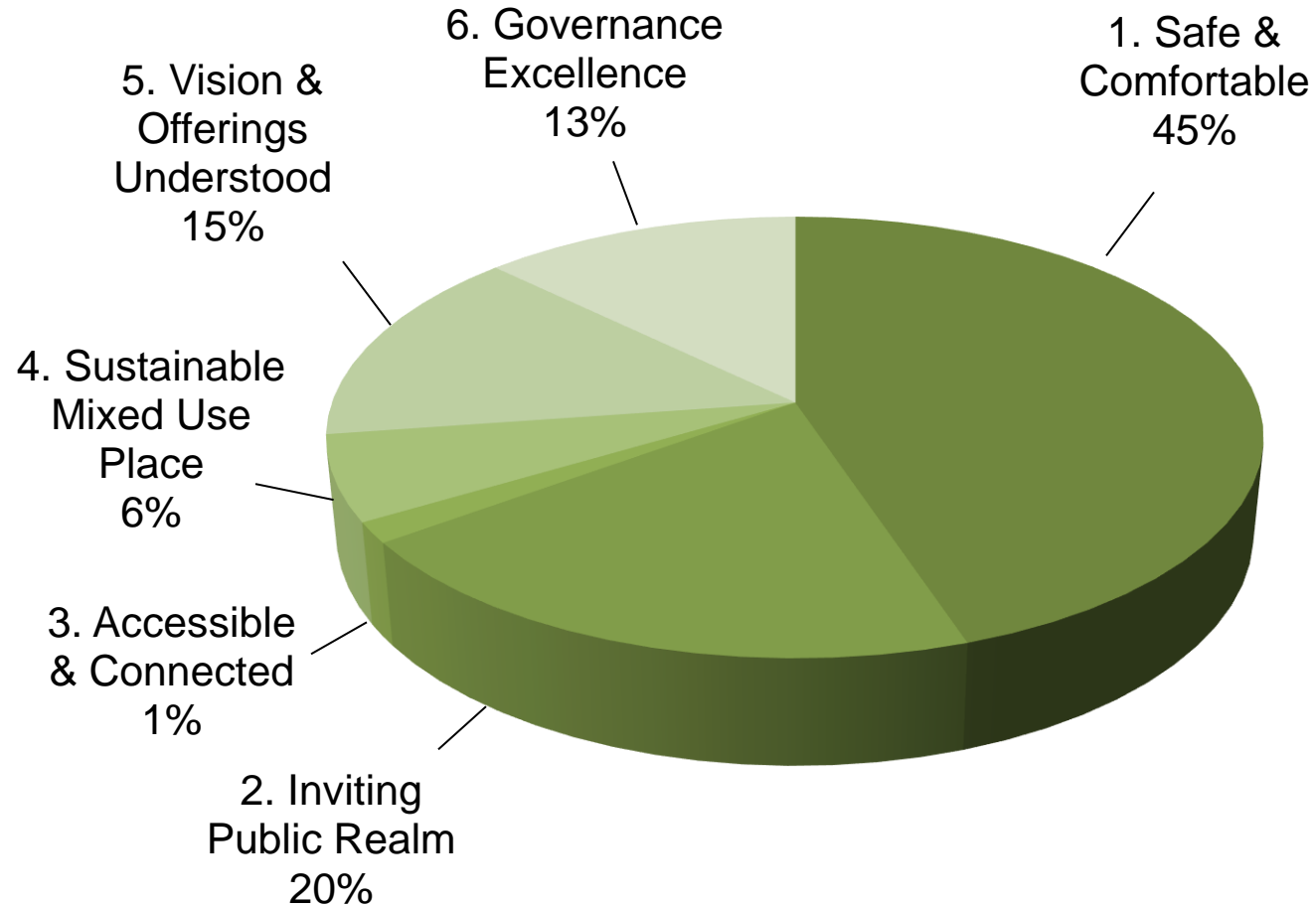
2022 Assessments Receivable \$17.3M have been invoiced,
\$16.4M in revenue net of reserve.

Liabilities

Reserves for Property Value Protests are \$1.5M reflecting a
projected loss rate of 11.7% for 2022 tax assessments.

Accrued Expenses include \$671M reflecting an estimate of
December Operations invoices not yet received including
Block by Block's invoice at \$465K

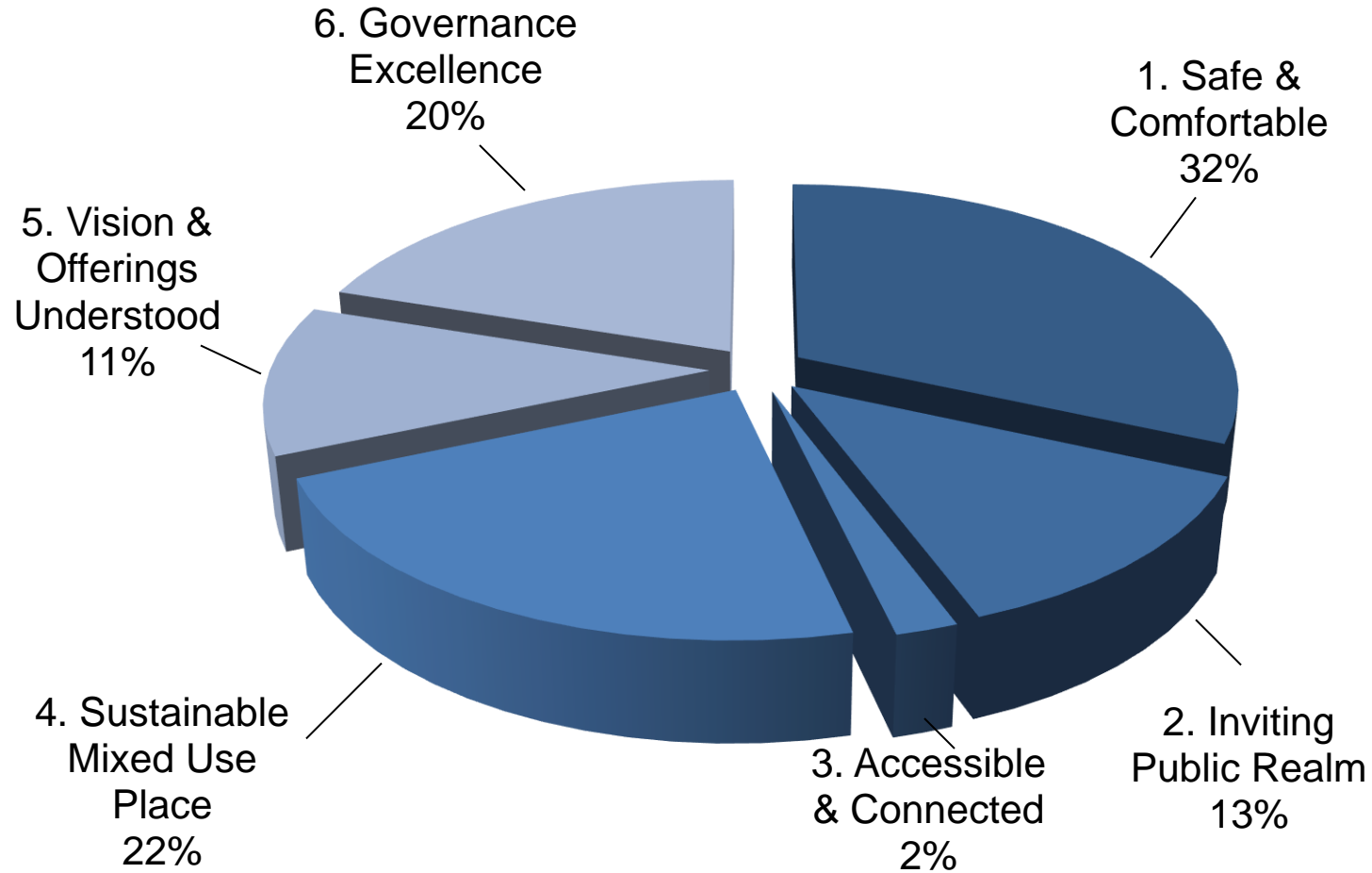
YTD January 2023 Budget



Total: \$1,279,568

Operating: \$942,492 Capital: \$337,076

YTD January 2023 Spending



Total: \$546,464 (\$733K below YTD 2023 Budget)

Operating: \$524,032 Capital: \$22,432

January 2023 Variance from Budget Highlights

- **Safe & Comfortable – (\$257K) under budget**
 - Private Security is under budget (\$75K).
 - Homeless outreach programs are under budget (\$73K).
 - Street Teams cleaning is under budget (\$17K).
 - Paver Repair and Maintenance is under budget (\$29K)
 - Landscaping and Tree Maintenance is under budget (\$37K)
 - Irrigation and Repair is under budget (\$16K)
- **Public Realm is Charming – (\$122K) under budget**
 - Trebly Park Maintenance is under budget (\$18K), Main Street Square Maintenance is under budget (\$7K), Market Square Park Maintenance is under budget (\$7K), Cotswold Fountains Maintenance and Repairs is under budget (\$15K) and Programming is under budget (\$34K).
 - Art Blocks is under budget (\$24K) and staffing is under budget (\$4K).
 - Retail Support is over budget \$18K
 - Allen Parkway Maintenance is under budget (\$13K).

January 2023 Variance from Budget Highlights

- Accessible to Region – (\$4K) under budget
- Sustainable Mixed-Use Place – (\$57M) over budget
 - Economic Development is under budget (\$35K).
 - DLI payouts are over budget \$90K due to DLI payouts forecasted to be paid out in 2022 were paid in January.
- Vision & Offerings Understood – (\$76K) under budget
 - Marketing expense is under budget (\$53K).
 - Under budget (\$20K) in staffing.
- Capital Improvement – (\$315K) under budget
 - Trebly Park furnishings are under budget (\$9K)
 - Vehicular and Pedestrian Wayfinding is under budget (\$95K)
 - Southeast Sidewalks TxDot is under budget \$(198K)
 - Capital Replacement expenditures are under budget (\$30K) due to no repairs in January.

Check register for January 2023

- Total checks issued in January 2023 were \$1.0 million.
 - Central Houston, Inc. - \$332,659
 - DLI-HCG Block 69 LLC - \$110,858
 - Downtown Redevelopment Authority - \$101,424
 - Seal Security Solutions, Inc. - \$66,512
 - Strike Marketing - \$64,535



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, 2023 and 2022, 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
February 7, 2023

**Houston Downtown Management District
Governmental Fund Balance Sheets and
Statement of Net Position
January 31, 2023 and January 31, 2022**

	2023			2022		
	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)
Assets						
Cash	\$ 14,666,039	\$ 5,072,011	\$ 19,738,050	\$ 14,487,295	\$ 4,463,528	\$ 18,950,823
Assessments Due	6,502,688	553,875	7,056,563	7,091,197	657,745	7,748,942
Accounts Receivable	208,394	-	208,394	89,225	4,800	94,025
Prepaid Expense	26,235	-	26,235	26,235	-	26,235
Inventory	-	-	-	-	-	-
Property & Equipment, Net	580,525	1,027	581,552	705,235	13,156	718,390
Right of Use Lease Asset 1313 Main, Net	2,624,990	-	2,624,990	2,860,064	-	2,860,064
Intercompany Rec/Pay	(716,512)	716,512	-	(625,093)	625,093	-
Total Assets	\$ 23,892,359	\$ 6,343,424	\$ 30,235,783	\$ 24,634,157	\$ 5,764,322	\$ 30,398,479
Liabilities						
Accounts Payable & Accrued Expenses	\$ 1,028,074	\$ 41,000	\$ 1,069,074	\$ 644,516	\$ 43,000	\$ 687,516
Lease Liability 1313 Main	2,749,133	-	2,749,133	2,927,153	-	\$ 2,927,153
Deferred Revenue	-	-	-	-	-	-
Reserve for Refunds due to Property Protests	1,398,722	116,831	1,515,552	1,458,902	111,570	1,570,472
Total Liabilities & Deferred Revenue	5,175,929	157,831	5,333,760	5,030,571	154,570	5,185,141
Fund Balances						
Unreserved, Undesignated	17,917,176		17,917,176	18,803,587		18,803,587
Unreserved, Designated for Catastrophy	800,000		800,000	800,000		800,000
Reserved for Capital Projects		6,185,594	6,185,594		5,609,752	5,609,752
	18,717,176	6,185,594	24,902,769	19,603,587	5,609,752	25,213,339
Total Liabilities, Deferred Revenue & Fund Balances	\$ 23,893,105	\$ 6,343,424	\$ 30,236,529	\$ 24,634,157	\$ 5,764,322	\$ 30,398,479

Houston Downtown Management District
Statement of Activities
For the Month Ended January 31, 2023

	Operating YTD Actual	Capital YTD Actual	Total YTD Actual	YTD Budget	Fav (Unfav) Variance
Revenues					
Assessment Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Revenue	21,539	-	21,539	118,000	(96,461)
Project Revenue	3,393	-	3,393	11,042	(7,648)
Other Income	230	-	230	-	230
Interest Income	16,887	19,092	35,979	30,000	5,979
Total Revenues	\$ 42,050	\$ 19,092	\$ 61,142	\$ 159,042	\$ (97,900)
Expenses					
Downtown Feels Safe & Comfortable at All Times					
Collaboration to Maintain Low Crime Rate	\$ 36,932	\$ -	\$ 36,932	\$ 112,629	\$ 75,697
Reduced Presence of Homeless & Street Persons	11,146	-	11,146	84,594	73,448
Downtown Sidewalks are Comfortably Lighted	7,530	-	7,530	13,294	5,764
Downtown Clean & Well-Kept Appearance	95,141	-	95,141	194,556	99,415
Remove Signs of Disorder in Downtown	5,635	-	5,635	7,277	1,642
Prepare for Emergencies	9,437	-	9,437	10,731	1,294
	165,820	-	165,820	423,080	257,261
Public Realm is Charming, Inviting, Beautiful & Celebrates the Life of the City					
Key Pedestrian Streets are Inviting	7,617	-	7,617	9,527	1,909
Public Spaces Managed, Programmed, & Delightful	29,223	-	29,223	113,825	84,602
Place of Civic Celebration	29,796	-	29,796	65,519	35,723
	66,636	-	66,636	188,871	122,235
Accessible to Region & Easy to Get Around					
Effective Transit Access More Places, More Hours	1,825	-	1,825	1,852	27
Convenient Circulation Without Personal Vehicle	-	-	-	-	-
Easy To Find Way Around	1,916	-	1,916	3,860	1,944
Connect Neighbors & Districts Inside/Outside Downtown	6,494	-	6,494	7,926	1,432
Convenient, Understandable & Managed Parking	-	-	-	616	616
	10,235	-	10,235	14,253	4,018
Vibrant, Sustainable Mixed-Use Place					
Best Place to Work in Region	18,997	-	18,997	51,777	32,780
Exciting Neighborhoods to Live In	94,478	-	94,478	4,186	(90,292)
Competitive Shopping Place	1,668	-	1,668	1,693	25
Remarkable Destination for Visitors	1,353	-	1,353	1,373	20
	116,496	-	116,496	59,029	(57,466)
Downtown's Vision & Offering Understood By All					
Market to Region	35,779	-	35,779	110,449	74,670
Promote Downtown's Ease of Use	7,698	-	7,698	7,889	191
Vision/Development Framework Understood By All	13,066	-	13,066	14,607	1,541
Tools to Assist Continued Redevelopment	2,191	-	2,191	2,224	33
Develop & Maintain Information to Support Downtown	1,773	-	1,773	1,800	27
	60,507	-	60,507	136,969	76,462
District Governance & Service Known for Excellence					
Engage Stakeholders in Decision Making	56,476	-	56,476	64,360	7,885
Communications to Owners, Tenants & Others	3,302	-	3,302	4,379	1,077
Preservation of Districts' Capital Assets	44,561	-	44,561	51,550	6,989
	104,338	-	104,338	120,290	15,951
Capital Improvement & Expenditures					
Downtown Feels Safe & Comfortable	-	-	-	-	-
Public Realm is Charming, Inviting, & Beautiful	-	4,404	4,404	13,000	8,596
Accessible to Region & Easy to Get Around	-	-	-	292,976	292,976
Vibrant, Sustainable Mixed-Use Place	-	8,607	8,607	-	(8,607)
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	9,422	9,422	31,100	21,678
	-	22,432	22,432	337,076	314,644
Total Expenses	\$ 524,032	\$ 22,432	\$ 546,464	\$ 1,279,568	\$ 733,104
Depreciation Expense	7,344	93	7,437	8,650	1,213
Excess of Revenue Over Expenses GAAP Basis	\$ (489,326)	\$ (3,434)	\$ (492,760)	\$ (1,129,177)	\$ 636,417

Houston Downtown Management District
Statement of Activities
For the Month Ended January 31, 2023 and January 31, 2022

	Operating YTD Actual	Capital YTD Actual	2023 Total YTD Actual	2022 Total YTD Actual	Fav (Unfav) Variance
Revenues					
Assessment Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Revenue	21,539	-	21,539	79,322	(57,783)
Project Revenue	3,393	-	3,393	-	3,393
Other Income	230	-	230	312	(82)
Interest Income	16,887	19,092	35,979	944	35,036
Total Revenues	\$ 42,050	\$ 19,092	\$ 61,142	\$ 80,578	\$ (19,436)
Expenses					
Downtown Feels Safe & Comfortable at All Times					
Collaboration to Maintain Low Crime Rate	\$ 36,932	\$ -	\$ 36,932	\$ 38,033	\$ 1,102
Reduced Presence of Homeless & Street Persons	11,146	-	11,146	18,836	7,690
Downtown Sidewalks are Comfortably Lighted	7,530	-	7,530	3,673	(3,857)
Downtown Clean & Well-Kept Appearance	95,141	-	95,141	96,493	1,352
Remove Signs of Disorder in Downtown	5,635	-	5,635	1,747	(3,888)
Prepare for Emergencies	9,437	-	9,437	7,998	(1,439)
	165,820	-	165,820	166,780	960
Public Realm is Charming, Inviting, Beautiful & Celebrates the Life of the City					
Key Pedestrian Streets are Inviting	7,617	-	7,617	6,391	(1,226)
Public Spaces Managed, Programmed, & Delightful	29,223	-	29,223	36,470	7,247
Place of Civic Celebration	29,796	-	29,796	25,378	(4,418)
	66,636	-	66,636	68,239	1,603
Accessible to Region & Easy to Get Around					
Effective Transit Access More Places, More Hours	1,825	-	1,825	914	(911)
Convenient Circulation Without Personal Vehicle	-	-	-	-	-
Easy To Find Way Around	1,916	-	1,916	4,294	2,379
Connect Neighbors & Districts Inside/Outside Downtown	6,494	-	6,494	861	(5,633)
Convenient, Understandable & Managed Parking	-	-	-	867	867
	10,235	-	10,235	6,936	(3,299)
Vibrant, Sustainable Mixed-Use Place					
Best Place to Work in Region	18,997	-	18,997	33,726	14,730
Exciting Neighborhoods to Live In	94,478	-	94,478	71,236	(23,243)
Competitive Shopping Place	1,668	-	1,668	1,454	(214)
Remarkable Destination for Visitors	1,353	-	1,353	5,153	3,800
	116,496	-	116,496	111,569	(4,927)
Downtown's Vision & Offering Understood By All					
Market to Region	35,779	-	35,779	49,901	14,121
Promote Downtown's Ease of Use	7,698	-	7,698	2,312	(5,386)
Vision/Development Framework Understood By All	13,066	-	13,066	26,011	12,946
Tools to Assist Continued Redevelopment	2,191	-	2,191	7,034	4,843
Develop & Maintain Information to Support Downtown	1,773	-	1,773	1,178	(595)
	60,507	-	60,507	86,435	25,929
District Governance & Service Known for Excellence					
Engage Stakeholders in Decision Making	56,476	-	56,476	58,217	1,741
Communications to Owners, Tenants & Others	3,302	-	3,302	2,771	(532)
Preservation of Districts' Capital Assets	44,561	-	44,561	43,944	(616)
	104,338	-	104,338	104,932	593
Capital Improvement & Expenditures					
Downtown Feels Safe & Comfortable	-	-	-	-	-
Public Realm is Charming, Inviting, & Beautiful	-	4,404	4,404	-	(4,404)
Accessible to Region & Easy to Get Around	-	-	-	10,040	10,040
Vibrant, Sustainable Mixed-Use Place	-	8,607	8,607	5,656	(2,951)
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	9,422	9,422	29,541	20,119
	-	22,432	22,432	45,237	22,804
Total Expenses	\$ 524,032	\$ 22,432	\$ 546,464	\$ 590,128	\$ 43,664
Depreciation Expense	7,344	93	7,437	8,179	742
Excess of Revenue Over Expenses GAAP Basis	\$ (489,326)	\$ (3,434)	\$ (492,760)	\$ (517,729)	\$ 24,970

Houston Downtown Management District

Variance Analysis

For the Month Ended January 31, 2023

Operating Budget

Revenue

1) Operations revenue is under budget (\$69K) in Metro bus stop cleaning, (\$15K) in Main Street Fountain Reimbursements, (\$15K) in Cotswold Fountain Reimbursements and (\$5K) in Trebly Park Tout Suite Utility Reimbursements. The Trash Program is over budget \$6K. Project revenue is under budget (\$8K) for the Theater District Staff Reimbursement. Interest income is over budget \$6K due to more favorable rates than projected.

Expenses

- 2) Goal 1a-Collaboration to Maintain Low Crime Rate-Under budget (\$75K) in Private Security.
- 3) Goal 1b-Reduced Presence of Homeless & Street Persons-Under budget (\$73K) in homeless outreach programs.
- 4) Goal 1c-Downtown Sidewalks are Comfortably Lighted-Under budget (\$6K) in Street Lighting Expense, amenities and maintenance.
- 5) Goal 1d-Downtown Noted for Cleanliness & Well-Kept Appearance- Under budget (\$17K) in Street Teams cleaning sidewalks and bus stops, (\$29K) in Paver repair and maintenance, (\$37K) in Landscaping and tree maintenance, (\$16K) in Irrigation maintenance and repair and (\$6K) in the Operations center for the warehouse lease.
- 6) Goal 2b-Key Public Spaces Programmed and Delightful-Under budget (\$18K) in Trebly Park maintenance, (\$10K) in Main Street Square maintenance, (\$7K) in Market Square Park maintenance, (\$15K) in Cotswold maintenance and repairs, and (\$34K) in programming for all three locations.
- 7) Goal 2c-Place of Civic Celebration-Under budget (\$8K) in seasonal banner program, (\$2K) in banner/pot maintenance, (\$13K) on Allen Parkway Maintenance reimbursed by DRA, (\$4K) in Holiday Logistics and Installation (\$24K) in Art Blocks programming and (\$4K) in staffing. Over budget \$18K in for Retail Support.
- 8) Goal 4a-Best Place to Work in the Region-Under budget (\$35K) in Economic Development.
- 9) Goal 4b-Exciting Neighborhoods To Live In-Over budget \$90K due to DLI payouts for years 2020-2021 forecasted to be paid out in June, 2022 were submitted after December 31, 2022.
- 10) Goal 5a-Market to Region-Under budget (\$53K) in marketing expenditures and (\$20K) in staffing.
- 11) Goal 6a-Complete engagement by all stakeholders in District - Under budget (\$4K) in operations, (\$2K) in Marketing and Communications, (\$3K) in Economic Development, and (\$2K) in planning design & construction.
- 12) Goal 6c-Preservation of District's Capital Assets - Under budget (\$7K) in insurance expense due to renewals coming in lower than forecasted.

Capital Budget

- 13) Under budget (\$9K) for Trebly Park furnishings.
- 14) Under budget (\$95K) for vehicular and pedestrian wayfinding and under budget (\$198K) for southeast sidewalks TxDOT project.
- 15) Over budget \$9K for DLI rebate for 2020-2021 paid in January.
- 16) Under budget (\$30K) in capital replacement expenditure due to no repairs were made in January.

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HOUSTON DOWNTOWN MANAGEMENT DISTRICT

AP Check Register (Current by Bank)

Check Dates: 1/1/2023 to 1/31/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: A - OPERATING ACCT-JPMORGAN					101.000
**34767	01/17/23	V	1/17/23 9097	WHITE DISTRIBUTION SYSTEMS	(\$950.00)
**35065	01/17/23	V	1/17/23 9097	WHITE DISTRIBUTION SYSTEMS	(\$950.00)
**35240	01/02/23	P	1200	CENTRAL HOUSTON, INC	\$332,658.60
35241	01/02/23	V	1/2/23 1200		
35242	01/02/23	V	1/2/23 1200		
35243	01/02/23	V	1/2/23 1200		
35244	01/02/23	V	1/2/23 1200		
35245	01/02/23	V	1/2/23 1200		
35246	01/02/23	V	1/2/23 1200		
35247	01/02/23	V	1/2/23 1200		
35248	01/02/23	V	1/2/23 1200		
35249	01/02/23	V	1/2/23 1200		
35250	01/02/23	V	1/2/23 1200		
35251	01/02/23	V	1/2/23 1200		
35252	01/02/23	V	1/2/23 1200		
35253	01/02/23	V	1/2/23 1200		
35254	01/11/23	P	5986	DOWNTOWN REDEVELOPMENT	\$101,424.00
35255	01/01/23	P	0516	BLOCK 9 LTD	\$1,554.20
35256	01/01/23	P	999944	BOP HOUSTON HOTEL, LLC	\$34,020.73
35257	01/01/23	P	1674	CORELOGIC, INC	\$5,005.84
35258	01/01/23	P	999943	DE 1800 ST JOSEPH, LLC	\$3,132.92
35259	01/01/23	P	99980	FAIRFIELD 1810 MAIN LP	\$3,000.00
35260	01/01/23	P	999942	FIRST DATE, LLC	\$341.28
35261	01/01/23	P	99987	FISCHER TIMOTHY BRIGGS	\$31.73
35262	01/01/23	P	999941	HARMONY HOUSE, INC	\$328.74
35263	01/01/23	P	3492	HCG BLOCK 69 LLC	\$110,858.44
35264	01/01/23	P	9981	LERETA, LLC	\$373.67
35265	01/01/23	P	8793	UTS, LLC	\$11,822.03
35266	01/01/23	P	999996	ZIMMERMAN INTERESTS INC	\$126.23
**3444487	01/11/23	M	3288	BRACEWELL	\$1,406.25
**3444493	01/11/23	M	1801	DIRECTV	\$96.98
**3444504	01/11/23	M	0321	AIR POWER SERVICES, INC	\$423.50
**3444507	01/11/23	M	0353	ALL AMERICAN POLY	\$9,744.00
**3444514	01/11/23	M	1543	CITY OF HOUSTON	\$842.50
**3444528	01/11/23	M	1601	COOPWOOD'S AIR CONDITIONING	\$1,223.90
**3444533	01/11/23	M	1691	CORPORATE COMPUTER SOURCE, LTD	\$3,181.24
**3445083	01/11/23	M	6249	MOONSTAR CINEMA SERVICES	\$2,237.25
**3445086	01/11/23	M	3573	HARRIS COUNTY TREASURER	\$9,242.00
**3445088	01/11/23	M	3630	HOME DEPOT CREDIT SERVICES	\$54.13
**3445090	01/11/23	M	4441	IT EQUIPMENT FINANCING,LLC	\$304.73
**3445093	01/11/23	M	4563	JENNA BEASLEY	\$260.00
**3445100	01/11/23	M	7767	KENNYGREWIT	\$8,460.00
**3445102	01/11/23	M	5520	KRISTOPHER LARSON	\$77.12
**3445106	01/11/23	M	5540	LINCOLN COLWELL	\$1,780.00
**3445108	01/11/23	M	5961	MELISSA TAYLOR	\$1,575.00
**3445491	01/11/23	M	8355	STERLING EXPRESS SERVICES, INC	\$100.25
**3445495	01/11/23	M	9948	ORKIN PEST CONTROL	\$120.00
**3445497	01/11/23	M	7400	PFEIFFER & SON, LTD	\$6,346.25
**3445499	01/11/23	M	8034	RC SOLUTIONS, INC.	\$1,170.00
**3445502	01/11/23	M	8119	ROADRUNNER RECYCLING, INC	\$1,797.80
**3445509	01/11/23	M	8403	SPECIAL EVENT HOUSTON	\$5,375.00
**3445515	01/11/23	M	0598	STREET ART MANKIND CORP	\$7,500.00
**3445519	01/11/23	M	0596	STRIKE MARKETING	\$64,534.79
**3445645	01/11/23	M	9067	WASTE MANAGEMENT OF TEXAS, INC	\$154.86
**3445650	01/11/23	M	8552	TEXAS OUTHOUSE, INC.	\$295.40
**3445654	01/11/23	M	8562	TEXAS WASTE COMPANY	\$1,692.30

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT

** Denotes broken check sequence.

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HOUSTON DOWNTOWN MANAGEMENT DISTRICT

Page: 2

AP Check Register (Current by Bank)

Check Dates: 1/1/2023 to 1/31/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
**3445658	01/11/23	M	8609	TOUCH & AGREE PROPERTY	\$2,496.00
**3445661	01/11/23	M	8900	VERIZON WIRELESS	\$676.35
**3445666	01/11/23	M	9140	WEINGARTEN ART GROUP	\$23,600.00
**3633947	01/11/23	M	8543	TENNANT SALES & SERVICE COMP.	\$1,785.71
**34444497	01/11/23	M	0490	ASSOCIATED LANDSCAPE SERVICES	\$25,581.67
**5806722	01/19/23	M	3288	BRACEWELL	\$1,562.20
**5806726	01/19/23	M	9819	BRYAN K BENNETT	\$1,326.05
**5806730	01/19/23	M	1550	CITY OF HOUSTON	\$1,919.59
**5806733	01/19/23	M	1691	CORPORATE COMPUTER SOURCE, LTD	\$435.75
**5806822	01/19/23	M	7995	INCONTROL CONSTRUCTION LLC	\$16,310.75
**5806825	01/19/23	M	8168	SEAL SECURITY SOLUTIONS, LLC	\$66,512.00
**5806829	01/19/23	M	2112	EAST END DISTRICT	\$928.52
**5806831	01/19/23	M	3550	HARDY & HARDY	\$3,550.00
**5806833	01/19/23	M	3948	THE HARRIS CENTER FOR	\$10,331.63
**5806835	01/19/23	M	3718	TRANSWESTERN	\$516.17
**5806837	01/19/23	M	9045	WESTERN FIRST AID & SAFETY	\$210.72
**5806903	01/19/23	M	5211	KEITH GOULD	\$58.59
**5806905	01/19/23	M	5710	LVA 4 HOUSTON GREENSTREET LP	\$1,919.28
**5806907	01/19/23	M	5703	MICHAEL LOESSIN	\$500.00
**5807145	01/19/23	M	3298	GULF COAST PAVERS, INC.	\$22,000.00
**5807266	01/19/23	M	4560	JERDON ENTERPRISE, L.P.	\$9,683.57
**6532626	01/24/23	M	1692	COSTAR GROUP, INC.	\$1,023.00
**6532631	01/24/23	M	1597	CLUTCH CONSULTING GROUP LLC	\$1,050.00
**6532635	01/24/23	M	4210	IMAGESET DIGITAL	\$1,117.10
**6532637	01/24/23	M	8544	TML INTERGOVERNMENTAL RISK	\$44,560.60
**6995686	01/24/23	M	9113	NCTP-CPAS PLLC	\$1,700.00
6995687	01/26/23	P	1546	CITY OF HOUSTON	\$407.29
BANK A REGISTER TOTAL:					\$974,536.20
BANK ID: B - CAPITAL ACCT-JPMORGAN					102.000
3444916	01/11/23	M	2269	ENVIRONMENTAL DESIGN, INC	\$5,000.00
**3445344	01/11/23	M	4001	HUITT-ZOLLARS, INC	\$30,000.00
3445345	01/19/23	P	3795	HOUSTON DOWNTOWN MGNT DISTRICT	\$703.86
**5807072	01/19/23	M	2590	FENRIS LLC	\$3,700.00
BANK B REGISTER TOTAL:					\$39,403.86
GRAND TOTAL :					\$1,013,940.06

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT

** Denotes broken check sequence.

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT
INVESTMENT REPORT, AUTHORIZATION AND REVIEW
FOR THE PERIOD OCTOBER 1, 2022 THROUGH DECEMBER 31, 2022**

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
HDMD										
OPERATING ACCOUNTS JP MORGAN CHASE										
OPERATING	278,079.93	278,079.93	0.00	0.00	458,661.98	736,741.91	736,741.91	7.01%	N/A	1.00
CAPITAL	214,857.15	214,857.15	0.00	0.00	(100,703.99)	114,153.16	114,153.16	1.09%	N/A	1.00
TOTAL	492,937.08	492,937.08	0.00	0.00	357,957.99	850,895.07	850,895.07	8.10%		1.00
POOLED FUNDS - TEXPOOL										
OPERATING	9,610,146.05	9,610,146.05	0.00	65,694.12	(5,000,000.00)	4,675,840.17	4,675,840.17	44.51%	3.6488%	20.00
CAPITAL	4,930,757.65	4,930,757.65	0.00	47,412.18	0.00	4,978,169.83	4,978,169.83	47.39%	3.7966%	14.00
TOTAL	14,540,903.70	14,540,903.70	0.00	113,106.30	(5,000,000.00)	9,654,010.00	9,654,010.00	91.90%		
TOTAL HDMD	15,033,840.78	15,033,840.78	0.00	113,106.30	(4,642,042.01)	10,504,905.07	10,504,905.07	100.00%		

**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 PRESIDENT

LESLIE ASHBY
CHAIRMAN

KRIS LARSON
PRESIDENT - CEO

**MEMORANDUM**

February 9, 2023

TO: Board of Directors

FROM: Nominating Committee

ACTION: Update on Vacant Positions and Prospective Director Candidates

Over the past few weeks, the Nominating Committee has been conducting interviews with prospective candidates to fill the vacant seats on the District Board. We currently have seven (7) candidates interested in serving on the District Board.

Positions 2 and 6 are unexpired terms ending on 6/1/2024. Position 21 is also an unexpired term and ends on 6/1/2026. The Committee will bring its recommendation of candidates for these unexpired terms to the Board and upon approval, appoint those candidates to immediately begin serving on the Board.

Positions 24 thru 30 terms expire on 6/1/2023. These positions are up for term renewal this year. Of these seven seats, Positions 26 and 30 are vacant. Appointment/reappointment of these positions will require vetting through the City of Houston Boards and Commissions.

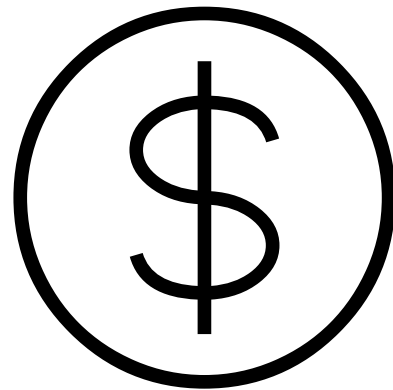
In an effort to align the renewing term expiry date and the City of Houston's Boards and Commissions approval process, the Nominating Committee will bring a recommendation to the Board in March to fill the renewing slate for Positions 24 thru 30, as well as recommendations to fill the three unexpired terms.

Building HDMD's Fund Balance Policy

One Step at a Time

02.07.2023

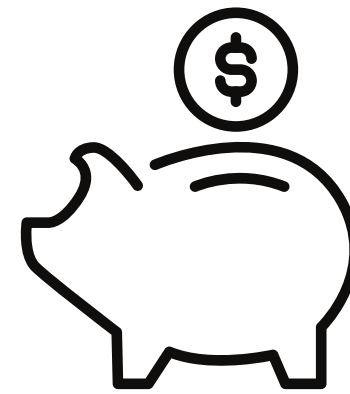
Definitions



Fund Balance

The total accumulation of operating surpluses and deficits since the beginning of a organization's existence.

In many organizations, the "net position" at the end of the fiscal year aligns with their fund balance.



Reserves

A defined set aside of funds, either within the annual budget or within the fund balance, to address a specific type of emergency or other uncertainty.

HDMD currently has two types of reserves, called "board designated funds": the 11% reserve for protested assessments and the \$800k for storm damage.



Fund balance and reserve policy

A board-adopted policy that establishes minimum levels for designated funds to ensure stable service delivery, meet future needs, and protect against financial instability.

Determining HDMD's Fund Balance



01 Consult prior year audits

02 Determine when revenues are recognized

03 Construct cash flow analysis from bank statements

04 Observe liquidity peaks and troughs

05 Developing consensus on what uncertainty to plan for

Houston Downtown Management District Management's Discussion and Analysis (Unaudited)

Assessment receivable as of December 31, 2021 totaled \$14,175,490 versus \$14,646,795 as of December 31, 2020. The 2021 assessment receivable is reported net of a reserve for refunds that has been established for properties protesting HCAD valuations in the amount of \$1,578,421 as compared to \$1,304,445 in 2020. The \$273,976 net increase reflects the best estimate of likely reduction in property values and based on historic loss percentages and the current number of protests offset by the amount refunded during 2021.

Liabilities

At December 31, 2021, the District's accounts payable and accrued expenses and due to affiliate totaled \$1,916,036 versus \$1,289,021 as of December 31, 2020. Effective January 1, 2021, the District adopted GASB Statement No. 87 resulting in a lease liability of \$3,114,727. During 2021, the District paid \$173,288 in principal payments resulting in an outstanding balance of \$2,941,439 as of December 31, 2021.

Net Position

Net position at year end in 2021 totaled \$25,736,777. Net position in 2021 is classified as invested in capital assets, restricted for capital projects and unrestricted, which totaled \$664,784, \$5,636,670, and \$19,435,323, respectively. Net position at year end in 2020 totaled \$26,757,980. Net position in 2020 is classified as invested in capital assets, restricted for capital projects, and unrestricted, which totaled \$825,275, \$5,206,000, and \$20,726,705, respectively.

Net position for the District decreased by \$1,021,203.

Statement of Activities

The following tables identify operating revenues earned and expenses incurred by the District:

<i>For the years ended December 31,</i>	2021	2020
Revenues		
Assessments, net - service plan operations	\$ 13,812,379	\$ 14,075,172
Assessments, net - capital projects	1,284,872	1,309,318
Greenlink sponsor revenues	-	100,000
Other	789,269	896,774
Total revenues	\$ 15,886,520	\$ 16,381,264

**Audited
Net
Position -
Dec 31,
2021**

Audit

Reliable Funding

Because the HDMD's revenue are assessments on real property, its primary revenue source is, comparably, very reliable.

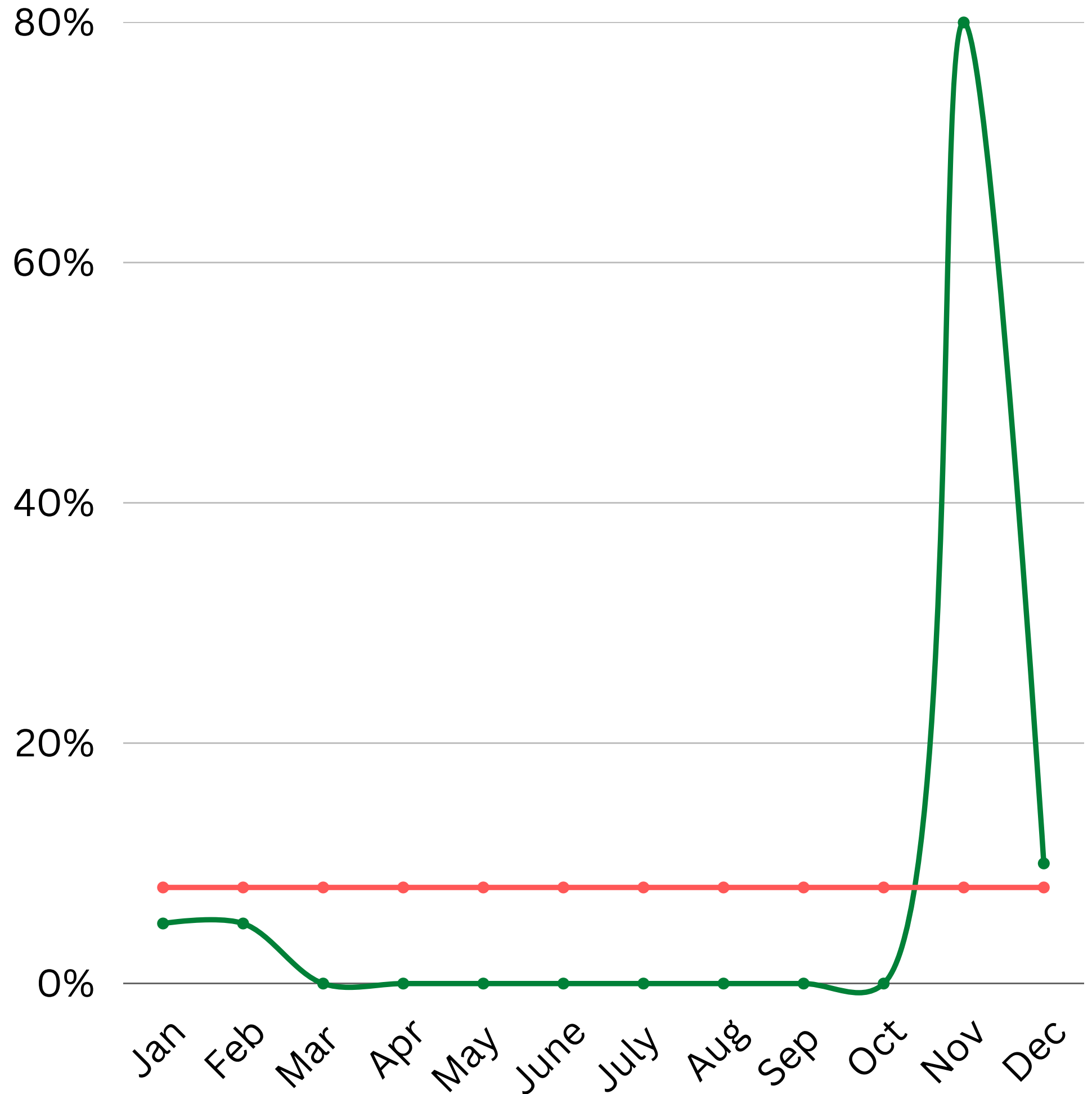
This is distinctly different from traditional non-profits which are usually funded by contributions, memberships, and grants.

In 2016, revenue recognition was changed to arrears, meaning that our revenue is booked on Nov 1 after ten months of services are provided by the HDMD.

This is why the audited net position appears to be so high.



Timing - Revenue vs. Expenditures



Two Sides of the Coin



Reliable revenue

As long as HDMD isn't discontinued, revenues remain generally reliable into the future.

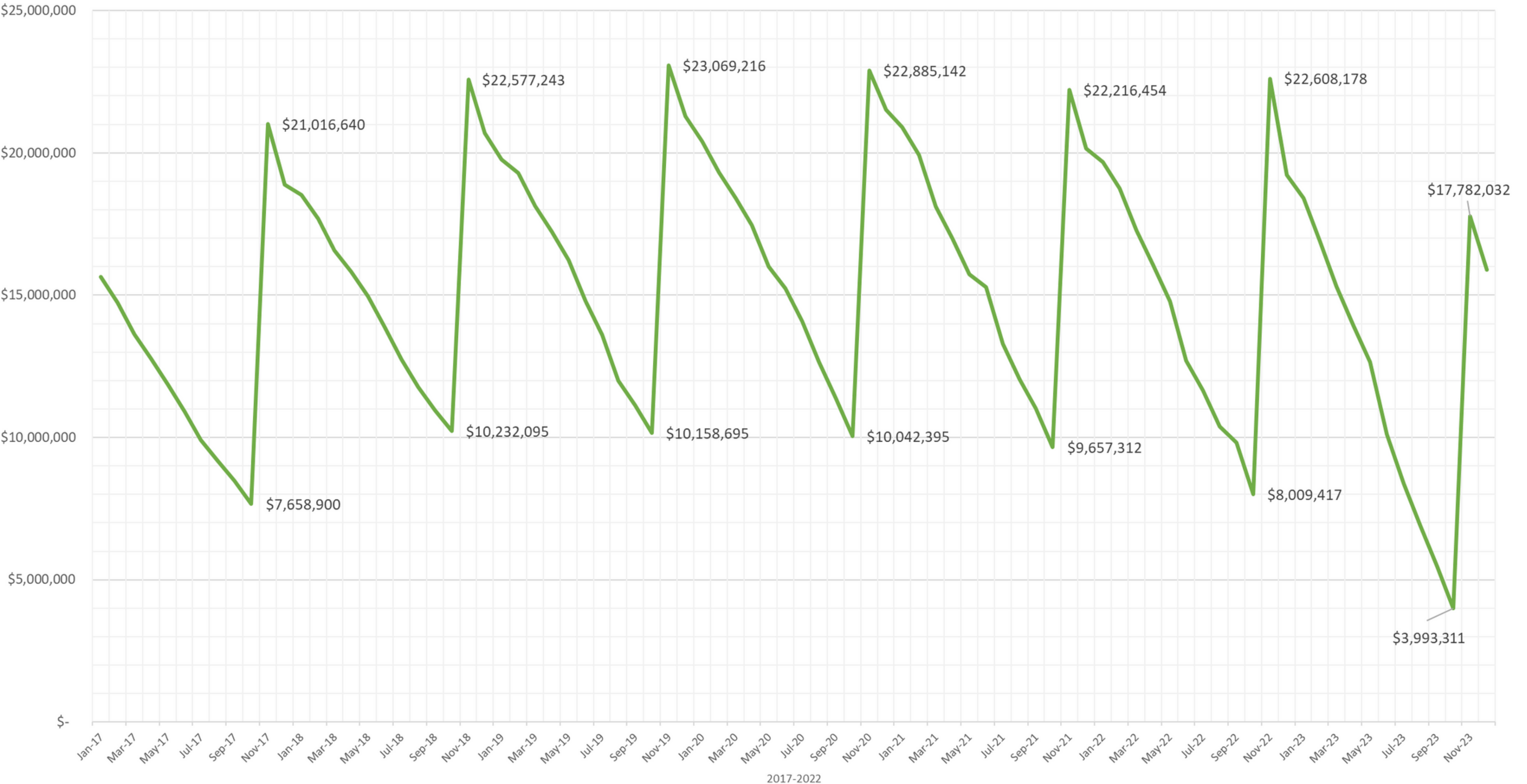


The Fund Balance pays for the next FY

The audited net position includes the payment for the work we performed this year.

Much of that fund balance is inclusive of the revenue needed to fund next year's services.

6YR CASH FLOW Trend + 2023 Projection



Forecast Assumptions

"All things being equal" budget

Expenditures occur at 100% of budget

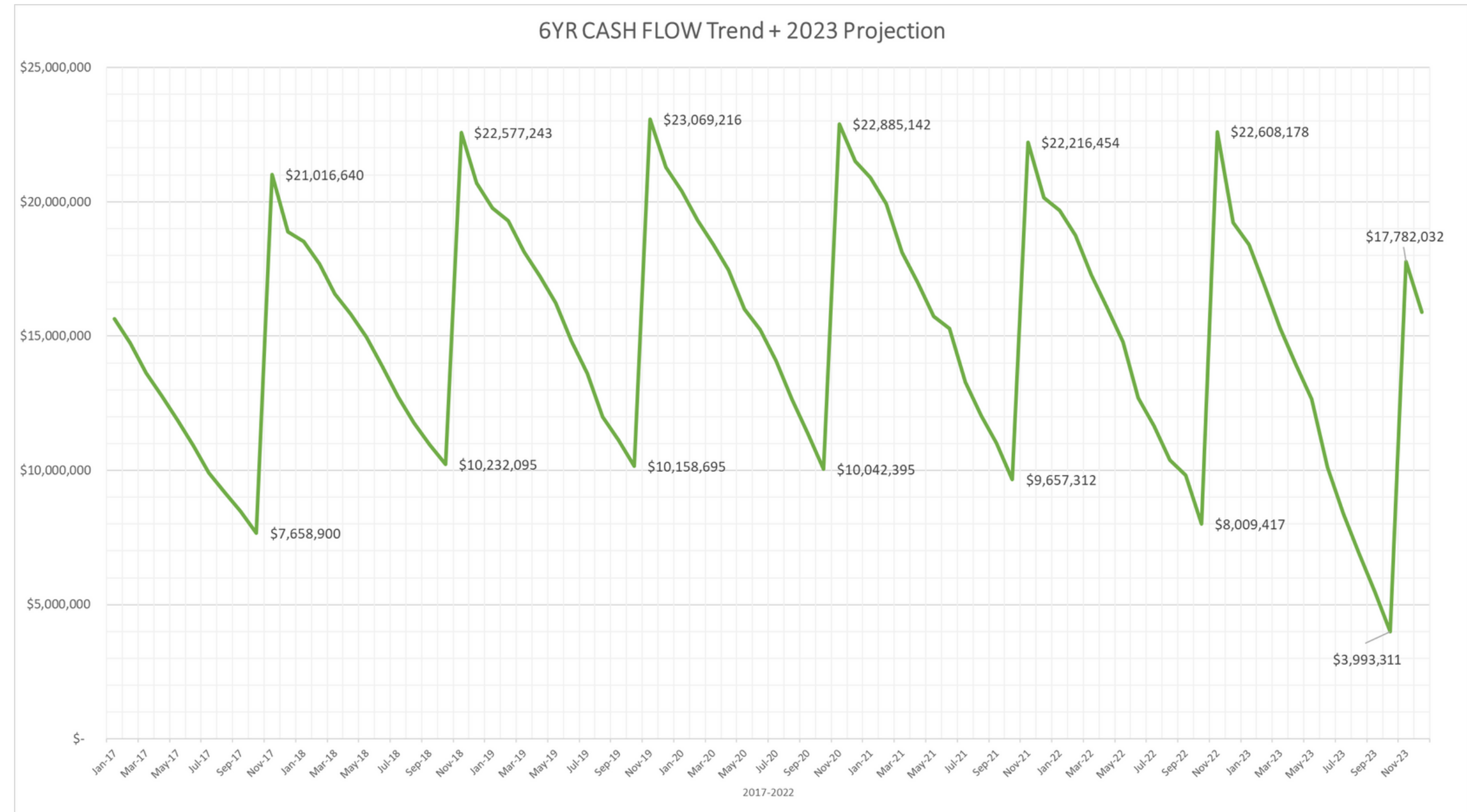
Revenues / expenditures do not include partners (i.e. Allen Parkway maint.)

2023 rate unchanged from 2022

*No new development / increased valuation added to assessment roll

Main Takeaway

If fund balance policy establishes a target greater than \$3.9M and expenses are on track, 2023 Budget Amendment process should look for expenditure reduction strategies.



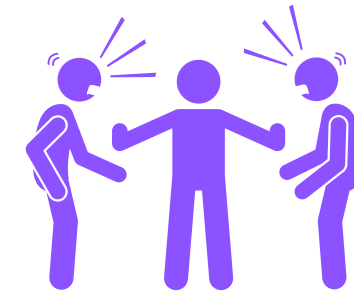
Potential Uses of Fund Balance / Reserves



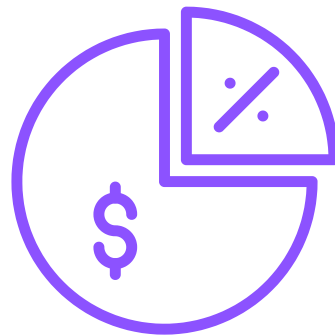
Storms



Rainy Days / New Opportunities



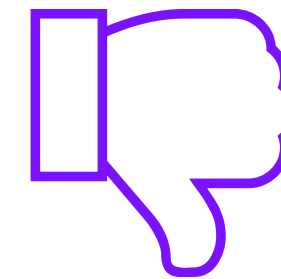
**Assessment
Protests**



**Support Annual
Operations**



Cash Flow



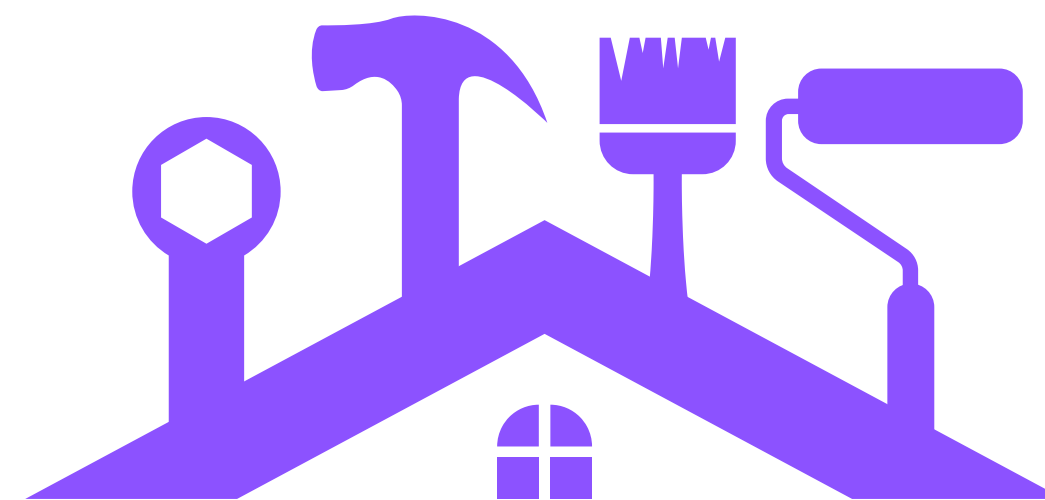
**District not renewed
/ wind down**

Monthly Expenditure Amounts



Full Service

\$1,646,239 / mo



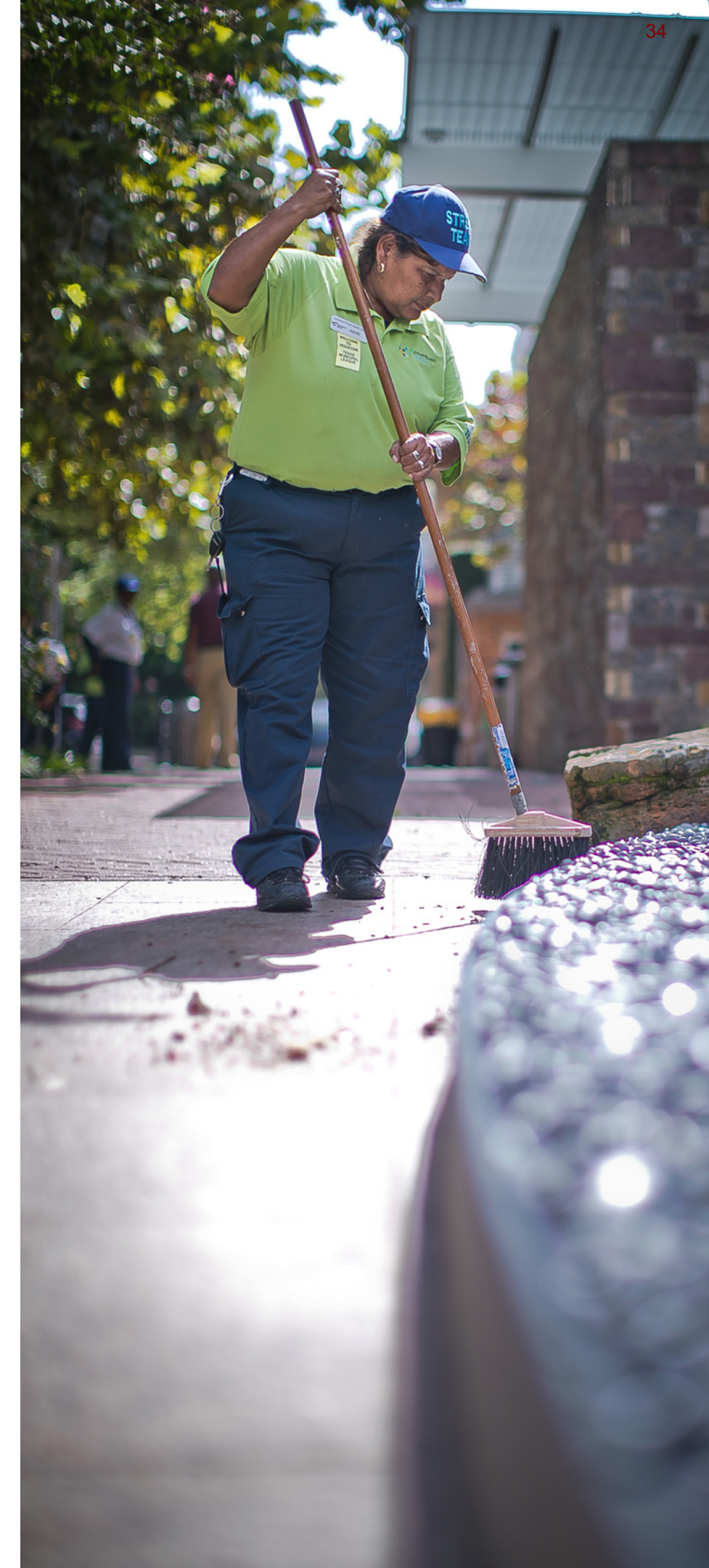
Essential Services

\$1,137,605 / mo



Essential Services

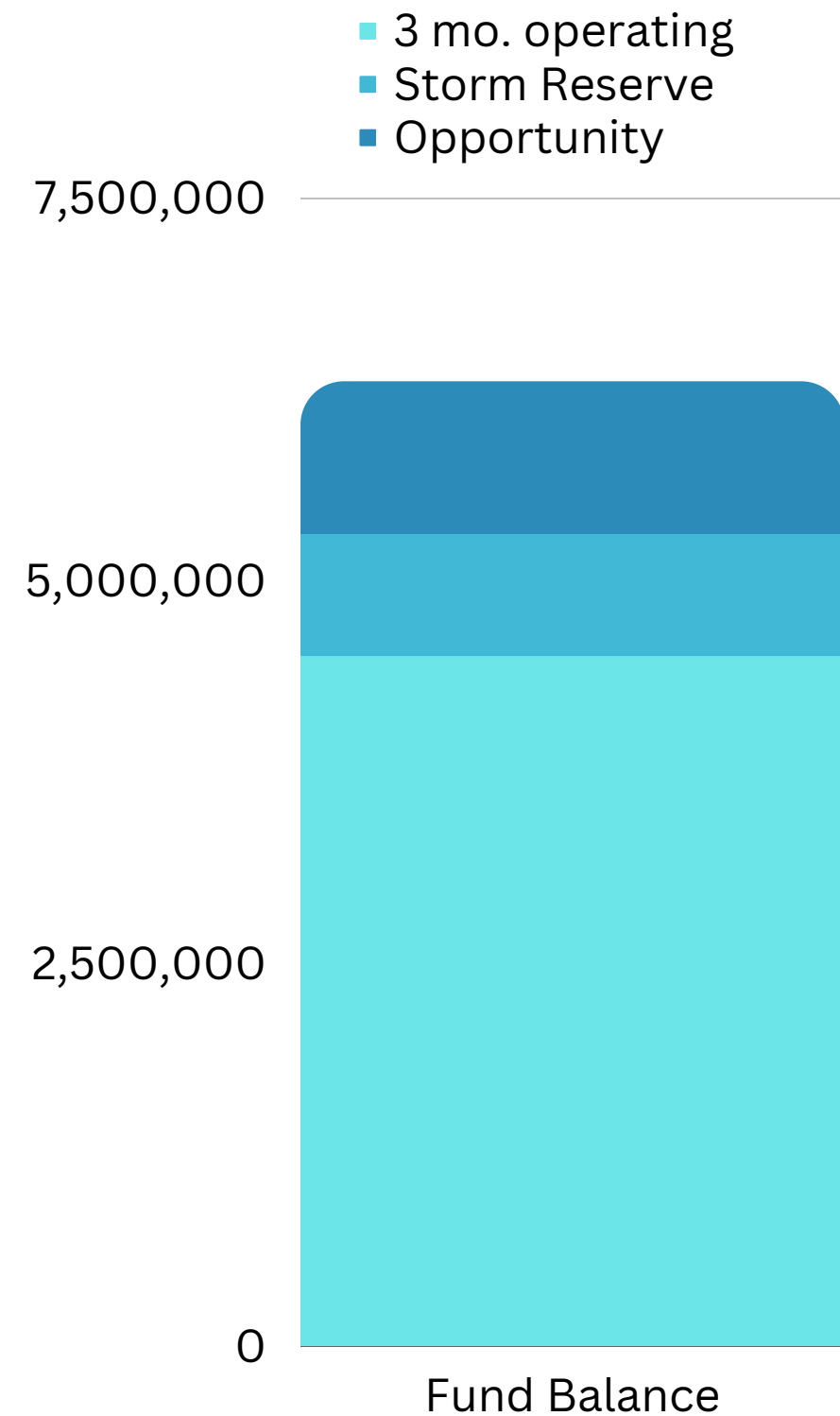
	Budget 2023
Downtown Public Safety Guides	\$ 2,035,000
Private Security	920,000
Law Enforcement Support	44,500
Homeless Planning Services	900,000
Street Lighting Expense	165,000
Street Teams	2,527,000
Trash Collections	444,500
Paver Repair & Maintenance	350,000
Landscaping & Irrigation	815,000
Operations Center (Rent & Utilities)	453,467
Graffiti Abatement	30,000
Emergency Ops Center	15,000
Total Clean and Safe	8,699,467
DLI Grants	1,093,406
Insurance	51,550
Assessment Collection	60,000
Legal	32,000
Audit	50,000
Admin Contractor Fees	60,000
Bank Fees	15,000
Other Admin	47,000
Staff	3,542,840
	13,651,263
Essential Expenses Monthly Avg.	1,137,605



Example Fund & Reserve Balance

A Fund Balance and Reserve Policy should clearly state the Board's intentions:

- Purpose of each reserve
- How to fund
- Maximum amount
- When to expend from each reserve
- How and when to replenish
- Use of residual balances
- Should be linked to long-term plans



Q 1

Are there any amendments to current or additional designated reserves that the Board would like to establish?

Q 2

What is the possibility of / our risk tolerance for the delayed receipt of revenues?

Q 3

Do we believe that the assessment roll will withstand economic downturns, and what do '08 & '20 / '21 tell us about those events?

Q 4

What is our comfort level with funding operations via a line of credit?

Q 5

If we unlocked \$2-3 M in one-time funds, how could it be best invested in Downtown to advance our mission?

ACTION ITEM	Authorize the execution of an agreement and related expenditures for branding consulting services.
SERVICE PLAN	2021-2025
Account Code	643.362
Budget Amount	\$ 75,000 2023
REQUEST	\$ 75,000
DESCRIPTION	The District seeks the services of a branding consultant in an effort to re-brand and consolidate branding for the District and its two affiliated organizations, Central Houston, Inc. and the Downtown Redevelopment Authority. This service will amplify the outward-facing voice of CHI while honoring its affiliates' legacies and purposes. Moreover, it will simplify the public's understanding of the organization as it transitions to operating under its new shared vision and mission statements.
DISCUSSION	<p>Scope includes:</p> <ul style="list-style-type: none"> • Re-brand and consolidate all three affiliated organizations: naming; brand positioning; brand narrative; topline key messages • Brand Identity: logos; color palette; guidelines on look and feel; guidelines on imagery selection • Brand Relationships: recommended strategy on the overarching brand and subbrands; align all brand logos and brand identities; recommend how they interact and message the relationships • Asset Development: brand guidelines; slide templates; e-signatures; others TBD • Website: recommendations on website strategy between brand and sub-brands; overarching brand website; this would feed into the separate website project • Launch: recommendations on rollout and launch strategy
DBE PROGRAM	Vendor TBD.

ACTION ITEM	Authorize 2023 for quarterly reports design and content development consulting.
SERVICE PLAN	2021-2025
Account Code	621.506
Budget & Year	\$15,000 2023
REQUEST	Not to exceed \$15,000
DESCRIPTION	This action authorization will cover the cost for quarterly reports design and content development consulting.
DISCUSSION	Strategic Alignment Plan Goal 4.15: The Downtown Houston Management District is committed to being the go-to organization for Downtown market research and intelligence. The selected firm will, in collaboration with CHI, produce 3 quarterly reports in both digital and print formats. Each report will be published at the end of the first month of the quarter and will consider market activity in the previous quarter, i.e. Q1's report would come at the end of April, Q2's report would come at the end of July, etc.
DBE Participation	Vendors TBD, though efforts will be made to support DBEs.



CENTRAL HOUSTON, INC.

STRATEGIC ALIGNMENT PLAN UPDATES

FEBRUARY 2023

GOAL 1

Champion major projects, initiatives and investments that improve Downtown

1.1: Build and maintain cross-sector relationships with area leaders so that CHI can support, facilitate or lead on catalytic opportunities.

Highlight: Following the execution of the MOUs between the City/County and TxDOT, and in partnership with the Mayor's Office, CHI began charting the next phase of the Mayor's NHHIP Steering Committee which provides critical guidance to the Mayor for decisions on the project.

Participating Agencies:



1.5: Collaborate with partners such as the City of Houston, Harris County, Greater Houston Partnership and Houston First to leverage opportunities for shared strategies to improve Downtown Houston.

Highlight: Following the opening of the City's new Navigation Center, CHI/HDMD committed to provide support to the Coalition of the Homeless & the City of Houston to decommission the Chartres homeless encampment during the week of February 6th.

Participating Agencies:



GOAL 2

Enhance and maintain a comfortable, welcoming, and well-managed public realm

2.1: Maintain and advance the standard of care for Downtown's cleanliness and well-kept appearance.

Highlight: HDMD formalized and executed an agreement with Houston First to repair and oversee the maintenance of the eleven (11) "Cotswold" fountains located on Prairie, Preston and Congress beginning on January 30. The maintenance and repair costs for the Cotswold fountains will be fully reimbursed by Houston First.

Participating Agencies:



2.2: Cultivate nature across Downtown, including its urban forest, planters, and other greenspace elements.

Highlight: In January, the HDMD Board authorized management to enter into an agreement with Davey Resource Group to implement their TreeKeeper smart monitory system for Downtown's trees. The initial phase will be to inventory and assess the health of all District maintained trees within the public right-of-way, and will lead to a more sophisticated and systemic urban forestry approach.

Participating Agency:



GOAL 3

Drive vibrancy through improved street-level connectivity, a commitment to walkability, and inclusive programming strategies

3.9: Support efforts to enable a more festive game day atmosphere better integrated into the built environment.

Highlight: In concert with the Harris County - Houston Sports Authority, CHI received approval from the NCAA to utilize the HDMD ambassador program to better represent Houston to visiting fans during the Final Four. In this role, the ambassadors will have special uniforms and graphics on their equipment that support a more fan-friendly environment.

Participating Agencies:



3.13: Develop programs and use strategies to connect area employers and residents with Downtown Parks.

Highlight: As part of Trebly Park's Grand Opening on January 27, 2023, local community vendors and (5) residential properties in close proximity to the park were included in the carnival-themed festivities with information booths for potential residents, and promotion to current residents to enjoy and use their new neighborhood park.

Participating Agency:



GOAL 3

Photo Highlights: Trebly Park's Grand Opening on January 27, 2023



GOAL 4

Foster a vital and thriving economy through business growth, residential expansion, and enhanced reasons to be in Downtown

4.9: Research and develop return-to-office strategies to accelerate the return of employees to Downtown.

Highlight: Downtown in-office occupancy reached a best-ever single-day occupancy rate of 76% on January 17, 2023. The month of January concluded with an average return-to-office rate of 62.50% across all workdays.

Participating Agencies:



4.10: Continue investing in innovation and technology start-ups to support the diversification of the Downtown employment base.

Highlight: On January 17, CHI hosted local business leaders from across Houston for a visit with Donald Cravins, the first Under Secretary for Minority Business Development, to discuss funding that would help minority and other underserved entrepreneurs launch and scale their businesses. CHI are working with local leaders to submit a grant application to the MBDA to further the Launchpad's reach.

Participating Agencies:



GOAL 5

Develop a hivemind of intelligence and goodwill by genuinely engaging and convening stakeholders

5.1: Develop a representative engagement structure that provides stakeholders the opportunity to inform decision making and advise on the direction of Downtown.

Highlight: CHI staff worked with members of the CHI, DRA, and HDMD boards to finalize assignments into the new collaborative committees. Board members were provided the opportunity to self-select in the committee whose focus best suits their interest and expertise. The new committees will kick off in February 2023.

Participating Agencies:



5.8: Improve and expand external communications to increase awareness of CHI, its actions, and general Downtown happenings.

Highlight: On January 27, the Houston Chronicle ran a feature story on the future of the Pierce Elevated, a key civic opportunity site made available through implementation of the future NHHIP project. Through pro-active public relations work, the article included interviews with CHI leadership, and included project renderings and other insight made possible through CHI and its affiliates.

Participating Agencies:



Civility Complied

7,610

Total

Homeless Count

419

Average

Sidewalk Cleaning

4.04

Average

Garbage Disposed (Tons)

258

Total

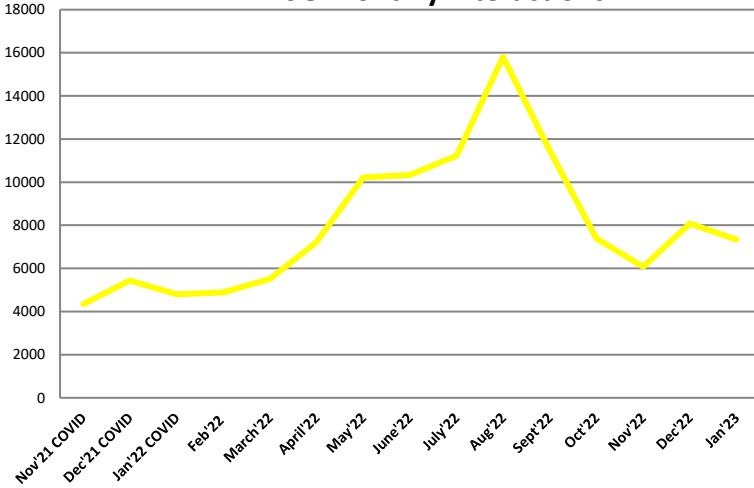
Reliability Report

65%

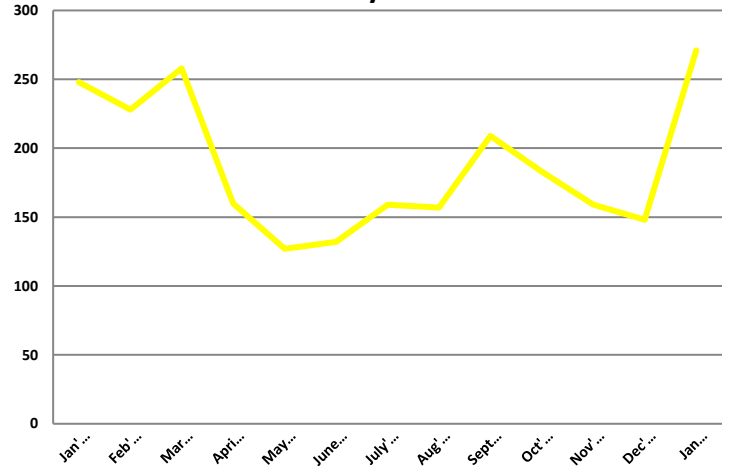
Average

Safety & Quality Control

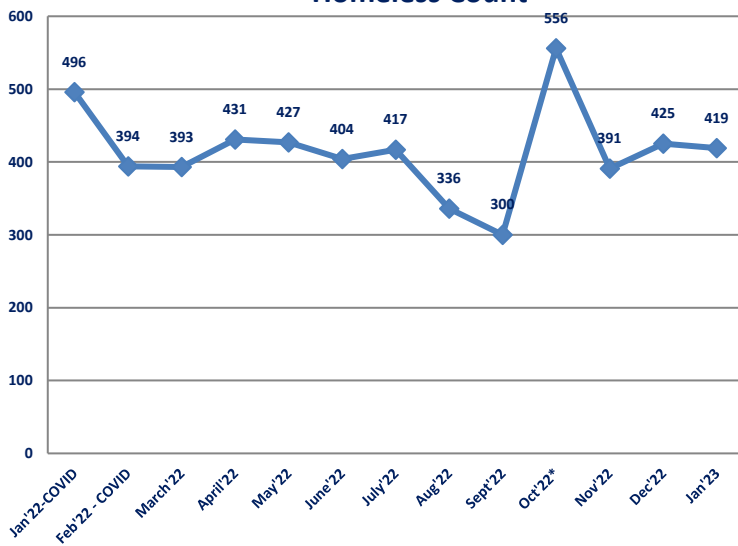
DPSG Monthly Interactions



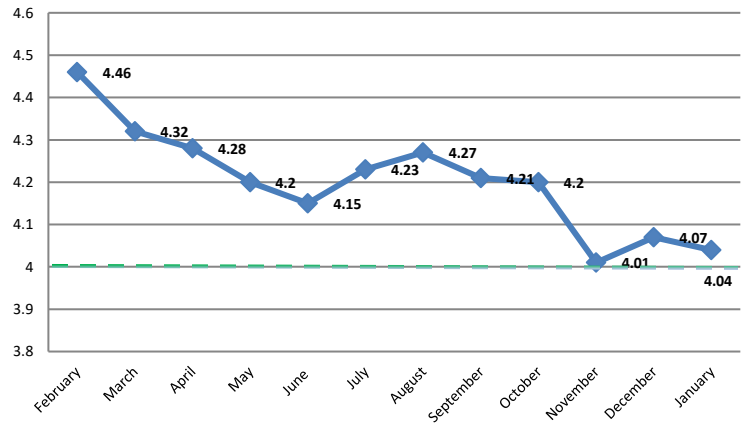
HPD Monthly Interactions



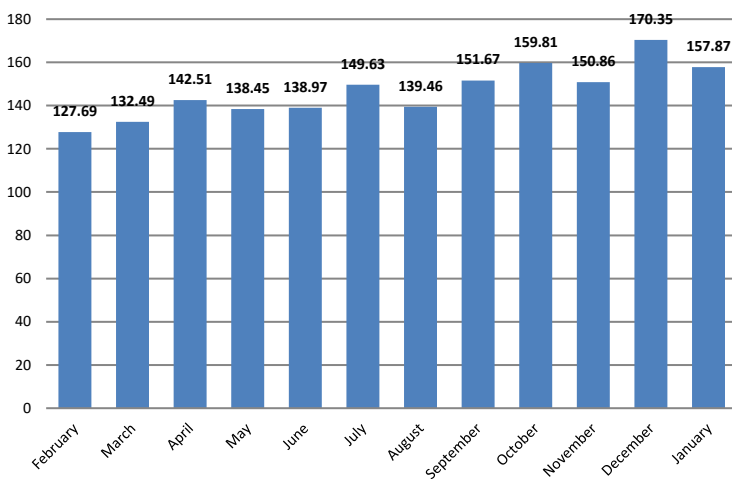
Homeless Count



Sidewalk Cleaning



Garbage Disposed (Tons)



Reliability

