

Houston Downtown Management District
2016 Operating Budget Summary

December 10, 2015

	2016-2020 Service Plan Avg. Annual	2015 Budget	2015 Projected	2016 Budget	2016 Budget vs. 2015 Projected
Revenues					
Assessment revenue	\$11,921,628	\$7,023,225	\$6,995,058	\$11,712,245	\$4,717,187
Total Other Revenue	\$969,000	\$954,000	\$563,806	\$712,000	\$148,194
Interest	\$12,000	\$5,000	\$7,444	\$7,500	\$56
Carryover fund balance	\$0	\$2,895,752	\$3,132,057	\$2,641,666	(\$490,391)
Total Funds Available	\$12,902,628	\$10,877,977	\$10,698,365	\$15,073,411	\$4,375,046
Expenses					
Goal 1. Downtown feels comfortable and safe at all times					
1a. Collaboration to maintain low crime rate	\$2,231,154	\$682,350	\$793,113	\$2,220,300	\$1,427,187
1b. Reduced presence of homeless & street persons	\$822,090	\$782,000	\$556,963	\$475,000	(\$81,963)
1c. Downtown's sidewalks are comfortably lighted	\$391,596	\$337,500	\$317,485	\$310,000	(\$7,485)
1d. Downtown noted for cleanliness and well kept appearance	\$2,777,234	\$2,414,800	\$2,221,531	\$2,653,584	\$432,053
1e. Remove conditions of disorder in downtown	\$47,833	\$5,500	\$1,463	\$55,600	\$54,137
1f. Prepare for and respond to emergencies	\$84,627	\$80,500	\$72,422	\$115,000	\$42,578
Total Goal 1:	\$6,354,534	\$4,302,650	\$3,962,977	\$5,829,484	\$1,866,507
Goal 2. Public realm is charming, inviting, beautiful and celebrates the life of the city					
2a. Key pedestrian areas are inviting	\$477,800	\$292,500	\$255,077	\$287,500	\$32,423
2b. Public spaces: managed, programmed and delightful	\$695,938	\$403,000	\$269,347	\$723,000	\$453,653
2c. Place of civic celebration	\$771,103	\$958,500	\$468,072	\$1,004,000	\$535,928
Total Goal 2:	\$1,944,841	\$1,654,000	\$992,496	\$2,014,500	\$1,022,004
Goal 3. Accessible to region and easy to get around					
3a. Effective transit access: more places, more hours	\$10,513	\$10,000	\$9,856	\$10,000	\$144
3b. Convenient circulation without a personal vehicle	\$475,000	\$472,500	\$466,459	\$470,000	\$3,541
3c. Easy to find way around	\$65,178	\$62,000	\$44,759	\$97,500	\$52,741
3d. Connect neighborhoods and districts inside/outside downtown	\$76,742	\$73,000	\$68,128	\$90,000	\$21,872
3e. Convenient, understandable and managed parking	\$189,753	\$80,500	\$46,473	\$40,000	(\$6,473)
Total Goal 3:	\$817,186	\$698,000	\$635,675	\$707,500	\$71,825
Goal 4. Vibrant, sustainable mixed use place					
4a. Best place to work in region	\$240,424	\$228,700	\$205,376	\$213,500	\$8,124
4b. Exciting neighborhoods to live in	\$94,088	\$89,500	\$84,752	\$89,500	\$4,748
4c. Competitive shopping place	\$304,341	\$289,500	\$177,753	\$181,000	\$3,247
4d. Remarkable destination for visitors	\$2,628	\$2,500	\$3,818	\$5,000	\$1,182
Total Goal 4:	\$641,481	\$610,200	\$471,699	\$489,000	\$17,301
Goal 5. Downtown's vision and offerings are understood by all					
5a. Market to region	\$845,218	\$904,000	\$684,879	\$1,000,500	\$315,621
5b. Promote downtown's ease of use	\$21,025	\$20,000	\$20,678	\$26,000	\$5,322
5c. Vision/ development framework understood by all	\$508,287	\$470,500	\$336,401	\$750,500	\$414,099
5d. Tools to assist continued redevelopment	\$87,255	\$83,000	\$74,458	\$90,000	\$15,542
5e. Information to support development, investment and marketing of downtown	\$31,117	\$29,600	\$29,938	\$58,200	\$28,262
Total Goal 5:	\$1,492,902	\$1,507,100	\$1,146,354	\$1,925,200	\$778,846
Goal 6. District governance and service known for excellence					
6a. Board and administration: engage stakeholders in decision making	\$978,347	\$805,637	\$799,626	\$827,066	\$27,440
6b. Communications to owners, tenants and others	\$16,820	\$16,000	\$17,557	\$18,000	\$443
6c. Preservation of the District's capital assets	\$69,674	\$66,276	\$30,315	\$36,190	\$5,875
Total Goal 6:	\$1,064,841	\$887,913	\$847,498	\$881,256	\$33,758
Total Expense	\$12,315,785	\$9,659,863	\$8,056,699	\$11,846,940	\$3,790,241
Revenue in Excess (Deficit) Expense	\$586,843	\$1,218,114	\$2,641,666	\$3,226,471	\$584,805

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Analysis of functional expenses	Out of Pocket Expense	% of Bdgt	Admin Contractor Expense	% of Bdgt	Budget Total	Partner Funding	Net Expense
Goal 1. Downtown feels safe and comfortable at all times	\$4,441,484	37.5%	\$1,388,000	11.7%	\$5,829,484	\$380,000	\$5,449,484
1a Collaboration to maintain low crime rate	1,323,800	11.2%	896,500	7.6%	2,220,300	0	2,220,300
Public Safety Guides- equipment, uniforms & training	84,000						
Contract labor- public safety guides	1,162,800						
Off Duty Office Program - Coordinator and Support	77,000						
1b Reduced presence of homeless & street persons	375,000	3.2%	100,000	0.8%	475,000	20,000	455,000
Homeless planning and services	375,000					20,000	
1c Downtown's sidewalks are comfortably lighted	280,000	2.4%	30,000	0.3%	310,000	0	310,000
Street lighting operating charge	215,000						
Utility expense-special lighting/amenities	17,000						
Lighting repair & maintenance	48,000						
1d Downtown noted for cleanliness & well-kept appearance	2,372,084	20.0%	281,500	2.4%	2,653,584	360,000	2,293,584
Contract labor- sweeping	854,000					66,667	
Contract labor- washing	40,000					133,333	
Contract labor - special events	46,000						
Contract labor- flagging	34,800						
Contract labor- trash collection	134,400					160,000	
Bus stop cleaning	80,000						
Recycling program	35,000						
Portable restroom servicing	20,000						
Trash bags/truck insurance/rat abatement	83,384						
Landscape contractor	280,000						
Landscape water	200,000						
Tree maintenance contractor	75,000						
Irrigation maintenance & repair	85,000						
Paver repair contractor	240,000						
Operations center expense	114,000						
Storage yard and warehouse	20,000						
Vehicle & cleaning equipment related expense	30,500						
1e Remove signs of disorder in downtown	40,600	0.3%	15,000	0.1%	55,600	0	55,600
Contract labor-graffiti abatement	40,600						
1f. Prepare for emergencies	50,000	0.4%	65,000	0.5%	115,000	0	115,000
Expense of Emergency Operations Center	50,000						
Goal 2. Public realm is charming, inviting, beautiful and celebrates the life of the city	\$1,721,000	14.5%	\$293,500	2.5%	\$2,014,500	\$192,000	\$1,822,500
2a Key pedestrian streets are inviting	240,000	2.0%	47,500	0.4%	287,500	0	287,500
Contractor floral accent planting and care	240,000						
Vacant space/window activation	0						
2b Public spaces: managed, programmed and delightful	581,000	4.9%	142,000	1.2%	723,000	192,000	531,000
Main Street Square fountain supplies	60,000						
Main Street Square fountain maintenance	60,000					60,000	
Main Street Square electricity	40,000						
Main Street Square attendant	48,000						
Main Street Square events & programming	75,000						
Market Square Park landscaping	45,000						
Market Square Park operations	30,000					60,000	
Market Square Park attendant	48,000						
Market Square Park events & programming	160,000					60,000	
Market Square Park kiosk utilities	15,000					12,000	
2c Place of civic celebration	900,000	7.6%	104,000	0.9%	1,004,000	0	1,004,000
Street banners & pole repair contractor	140,000						
Holiday logistics and installation	160,000						
Holiday season promotion expense	30,000					0	
Main Street Square art program	510,000						
Art consultant	60,000						
Goal 3. Accessible to entire region all of the time and easy to get around	\$455,000	3.8%	\$252,500	2.1%	\$707,500	\$0	\$707,500
3a Effective transit access: more places, more hours	0	0.0%	10,000	0.1%	10,000	0	10,000
	0						
3b Convenient circulation without personal vehicle	395,000	3.3%	75,000	0.6%	470,000	0	470,000
Circulator operation	375,000						
Consulting to pursue additional transportation funding	20,000						
3c Easy to find way around	35,000	0.3%	62,500	0.5%	97,500	0	97,500
Contractor expense- wayfinding system	10,000						
Update: above & below map	25,000						
3d Connect neighborhoods and districts inside/ outside downtown	0	0.0%	90,000	0.8%	90,000	0	90,000
Streetscape project coordination	0						

Analysis of functional expenses	Out of Pocket Expense	% of Bdgt	Admin Contractor Expense	% of Bdgt	Budget Total	Partner Funding	Net Expense
3e Convenient, understandable and managed parking	25,000		15,000		40,000	0	40,000
Parking program updates	25,000						
Goal 4. Vibrant, sustainable mixed-use place	\$339,500	2.9%	\$149,500	1.3%	\$489,000	\$0	\$489,000
4a Best place to work in region	213,500	1.8%	0	0.0%	213,500	0	213,500
CHI business development program	207,500						
CHCI sustainability program	6,000						
4b Exciting neighborhoods to live in	0	0.0%	89,500	0.8%	89,500	0	89,500
Open space, park & recreational offerings	0						
4c Competitive shopping place	126,000	1.1%	55,000	0.5%	181,000	0	181,000
Retail core planning consultants	126,000						
Signage and advertising	0						
Recruitment consultant	0						
4d Remarkable destination for visitors	0	0.0%	5,000	0.0%	5,000	0	5,000
	0						
Goal 5. Downtown's vision and offerings understood by all	\$1,521,700	12.8%	\$403,500	3.4%	\$1,925,200	\$140,000	\$1,785,200
5a Market to region	886,500	7.5%	114,000	1.0%	1,000,500	140,000	860,500
Email blast	2,500						
Downtown web portal	7,500						
Downtown magazine	240,000					140,000	
Marketing/ event expense	52,500						
Creative and strategy	60,000						
Promotions / video production expense	10,000						
Distribution	25,000						
Media & Advertising	450,000						
PR consultants	39,000						
5b Promote downtown's ease of use	0	0.0%	26,000	0.2%	26,000	0	26,000
	0						
5c Vision/ development framework understood by all	625,000	5.3%	125,500	1.1%	750,500	0	750,500
Update of Downtown Framework- consultants	300,000					0	
Transportation infrastructure planning- consultants	200,000						
Major projects planning- consultants	75,000						
Streetscape technical consultants	50,000						
5d Tools to assist continued redevelopment	0	0.0%	90,000	0.8%	90,000	0	90,000
Help potential new redevelopment projects	0					0	
5e Develop/ maintain information to support development, investment and marketing of downtown	10,200	0.1%	48,000	0.4%	58,200	0	58,200
Purchased database service- office	10,200						
Goal 6. District governance and service known for excellence	\$384,256	3.2%	\$497,000	4.2%	\$881,256	\$0	\$881,256
6a Board and administration: engage stakeholders in decision making	344,566	2.9%	482,500	4.1%	827,066	0	827,066
Legal Counsel	30,000						
Accountant and auditor	62,000						
Assessment collector	32,000						
Administration contractor fee	60,000						
Insurance	36,966						
General out-of-pocket expenses	123,600						
6b Communications to owners, tenants and others	3,500	0.0%	14,500	0.1%	18,000	0	18,000
Downtown District overview printing	0						
Downtown District website	3,500						
6c Preservation of District's capital assets	36,190	0.3%	0	0.0%	36,190	0	36,190
Depreciation expense	36,190						
Grand Totals	\$8,862,940	75%	\$2,984,000	25%	\$11,846,940	\$712,000	\$11,134,940

Houston Downtown Management District

2016 Capital Budget

December 10, 2015

	2016-2020 Improvement Plan (5 years)	2015 Budget	2015 Projected	2016 Budget
Revenues				
Net Assessment revenue	\$7,555,961	\$1,879,582	\$1,871,946	\$1,484,651
Project revenue	\$2,000,000	\$475,000	\$0	\$475,000
Interest	\$6,000	\$2,000	\$3,769	\$3,750
Prior Fund Balance	\$0	\$2,437,519	\$2,552,133	\$2,177,143
Total Funds Available	\$9,561,961	\$4,794,101	\$4,427,848	\$4,140,544
Expenses				
Goal 1 Downtown feel safe & comfortable				
Street lighting enhancements	\$500,000	\$120,000	\$137,398	\$0
Landscape amenities	\$500,000	\$0	\$0	\$70,000
Operations facilities	\$100,000	\$0	\$0	\$25,000
Total Goal 1:	\$1,100,000	\$120,000	\$137,398	\$95,000
Goal 2 Public realm is charming, inviting, beautiful & celebrates life of city				
Pedestrian corridor lighting	\$300,000	\$0	\$0	\$150,000
Public space amenities	\$200,000	\$0	\$0	\$150,000
Storefront/ streetscape grants	\$0	\$315,000	\$174,939	\$0
Catalyst Projects / Public Spaces	\$0	\$600,000	\$0	\$585,000
Total Goal 2:	\$500,000	\$915,000	\$174,939	\$885,000
Goal 3 Accessible to region & easy to get around				
Circulator	\$250,000	\$0	\$0	\$0
Lighted street signs	\$1,500,000	\$0	\$0	\$0
Sidewalks/street betterments	\$3,500,000	\$540,000	\$0	\$510,000
Off street parking signage	\$400,000	\$0	\$0	\$80,000
Wayfinding	\$500,000	\$2,180,000	\$1,598,915	\$1,938,000
Total Goal 3:	\$6,150,000	\$2,720,000	\$1,598,915	\$2,528,000
Goal 4 Vibrant, sustainable mixed use place				
Retail catalytic grants	\$0	\$783,000	\$46,501	\$250,000
Total Goal 4:	\$0	\$783,000	\$46,501	\$250,000
Goal 5 Downtown's vision & offerings are understood by all				
Technical assistance grants	\$0	\$0	\$0	\$0
Total Goal 5:	\$0	\$0	\$0	\$0
Goal 6 District governance & excellence known for excellence				
Capital replacement	\$1,800,000	\$245,000	\$292,952	\$366,000
Total Goal 6:	\$1,800,000	\$245,000	\$292,952	\$366,000
Total Expenditures	\$9,550,000	\$4,783,000	\$2,250,705	\$4,124,000
Revenue in Excess (Deficit) Expense	\$11,961	\$11,101	\$2,177,143	\$16,544

Greenlink Circulator Fund
2016 Operating Budget
December 10, 2015

	2015 Budget	2015 Projected	2016 Budget
Revenues			
Sponsors:			
Houston Downtown Management District	\$375,000	\$375,000	\$375,000
Houston First Corporation	\$375,000	\$375,000	\$375,000
BG Group	\$375,000	\$375,000	\$375,000
Interest	\$600	\$1,194	\$1,200
Prior Year Fund Balance	\$953,904	\$1,117,844	\$1,311,200
Total Revenues	\$2,079,504	\$2,244,038	\$2,437,400
Expenses			
Vehicles operator expense	\$912,000	\$784,500	\$1,220,000
Fuel	\$82,500	\$73,211	\$116,500
Greenlink marketing	\$60,000	\$19,994	\$114,000
Greenlink operating administration	\$60,000	\$55,133	\$60,000
Subtotal Cash Expenditures	\$1,114,500	\$932,838	\$1,510,500
Depreciation	\$249,936	\$249,936	\$249,936
Total Expenses	\$1,364,436	\$1,182,774	\$1,760,436
Revenue in Excess (Deficit) Expense	\$715,068	\$1,061,264	\$676,964