

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 14, 2023 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 14th date.

AGENDA

Welcome and Introductions

I. Public Comments

II. Approval of Minutes

- November 9, 2023 meeting of the board of directors

III. Items about finance and administrative matters:

- Approval of interim financial statements and ratification of expenditures and check registers for November 30, 2023
- Third Quarter DBE Report
- Amendment to Information Form
- Report from Nominating Committee and action thereon
- Report from Governance Task Force
- Resolution honoring retiring director
- District Staff Recognition – milestone anniversary

IV. Presentation of final drafts and approval of 2024 operating and capital budgets

V. Project Spotlight

- Main Street Promenade update and presentation
- Downtown Houston+ Brand and Website Launch

VI. Consent agenda

- Authorize expenditure for customized trash bags
- Authorize agreement and expenditure for trash collection management
- Authorize agreements and expenditures for deep cleaning pressure washing on sidewalks
- Authorize agreement and expenditures for bus stop pressure washing
- Authorize expenditure for Operations Center rent (1313 Main)
- Authorize expenditure for Operations Center voice and data service
- Authorize expenditure for Operations Center parking spaces
- Authorize expenditure for transient and lawn meter water costs
- Authorize agreement and expenditures for irrigation repairs
- Authorize expenditures for tree maintenance
- Authorize expenditure for Allen Parkway maintenance and repairs
- Authorize expenditures for electrical costs for Operations Center, warehouse and various streetscape amenities
- Authorize agreement and expenditures for electrical maintenance and repairs
- Authorize expenditure for Main Street Square electrical expenses
- Authorize expenditure for utility costs related to Market Square
- Authorize expenditure for utility costs related to Trebly Park
- Authorize agreement and expenditure for bird abatement

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VI. Consent agenda (*cont.*)

- Authorize agreement and expenditures for safety office rent
- Authorize agreement and expenditures for safety officer for outreach team
- Authorize expenditure for off-duty HPD police program coordinators
- Authorize expenditure for warehouse rent
- Authorize expenditure for public restrooms facilities
- Authorize agreement and expenditures for banner program
- Authorize agreement and related expenditure for recycling program
- Authorize agreement and expenditures for wayfinding maintenance

VII. Program Authorizations

Operations

- Authorize expenditure for the Street Team and Downtown Public Safety Guide Programs
- Authorize agreements and expenditures for private security patrols & security cameras
- Authorize agreement and expenditure for landscape services
- Authorize agreement and related expenditure for floral plantings and maintenance
- Authorize agreement and expenditure for paver repairs
- Authorize agreement and related expenditure for fountain maintenance and repairs
- Authorize interlocal agreement for fountain maintenance and repair reimbursements
- Authorize agreements and expenditures for homeless outreach services

Economic Development Program

- Authorize agreement and expenditures for ongoing subscription to the Placer.ai data platform for our Research & Reports Program's pedestrian tracking work
- Authorize agreement and expenditures for ongoing subscription to the CoStar data platform for our Research & Reports Program's real estate sector tracking work
- Authorize agreement and expenditures for new subscription to the mySidewalk platform for our Research & Reports Program's demographic and public reports work
- Authorize agreement and expenditures for Market Square Park food service feasibility consultant
- Authorize agreement and expenditures for Q4 Market Report design services
- Authorize agreement and expenditures for Research & Report design services

Engagement

- Authorize the execution of agreements and related expenditures for Market Square Park programming
- Authorize the execution of agreements and related expenditures for Lunar New Year
- Authorize the execution of agreements and related expenditures for Around Downtown programming
- Authorize the execution of agreements and related expenditures for Trebly Park programming
- Authorize the execution of agreements and expenditures for social media presence and maintenance
- Authorize expenditures of agreements and expenditures Media and Advertising Budget
- Authorize the execution of agreements and related expenditures for advertising and creative strategy

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VII. Program Authorizations (cont.)

Engagement (cont.)

- Authorize expenditures for marketing/photography
- Authorize President/CEO to execute agreements and related expenditures for video services
- Authorize the execution of agreements and expenditures for public relations and content development services
- Authorize expenditures for remaining consolidation of company-wide websites

Administration

- Authorize expenditure for administration contractor
- Authorize expenditure for accounting services
- Authorize expenditure for liability and property risk coverage
- Authorize expenditure for audited financial statements for FY23
- Authorize expenditure for legal counsel

VIII. Strategic Alignment Updates

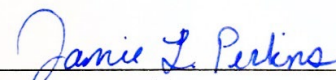
- Goal 1: Champion Downtown
- Goal 2: Enhance Downtown
- Goal 3: Connect Downtown
- Goal 4: Thrive Downtown
- Goal 5: Stakeholder Engagement

IX. Other business

X. Adjourn Board meeting

Executive Session

- 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 Lynn Perkins
Records Management Officer