HOUSTON DOWNTOWN MANAGEMENT DISTRICT
HOUSTON, TEXAS

TO: THE BOARD OF DIRECTORS OF THE HOUSTON DOWNTOWN MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PARTIES

Notice is hereby given to all interested persons that the Board of Directors of the Houston Downtown Management District will hold a meeting on Thursday, December 12, 2024 at 12:00 PM in the H-Town Conference Room of the District's Offices, located at 1221 McKinney Street, Suite 4250, Houston, TX, 77010; to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary.

Materials for this meeting will be published prior to the meeting on Houston Downtown Management District's website at https://downtownhouston.org/houston-downtown-management-district/board-meetings in the link for the December 12th date.

AGENDA

Welcome and Introductions

I. Public Comments

II. Approval of Minutes *(L. Ashby)*

- November 14, 2024 meeting of the board of directors

III. Finance and administrative matters

- Approval of interim financial statements and ratification of expenditures and check registers for the month ending November 30, 2024 *(R. Torres)*
- Third Quarter DBE Report *(R. Torres)*
- Amendment to Information Form *(A. Douglas)*

IV. 2025 Budget Discussion and Action Items *(K. Larson / J. Gunter)*

- Presentation of final draft and approval of 2025 operating and capital budgets
- Review of Fund Balance Policy and action thereon

V. Retail Strategy Update Presentation + Related Action *(D. Cisneros)*

VI. Consent Agenda *(L. Ashby)*

Directors: any authorization included in this consent agenda may be pulled for discussion and review. Otherwise, the Board will be asked to pass the consent agenda, as presented.

Operations & Maintenance	
250101.01	Authorize expenditure for customized trash bags
250101.02	Authorize agreement and expenditure for trash collection management
250101.03	Authorize agreements and expenditures for deep cleaning pressure washing on sidewalks
250101.04	Authorize agreement and expenditures for bus stop pressure washing
250101.05	Authorize expenditure for Operations Center rent
250101.06	Authorize expenditure for Operations Center voice and data service
250101.07	Authorize expenditure for Operations Center parking spaces
250101.08	Authorize expenditure for transient and lawn meter water costs
250101.09	Authorize agreement and expenditures for irrigation repairs
250101.10	Authorize expenditures for tree maintenance
250101.11	Authorize expenditure for Allen Parkway maintenance and repairs
250101.12	Authorize expenditures for electrical costs for Op Center, warehouse and various streetscape amenities
250101.13	Authorize agreement and expenditures for electrical maintenance and repairs
250101.14	Authorize expenditure for Main Street Square electrical expenses
250101.15	Authorize expenditure for utility costs related to Market Square

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IV. Consent Agenda *(cont.)*	
Operations & Maintenance *(cont.)*	
250101.16	Authorize expenditure for utility costs related to Trebly Park
250101.17	Authorize agreement and expenditure for bird abatement
250101.18	Authorize agreement and expenditures for safety office rent
250101.19	Authorize agreement and expenditures for safety officer for outreach team
250101.20	Authorize expenditure for off-duty HPD police program coordinators
250101.21	Authorize expenditure for warehouse rent
250101.22	Authorize expenditure for public restroom facilities
250101.23	Authorize agreement and expenditures for banner program
250101.24	Authorize agreement and related expenditure for recycling program
250101.25	Authorize agreement and expenditures for wayfinding maintenance
250101.26	Authorize agreement and expenditure for landscape services
250101.27	Authorize agreement and related expenditure for floral plantings and maintenance
250101.28	Authorize agreement and expenditure for paver repairs
250101.29	Authorize agreement and related expenditure for fountain maintenance and repairs
250101.30	Authorize agreements and expenditures for homeless outreach services
250101.31	Authorize expenditures for off-duty police officer program
Economic Development	
250101.32	Authorize agreements and expenditures for fourth quarter 2024 broker events and printed collateral
250101.33	Authorize agreements and expenditures for 2025 downtown broker events and printed collateral
250101.34	Authorize agreements and expenditures for printing and mailing of 2025 quarterly market reports
250101.35	Authorize agreements and expenditures for 2025 economic development regional collaboration
250101.36	Authorize agreements and expenditures for 2025 reference materials and research
Planning & Development	
250101.37	Authorize agreements and expenditures for consulting services related to the District Service Plan Renewal
Engagement	
250101.38	Authorize the execution of agreements and expenditures pertaining to events and programming initiatives for Market Square Park
250101.39	Authorize the execution of agreements and expenditures pertaining to producing a Farmer's Market in Market Square Park
250101.40	Authorize the execution of agreements and expenditures for collaborative activations and initiatives around Downtown: Lunar New Year, Art Car After Party, Dia de Los Muertos, Make Music Day, etc
250101.41	Authorize the execution of agreements and expenditures pertaining to third-party activations in Market Square and Trebly Parks

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IV. Consent Agenda *(cont.)*	
Engagement *(cont.)*	
250101.42	Authorize the execution of agreements and expenditures pertaining to events and programming initiatives for Event Sponsorships
250101.43	Authorize the execution of agreements and expenditures pertaining to events and programming initiatives for Trebly Park
250101.44	Authorize the execution of agreements and expenditures pertaining to events and programming initiatives for Holiday Promotions
250101.45	Authorize the execution of agreements and expenditures pertaining to the Downtown District Activations + Art Program
250101.46	Authorize the execution of agreements and expenditures pertaining to engaging an Art Consultant to assist with the 2025 Art Activation Program
250101.47	Authorize the execution of agreements and expenditures for residential programming
250101.48	Authorize the execution of agreements and related expenditures to maintain the Downtown web portal
250101.49	Authorize expenditures for *The List* and *Downtown Monthly Update*
250101.50	Authorize the execution of agreements by the President/CEO and related expenditures for social media presence and maintenance
250101.51	Authorize expenditures for *The Downtown Field Guide*
250101.52	Authorize the execution of agreements and expenditures for marketing creative and strategy
250101.53	Authorize the execution of agreements and expenditures for photography to support marketing programs
250101.54	Authorize the execution of agreements and expenditures for videography to support marketing programs
250101.55	Authorize the execution of agreements and expenditures for Promotional Items
250101.56	Authorize the execution of agreements and expenditures for Place Branding
250101.57	Authorize the execution of agreements and expenditures for Marketing / Park Promotions
250101.58	Authorize agreements and expenditures for paid Media and Advertising
250101.59	Authorize agreements and expenditures for Summer Intern Program
250101.60	Authorize the execution of an agreement and related expenditures for public relations services
250101.61	Authorize the execution of agreements and expenditures for Engaging Stakeholders in Decision Making – Main Street Promenade
250101.62	Authorize the execution of agreements and expenditures for District Collateral
Administration	
250101.63	Authorize expenditure for administration contractor
250101.64	Authorize expenditure for compilation services
250101.65	Authorize expenditure for liability and property risk coverage
250101.66	Authorize expenditure for audited financial statements for FY24
250101.67	Authorize expenditure for legal counsel

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VII. Program Authorizations

Operations & Maintenance *(B. DeBord)*

- Authorize agreement and expenditure for Street Team and Downtown Public Safety Guide Programs
- Authorize agreements and expenditures for private security patrols & security cameras
- Authorize execution of agreement and reimbursement for fountain maintenance and repair
- Authorize execution of agreement and reimbursement for park security
- Authorize execution of agreement and reimbursement for rail platform cleaning

Capital Projects *(C. Hoeprich)*

- Authorize agreements and expenditures for 2025 Thrive Storefront Grant Program

Planning & Development *(C. Hoeprich)*

- Authorize agreements and expenditures for More Space Main Street planning & design consultants

VIII. Project Spotlight

- Holiday Lighting & Events Update *(A. Taylor)*
- Placemaking & Connectivity Action Plan *(C. Hoeprich)*

IX. Strategic Alignment Updates *(K. Larson)*

- Goal 1: Champion Downtown
- Goal 2: Enhance Downtown
- Goal 3: Connect Downtown
- Goal 4: Thrive Downtown
- Goal 5: Stakeholder Engagement

X. Other business *(L. Ashby)*

XI. Adjourn Board meeting *(L. Ashby)*

Executive Session *(if needed)*

- Consultation with Legal Counsel
  Texas Government Code §551.071
- Deliberations regarding Real Property
  Texas Government Code §551.072
- Deliberations regarding Personnel Matters
  Texas Government Code §551.074
- Deliberations regarding Economic Development Negotiations
  Texas Government Code §551.087

Jamie L. Perkins
Jamie Lynn Perkins
Records Management Officer