



**Board of Directors Meeting**  
**March 8, 2018**

**Houston Downtown Management District  
Board of Directors Meeting  
March 8, 2018**

**TABLE OF CONTENTS**

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	<b>TAB/PAGE</b>
Minutes of February 8, 2018 meeting of the board of directors.....	1-1
Items pertaining to finance and administrative matters:	
• Interim financial statements ending February 2018.....	2-1
• Check registers for January 2018 .....	2-7
• Report from the Nominating Committee and election of officers.....	2-10
• Standing Committees and changes to appointments, as required.....	2-11
Consent Agenda:	
• Authorize expenditure for renewal of general liability insurance for Art Blocks installations .....	3-1
Program Authorizations:	
• Authorize agreement and expenditure for replacement air compressor .....	4-1
• Authorize extension of agreement and expenditure with The Goodman Corporation to perform bi-annual maintenance oversight of the Greenlink vehicles .....	4-2
Brief program updates:	
• Marketing & Communications .....	5-1
• Operations.....	5-4
• Economic Development Program .....	5-8
• Planning, Design & Capital Projects.....	5-10
• Greenlink.....	5-13

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

February 8, 2018

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 February 8, 2018, at 12:00 p.m., at 2 Houston Center, 909 Fannin Street, Suite 1650, Houston, Texas 77010 inside the boundaries of the District, and the roll was called of the duly appointed members of the Board, to-wit:

**BOARD MEMBERS**

Leslie G. Ashby	Roland Kennedy
Genora Boykins	Sherea A. McKenzie
Gregory A. Brothers	Kenny Meyer
Jeremy Brown	Chuck Moore
Thomas Cheng	John Mooz
Wendy Cloonan	Thomas Nauls
Diane Englet	Edna Ramos
Irma Galvan	Scott Repass
Marian Harper	Stewart O. Robinson
Donald J Henderson	Frank Staats
Gilbert A. Herrera	Richard Torres
Milton Howe	Liz Unger
Angus Hughes	Valerie D. Williams
Robbi Jones	Ted Zwiég

and all of the above were present, with the exception of Irma Galvan, Marian Harper, Kenny Meyer, Thomas Nauls and Ted Zwiég.

Also present were Bob Eury, Joe Maxwell, James Kennedy, Stefanie Pascacio, Aide Meza, Brett DeBord, Scott Finke, Jackie Traywick, Evan Camp, Kathleen Chisley, Keith Gould, Lonnie Hoogeboom, Jacqueline Longoria, Angie Bertinot, Emily Barnes, and Nicole Marin Capelo of the District; Katrina Bayer, Uchenna Onuzo and Robert Lung of Central Houston, Inc.; Algenita Davis, consultant to the District; Jonathan Newport of Houston First; Anton Sinkewich of East Downtown Management District; and Barron Wallace and Sandy Rivera-Ramirez of Bracewell LLP.

**WELCOME**

Director Williams welcomed all directors, consultants and other meeting attendees.

## **APPROVAL OF MINUTES**

The Board considered approving the minutes of January 18, 2018. Upon a motion duly made and seconded, the Board members present voted unanimously to approve the minutes of January 18, 2018, as submitted.

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

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

Director Brothers presented the interim financial statements and check registers for the period ending January 31, 2018.

Following a brief discussion, upon a motion duly made and seconded, the Board members present voted unanimously to approve the interim financial statements and check registers for the period ending January 31, 2018.

### **Year End DBE Program Report**

Mr. Eury presented the year-end Disadvantaged Business Enterprise Report for 2017 and stated no action was needed at this time.

## **COMMITTEE SPOTLIGHT**

### **Marketing & Communications: Update on plan for temporary public art program**

Ms. Bertinot reported on marketing and communications, she provided an update on plans for the following temporary public art programs: Art Blocks, Open House at Sam Houston Park and the Franklin Garage.

### **Operations: Public Safety Committee report, discussion and potential action related to proposed low barrier homeless shelter facility**

Mr. Eury discussed potential action related to the proposed low barrier homeless shelter on McKee Street. Mr. Eury informed the Board that a letter has been prepared requesting more information from the City about these shelters.

Following brief discussion, upon a motion duly made and seconded, the Board members present voted unanimously to authorize sending a letter to the City requesting more information about the homeless shelters.

## **PROGRAM AUTHORIZATIONS**

### **Operations**

Mr. Gould requested Board approval and authorization for agreements and expenditures related to operations. Following discussion, upon a motion duly made and seconded, the Board voted unanimously to approve bird abatement services with Texas Bird Services in an amount not to exceed \$55,000.

Mr. Kennedy requested Board approval and authorization for agreements and expenditures related to operations. Following discussion, upon a motion duly made and seconded, the Board voted unanimously to approve expenditure to Houston Recovery Center, LGC for the Public Intoxication Transport Program in an amount not to exceed \$125,000 which represents an increase of \$45,000 from its previous authorization.

#### Planning & Design

Mr. Hoozeboom requested Board approval and authorization for agreements and expenditures related to planning and design. Following discussion, upon a motion duly made and seconded, the Board voted unanimously to (i) authorize Executive Director to execute an amendment to the Chapter 380 Grant Agreement with Trammell Crow Company (TCH DT II, LLC) for Block 98, consistent with the requirements of the Downtown Living Initiative and (ii) authorize Executive Director to execute an agreement with Huitt-Zollars and related expenditures for consultant services related to engineering document for street lighting infill in an amount not to exceed \$55,000.

#### Marketing & Communications

Ms. Bertinot requested Board approval and authorization for agreements and expenditures related to marketing and communications. Following discussion, upon a motion duly made and seconded, the Board voted unanimously to (i) authorize expenditure for confetti for the World Series Championship Parade to Houston Civic Events, Inc. in an amount not to exceed \$33,000 and (ii) authorize the Executive Director to sign an agreement and related expenditures with The Black Sheep Agency for brand strategy and creative services in an amount not to exceed \$75,000.

### **BRIEF PROGRAM UPDATES**

#### Marketing and Communications Report

Ms. Bertinot reported on marketing and communications.

#### Operations

Mr. DeBord reported on the status of operations.

#### Economic Development Program

Mr. Lung reported on economic development matters.

#### Planning, Design and Capital Projects

Mr. Hoozeboom reported on planning, design and capital projects.

#### Greenlink Report

Ms. Bayer reported on Greenlink operations for the prior month.

**DIRECTORS' QUESTIONS ON OTHER INITIATIVES**

There were no questions.

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

Director Williams stated that the next meeting is scheduled for March 8, 2018. There being no further business to come before the Board, the meeting was adjourned.

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Leslie Ashby, Secretary

**Houston Downtown Management District  
Governmental Fund Balance Sheets and  
Statement of Net Assets  
February 28, 2018 and February 28, 2017**

**DRAFT**

	2018				2017			
	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	\$ 18,642,445	\$ 3,580,391	\$ 1,756,203	\$ 23,979,040	\$ 16,729,905	\$ 2,639,350	\$ 1,529,571	\$ 20,898,827
Assessments Due, Net	38,792	6,787		45,578	(380,300)	(48,587)		(428,887)
Accounts Receivable	448,735	-	60,000	508,735	64,327	21,753	342,032	428,112
Prepaid Expense	116,740	-	-	116,740	118,250	-	-	118,250
Inventory	-	-	101,033	101,033	-	-	104,564	104,564
Property & Equipment, Net	75,366	118,286	1,562,126	1,755,778	71,266	79,425	1,812,065	1,962,756
Intercompany Rec/Pay	(373,740)	373,740	-	-	(261,884)	261,884	-	-
<b>Total Assets</b>	<b>\$ 18,948,338</b>	<b>\$ 4,079,204</b>	<b>\$ 3,479,362</b>	<b>\$ 26,506,904</b>	<b>\$ 16,341,564</b>	<b>\$ 2,953,826</b>	<b>\$ 3,788,232</b>	<b>\$ 23,083,622</b>
<b>Liabilities</b>								
Accounts Payable & Accrued Expenses	\$ 1,226,284	\$ 207,926	\$ 200,921	\$ 1,635,131	\$ 799,085	\$ 113,512	\$ 261,000	\$ 1,173,598
Deferred Revenue & Reserve for Refunds	47,463	6,168	225,000	278,631	887,169	112,762	225,000	1,224,931
<b>Total Liabilities &amp; Deferred Revenue</b>	<b>1,273,747</b>	<b>214,094</b>	<b>425,921</b>	<b>1,913,762</b>	<b>1,686,254</b>	<b>226,274</b>	<b>486,000</b>	<b>2,398,528</b>
<b>Fund Balances</b>								
Unreserved, Undesignated	16,874,591			16,874,591	13,855,309			13,855,309
Unreserved, Designated for Catastrophy	800,000			800,000	800,000			800,000
Reserved for Capital Projects		3,865,110	3,053,441	6,918,551		2,727,552	3,302,232	6,029,785
	17,674,591	3,865,110	3,053,441	24,593,142	14,655,309	2,727,552	3,302,232	20,685,094
<b>Total Liabilities, Deferred Revenue &amp; Fund Balances</b>	<b>\$ 18,948,338</b>	<b>\$ 4,079,204</b>	<b>\$ 3,479,362</b>	<b>\$ 26,506,904</b>	<b>\$ 16,341,564</b>	<b>\$ 2,953,826</b>	<b>\$ 3,788,232</b>	<b>\$ 23,083,622</b>

**Houston Downtown Management District**  
**Statement of Activities**  
**Two Months Ended February 28, 2018**

	<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>					
Assessments, Net	\$ 0	\$ 218	\$ 219	\$ -	\$ 219
Operations Revenue	87,815	-	87,815	70,537	17,277
Project Revenue	9,805	-	9,805	12,500	(2,695)
Salary Reimbursements	12,930	-	12,930	-	12,930
Interest Income	31,020	5,704	36,724	23,333	13,391
<b>Total Revenues</b>	<b>\$ 141,570</b>	<b>\$ 5,923</b>	<b>\$ 147,493</b>	<b>\$ 106,371</b>	<b>\$ 41,122</b>
<b>Expenses</b>					
<b>Downtown Feels Safe &amp; Comfortable at All Times</b>					
Collaboration to Maintain Low Crime Rate	\$ 284,449	\$ -	\$ 284,449	\$ 418,000	\$ 133,551
Reduced Presence of Homeless & Street Persons	20,527	-	20,527	85,833	65,307
Downtown Sidewalks are Comfortably Lighted	33,503	-	33,503	23,333	(10,169)
Downtown Clean & Well-Kept Appearance	408,462	-	408,462	559,750	151,288
Remove Signs of Disorder in Downtown	4,826	-	4,826	6,083	1,258
Prepare for Emergencies	15,659	-	15,659	18,333	2,675
	767,424	-	767,424	1,111,333	343,909
<b>Public Realm is Charming, Inviting, Beautiful &amp; Celebrates the Life of the City</b>					
Key Pedestrian Streets are Inviting	25,942	-	25,942	4,917	(21,026)
Public Spaces Managed, Programmed, & Delightful	60,539	-	60,539	145,583	85,045
Place of Civic Celebration	64,676	-	64,676	117,083	52,407
	151,157	-	151,157	267,583	116,426
<b>Accessible to Region &amp; Easy to Get Around</b>					
Effective Transit Access More Places, More Hours	1,834	-	1,834	1,833	(1)
Convenient Circulation Without Personal Vehicle	86,415	-	86,415	86,583	168
Easy To Find Way Around	7,750	-	7,750	47,917	40,166
Connect Neighbors & Districts Inside/Outside Downtown	7,826	-	7,826	7,917	91
Convenient, Understandable & Managed Parking	2,442	-	2,442	2,500	58
	106,266	-	106,266	146,750	40,484
<b>Vibrant, Sustainable Mixed-Use Place</b>					
Best Place to Work in Region	49,413	-	49,413	45,833	(3,580)
Exciting Neighborhoods to Live In	15,925	-	15,925	26,250	10,325
Competitive Shopping Place	7,802	-	7,802	7,833	31
Remarkable Destination for Visitors	3,040	-	3,040	11,167	8,127
	76,180	-	76,180	91,083	14,903
<b>Downtown's Vision &amp; Offering Understood By All</b>					
Market to Region	47,980	-	47,980	130,533	82,554
Promote Downtown's Ease of Use	3,420	-	3,420	3,500	80
Vision/Development Framework Understood By All	50,857	-	50,857	151,500	100,643
Tools to Assist Continued Redevelopment	13,372	-	13,372	13,333	(39)
Develop & Maintain Information to Support Downtown	5,199	-	5,199	5,333	134
	120,828	-	120,828	304,200	183,372
<b>District Governance &amp; Service Known for Excellence</b>					
Engage Stakeholders in Decision Making	97,096	-	97,096	101,500	4,404
Communications to Owners, Tenants & Others	2,846	-	2,846	6,250	3,404
Preservation of Districts' Capital Assets	31,599	-	31,599	33,500	1,901
	131,540	-	131,540	141,250	9,710
<b>Capital Improvement &amp; Expenditures</b>					
Downtown Feels Safe & Comfortable	-	9,156	9,156	80,000	70,844
Public Realm is Charming, Inviting, & Beautiful	-	-	-	75,000	75,000
Accessible to Region & Easy to Get Around	-	6,297	6,297	125,000	118,703
Vibrant, Sustainable Mixed-Use Place	-	-	-	22,027	22,027
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	3,191	3,191	62,000	58,809
	-	18,644	18,644	364,027	345,383
<b>Total Expenses</b>	<b>\$ 1,353,396</b>	<b>\$ 18,644</b>	<b>\$ 1,372,040</b>	<b>\$ 2,426,227</b>	<b>\$ 1,054,187</b>
Depreciation Expense	3,620	5,070	8,690	7,051	(1,639)
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b>\$ (1,215,446)</b>	<b>\$ (17,792)</b>	<b>\$ (1,233,237)</b>	<b>\$ (2,326,908)</b>	<b>\$ 1,093,670</b>



**Houston Downtown Management District**  
**Statement of Activities**  
**Two Months Ended February 28, 2018 and February 28, 2017**

	Operating YTD Actual	Capital YTD Actual	2018 Total YTD Actual	2017 Total YTD Actual	Fav (Unfav) Variance
<b>Revenues</b>					
Assessments, Net	\$ 0	\$ 218	\$ 219	\$ 13,865,698	\$ (13,865,479)
Operations Revenue	87,815	-	87,815	59,376	28,438
Project Revenue	9,805	-	9,805	36,329	(26,524)
Salary Reimbursements	12,930	-	12,930	48,613	(35,683)
Interest Income	31,020	5,704	36,724	17,625	19,099
<b>Total Revenues</b>	<b>\$ 141,570</b>	<b>\$ 5,923</b>	<b>\$ 147,493</b>	<b>\$ 14,027,641</b>	<b>\$ (13,880,148)</b>
<b>Expenses</b>					
<b>Downtown Feels Safe &amp; Comfortable at All Times</b>					
Collaboration to Maintain Low Crime Rate	\$ 284,449	\$ -	\$ 284,449	\$ 289,175	\$ 4,726
Reduced Presence of Homeless & Street Persons	20,527	-	20,527	50,497	29,970
Downtown Sidewalks are Comfortably Lighted	33,503	-	33,503	11,435	(22,068)
Downtown Clean & Well-Kept Appearance	408,462	-	408,462	553,195	144,734
Remove Signs of Disorder in Downtown	4,826	-	4,826	5,203	378
Prepare for Emergencies	15,659	-	15,659	11,947	(3,712)
	767,424	-	767,424	921,452	154,028
<b>Public Realm is Charming, Inviting, Beautiful &amp; Celebrates the Life of the City</b>					
Key Pedestrian Streets are Inviting	25,942	-	25,942	28,573	2,630
Public Spaces Managed, Programmed, & Delightful	60,539	-	60,539	78,598	18,059
Place of Civic Celebration	64,676	-	64,676	83,284	18,608
	151,157	-	151,157	190,455	39,298
<b>Accessible to Region &amp; Easy to Get Around</b>					
Effective Transit Access More Places, More Hours	1,834	-	1,834	1,749	(84)
Convenient Circulation Without Personal Vehicle	86,415	-	86,415	88,165	1,750
Easy To Find Way Around	7,750	-	7,750	6,025	(1,725)
Connect Neighbors & Districts Inside/Outside Downtown	7,826	-	7,826	14,859	7,033
Convenient, Understandable & Managed Parking	2,442	-	2,442	3,155	713
	106,266	-	106,266	113,953	7,687
<b>Vibrant, Sustainable Mixed-Use Place</b>					
Best Place to Work in Region	49,413	-	49,413	38,245	(11,169)
Exciting Neighborhoods to Live In	15,925	-	15,925	13,358	(2,567)
Competitive Shopping Place	7,802	-	7,802	8,860	1,058
Remarkable Destination for Visitors	3,040	-	3,040	1,734	(1,306)
	76,180	-	76,180	62,197	(13,983)
<b>Downtown's Vision &amp; Offering Understood By All</b>					
Market to Region	47,980	-	47,980	97,150	49,170
Promote Downtown's Ease of Use	3,420	-	3,420	3,450	30
Vision/Development Framework Understood By All	50,857	-	50,857	66,712	15,855
Tools to Assist Continued Redevelopment	13,372	-	13,372	15,244	1,872
Develop & Maintain Information to Support Downtown	5,199	-	5,199	2,863	(2,336)
	120,828	-	120,828	185,418	64,590
<b>District Governance &amp; Service Known for Excellence</b>					
Engage Stakeholders in Decision Making	97,096	-	97,096	100,644	3,548
Communications to Owners, Tenants & Others	2,846	-	2,846	2,317	(529)
Preservation of Districts' Capital Assets	31,599	-	31,599	30,934	(665)
	131,540	-	131,540	133,894	2,354
<b>Capital Improvement &amp; Expenditures</b>					
Downtown Feels Safe & Comfortable	-	9,156	9,156	-	(9,156)
Public Realm is Charming, Inviting, & Beautiful	-	-	-	40,854	40,854
Accessible to Region & Easy to Get Around	-	6,297	6,297	14,310	8,013
Vibrant, Sustainable Mixed-Use Place	-	-	-	-	-
Downtown's Vision & Offering Understood By All	-	-	-	-	-
Capital Replacement Expenditure	-	3,191	3,191	99,168	95,977
	-	18,644	18,644	154,332	135,688
<b>Total Expenses</b>	<b>\$ 1,353,396</b>	<b>\$ 18,644</b>	<b>\$ 1,372,040</b>	<b>\$ 1,761,702</b>	<b>\$ 389,662</b>
Depreciation Expense	3,620	5,070	8,690	6,478	(2,212)
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b>\$ (1,215,446)</b>	<b>\$ (17,792)</b>	<b>\$ (1,233,237)</b>	<b>\$ 12,259,461</b>	<b>\$ (13,492,698)</b>

**Greenlink-Downtown Circulator Fund**  
**Statement of Activities**  
**Two Months Ended February 28, 2018**

	<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>					
HDMD Operations Sponsorship	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ -
Houston First Operations Sponsorship	75,000		75,000	75,000	-
BG Group Operations Sponsorship	-		-	-	-
TCEQ Grant Revenue	60,000		60,000	100,000	(40,000)
Interest Income	3,818		3,818	1,667	2,151
<b>Total Revenues</b>	<b><u>\$ 213,818</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 213,818</u></b>	<b><u>\$ 251,667</u></b>	<b><u>\$ (37,849)</u></b>
<b>Expenses</b>					
Vehicle Operator Expense	189,767		189,767	225,000	35,233
Fuel Expense	14,344		14,344	17,833	3,489
Marketing Expense	1,629		1,629	75,000	73,371
Operating Administrative Expense	-		-	-	-
Miscellaneous Expense	-		-	-	-
	<u>205,739</u>	<u>-</u>	<u>205,739</u>	<u>317,833</u>	<u>112,094</u>
<b>Total Expenses</b>	<b><u>\$ 205,739</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 205,739</u></b>	<b><u>\$ 317,833</u></b>	<b><u>\$ 112,094</u></b>
Depreciation Expense	41,657		41,657	41,656	(1)
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b><u>\$ (33,578)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (33,578)</u></b>	<b><u>\$ (107,823)</u></b>	<b><u>\$ 74,245</u></b>

**Greenlink-Downtown Circulator Fund**  
**Statement of Activities**  
**Two Months Ended February 28, 2018 and February 28, 2017**

	<u>Operating YTD Actual</u>	<u>Capital YTD Actual</u>	<u>2018 Total YTD Actual</u>	<u>2017 Total YTD Actual</u>	<u>Fav (Unfav) Variance</u>
<b>Revenues</b>					
HDMD Operations Sponsorship	\$ 75,000		\$ 75,000	\$ 75,000	\$ -
Houston First Operations Sponsorship	75,000		75,000	75,000	-
BG Group Operations Sponsorship	-		-	-	-
TCEQ Grant Revenue	60,000		60,000	179,428	(119,428)
Interest Income	3,818		3,818	1,599	2,219
<b>Total Revenues</b>	<b><u>\$ 213,818</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 213,818</u></b>	<b><u>\$ 331,027</u></b>	<b><u>\$ (117,209)</u></b>
<b>Expenses</b>					
Vehicle Operator Expense	189,767		189,767	245,000	55,233
Fuel Expense	14,344		14,344	16,000	1,656
Marketing Expense	1,629		1,629	9,830	8,202
Operating Administrative Expense	-		-	-	-
Miscellaneous Expense	-		-	-	-
	<u>205,739</u>	<u>-</u>	<u>205,739</u>	<u>270,830</u>	<u>65,091</u>
<b>Total Expenses</b>	<b><u>\$ 205,739</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 205,739</u></b>	<b><u>\$ 270,830</u></b>	<b><u>\$ 65,091</u></b>
Depreciation Expense	41,657		41,657	41,657	-
<b>Excess of Revenue Over Expenses GAAP Basis</b>	<b><u>\$ (33,578)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (33,578)</u></b>	<b><u>\$ 18,540</u></b>	<b><u>\$ (52,118)</u></b>

# **Houston Downtown Management District**

## **Variance Analysis**

### **Two Months Ended February 28, 2018**

#### **Operating Budget**

- 1) Revenue-Operations revenue \$18K ahead of budget due to timing of fountain reimbursements, salary reimbursements \$10K ahead of budget due to receivable from 2017 CHI true-up, \$13K ahead on interest income.
  
- 2) Goal 1a-Collaboration to Maintain Low Crime Rate-Ahead of budget \$78K in Safety Guides due to open positions, ahead \$19K in Off-Duty program, and ahead \$33K in the PIT team due to delay in expansion of the program.
  
- 3) Goal 1b-Reduced Presence of Street Persons-Ahead of budget \$68K in homeless programs delay in billing from SEARCH and startup of Harris Health.
  
- 4) Goal 1d-Downtown Clean & Well-kept Appearance-Ahead of budget \$18K in landscaping and tree maintenance, \$25K in paver maintenance, \$17K in irrigation repairs, ahead \$53K in Street Team due to open positions, ahead \$38K in operations center expenses due to delay in space expansion.
  
- 5) Goal 2a-Key Pedestrian Streets are Inviting-Over budget (\$13K) in landscaping 2017 expenditure not accrued.
  
- 6) Goal 2b-Public Spaces Programmed & Delightful-Ahead \$27K in Market Square Park and \$20K Main Street Square maintenance, ahead \$38K in programming due to timing of events.
  
- 7) Goal 2c-Place of Civic Celebration-Ahead \$11K on pole/pot maintenance, \$4K in holiday and \$37K on Art Program.
  
- 8) Goal 3c-Easy to Find Way Around-Ahead of budget \$25K above and below map delayed, \$15K ahead in wayfinding maintenance.
  
- 9) Goal 5a-Market to Region-Ahead of budget \$82K on media & advertising expenditures.
  
- 10) Goal 5c-Vision/Development Framework Understood by All-Ahead of budget \$100K on planning consulting expenditures, timing of consultant invoicing.

#### **Capital Budget**

- 11) Ahead of budget \$50K Chartres Fence delayed pending COH decision, \$11K due to delay in lighting infill and \$10K irrigation infill.
  
- 12) Ahead of budget \$75K in Market Square Park lighting project carried over from 2017.
  
- 13) Ahead of budget \$94K in vehicular wayfinding project carried over from 2017, ahead \$10K in sidewalk infill project on hold, ahead \$15K on parking lot edge/landscaping projects.
  
- 14) Ahead of budget \$12K in grants for retail and \$10K DLI expenditures.
  
- 15) Ahead of budget \$58K in capital replacements.

AP Check Register (Current by Bank)

9:29:14 AM

Check Dates: 2/1/2018 to 2/28/2018

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: A - OPERATING ACCT-JPMORGAN</b>					<b>101.000</b>
* 27869	02/08/18	V	2/8/18 1506	CHASE CARD SERVICES	(\$1,255.25)
* 27917	02/02/18	P	0027	AT&T	\$1,883.38
27918	02/02/18	P	1540	CITY OF HOUSTON (WATER DEPT)	\$266.26
27919	02/02/18	P	9060	INTERSTATE TAX MANAGEMENT SERV	\$7,763.70
27919	02/02/18	V	2/2/18 9060	INTERSTATE TAX MANAGEMENT SERV	(\$7,763.70)
27920	02/02/18	P	4441	IT EQUIPMENT FINANCING,LLC	\$304.73
27921	02/02/18	P	7400	PFEIFFER & SON, LTD	\$1,519.24
27922	02/02/18	P	3989	RELIANT ENERGY	\$4,271.43
27923	02/02/18	P	8301	SWA GROUP	\$18,419.93
27924	02/02/18	P	8609	TOUCH & AGREE PROPERTY	\$3,029.40
27925	02/02/18	P	0350	ALONTI	\$96.00
27926	02/02/18	P	1191	CENTERPOINT ENERGY	\$25.06
27927	02/02/18	P	1801	DIRECTV	\$62.04
27928	02/02/18	P	2119	EMERGENCY CLEANING SOLUTIONS	\$120.79
27929	02/02/18	P	2929	FORT BEND BATTERY & GOLF CARTS	\$1,497.19
27930	02/02/18	P	3630	HOME DEPOT CREDIT SERVICES	\$219.56
27931	02/02/18	P	5634	LESLIE'S SWIMMING POOL SUPPLY	\$604.13
27932	02/02/18	P	5987	MAINTENANCE TO GO	\$7,715.65
27933	02/02/18	P	9948	ORKIN PEST CONTROL	\$92.56
27934	02/02/18	P	8355	STERLING EXPRESS SERVICES, INC	\$80.00
27935	02/02/18	P	8543	TENNANT SALES & SERVICE COMP.	\$116.30
27936	02/02/18	P	9060	INTERSTATE TAX MANAGEMENT SERV	\$6,909.69
27937	02/05/18	P	1506	CHASE CARD SERVICES	\$500.00
27938	02/05/18	P	1200	CENTRAL HOUSTON, INC	\$266,438.23
27985	02/08/18	P	0490	ASSOCIATED LANDSCAPE SERVICES	\$2,371.63
27986	02/08/18	P	0497	AUTOZONE, INC.	\$41.56
27987	02/08/18	P	1225	CENTRAL HOUSTON CIVIC IMPROVEM	\$22,916.67
27988	02/08/18	P	1506	CHASE CARD SERVICES	\$195.00
27989	02/08/18	P	1543	CITY OF HOUSTON	\$753.79
27990	02/08/18	P	4756	CKP COMMUNICATIONS,LLC	\$6,500.00
27991	02/08/18	P	1665	COLOR SPECIALISTS LANDSCAPING	\$3,515.00
27992	02/08/18	P	1691	CORPORATE COMPUTER SOURCE, LTD	\$30,190.82
27993	02/08/18	P	3249	GLOBAL WASTE SERVICES,LLC	\$2,192.40
27994	02/08/18	P	3915	HOUSTON CIVIC EVENTS,INC.	\$32,128.40
27995	02/08/18	P	3794	HOUSTON DOWNTOWN MANAGEMENT	\$112,500.00
27996	02/08/18	P	3992	HOUSTON DOWNTOWN MGMT DISTRICT	\$1,265,944.06
27997	02/08/18	P	4409	IDENTITY ARCHITECTS, INC	\$213.40
27998	02/08/18	P	9918	JOSEPH D. ROSS	\$750.00
27999	02/08/18	P	5211	KEITH GOULD	\$11.97
28000	02/08/18	P	5540	LINCOLN COLWELL	\$2,280.00
28001	02/08/18	P	5987	MAINTENANCE TO GO	\$9,339.55
28002	02/08/18	P	7086	NORTHERN TOOL & EQUIPMENT	\$155.66
28003	02/08/18	P	7400	PFEIFFER & SON, LTD	\$13,834.94
28004	02/08/18	P	7725	PRECISION GRAPHICS CENTER	\$1,572.76
28005	02/08/18	P	8182	SANDRA COOK BURNETT	\$1,725.00
28006	02/08/18	P	8151	SEARCH HOMELESS SERVICES	\$4,670.72
28007	02/08/18	P	0009	THOMAS PRINTWORKS	\$440.00
28008	02/08/18	P	9140	WEINGARTEN ART GROUP	\$2,825.00
28009	02/08/18	P	9097	WHITE DISTRIBUTION SYSTEMS	\$1,900.00
28010	02/08/18	P	9074	WILCO SUPPLY LLC	\$36.30
28011	02/08/18	P	9070	WONKY POWER RECORDS LLC	\$3,900.00

28012	02/08/18	P		0811	BRI 1850 HOUSTON OOC, LLC	\$349.60
28013	02/08/18	P		9803	HR&A ADVISORS, INC	\$1,378.55
28014	02/08/18	P		1506	CHASE CARD SERVICES	\$1,138.42
28015	02/08/18	P		1700	DEAN C. CORBETT, PC	\$1,890.00
28016	02/12/18	P		9799	CORPEX, INC.	\$28.40
28017	02/12/18	P		9800	TUBULAR SERVICES, L.L.C.	\$264.45
28018	02/16/18	P		3711	1110 MAIN PARTNERS,LP	\$3,350.00
28019	02/16/18	P		0028	1901 MANAGEMENT LLC	\$157.65
28019	02/16/18	V	2/16/18	0028	1901 MANAGEMENT LLC	(\$157.65)
28020	02/16/18	P		0592	BETA TECHNOLOGY,INC.	\$273.37
28021	02/16/18	P		0511	BLOCK BY BLOCK	\$230,093.71
28022	02/16/18	P		3288	BRACEWELL	\$1,796.50
28023	02/16/18	P		9819	BRYAN K BENNETT	\$2,028.55
28024	02/16/18	P		1506	CHASE CARD SERVICES	\$3,832.72
28025	02/16/18	P		1530	CINTAS CORPORATION	\$136.78
28026	02/16/18	P		1540	CITY OF HOUSTON (WATER DEPT)	\$1,021.21
28027	02/16/18	P		1676	COLLIER MATERIALS INC	\$1,074.92
28028	02/16/18	P		1665	COLOR SPECIALISTS LANDSCAPING	\$4,138.75
28029	02/16/18	P		2506	FANTOME TOWER L.P.	\$400.00
28030	02/16/18	P		3510	H.B.S WAREHOUSE ASSOC.	\$2,755.00
28031	02/16/18	P		5205	KATRINA BAYER	\$18.37
28032	02/16/18	P		5634	LESLIE'S SWIMMING POOL SUPPLY	\$424.06
28033	02/16/18	P		5712	LONE STAR DISPOSAL,LP	\$201.55
28034	02/16/18	P		5700	LONE STAR FLAGS AND FLAGPOLES	\$5,200.00
28035	02/16/18	P		5987	MAINTENANCE TO GO	\$2,579.70
28036	02/16/18	P		5703	MICHAEL LOESSIN	\$364.68
28037	02/16/18	P		7086	NORTHERN TOOL & EQUIPMENT	\$18.97
28038	02/16/18	P		7400	PFEIFFER & SON, LTD	\$8,349.49
28039	02/16/18	P		8034	RC SOLUTIONS, INC.	\$480.00
28040	02/16/18	P		8355	STERLING EXPRESS SERVICES, INC	\$97.00
28041	02/16/18	P		8552	TEXAS OUTHOUSE, INC.	\$850.50
28042	02/16/18	P		8609	TOUCH & AGREE PROPERTY	\$3,029.40
28043	02/16/18	P		8591	TREEBEARDS, INC.	\$888.50
28044	02/16/18	P		9081	WESTPARK COMMUNICATIONS, L.P	\$51.75
28045	02/16/18	P		9083	WHOLESALE ELECTRIC SUPPLY	\$261.00
28046	02/16/18	P		9090	WM JONES & COMPANY	\$12,362.70
28047	02/16/18	P		9854	1901 PRESTON PARTNERS LLC	\$157.65
28048	02/23/18	P		0353	ALL AMERICAN POLY	\$11,367.00
28049	02/23/18	P		0490	ASSOCIATED LANDSCAPE SERVICES	\$22,713.90
28050	02/23/18	P		2900	CENTRAL PARKING CORP	\$145.00
28051	02/23/18	P		1540	CITY OF HOUSTON (WATER DEPT)	\$6,764.59
28052	02/23/18	P		3550	HARDY & HARDY	\$2,600.00
28053	02/23/18	P		5211	KEITH GOULD	\$12.24
28054	02/23/18	P		5634	LESLIE'S SWIMMING POOL SUPPLY	\$698.78
28055	02/23/18	P		5700	LONE STAR FLAGS AND FLAGPOLES	\$1,068.00
28056	02/23/18	P		5987	MAINTENANCE TO GO	\$8,607.40
28057	02/23/18	P		7086	NORTHERN TOOL & EQUIPMENT	\$37.97
28058	02/23/18	P		7400	PFEIFFER & SON, LTD	\$4,566.81
28059	02/23/18	P		7725	PRECISION GRAPHICS CENTER	\$548.06
28060	02/23/18	P		3989	RELIANT ENERGY	\$88.82
28060	02/23/18	V	2/23/18	3989	RELIANT ENERGY	(\$88.82)
28061	02/23/18	P		8543	TENNANT SALES & SERVICE COMP.	\$386.44
28062	02/23/18	P		0009	THOMAS PRINTWORKS	\$466.85
28063	02/23/18	P		8659	TSA EVERYTHING HP	\$702.32
28064	02/23/18	P		3989	RELIANT ENERGY	\$85.36
28065	02/23/18	P		1270	CAFE EXPRESS	\$311.77

**BANK A REGISTER TOTAL: \$2,188,189.69**

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

**102.000**

3664	02/02/18	P		9060	INTERSTATE TAX MANAGEMENT SERV	\$854.01
3665	02/16/18	P		9854	1901 PRESTON PARTNERS LLC	\$20.14

3666	02/16/18	P		1506	CHASE CARD SERVICES	\$3,832.72
3666	02/16/18	V	2/16/18	1506	CHASE CARD SERVICES	(\$3,832.72)
3667	02/23/18	P		6287	JONES & CARTER,INC.	\$993.75

**BANK B REGISTER TOTAL:** \$1,867.90

**GRAND TOTAL :** \$2,190,057.59

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT  
 \*\* Denotes broken check sequence.

3/2/18 Page: 1

AP Check Register (Current by Bank)

9:33:27 AM

Check Dates: 2/1/2018 to 2/28/2018

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: GREEN - OPERATING-JPMORGAN</b>					<b>1000.000</b>
1209	02/08/18	P	7210	THOMAS PRINTWORKS	\$1,628.65

**BANK GREEN REGISTER TOTAL:** \$1,628.65

**GRAND TOTAL :** \$1,628.65

**MEMORANDUM**

March 8, 2018

**TO:** Board of Directors

**FROM:** Nominating Committee

**ACTION:** Recommendation of nominees for District officers

We respectfully request the Board of Directors approve the following renewing and new appointments for officers of the Board of Directors of the District:

President: Valerie D. Williams

Vice President: Leslie G. Ashby

Secretary: T.J. (Ted) Zwieg

Treasurer: Gregory A. Brothers

The Committee recommends that the board adopt a policy of a maximum term of office for the President serving as Chair of the Board of five years, the transition ideally occurring in middle years of a Service and Improvement Plan.

The Committee expresses its appreciation for Valerie Williams' eighteen years of leadership as Vice President and respects her desire to serve as President for a term of one year.

Finally, the Committee acknowledges the outstanding commitment to leadership and service of Donald J Henderson during his twelve-year tenure as President. For his generous gift of time, engagement, facilitation, experience and wise counsel as well as his ever-present wit, he is sincerely appreciated and acknowledged.



**Houston Downtown Management District  
Standing Committees of the Board**

**March, 2018**

<b>Maintenance Operations</b>	<b>Public Safety</b>	<b>Marketing &amp; Communications</b>	<b>Retail &amp; Economic Development</b>	<b>Planning, Design &amp; Construction</b>	<b>Office Market</b>
Kenny Meyer, Chair Irma Galvan Stewart Robinson Chuck Moore Thomas Nauls Frank Staats	Ted Zwiieg, Chair Don Henderson Kenny Meyer Chuck Moore Frank Staats Liz Unger	Angus Hughes, Chair Leslie G. Ashby Don Henderson Sherea McKenzie Stewart Robinson Richard Torres Ted Zwiieg	Edna Ramos, Chair Genora Boykins Milton Howe Kenny Meyer Thomas Nauls	Frank Staats, Chair Greg Brothers Thomas Cheng Diane Englet Milton Howe Angus Hughes Robbi Jones Stewart Robinson	Stewart Robinson, Chair Angus Hughes John Mooz Frank Staats

<b>Executive Committee</b>	<b>Nominating</b>	<b>Finance &amp; Investment</b>	<b>Audit</b>
Don Henderson, President Valerie Williams, Vice President Leslie G. Ashby, Secretary Greg Brothers, Treasurer + all Committee Chairs	OPEN, Chair Leslie G. Ashby Wendy Cloonan Don Henderson Scott Repass Valerie Williams	Greg Brothers, Chair Don Henderson Valerie Williams	Valerie Williams, Chair Greg Brothers Gilbert A. Herrera Frank Staats Richard Torres

**Houston Downtown Management District  
Board of Directors' Meeting  
March 8, 2018**

**Consent Agenda**

The board of directors hereby authorizes the following items and furthermore hereby authorizes the Executive Director to execute agreements as necessary for same.

1. Authorize expenditure for renewal of general liability insurance coverage for Art Blocks installations

**ACTION ITEM** Authorize expenditure for renewal of general liability insurance coverage for Art Blocks installations.

**SERVICE PLAN** 2016-2020  
Account Code 633.392  
Budget & Year \$0 2018

**REQUEST** \$12,400

**DESCRIPTION** In accordance with contracted obligations, the Downtown District provides \$1,000,000 in general liability and \$5,000,000 in excess umbrella liability for certain art installations in the Art Blocks program.

**DISCUSSION** In 2016, the Board authorized the Main Street Square Art Program (“Art Blocks”), a program of civic art, unique programming and events, and has continued its commitment to this initiative in subsequent years.

Art installed on certain privately owned property requires the District enter into contracts with specific insurance obligations met through general liability and excess liability policies naming related property owners as an additional insured.

The insurance policies extend coverage through February 11, 2019, to:  
Marquee @ 901 Main Street  
Trumpet Flower @ 1021 Main Street  
Media Art Corner @ 1111 Main Street

**DBE Participation** Insurance providers are not DBE contractors.

<b>ACTION ITEM</b>	Authorize Executive Director to execute agreements and related expenditures for the procurement and installation of a replacement air compressor that supports the Main Street Square Fountain.
<b>SERVICE PLAN</b>	2016-2020
Account Code	590.800
Budget & Year	\$360,000 2018
<b>REQUEST</b>	Not to exceed \$15,000
<b>DESCRIPTION</b>	Expenditures will cover fees for selected manufacturer and contractor to procure and install a new encapsulated air compressor unit located within the Main Street Square Fountain vault.
<b>DISCUSSION</b>	The existing air compressor unit was installed in 2007 and supports the large Jump Jet water show features within the fountain basin. During the 2016 Main Street Square Fountain Refurbishment project, the existing air compressor unit was not replaced due to budget constraints. Ongoing maintenance costs for keeping the current unit running have been substantial and its useful life has expired.
<b>DBE Participation</b>	TBD

**ACTION ITEM** Authorize Executive Director to execute an extension of agreement and related expenditure for Greenlink maintenance oversight.

**SERVICE PLAN** 2016-2020  
Account Code 8200.000  
Budget & Year \$10,000 2018

**REQUEST** Not to exceed \$10,600

**DESCRIPTION** This authorizes the District to continue to use the services of The Goodman Corporation and its sub-consultant, Fleet Management Systems (FMS) for another year. Services to be rendered include bi-annual visits to inspect the vehicles to ensure that they are being properly cleaned and maintained and the verification of the spare parts inventory. Goodman has performed this service since the inception of the program.

**DISCUSSION** The current agreement with The Goodman Corporation has been completed. The assistance of The Goodman Corporation is critical as we work to ensure safe and efficient operation of the service. We do not currently have the expertise in-house to verify that the vehicles are being maintained properly by our operating contractor, METRO.

**DBE Participation** Neither The Goodman Corporation nor FMS is a DBE. Transit vehicle operations are very specialized categories of consulting and Goodman brings expertise not available in the general marketplace.

**MEMORANDUM**

February 28, 2018

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

**2018 Marketing & Communications**

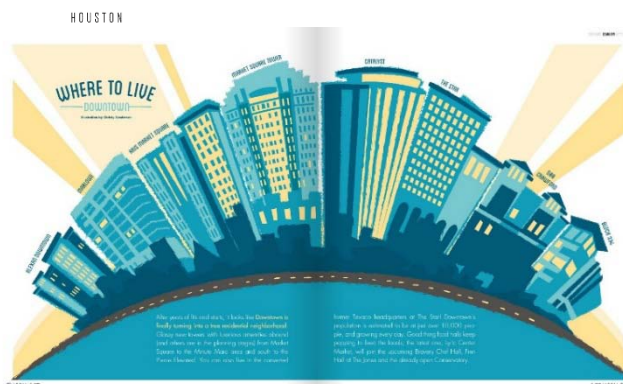
**Overarching goal:** Provide great info on what to do, where to go and how to get there; engage with and build the size of the audience that interacts with downtown; and increase awareness of downtown through communications, marketing and programming.

The following is the status of priority projects.

**Public Relations**

For the month of February, we generated more than **\$2,870,577** earned PR value with **152 media placements** and **315,630,056 impressions**. Highlights included stories on new openings in Downtown such as Frank’s Backyard, spring and summer programming and continued prospective developments such as W Hotel at the Greater Houston Partnership Tower.

**LOCAL**



**Head to downtown Houston for DIY fun**

Learn to make cocktails, create art, pour candles

By Elise Green | February 16, 2018

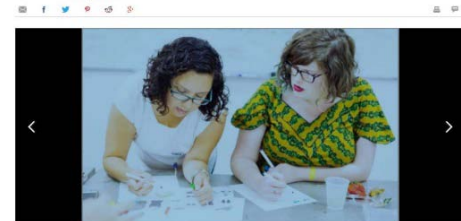


PHOTO COURTESY PHOTO: Pop Shop America will teach a series of craft classes in DOWNTOWN this spring and summer.

If you've ever wanted to learn to pour a candle, mix a cocktail or create hand-crafted items but didn't want to feel quite so Martha Stewart about it, Pop Shop America's DIY Downtown social series might be for you.

Starting in March, from 6:30-8:30 p.m. on the second Wednesday of every month through August, you can discover a new part of downtown and feel like you've learned something new. The cost for each is \$35.

Organized by the Downtown District, the series will take you to different parts of downtown with arts and crafts, music and food.

**MOST POPULAR**  
 Affordable Condos in the Heights for sale in a building with...  
 Houston neighborhood receives extraordinary honor just in Harvey

## MEMORANDUM

February 28, 2018

Page 2 of 3

### Downtown Magazine

The spring issue featuring Discovery Green and Main Street will be delivered this week. We are in the process of identifying story ideas for the summer issue—considering features on Downtown’s booming residential population, chef profiles, WeWork opening (April) and/or a compilation piece of organizations/businesses celebrating milestone anniversaries this year (TUTS, House of Blues, Treebeards and others).

### Content Marketing

We’ve launched a new video on the Houston Roller Derby whose games are played at Revention Center from February through August, and we are currently working on a fun piece about work-out options that features Discovery Green, The Hines Center, Market Square Park and Tellepsen Downtown YMCA. We’ve also generated several unique stories for our website and social platforms this past month: Top Pizza Places Downtown, Valentine’s Day Itineraries and the Top 20 Instagramable Spots in Downtown.

### Social Updates

Social platforms continue to grow due to excellent content and engagement. Below are current statistics including growth from 2015 to 2018:

**Facebook: 98,858 Page Likes +85%**

**Twitter: 154,569 Followers +117%**

**Instagram: 77,246 Followers +331%**

**Pinterest: 475 Followers +115% (note that we began Pinterest in 2016)**

### Programming

We’re firming up all the final details for our spring and summer programming line-up; we will be hosting 45 events in all between March and August! Promotions and media plans have also been finalized and we are currently working on graphics, advertisements and signage for all our events.

### Branding

We had our kick-off meeting with The Black Sheep Agency this week. We spent quite a bit of time getting to know each other but then did a few exercises specific to where we are now... see below notes:

#### **Where are we now?**

- Physical DT
  - Awesome!
    - Parks/variety/heavily programmed/family friendly
    - Arts/theater district
    - Venues — brings people to DT

## MEMORANDUM

February 28, 2018

Page 3 of 3

- Sports/concerts/events
- History— unique to DT, authenticity
- Recycling/green
- Diversity — melting pot, you can do a little of everything in the same place, mixed-use place in all of Houston
- Transportation— accessible, mass transit, rail, Metro, TONS of transportation available
- Not Awesome!
  - Street population — homeless, loiterers, criminal element
  - Parking — perception of parking
  - Lack of housing for sale— rental is just transient for some, if we want people to stay DT, we need more for sale options
  - More public seating areas— pocket parks, activated plazas, more inviting
  - Tunnels
    - number one draws for office tenants
    - constant drag on street level activity
    - must show people how to access tunnels
    - must work doubly hard to get people at street level
- Downtown District/Marketing
  - Awesome!
    - Social presence is strong
    - Downtown Magazine
    - Weekly eblast
    - Original content
    - Relationships with people in other organizations— engage w/ and support them, looked at as leaders in what we do
    - Programming— leader in Houston in regard to accessible/neighborhood programming, area of growth
  - Not Awesome!
    - Stagnant number of subscribers to newsletter— don't reach a large enough audience, capture audience on Instagram
    - Parking map— buy-in and low usage by partners
    - Strategy and reach
      - cohesive messaging and branding
      - how do we reach more people?
      - b/c of budgets and staff focused on inner loop, but can we go further out
      - how can we get outsiders to extend experiences?
    - Don't track our time



**MEMORANDUM**

February 28, 2018

**TO:** Board of Directors

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

**RE:** Operations Update

**FACILITIES UPDATE: (Scott Finke, Operations Administrator)**

**Street Light Outages:**

The District reported 101 street light outages to CenterPoint Energy and 19 to the City of Houston. We continue to receive follow up emails stating if the lights have been repaired or if the situation is being investigated to determine the cause of the outage. Seventy-five percent of the reported CenterPoint Energy light outages have been repaired as of 2/27/18.

**Curbside Trash Program:**

The District provides trash service for approximately 95 businesses within Downtown. Staff works with individual business owners and managers to address ongoing issues such as placing bags out at the wrong time or overfilling the bags, which in turn causes the bags to tear and results in staining of the sidewalk and/or pavers. We continually notify and meet with the businesses to try and eliminate these types of issues to ensure we maintain an efficient and timely service.

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

**Landscaping:**

Sections of the grass lawn at Market Square Park are being replaced due to damage incurred from excessive rain and heavy foot traffic during the dormant season. This work is being performed by P.G.M.S Contractors who specialize in golf course grass maintenance. ALS is scheduled to replant the Katie Ruellia at the Park in the coming weeks. Color Specialists is also scheduled to perform a color change in March for the McKinney/Lamar pots as well as the trough planters located between the 100-500 blocks of Main St.

## MEMORANDUM

February 28, 2018

Page 2 of 4

### **Block By Block:**

Sidewalk cleaning has dropped to a score of 4.01 from the previous score of 4.11 in January. The score of 4.01 is still meeting District standards of a 4.00. The month of February saw an increase in foot traffic due to the warmer weather. The Skyline District, Green Street, and Discovery Green areas scored well for the month. However, we are still seeing considerable amounts of trash in tree wells and along curb lines in the Historic District and around the METRO Transit area near Pierce. Block By Block has placed a heavy emphasis on power washing with the recent purchase of a Gator that contains a built-in pressure washer and water supply tank which allows them to gain access to more sidewalk areas for cleaning. A second ATLV was also purchased to provide more curb line cleaning throughout the District. This machine will reduce labor hours and increase efficiency in removing litter. Graffiti removal has continued to decline each month, enabling Block By Block to focus their manpower on other tasks.

### **Bird Abatement:**

Texas Bird Services began operations in mid-February and currently have 6 technicians working within the District. Initial results have shown that the birds are responding quickly to the presence of the technicians with their presence diminishing.

## **CONSTRUCTION AND CAPITAL PROJECTS: (Joe Maxwell, Construction Manager)**

### **Vehicular Wayfinding Power (VWP):**

The purpose of this project is to install infrastructure to provide power to 17 vehicular wayfinding signs that were recently refurbished. The contractor has completed all associated infrastructure construction which involved sidewalk demolition, conduit installation and sidewalk restoration. To date, electrical service has been extended and LED lights are in operation for 9 signs. The contractor is coordinating final approval with CenterPoint Energy for the 5 new electrical service cabinets which will extend service to the remaining project signs. The contractor met substantial completion requirements for the VWP project in January 2018.

### **Main Street Square Fountain:**

During the 2016 Main Street Square Fountain Refurbishment project, the existing air compressor unit was not replaced due to budget constraints. The existing air compressor unit was installed in 2007 and supports the large Jump Jet water show features within the fountain basin. Ongoing maintenance costs for keeping the current unit running have been substantial and its useful life has expired. *(See related action item for authorizing expenditure for procurement and installation of replacement air compressor)*

## **MEMORANDUM**

February 28, 2018

Page 3 of 4

### **Main Street Improvements:**

Additional sidewalk improvements involving the replacement of granite pavers are required along the east side of the 1000 block of Main Street. Authorization for expenditure for procuring and installing replacement granite was granted during the December 2017 board meeting. The contractor has procured the material and will be completing sidewalk improvements by end of March.

### **Vehicular & Pedestrian Wayfinding Annual Maintenance:**

The Downtown District has been coordinating annual maintenance and map replacement work activities with NEC. Maintenance activities include polishing and cleaning of various sign components, a light check for electrified signs as well as a system-wide report which will be used for determining if further repairs are required. To date, NEC has completed maintenance visits for all 105 pedestrian signs. Also ongoing, are the replacement of iZone maps with updated Direct Embed maps throughout the pedestrian sign system. To date, NEC has completed a third of the required map replacements and is scheduled to finish the remainder by end of March.

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

### **Public Safety:**

Staff is working with the Harris Health Center for Mental Health and SEARCH Homeless to better address problematic individuals that are suffering from mental illness. In addition, we are putting an agreement in place with Houston Recovery Center to improve the Public Intoxication Transport Team for 2018. We are working in partnership with Midtown Management District and the Houston Recovery Center to explore different hours of operation and different deployment tactics for the PIT Team.

There is a seemingly growing concern with some stakeholders that HPD is less responsive than in the past. Based on a reduction of HPD presence, there is a reason to believe the Downtown Division is cutting back on the number of officers within the District. We will be meeting with the Captain of the Downtown Division, in addition to a follow-up discussion with the Chief of Police to hopefully resolve the issue.

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

This month we have seen an increase in the number of interactions. The warmer weather supports the higher interaction total. Given we have been short on the number

## MEMORANDUM

February 28, 2018

Page 4 of 4

of DPSGs on the streets (due to attrition in employment) seeing an increase in the total number of interactions from January to February is surprisingly positive.

There is an increasing amount of aggressive civility behavior by our homeless community. The PIT van is being called to respond to situations that involve homeless individuals being incapacitated more frequently than we have seen in past months. We are also seeing increases in the number of tents and homeless located at the Chartres and Pierce encampments. In coordination with the City, the District is assisting in trash removal from these locations.

### **Off Duty HPD Police Program:**

The numbers of Off Duty interactions have increased from January to February due to scheduled training and warmer temperatures. We continue to train new officers to ensure everyone has a basic understanding of the job function and available tools. A major challenge we face is maintaining an effective and reliable staff of Off Duty officers due to the recent changes in HPD's staff and workforce.

## MEMORANDUM

March 2, 2018

**TO:** Board of Directors

**FROM:** Robert C. Lung

**RE:** Economic Development Program Update

### **Update on the Office Market**

Downtown continues to see an uptick in leasing activity, and a diverse group of tenant entrants and expansions. The month of February was no exception, despite the announcement of two firm departures from Downtown: Dancie Perugini Ware Public Relations (DPWPR) is relocating and expanding into Tilman Fertitta's The Post Oak after 25 years in Downtown; and law firm, Foster LLP will be relocating to Greenway Plaza from Chase Tower.

On the leasing front: Royal Bank of Canada (RBC) is moving from Uptown to Downtown's 609 Main; Jackson Walker LLP renewed and expanded its space in 5 Houston Center, and Yetter Coleman has leased a full floor in BG Group Place. Several Downtown firms also announced plans for major staff expansions in the last month, in addition to Alvarez & Marsal's similar announcement in January, after its recent acquisition of TRCG Advisers. These firms include Deloitte LLP; Andrews Kurth LLP (following its merger with Hunton & Williams LLP); Arundo Analytics, which is set to double its headcount; and downtown incubator, Station Houston.

On the residential front, Downtown was named the hottest rental submarket in Houston by the reputed ApartmentData.com, in its February 2018 report. Downtown's high rank was due to the new property deliveries (and their unique amenities), rental rate growth and absorption, and strong leasing activity. Downtown was attributed with a 12.3 percent annualized growth from November to January, about 5 percentage points (60 percent) higher than the next highest submarket.

### **Some of the highlights of market activity include the following:**

- Royal Bank of Canada (RBC) is moving Downtown and consolidating from Williams Tower and 5 Post Oak into the 36th and 37th floors of 609 Main in mid-summer 2018, occupying 54,000-SF.

## MEMORANDUM

March 2, 2018

Page 2 of 2

- Law firm, Jackson Walker LLP, renewed its 74,000-SF lease and expanded by 3,000-SF in 5 Houston Center
- Law firm, Yetter Coleman, is moving from 2 Houston Center to 24,494 SF on the 41st floor of 811 Main (formerly BG Group Place), where its new office space will have a mock courtroom for training and legal preparation.
- Yetter Coleman has leased a full floor in 811 Main for the relocation of its downtown headquarters from 2 Houston Center.
- United Airlines completed its relocation to 609 Main from 1600 Smith, leasing 225,000-SF of office space.

### Publications Update

- The Year-end (4Q) Quarterly Market Update has been completed and is available for distribution via the website and email.
- The 2018 Office Story annual research is in its final draft stage. The second committee meeting was held on February 15, and the final meeting will be held on March 15. Ninety-six percent of property surveys have been returned.
- Survey collection and analysis for the new Quarterly Residential Market Analysis is ongoing, and the first report is scheduled for distribution at the end of March. A new Residential Committee is in the process of being formed to provide the Residential community (property managers and residents) with an avenue for first-hand feedback on Downtown services and experiences, share common issues and develop solutions, and network.
- Downtown at a Glance Report is at the final stage of the update/editing process and will be available for distribution in March.

**MEMORANDUM**

March 2, 2018

**TO:** Board of Directors

**FROM:** Lonnie Hoogeboom, Brett DeBord

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

**North Houston Highway Improvement Project (NHHIP):** On behalf of Central Houston Civic Improvement and on a bi-weekly schedule since the start of 2018, staff and consultant, SWA Group, continues Participating Agency meetings with TxDOT. The primary focus of these meetings is establishing the design aesthetic of the highway infrastructure relative to baseline (Green Ribbon) or enhanced design standards. Once the aesthetic standards are established in the coming months, they will be jointly developed, documented and incorporated as prescriptive drawings and specifications in the forthcoming procurement package, to be issued by TxDOT to prospective design-build contractors in late-2018 or early-2019.

As part of Plan Downtown, HR&A Advisors was retained to conduct “An Economic Impacts and Community Benefits Report” that was released at the end of January 2018. This report focuses on the future economic development potential for thirteen civic opportunities associated with Segment 3 and Segment 2 of the NHHIP. These opportunities were identified and conceptually developed by staff and SWA Group in response to TxDOT’s DEIS report and planning documents, issued May 2017. The opportunities were reviewed with Mayor Turner and Executive City Staff during the public comment period for the DEIS and subsequently updated as new information has become available.

Staff is also actively engaging with various stakeholder groups at multiple opportunity sites in order to establish a planning and development process specific to each opportunity area. Most recently on February 22, a Visioning Session of 34 stakeholders was facilitated for the EaDo Cap between Lamar & Commerce Streets. Similarly, the City of Houston Planning & Development Department is facilitating the process for the Midtown Cap between Main and Almeda Streets. In the coming months, continued facilitation at these and other opportunity sites will progress towards preliminary design and operational scope definition in order for prescriptive elements to be incorporated in the TxDOT procurement package.

**MEMORANDUM**

March 2, 2018

Page 2 of 3

Finally, and through Central Houston Civic Improvement, staff is supporting Mayor Turner and a Steering Committee he established in late-2017. Two meetings with the Steering Committee have been held, January 31 and February 28. Staff and SWA Group have provided an overall orientation to the NHHIP, presented the thirteen civic opportunities and their economic potential, and a conceptual framework to initiate the integration of a master planned highway infrastructure and its integration with the civic opportunities. Going forward, staff and consultant will be conducting meetings and workshops with TxDOT, the Mayor’s Steering Committee and a broad array of stakeholders to advance the respective NHHIP and civic opportunity projects.

**Downtown Living Initiative:** Ten DLI projects (3,047 units) are completed and listed here in completion order: SkyHouse Houston, Block 334, SkyHouse Main, Market Square Tower, The Star, Aris Market Square, Eighteen25, Alexan Downtown, Catalyst and 1711 Caroline which received its TCO on March 2, 2018. Nine projects (2,365 units) have been granted extensions, of which four are completed and two are under construction — The Marlowe (100 units) and Camden Downtown (275 units). There are sixteen agreements at various stages of project development.

District’s DLI Program:	2,376 units under agreement /	375 units under construction
		/ 1,108 units completed
		/ 893 units planned
Authority’s DLI Program:	2,229 units under agreement /	0 units under construction
		/ 1,939 units completed
		/ 290 units planned
<hr/>		
TOTAL DLI Program:	4,605 units under agreement /	375 units under construction
		/ 3,047 units completed
		/ 1,183 units planned

**Bicycle Infrastructure:** Staff is advancing an internal process to deploy bicycle racks across Downtown. An initial inventory of existing District racks has been completed and staff is researching private racks within the public realm. Staff will identify locations for future bike racks and determine with the Office of the City Engineer the permit requirements if any. Staff will then determine whether a consultant is required to document proposed locations and assist with the development of bidding documents.

**Wayfinding:** Annual maintenance for the Pedestrian Wayfinding System is in progress and includes the installation of new maps. Staff is also working with vendors to update wayfinding signage and map graphics in the tunnel system.



## MEMORANDUM

March 2, 2018

Page 3 of 3

**Landscape and Irrigation Enhancements:** Based on the Board authorization in January, staff is advancing the design for this capital project with the consultants.

**Streetlight Infill Project:** Based on the Board authorization in February, staff is advancing the design for this capital project with the consultants.

**Downtown Redevelopment Authority Update:** Staff is also currently conducting two large projects for the DRA / TIRZ 3, both as recommendations advanced in Plan Downtown. In July 2017, the DRA hired a consultant team — Transportation Engineers Inc, LAN Engineers, SWA Group, and CN Koelsh Urban Forestry — to conduct Phase I of Bagby Street Improvements; this phase is a traffic engineering study for the corridor which will result in a Record Decision - Action Item from COH-PWE. For the Bagby corridor project, staff is currently preparing for the issuance of a Phase II RFQ for design and engineering consultants for services to produce construction and bidding documents for contract procurement on the capital improvements. Two stakeholder meetings have been held for Phase I which should be completed by mid-April. Phase II services will begin in mid-May 2018 and last approximately one year. Bagby Street reconstruction is currently estimated at two years in duration, approximately August 2019 through August 2021.

The second DRA project is a Master Planning process for the City-owned facilities on the western side of Downtown, including the Civic Center, Theater District, Municipal Courts, HPD Campus and HFD Campus on Dart Street — approximately 100 acres. The DRA is the funding entity for the planning and financial consultant, to be selected by early May, with a project duration of approximately 6 months through Thanksgiving 2018. This process is directed by the COH-General Services Department, with the DRA and District as key stakeholders to be engaged throughout the planning effort.

**PD&CP Committee Meeting:** Thursday, March 29, 2018, 12:00-1:30 PM.

**MEMORANDUM**

March 8, 2018

**TO:** Board of Directors

**FROM:** Katrina Bayer

**RE:** Greenlink Update

Over the month of February Greenlink service continued to adjust to new routes and look for the vehicles. All vehicles have had their wraps replaced and signage has changed to adapt to new stop locations. We continue to work with METRO on fine tuning the service. Ridership information below is for January and does not fully reflect the impact of the new routes.

**Green Route:** Green Route ridership for the 22 days of regular service during January 2018 averaged 480 per day totaling 10,569. Workers staying home due to inclement weather conditions and ice on the roads affected ridership. Overall, on-time performance for the Green Route was 78.2%. One accident occurred involving the Greenlink vehicles during January 2018, in which a vehicle made an illegal right turn from the second lane grazing the Greenlink vehicle.

**Orange Route:** Orange Route ridership for the 21 days of service during January 2018 averaged 80 riders per day totaling 1,684. Overall, on-time performance for the Orange Route was 82.9%. Saturdays continue to see the highest ridership, followed by Sundays. We continue to coordinate with project partners to disseminate information on the revised routes and increased Orange Route service.

We are requesting a board action (attached) to continue our relationship with The Goodman Corporation to perform bi-annual maintenance oversight of the Greenlink vehicles. On-site inspections to examine bus conditions, maintenance operations and vehicle cleanliness will be completed in an effort to maintain the Greenlink vehicles in the best condition possible. These inspections include an accounting of parts inventory as shipped with the original vehicles to comply with HDMD general audit requirements. Maintenance visits will occur twice a year and will be coordinated with METRO. Inspections are anticipated to occur in June and December.