



MIDTOWN MANAGEMENT DISTRICT
NOTICE OF MEETING

TO: THE BOARD OF DIRECTORS OF MIDTOWN MANAGEMENT DISTRICT AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that a regular meeting of the **Midtown Management District** will be held on **Wednesday, December 5, 2018** at **11:00 a.m.** in the **3rd Floor Conference Room of the Midtown Management District, located at 410 Pierce, Houston TX 77002**, inside the boundaries of the District, *open to the public*, to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

1. Call roll of the Board of Directors and verify that a quorum is present
2. Receive Public Comments ***
3. Consent Agenda
 - a. Approve Minutes for the November 3, 2018 Board meeting;
 - b. Approve Financial Report for the Month of October 2018;
 - c. Approve Payment of Invoices for November 2018;
 - d. Approve Equi-Tax Report for November 2018;
4. Review, discuss and take necessary action regarding the annual review of the District's Investment Policy.
5. Review, discuss and take necessary action regarding annual review of the District's Qualified Broker/Dealers.
6. Review, discuss and take necessary action regarding a Resolution Adopting a Title VI Compliance Plan for the District.
7. Receive Committee Reports and review, discuss and take necessary action regarding the following, as appropriate:
 - a. Service & Maintenance. **Darcy John Lefsrud, Chair**
 - b. Cultural Arts & Entertainment. . . . **Eileen Morris, Chair**
 - c. Marketing **Debbie Tyler Dillard, Chair**

- d. Urban Planning **J. Allen Douglas, Chair**
- e. Finance **Dana Woodruff, Chair**
- f. Public Safety **Willie H. Coleman, Interim Chair**
- i. Report of Security Coordinator

8. Programming report from Midtown Parks Conservancy

9. Report on Capital Projects of the Midtown Redevelopment Authority

10. Announcements

11. Next meeting date **Midtown Management District**
 Wednesday, January 9, 2019 at 11:00 a.m.**
 Midtown Management District Offices
 410 Pierce, 3rd floor conference room
 Houston, TX 77002

*****Please NOTE the date change to the 2nd Wednesday***

12. Adjourn



Willie H. Coleman

Willie H. Coleman, Chair *W*
 Midtown Management District Board of Directors

******If you would like to make public comments, please register prior to 11:00 a.m. Registration sign in sheets for those making public comments will be picked up promptly at 11:00 a.m.***

MISSION STATEMENT: *Midtown strives to provide an economically vibrant urban destination where arts and culture thrive alongside businesses and residents in a safe, active, diverse neighborhood.*

Midtown Management District
2018 Sources and Uses of Funds
 January through October 2018

	Jan - Oct 18	Budget	\$ Over Budget
Sources of Funds			
400000 · Revenue - Assessments			
400084 · FY17 Assessment Revenue	2,315,803.49	2,328,653.00	-12,849.51
400085 · FY16 Assessment Revenue	5,329.21	10,000.00	-4,670.79
400086 · FY15 Assessment Revenue	2,324.52	3,000.00	-675.48
400087 · FY14 Assessment Revenue	274.99	1,000.00	-725.01
400088 · FY13 Assessment Revenue	0.00	500.00	-500.00
400089 · FY12 Assessment Revenue	0.00	180.00	-180.00
400090 · FY11 Assessment Revenue	0.00	90.00	-90.00
400091 · FY10 Assessment Revenue	0.00	90.00	-90.00
400092 · FY09 Assessment Revenue	0.00	86.00	-86.00
400093 · FY08 Assessment Revenue	0.00	74.00	-74.00
400094 · FY07 Assessment Revenue	0.00	80.00	-80.00
400500 · Penalties & Interest	21,861.16	21,000.00	861.16
402400 · Over Payments (Overpayments)	20,644.41	30,540.00	-9,895.59
402500 · Refunds/Assessment Adjustments	-46,326.10	-76,668.00	30,341.90
402510 · Collection Costs (Fees charged to MMD for collections)	-32,590.82	-34,666.00	2,075.18
402511 · CAD Correctons	0.00	750.00	-750.00
402512 · CAD Lawsuit Corrections	33,728.21	48,334.00	-14,605.79
402600 · Assessment Collection Costs	8,717.21	10,000.00	-1,282.79
400000 · Revenue - Assessments - Other	-8,116.06		
Total 400000 · Revenue - Assessments	2,321,650.22	2,343,043.00	-21,392.78
403000 · Other Income (Other Income)			
403100 · Booth and Events Fees (Booth and Events Fees)	15,907.20	5,000.00	10,907.20
403105 · Application Fees (Non-Refundable Application Fees)	5,045.00	1,550.00	3,495.00
403110 · Event Sponsorship (Sponsorship of Events)	5,000.00	5,000.00	0.00
Total 403000 · Other Income (Other Income)	25,952.20	11,550.00	14,402.20
404000 · Int Income (Invest Interest Earned)	27,412.73	12,500.00	14,912.73
406000 · Interest on CD (Interest earned on CD purchases)	2,686.12	1,340.00	1,346.12
Total	2,377,701.27	2,368,433.00	9,268.27
Total Sources	2,377,701.27	2,368,433.00	9,268.27
Uses of Funds			
500000 · Security and Public Safety			
501000 · Street Lighting - Electricity	188,333.32	188,333.32	0.00
502000 · Enhancement Public Safety (Public Safety)			
502011 · Harris County Precinct 7 (Harris County Precinct 7)	343,303.00	402,589.00	-59,286.00
502012 · S.E.A.L. Security Program (S.E.A.L. Security Program)	155,408.00	117,903.00	37,505.00
502013 · PIT Program (PIT Program)	48,553.15	20,149.00	28,404.15
Total 502000 · Enhancement Public Safety (Public Safety)	547,264.15	540,641.00	6,623.15
504000 · Security Coordinator	41.16	436.00	-394.84
507000 · Street Outage Survey	2,420.00	2,125.00	295.00
508000 · Public Safety Light Program	0.00	20,000.00	-20,000.00
509000 · National Night Out	2,508.75	3,500.00	-991.25
509500 · Public Safety Parks Program	21.65	832.00	-810.35
509555 · Public Safety Communications (Public Safety Communications)	1,254.36	832.00	422.36

UNAUDITED FINANCIALS

Midtown Management District
2018 Sources and Uses of Funds
 January through October 2018

	Jan - Oct 18	Budget	\$ Over Budget
509700 · Staffing (Allocated Staffing hours)	49,239.09	51,467.88	-2,228.79
Total 500000 · Security and Public Safety	791,082.48	808,167.20	-17,084.72
600000 · Marketing & Economic Developmen			
601000 · Media, Advertising & Promotion			
601003 · Event Partic/ Sponsoring	2,500.00	4,167.00	-1,667.00
601007 · Media, Advertising, & Promotion	1,650.00	4,167.00	-2,517.00
Total 601000 · Media, Advertising & Promotion	4,150.00	8,334.00	-4,184.00
602000 · Web-site Update & Maint.	59.95	4,166.66	-4,106.71
603004 · Resident/.Stake Holder Foc Cmmu	9,537.17	16,666.66	-7,129.49
603005 · Midtown Newspaper (Newspaper for Midtown Stakeholders and Residents)	10,853.00	10,000.00	853.00
607000 · Midtown eNews	520.00	1,506.66	-986.66
609003 · Cultural Arts Guide	0.00	15,000.00	-15,000.00
609500 · Marketing & Economic Developmen	0.00	4,165.00	-4,165.00
609700 · Staffing (Allocated Staffing hours)	17,334.33	20,263.32	-2,928.99
Total 600000 · Marketing & Economic Developmen	42,454.45	80,102.30	-37,647.85
700000 · Urban Planning			
702010 · Special Projects			
702023 · Farmer's Market (Farmer's Market)	16,134.72	23,000.00	-6,865.28
702024 · Holman Counter	0.00	600.00	-600.00
702025 · Bike Rides	0.00	2,000.00	-2,000.00
Total 702010 · Special Projects	16,134.72	25,600.00	-9,465.28
702500 · Planning Studies (Planning Studies)			
702501 · Street Design Guidelines (Updating 2014 Package)	10,000.00	25,000.00	-15,000.00
702503 · Pierce Elevated Study (Pierce Elevated Study)	0.00	10,000.00	-10,000.00
Total 702500 · Planning Studies (Planning Studies)	10,000.00	35,000.00	-25,000.00
702600 · Implementation Projects (Implementation Projects)			
702601 · Corridor Planning & Restriping	69.98	9,000.00	-8,930.02
702602 · Goodman Corp Study Metro Stops	0.00	5,000.00	-5,000.00
702603 · Bike Share Stations (Bike Share Stations)	0.00	6,000.00	-6,000.00
Total 702600 · Implementation Projects (Implementation Projects)	69.98	20,000.00	-19,930.02
706700 · Staffing (Allocated Staffing hours)	13,437.54	15,545.84	-2,108.30
Total 700000 · Urban Planning	39,642.24	96,145.84	-56,503.60
710000 · Cultural Arts & Entertainment			
710102 · Art Project Sponsorships	2,535.00	5,000.00	-2,465.00
710106 · Art in the Park	39,410.00	35,000.00	4,410.00
710107 · Mistletoe Market	2,755.62	4,000.00	-1,244.38
710108 · Special Events in Bagby Park	13,106.84	19,000.00	-5,893.16
710110 · Parks Programming	7,290.06	18,749.97	-11,459.91
710112 · Cultural Arts - Website	487.50	1,000.00	-512.50
710113 · Cultural Arts - Communications	0.00	6,000.00	-6,000.00
710115 · Mini-Performing Arts Festival (Mini-Performing Arts Festival)	0.00	15,000.00	-15,000.00
710700 · Staffing (Allocated Staffing hours)	40,763.30	42,315.75	-1,552.45
Total 710000 · Cultural Arts & Entertainment	106,348.32	146,065.72	-39,717.40
720000 · Service & Maintenance			
722000 · Midtown Parks			

UNAUDITED FINANCIALS

Midtown Management District
2018 Sources and Uses of Funds
 January through October 2018

	Jan - Oct 18	Budget	\$ Over Budget
722005 · Baldwin/Glover Park Maintenance			
722051 · Water	2,571.86	1,640.00	931.86
722052 · Electric	1,276.91	1,065.84	211.07
722053 · Path Gravel	0.00	3,750.00	-3,750.00
722054 · Irrigation repair	6,251.85	2,250.00	4,001.85
722055 · Landscape Repairs	10,480.00	6,000.00	4,480.00
722056 · Baldwin/Glover Landscape Contra (Monthly General Maintenance)	16,050.00	19,416.68	-3,366.68
722057 · Park Lighting (Park Lighting)	0.00	5,625.00	-5,625.00
722058 · Dog Park Maintenance (Dog Park Maintenance)	5,350.50	2,250.00	3,100.50
Total 722005 · Baldwin/Glover Park Maintenance	41,981.12	41,997.52	-16.40
7226001 · Glover Park	64,615.60		
Total 722000 · Midtown Parks	106,596.72	41,997.52	64,599.20
725000 · Midtown Field Service Prog			
725001 · Field Service TEAM	169,490.00	180,200.00	-10,710.00
725002 · Graffiti	3,240.00	3,840.00	-600.00
725003 · Supplies	0.00	500.00	-500.00
725004 · Storage	2,970.00	3,500.00	-530.00
725005 · Seasonal Planting PROW	0.00	5,000.00	-5,000.00
725007 · Tree Maintenance	37,480.00	40,000.00	-2,520.00
725008 · Landscaping/Tree Planting	3,425.00	10,000.00	-6,575.00
725009 · Pet Bags	2,219.76	3,000.00	-780.24
Total 725000 · Midtown Field Service Prog	218,824.76	246,040.00	-27,215.24
726000 · Service Maintenance - Other			
726010 · SeeClickFix (SeeClickFix)	7,426.00	7,426.00	0.00
726100 · Legacy Maintenance	212,180.00	212,180.00	0.00
Total 726000 · Service Maintenance - Other	219,606.00	219,606.00	0.00
728000 · Staffing (Allocated Staffing hours)	35,497.63	34,982.00	515.63
Total 720000 · Service & Maintenance	580,525.11	542,625.52	37,899.59
800000 · District Administration			
802000 · Legal Counsel	56,637.15	66,666.00	-10,028.85
802042 · Public Information Request (Public Information Request)	0.00	800.00	-800.00
803000 · Accounting & Auditing Expense	11,588.00	12,500.00	-912.00
804000 · Insurance Expense			
804003 · Director's & Officers Insurance (Director's & Officers Insurance)	3,592.00	4,000.00	-408.00
804004 · General Liability (General Liability)	8,795.00	10,000.00	-1,205.00
804005 · Insurance - other (Tax Bond, Property, Public Employee, Business Travel Accident, Pea	2,996.00	2,860.00	136.00
Total 804000 · Insurance Expense	15,383.00	16,860.00	-1,477.00
806000 · General Operating/Admin. Exp.	3,970.10	3,233.34	736.76
807000 · Board Meeting & Misc. Exp.	3,010.61	5,200.00	-2,189.39
809000 · Administration Expense (Reimbursements to MRA)	168,515.27	169,851.00	-1,335.73
Total 800000 · District Administration	259,104.13	275,110.34	-16,006.21
Total Uses	1,819,156.73	1,948,216.92	-129,060.19
Net Increase (/Decrease) for the Period	558,544.54	420,216.08	138,328.46

UNAUDITED FINANCIALS

Midtown Management District
Balance Sheet
As of October 31, 2018

Oct 31, 18

ASSETS

Current Assets

Checking/Savings

10000 · Operating Funds

101001 · Chase Savings Account	13,443.24
102001 · IBC Savings Acct 66033	3,157.39
102107 · IBC CD 4808	125,000.00
102203 · EastWest Bank Money Market#5359	116,402.52
102211 · EastWest Bank Savings Acct	1,061.88
106010 · Wells Fargo Assessment Acct	30,375.91
106020 · Wells Fargo Performance Saving	15,747.19
107000 · TexStar (Investment Account)	5,685.08
107500 · LOGIC (Investment Account)	1,144,423.93

Total 10000 · Operating Funds 1,455,297.14

10001 · Reserved Funds

102202 · EastWest Bank CD 5918 (Elgin Street PROW Capital Reser)	12,930.52
102204 · EastWest Bank CD1306 (Emergency Disaster Capital Rese)	103,959.23
105003 · Central Bank Money Market	235,541.40

Total 10001 · Reserved Funds 352,431.15

10002 · Restricted Funds

101000 · Chase Operating Acct	11,322.95
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Total 10002 · Restricted Funds 11,322.95

Total Checking/Savings 1,819,051.24

Accounts Receivable

120000 · Assessments Receivable

120009 · Assesmts Recievable Current	69,232.77
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Total 120000 · Assessments Receivable 69,232.77

Total Accounts Receivable 69,232.77

Total Current Assets 1,888,284.01

Other Assets

130501 · Other Misc Assets	49,556.00
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Total Other Assets 49,556.00

TOTAL ASSETS 1,937,840.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200000 · Accounts Payable	238,604.01
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Total Accounts Payable 238,604.01

Other Current Liabilities

203000 · Other Accts Payable	188,333.32
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205000 · Deferred Assessment Revenues	69,232.77
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206000 · Accrued liability	253,380.00
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207000 · Bal due to MRA from FTA Reimbur	11,322.95
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Total Other Current Liabilities 522,269.04

Midtown Management District

Balance Sheet

As of October 31, 2018

	<u>Oct 31, 18</u>
Total Current Liabilities	<u>760,873.05</u>
Total Liabilities	760,873.05
Equity	
390000 · Fund Balance-Prior	620,422.42
Net Income	<u>556,544.54</u>
Total Equity	<u>1,176,966.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,937,840.01</u></u>

DRAFT

Midtown Management District
Account Transaction Detailed by Account
As of December 5, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
							7,833.96
NOVEMBER 2018							
Bill Pmt - Check	11/16/2018	7646	DJ MAV MUSIC	DJ Service & Equipment: for 2018 Mistletoe Market Event @ Midtown Park		2,390.00	5,443.96
Bill Pmt - Check	11/16/2018	7647	MARK TOWNS	LIVE MUSIC 2018 Mistletoe Market Event @ Midtown Park Nov. 17, 2018		500.00	4,943.96
Bill Pmt - Check	11/16/2018	7648	REVELS HOUSTON INC.	Midtown Mistletoe Market, November 16-17, 2018 " Live Performance"		612.50	4,331.46
Bill Pmt - Check	11/16/2018	7649	Young Audiences, Inc. of Houston	2018 Mistletoe Market Event @ Midtown Park Nov. 17, 2018		2,200.00	2,131.46
Bill Pmt - Check	11/16/2018	7650	CORELLA MICHELLE FAIRCHILD	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	1,906.46
Bill Pmt - Check	11/16/2018	7651	David L. Rychilk, Jr.	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	1,681.46
Bill Pmt - Check	11/16/2018	7652	Elizabeth Umazor	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	1,456.46
Bill Pmt - Check	11/16/2018	7653	Jessi Lindsey Queen	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	1,231.46
Bill Pmt - Check	11/16/2018	7654	Jessica Padilla	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	1,006.46
Bill Pmt - Check	11/16/2018	7655	Kenneth Pierson	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	781.46
Bill Pmt - Check	11/16/2018	7656	Maria A. Rychilk	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	556.46
Bill Pmt - Check	11/16/2018	7657	Shawn Artis	Midtown Mistletoe Market, November 16-17, 2018 "Chalk Art performance		225.00	331.46
Bill Pmt - Check	11/16/2018	7658	Pappas Haddad Ventur	Midtown Mistletoe Market, November 16-17, 2018 "Painting with A Twist"		500.00	-168.54
Bill Pmt - Check	11/19/2018	7659	Kristy Gray	Midtown Mistletoe Market, November 16-17, 2018" Live Performance Santa "		600.00	-768.54
Bill Pmt - Check	11/19/2018	7660	Blanco Art	2018 Mistletoe Market {Chalk Outdoor Mural} , November 16-17, 2018		1,500.00	-2,268.54
Bill Pmt - Check	11/20/2018	7662	Frame Dance Productions	Midtown Houston Cultural Arts & Entertainment District 2018 Art Grants		1,000.00	-3,268.54
Bill Pmt - Check	11/20/2018	7663	Georgina Williams	Midtown Houston Cultural Arts & Entertainment District 2018 Art Grants		1,000.00	-4,268.54
Bill Pmt - Check	11/20/2018	7664	The Pilot Dance Project	Midtown Houston Cultural Arts & Entertainment District 2018 Art Grants		1,000.00	-5,268.54
Bill Pmt - Check	11/20/2018	7665	Daniela Antelo	Midtown Houston Cultural Arts & Entertainment District 2018 Art Grants		400.00	-5,668.54
Bill Pmt - Check	11/27/2018	7666	A & O Design and Production Co.	VOID: 2018 Mistletoe Market 2 x 4'x8' coloring book page panel -2 x Chalk painting	0.00		-5,668.54
Bill Pmt - Check	11/27/2018	7667	Andres Martinez	2018 Mistletoe Market: Pressure washing of Park with degreaser and green chemicals		2,100.00	-7,768.54
Check	11/27/2018	7668	Harris County Clerk	Board Meetings Posting		9.00	-7,777.54
Check	11/27/2018	7669	Jaynie McQuirk	Artist Paid for Double/Changed to a single Booth - REFUND Booth difference		75.00	-7,852.54
Check	11/27/2018	7670	Harris County Clerk	Board Meetings Posting		9.00	-7,861.54
Bill Pmt - Check	11/29/2018	7671	A & O Design and Production Co.	2018 Mistletoe Market 2 x 4'x8' coloring book page panel -2 x Chalk painting		2,950.00	-10,811.54
Deposit	10/31/2018			November Deposits	131,901.40		121,089.86
Deposit	11/03/2018			Transfer from LOGIC/Saving Account to Cover Expenses	75,000.00		196,089.86

UNAUDITED FINANCIALS

Midtown Management District
Account Transaction Detailed by Account
As of December 5, 2018

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	12/05/2018	7672	GROUP 1 AUTOMOTIVE INC.	8 PROPERTIES --- TAX YEAR: 2017		1,544.59	194,545.27
Check	12/05/2018	7673	Group 1 Realty Inc.	8 PROPERTIES --- TAX YEAR: 2017		1,695.62	192,849.65
Check	12/05/2018	7674	LEVAN REAL ESTATE LP	{2} REFUNDS 3100 TRAVIS STREET & 3101 LOUISIANA STREET TAX YEAR:2017		457.61	192,392.04
Check	12/05/2018	7675	GRASSY KNOLL LLC	81 019 089 000 0005 2819 FANIN ST: TAX YEAR 2017		177.15	192,214.89
Check	12/05/2018	7676	2412 BRAZOS ST LLC	81 033 011 000 0002 2412 BRAZOS STREET : TAX YEAR 2017		120.46	192,094.43
Check	12/05/2018	7677	Golconda Venture	81 002 176 000 0001 2204 SAN JACINTO ST TAX YEAR: 2017		179.70	191,914.73
Check	12/05/2018	7678	Sandra Steel	81 114 588 008 0008 2016 MAIN STREET #808 TAX YEAR: 2017		96.96	191,817.77
Check	12/05/2018	7679	COMPOSTELA INC	81 022 070 000 0001 3920 FANNIN ST 16 TAX YEAR: 2017		23.99	191,793.78
Bill Pmt - Check	12/05/2018	7680	Burney & Foreman	Legal Services JULY - SEPTEMBER 2018		9,620.00	182,173.78
Bill Pmt - Check	12/05/2018	7681	Equi-Tax, Inc.	Monthly Fee per contract for Assessment Collection:--- DECEMBER 2018		1,974.10	180,199.68
Bill Pmt - Check	12/05/2018	7682	Harris County Treasurer	Constable Services for JANUARY 2019		33,790.00	146,409.68
Bill Pmt - Check	12/05/2018	7683	Houston Bike Share	20% of Equipment & Associated Fees for Bike Station at Midtown Park		13,690.00	132,719.68
Bill Pmt - Check	12/05/2018	7684	Kwik Kopy	" Farmer's Market " 3 X 5 FULL-COLOR COPIES 1 SIDE; 4 Color Certificates		149.00	132,570.68
Bill Pmt - Check	12/05/2018	7685	Metropolitan Landscape Management, Inc.	Field Maintenance Services in Midtown - NOV Services 18/Monthly Maintenance Agrmt Baldwin Park...		18,554.00	114,016.68
Bill Pmt - Check	12/05/2018	7686	Oakmont Maintenance & Rental	2018 Farmer's Market: Saturday 11/10/2018		165.00	113,851.68
Bill Pmt - Check	12/05/2018	7687	One World Strategy Group LLC	Midtown Buzz Articles {3 New Stories + 2 repurposed for Midtown Newspaper/Newsletter		975.00	112,876.68
Bill Pmt - Check	12/05/2018	7688	MRA	Operating Expense Reimbursement JUL - SEP 2018		97,544.32	15,332.36
Bill Pmt - Check	12/05/2018	7689	MidCorp dba Midtown Parks Conservancy	REIMBURSEMENT FOR CREDIT CARD CHARGES		6,409.29	8,923.07
Bill Pmt - Check	12/05/2018	7689	Mohammed Abdalla	81 127 887 000 0069 2000 BAGBY ST 7411 TAX YEAR: 2018		365.19	8,557.88
Total 106010 · Wells Fargo Assessment Acct					206,901.40	206,177.48	8,557.88
Total 106000 · Wells Fargo Bank					206,901.40	206,177.48	8,557.88
TOTAL					206,901.40	206,177.48	8,557.88

UNAUDITED FINANCIALS

MIDTOWN MANAGEMENT DISTRICT
 ASSESSMENT COLLECTION REPORT
 November 30, 2018
 BILLING AND COLLECTION SUMMARY
 FISCAL YEAR END
 01/01/2018 TO 12/31/2018

YEAR	RATE	TOTAL LEVY	COLLECTIONS	RECEIVABLE	% COLLECTED
2018	0.1181	\$2,445,758.33	\$127,369.69	\$2,318,388.64	5%
2017	0.1181	\$2,337,301.74	\$2,321,737.44	\$15,564.30	99%
2016	0.1181	\$2,218,677.91	\$2,201,919.47	\$16,758.44	99%
2015	0.1181	\$1,980,389.40	\$1,970,238.18	\$10,151.22	99%
2014	0.1181	\$1,783,793.61	\$1,778,399.67	\$5,393.94	99%
2013	0.1181	\$1,563,555.15	\$1,559,086.85	\$4,468.30	99%
2012	0.1181	\$1,451,155.01	\$1,450,188.22	\$966.79	99%
2011	0.1181	\$1,373,992.65	\$1,373,338.34	\$654.31	99%
2010	0.1181	\$1,366,296.19	\$1,365,599.08	\$697.11	99%
2009	0.1181	\$1,400,596.16	\$1,399,868.09	\$728.07	99%
2008	0.1181	\$1,388,676.58	\$1,388,129.81	\$546.77	99%
2007	0.1181	\$1,205,818.99	\$1,205,400.14	\$418.85	99%
2006	0.1181	\$1,039,513.58	\$1,039,322.08	\$191.50	99%
2005	0.1181	\$965,243.73	\$965,052.23	\$191.50	99%
2004	0.1181	\$766,477.42	\$766,378.36	\$99.06	99%
2003	0.1125	\$690,634.91	\$690,544.86	\$90.05	99%
2002	0.1125	\$631,419.06	\$631,337.20	\$81.86	99%
2001	0.1125	\$554,768.73	\$554,694.31	\$74.42	99%
2000	0.1125	\$472,859.73	\$472,787.76	\$71.97	99%

Current Month Activity

Revenue:

	Current Month	Year to Date
2018 Assessment Collected	127,369.69	127,369.69
2017 Assessment Collected	5,933.95	1,948,876.52
2016 Assessment Collected	1,350.02	6,679.23
2015 Assessment Collected	0.00	2,324.52
2014 Assessment Collected	0.00	274.99
2013 Assessment Collected	0.00	0.00
2012 Assessment Collected	0.00	0.00
2011 Assessment Collected	0.00	0.00
2010 Assessment Collected	0.00	0.00
2009 Assessment Collected	0.00	0.00
2008 Assessment Collected	0.00	0.00
2007 Assessment Collected	0.00	0.00
2006 Assessment Collected	0.00	0.00
2005 Assessment Collected	0.00	0.00
2004 Assessment Collected	0.00	0.00
2003 Assessment Collected	0.00	0.00
2002 Assessment Collected	0.00	0.00
2001 Assessment Collected	0.00	0.00
2000 Assessment Collected	0.00	0.00
Miscellaneous Revenue	0.00	0.00
Penalty & Interest	1,823.63	23,684.79
Overpayments	367.26	21,011.67
Estimated Payment	0.00	0.00
CAD Corrections	0.00	0.00
CAD Lawsuit Corrections	522.65	34,250.86
Collection Fees	1,926.01	10,643.22
Total Revenue	139,293.21	2,175,115.49
Overpayments & CAD Refunds Presented	4,661.27	50,298.21
Overpayments Applied to Assessment	0.00	0.00
ASSESSED VALUE FOR 2018	2,070,921,012	UNCERTIFIED
ASSESSED VALUE FOR 2017	1,979,086,481	UNCERTIFIED
ASSESSED VALUE FOR 2016	1,878,627,019	UNCERTIFIED
ASSESSED VALUE FOR 2015	1,676,874,427	UNCERTIFIED
ASSESSED VALUE FOR 2014	1,511,015,442	
ASSESSED VALUE FOR 2013	1,323,924,342	

Assessment Collection Account: Wells Fargo Bank, Acct# 9473393339

Prepared by Equi-Tax Inc
 Kenneth R. Byrd
 Collector For the District

MIDTOWN MANAGEMENT DISTRICT

ASSESSMENT COLLECTION REPORT

November 30, 2018

TOP TEN ASSESSMENT PAYERS

PROPERTY OWNER	PROPERTY TYPE	ASSESSED VALUE	ASSESSMENT AMOUNT
Post Midtown Square LP	Multi-Family Units	108,412,300	128,034.93
VR Calais Holdings Limited Partners	Multi-Family Units	60,053,884	70,923.64
4001 Fannin No 1A LTD	Multi-Family Units	53,850,000	63,596.85
AB Merion II Metro Midtown LLC	Multi-Family Units	53,421,511	63,090.80
3800 Main LLC	Multi-Family Units	49,973,141	59,018.25
Camden Property Trust	Multi-Family Units	49,781,659	58,792.14
CPT Community Owner LLC	Multi-Family Units	43,971,069	51,929.83
McGowen Brazos Venture LTD	Multi-Family Units	43,678,517	51,584.33
Mid-Main Properties LP	Multi-Family Units	43,283,483	51,117.79
Sherman Way Midtown LLC ET AL	Multi-Family Units	42,000,000	49,602.00

TEN LARGEST DELINQUENT ACCOUNTS

PROPERTY OWNER	ASSESSMENT YEAR	ASSESSMENT AMOUNT
*MIDTOWN CENTRAL SQUARE LLC	2013 - 2016	26,806.88
WASHINGTON ROMANUEL L JR	2000 - 2014	2,884.42
CRIADO MINNIE F	2012 - 2017	1,993.70
COHEN JAY H	2013 - 2017	1,778.96
BLOCKER NATHAN & MAGNOLIA H	2007 - 2012	1,586.81
ANTWINE LINDA	2009 - 2017	1,548.77
NGUYEN THANG J N & SUSIE	2017	1,084.31
NGUYEN THANG N	2017	967.80
MEHTA MAHEK	2015 - 2017	943.88
PETTY WILLIAM A	2009 - 2017	935.48

**Account Deferred

* Pending HCAD Value Lawsuits

COLLECTION TREND PERCENTAGE

	TAX YEAR 2014	TAX YEAR 2015	TAX YEAR 2016	TAX YEAR 2017
January	65%	73%	65%	74%
February	92%	93%	89%	92%
March	94%	96%	93%	95%
April	95%	96%	96%	96%
May	96%	97%	96%	97%
June	96%	97%	97%	98%
July	97%	97%	97%	98%
August	98%	98%	98%	99%
September	99%	98%	98%	99%
October	99%	98%	98%	99%
November	99%	98%	98%	99%
December	99%	99%	99%	

**MIDTOWN MANAGEMENT DISTRICT
ASSESSMENT COLLECTION REPORT
November 30, 2018**

ASSESSMENT PLAN PROJECTIONS

YEAR	RATE	ESTIMATED ASSESSED VALUE	PROJECTED LEVY	COLLECTIONS @ 95%	CUMULATIVE COLLECTIONS	10 YEAR AVERAGE
2015	0.1181	1,706,201,000	2,015,023.38	1,914,272.21	1,970,238.18	
2016	0.1181	1,842,697,000	2,176,225.16	2,067,413.90	2,201,919.47	
2017	0.1181	1,980,899,000	2,339,441.72	2,222,469.63	2,321,737.44	
2018	0.1181	2,109,657,000	2,491,504.92	2,366,929.67	127,369.69	
2019	0.1181	2,236,237,000	2,640,995.90	2,508,946.11		
2020	0.1181	2,359,230,000	2,786,250.63	2,646,938.10		
2021	0.1181	2,477,191,000	2,925,562.57	2,779,284.44		
2022	0.1181	2,601,051,000	3,071,841.23	2,918,249.17		
2023	0.1181	2,731,104,000	3,225,433.82	3,064,162.13		
2024	0.1181	2,867,659,000	3,386,705.28	3,217,370.02		
			27,058,984.61	25,706,035.38		2,570,603.54

MAXIMUM RATE .1500 PER \$100

EXEMPTIONS

EXEMPTION TYPE	NUMBER APPLIED	APPROVED AMOUNT	VALUE LOSS
Homestead	1308	20% (State Maximum)	82,078,842
Over 65	145	15,000	2,062,500
Disability	6	15,000	82,500
Disabled Veteran	8	Per Statute	56,500
Over 65 Detached Single Family	37	Totally Exempt	9,106,761

**RESOLUTION REGARDING ANNUAL REVIEW
OF AMENDED AND RESTATED INVESTMENT POLICY OF
THE MIDTOWN MANAGEMENT DISTRICT**

WHEREAS, the Midtown Management District (the “District”) is a municipal management district created by the 76th Texas Legislature pursuant to H.B. 2894 (the “Special Act”) and operating pursuant to and under the authority of Chapter 3809, Special District Local Laws Code and Chapter 375, Texas Local Government Code, as amended.

WHEREAS, the Public Funds Investment Act, Chapter 2256, Texas Government Code, as amended, requires the Board of Directors of the District (the “Board”) to, at least annually, review its Investment Policy; and

WHEREAS, the Board has convened on this date at a meeting open to the public to conduct the District’s annual review of its Investment Policy pursuant to Section 2256.005, *et seq.*, Texas Government Code, as amended; and

WHEREAS, the Board has also convened on this date to conduct the District’s annual review of its list of qualified broker/dealers that are authorized to engage in investment transactions with the District, pursuant to Section 2256.025, Texas Government Code, as amended; and

WHEREAS, the District has determined not to amend its Second Amended and Restated Investment Policy, adopted on December 6, 2017;

WHEREAS, the District’s Second Amended and Restated Investment Policy has attached thereto as **Exhibit A**, a list of qualified broker/dealers that are authorized to engage in investment transactions with the District; and

WHEREAS, the District desires to replace such **Exhibit A**, with **Exhibit A-I**, which contains a revised list of qualified broker/dealers that are authorized to engage in investment transactions with the District.

Now Therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MIDTOWN MANAGEMENT DISTRICT THAT:

Section 1. The Board hereby adopts the Second Amended and Restated Investment Policy and list of qualified brokers, adopted December 6, 2017, attached hereto as **Exhibit I**.

Section 2. **Exhibit A** to the Second Amended and Restated Investment Policy (a copy of which is attached hereto as **Exhibit I**), is hereby replaced with **Exhibit A-I**, adopted and made effective as of the date hereof by action of the Board of Directors.

Section 3. The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Directors.

PASSED AND APPROVED this 5th day of December 2018.

Willie Coleman
Chair, Board of Directors

ATTEST:

Eileen Morris
Secretary

(SEAL)

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned officer of the Board of Directors of Midtown Management District, hereby certify as follows:

1. The Board of Directors of the Midtown Management District convened in regular session on the 6th day of December 2017, at the regular meeting place thereof, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board to-wit:

Pos. 1	Darcy John Lefsrud	Pos. 10	Eileen J. Morris
Pos. 2	Gloria Haney	Pos. 11	Debbie Tyler Dillard
Pos. 3	Amar Mohite	Pos. 12	Dana Woodruff
Pos. 4	James Llamas	Pos. 13	Marylene Chan
Pos. 5	Willie H. Coleman	Pos. 14	Christopher Johnston
Pos. 6	Nancy J.W. Darst	Pos. 15	Herbert Baker
Pos. 7	Julie Tilton	Pos. 16	Gary Noble
Pos. 8	Kristin Pope	Pos. 17	Charles Washington
Pos. 9	J. Allen Douglas		

and all of said persons were present, except Directors _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

**RESOLUTION REGARDING ANNUAL REVIEW
OF AMENDED AND RESTATED INVESTMENT POLICY OF
THE MIDTOWN MANAGEMENT DISTRICT**

was introduced for the consideration of the Board. It was then duly moved and seconded that the resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the resolution, prevailed and carried unanimously.

2. That a true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that the Resolution has been duly recorded in the Board’s minutes of the meeting; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; that the

meeting was open to the public as required by law; and that public notice of the time, place and subject of the meeting was given as required by Chapter 551, Texas Government Code.

DRAFT

SIGNED AND SEALED the 5th day of December, 2018.

Secretary, Board of Directors

(SEAL)

DRAFT

EXHIBIT I

SECOND AMENDED AND RESTATED INVESTMENT POLICY

OF

MIDTOWN MANAGEMENT DISTRICT

(See Attached)

DRAFT

SECOND AMENDED AND RESTATED INVESTMENT POLICY

This Amended and Restated Investment Policy (this “Policy”), is adopted by the Board of Directors of Midtown Management District (the “District”) pursuant to Chapter 2256 of the Texas Government Code, and is made effective as of the date set forth on the signature page hereof.

ARTICLE I PURPOSE

Section 1.01. Purpose.

This Policy with respect to District investments has been adopted to establish the principles and criteria by which the funds of the District should be invested and secured and to comply with various provisions of Texas law relating to the investment and security of funds of local government corporations (the “Investment Laws”). As of the date of the adoption of this Policy, the following laws are applicable to the investment of the District’s funds: Chapter 2256, Texas Government Code; Chapter 791, Texas Government Code; Chapter 2257, Texas Government Code; and Chapter 404.101 et seq., Texas Government Code. The Investment Laws generally provide the minimum criteria for the authorized investment and security of the District’s funds and require the District to adopt rules to ensure the investment of District funds in accordance with such laws. This Policy will specify the scope of authority of District Officials who are responsible for the investment of District funds.

ARTICLE II DEFINITIONS

Section 2.01. Definitions.

Unless the context requires otherwise, the following terms and phrases used in this Policy shall mean the following:

- (a) “Authorized Collateral” means any means or method of securing the deposit of District funds authorized by Chapter 2257, Texas Government Code.
- (b) “Authorized Investment” means any security which the District is authorized to invest under Chapter 2256, Texas Government Code.
- (c) “Board” means the Board of Directors of the District.
- (d) “Collateral” means any means or method of securing the deposit of District funds under Article IV hereof.
- (e) “Collateral Act” means Chapter 2257, Texas Government Code, as amended from time to time.

(f) “Director” means a person appointed to serve on the Board of Directors of the District.

(g) “District Officials” means the Investment Officer, District Directors, officers, Employees, and persons and business entities engaged in handling the investment of District funds.

(h) “Employee” means any person employed by the District, but does not include independent contractors or professionals hired by the District as outside consultants, such as the District’s accountant, financial advisor or general counsel.

(i) “FDIC” means the Federal Deposit Insurance Corporation or any successor entity.

(j) “Investment Act” means Chapter 2256, Texas Government Code, as amended from time to time.

(k) “Investment Officer(s)” means the Director(s) or Employee(s) of the District (or the employee of an investing entity with whom the District has contracted to invest its funds) appointed from time to time by the Board to invest and reinvest the funds of the District held in its various accounts.

(l) “NCUSIF” means the National Credit Union Share Insurance Fund managed by the National Credit Union Administration, or any successor entity.

ARTICLE III INVESTMENT OFFICER

Section 3.01. Investment Officer.

From time to time, the District shall appoint one or more of its Directors or Employees to serve as Investment Officer(s) to handle the investment of District funds. The Investment Officer(s) shall be responsible for investing District funds in accordance with this Policy. The Investment Officer(s) shall invest the District’s funds, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived, with all investment decisions to be governed by the objectives set forth in Section 7.01 hereof.

Section 3.02. Training.

The Investment Officer(s) shall attend training sessions and receive the number of hours of instruction as required by the Investment Act.

Section 3.03. Reporting by the Investment Officer and District Officials.

Not less than quarterly and within a reasonable time after the end of the period reported, the Investment Officer and District Officials shall prepare and submit to the Board a written report of the investment transactions for all funds of the District for the preceding reporting period. The report must (1) describe in detail the investment position of the District on the date

of the report; (2) be prepared jointly by all the Investment Officers of the District, if the District appoints more than one; (3) be signed by all Investment Officers and District Officials who prepare the report; (4) contain a summary statement of each pooled fund group that states the beginning market value for the reporting period, ending market value for the period, and fully accrued interest for the reporting period; (5) state the book value and the market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested; (6) state the maturity date of each separately invested asset that has a maturity date; (7) state the District fund for which each individual investment was acquired; and (8) state the compliance of the investment portfolio as it relates to this Policy and the Investment Act.

Section 3.04. Assistance with Certain Duties of the Investment Officer.

The Board hereby authorizes and directs the District's Accountant and any other District Officials requested by the Investment Officer to assist the Investment Officer(s) with any of his/her duties, including but not limited to the following:

1. Presenting a copy of this Policy to any person or business organization seeking to sell an investment to the District and obtaining the necessary written certification from such seller referred to in this section;
2. Handling investment transactions;
3. Preparing and submitting to the Board the written report of all investment transactions for the District as required by this section;
4. Researching investment options and opportunities;
5. Obtaining written depository pledge agreements as required herein;
6. Obtaining safe-keeping receipts from the Texas financial institution which serves as a depository for pledged Collateral; and
7. Reviewing the market value of the District's investments and of the Collateral pledged to secure the District's funds.

ARTICLE IV
PROCEDURES FOR INVESTMENT OF DISTRICT MONIES

Section 4.01. Qualified Broker/Dealers.

The Board hereby adopts the list of broker/dealers attached hereto as **Exhibit A**, as the qualified broker/dealers with whom the District may engage in investment transactions. In addition to annual review and adoption of such list each year pursuant to the adoption of this Policy, the Board may, by written resolution, revise, amend or supplement such list of qualified broker/dealers.

As authorized in the Investment Act, the Board hereby designates the Executive Director of the District and one other member of the Board as the “designated investment committee” (the “Designated Investment Committee”). The Designated Investment Committee shall, at its discretion, approve any successors or assigns of those certain broker/dealers listed in **Exhibit A** hereto.

Section 4.02. Disclosures of Relationships with Entities Offering to Enter into Investment Transactions with the District.

The Investment Officer(s) and the District Officials shall disclose in writing (a) any “personal business relationship” with a business organization offering to engage in an investment transaction with the District and (b) any relationship within the second degree by affinity or consanguinity, as determined by Chapter 573, Texas Government Code, to any individual seeking to sell an investment to the District, as required by the Investment Act. The existence of a “personal business relationship” shall be determined in accordance with the Investment Act. Such disclosure statement shall be filed with the Board and the Texas Ethics Commission.

Section 4.03. Certifications from Sellers of Investments.

The Investment Officer(s) or the District Officials shall present this Policy to any person or business organization offering to engage in an investment transaction with the District and obtain a certificate stating that such potential seller has reviewed the Policy as provided in the Investment Act. This certificate shall be in a form acceptable to the District and shall state that the potential seller has received and reviewed the Policy and has acknowledged that the potential seller has implemented reasonable procedures and controls in an effort to preclude investment transactions with the District that are not authorized by this Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District’s entire portfolio or requires an interpretation of subjective investment standards. Neither the Investment Officer nor the District Officials shall purchase or make any investment from a potential seller that has not delivered to the District this required certification. A form of certificate acceptable to the District is attached hereto as **Exhibit B**.

Section 4.04. Solicitation of Bids for Certificates of Deposit.

Bids for certificates of deposit may be solicited orally, in writing, electronically or in any combination of those methods.

Section 4.05. Settlement Basis.

All purchases of investments, except investment in investment pools or in mutual funds, shall be made on a delivery versus payment basis. The safekeeping entity for all District investments and for all Collateral pledged to secure District funds shall be one approved by the Investment Officer(s).

Section 4.06. Monitoring of the Market Value of Investments and Collateral.

The Investment Officer(s), with the help of such District Officials as needed, shall determine the market value of each investment and of all Collateral pledged to secure deposits of

District funds at least quarterly and at a time as close as practicable to the closing of the reporting period for investments. Such values shall be included on the investment report. The following methods shall be used:

(a) Certificates of deposit shall be valued at their face value plus any accrued but unpaid interest.

(b) Shares in money market mutual funds and investment pools shall be valued at par plus any accrued but unpaid interest.

(c) Other investment securities with a remaining maturity of one year or less may be valued in any of the following ways:

(1) the lower of two bids obtained from securities broker/dealers for such security;

(2) the average of the bid and asked prices for such investment security as published in The Wall Street Journal or The New York Times;

(3) the bid price published by any nationally recognized security pricing service; or

(4) the market value quoted by the seller of the security or the owner of such Collateral.

(d) Other investment securities with a remaining maturity greater than one year shall be valued at the lower of two bids obtained from securities broker/dealers for such security, unless two bids are not available, in which case the securities may be valued in any manner provided in 4.06(c) hereof.

Section 4.07. Monitoring the Rating Changes in Investments.

Consistent with Section 2256.021 of the Investment Act, the Investment Officer shall monitor all investments that require a minimum rating under subchapter A of Chapter 2256, Texas Government Code, as amended, such that any such investment that does not have the minimum rating shall no longer constitute an authorized investment. Such investments that do not have the required minimum rating shall be liquidated within 30 days of the investment's failure to maintain its required minimum rating.

ARTICLE V
PROVISIONS APPLICABLE TO ALL FUNDS

Section 5.01. Provisions Applicable to All Fund Groups.

A. All funds of the District shall be invested only in accordance with this Policy and shall comply with any additional requirements imposed by bond resolutions or trust indentures of the District and applicable state law or federal tax law, including the Investment Laws.

B. The Board, by separate resolution, may provide that the District's Executive Director or Investment Officer may withdraw or transfer funds from and to accounts of the District only in compliance with this Policy.

C. No fund groups shall be pooled for the purposes of investment, e.g. the funds in the Assessment Revenue Fund, each Reserve Fund, and in the Operating Fund shall not be commingled or pooled for purposes of investment.

Section 5.02. Policy of Securing Deposits of District Funds -- Applicable to All Deposited District Funds.

A. The District recognizes that FDIC or NCUSIF (or their respective successors) insurance is available for District funds deposited at any one Texas Financial Institution (including branch banks) only up to a maximum of \$250,000 (including accrued interest) for each of the following: (i) demand deposits, (ii) time and savings deposits, and (iii) deposits made pursuant to an indenture or pursuant to law in order to pay bondholders or noteholders. It is the policy of the District that all deposited funds in each of the District's accounts shall be insured by the FDIC or NCUSIF, or their respective successors, and to the extent the deposit surpasses the FDIC or NCUSIF Deposit Insurance Coverage limit at any given time, shall be secured by Collateral pledged to the extent of the fair market value of the principal amount deposited plus accrued interest as required by the Collateral Act.

B. If it is necessary for the District's depositories to pledge Collateral to secure the District's deposits, (1) the Collateral pledge agreement must be in writing, (2) the Collateral pledge agreement must be approved by the depository's board of directors or loan committee, (3) the depository's approval of the Collateral pledge agreement must be reflected in the minutes of the meeting of the depository's board or loan committee approving same, and (4) the Collateral pledge agreement must be kept in the official records of the depository. The depository must provide the Investment Officer or District Officials with written proof of the depository's approval of the pledge agreement as required herein in a form acceptable to the District. A signed or certified copy of the minutes of the meeting of the depository's board or loan committee reflecting the approval of the Collateral pledge agreement or other written documentation of such approval acceptable to the Investment Officer will be accepted. It is the preference of the Board that all requirements of this section be met prior to the deposit of any District funds in such financial institution when a pledge of Collateral is required; however, the Board recognizes that compliance with this preference might not be practicable due to time constraints for making a deposit. In such event, the Board directs the Investment Officer and District Officials to proceed diligently to have such agreement approved and documented to

assure protection of the District's funds. If the decision is made to forego the protection of a Collateral pledge agreement with any depository, the District's Executive Director shall be responsible for maintaining the balance of deposit(s) in such depository plus any accrued but unpaid interest at or below FDIC or NCUSIF insurance levels.

C. Collateral pledged by a depository shall be held in safekeeping at an independent third party institution, and the District's administrator or Investment Officer shall obtain safekeeping receipts from the Texas financial institution or the safe-keeping institution that reflect that Collateral as allowed by this Investment Policy and in the amount required was pledged to the District. Principal and accrued interest on deposits in a financial institution shall not exceed the FDIC's or NCUSIF's, or their successor's, insurance limits or the market value of the Collateral pledged as security for the District's deposits. It shall be acceptable for the District's administrator or Investment Officer to periodically receive interest on deposits to be deposited to the credit of the District if needed to keep the amount of the funds under the insurance or Collateral limits. It is the preference of the Board that there be no sharing, splitting or cotenancy of Collateral with other secured parties or entities; however, in the event that a depository cannot accommodate this preference due to the denominations of the securities to be pledged, the Board directs the Investment Officer and District Officials to obtain appropriate protections in the pledge agreement with the depository to assure that the Collateral is liquidated and the funds distributed appropriately to all parties with a security interest in such Collateral. The District's Executive Director or Investment officer shall monitor the pledged Collateral to assure that it is pledged only to the District, review the fair market value of the Collateral to ensure that the District's funds are fully secured, and report periodically to the Investment Officer and the Board regarding the Collateral.

D. The District's funds deposited in any Texas financial institution, to the extent that they are not insured, may be secured by the pledge of any of the following:

1. Surety bonds;
2. An obligation that in the opinion of the Attorney General of the United States is a general obligation of the United States and backed by its full faith and credit;
3. A general or special obligation that is (a) payable from taxes, revenues, or a combination of taxes and revenues **and** (b) issued by a state or political or governmental entity, agency, instrumentality or subdivision of the state, including a municipality, an institution of higher education as defined by Section 61.003, Texas Education Code, a junior college, a district created under Article XVI, Section 59, of the Texas Constitution, and a public hospital;
4. A fixed-rate collateralized mortgage obligation that has an expected weighted average life of 10 years or less and does not constitute a "high-risk mortgage security" under the Collateral Act;
5. A floating-rate collateralized mortgage obligation that does not constitute a "high-risk mortgage security" under the Collateral Act;
6. A letter of credit issued by a federal home loan bank; or

7. A security in which a public entity may invest under the Investment Act. As of the date of this Policy, the following are the securities in which a public entity may invest under the Investment Act and, therefore, may be used as Collateral:

a. Obligations, including letters of credit, of the United States or its agencies and instrumentalities;

b. Direct obligations of the State of Texas or its agencies and instrumentalities;

c. Collateralized mortgage obligations directly issued by a federal agency or instrumentality or the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

d. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of the United States or the State of Texas or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC, NCUSIF or by the explicit full faith and credit of the United States;

e. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;

f. Certificates of deposit issued by a depository institution that has its main office or a branch office in the State of Texas that are (i) guaranteed by the FDIC or its successor or the NCUSIF or its successor, (ii) secured by the obligations in which the District may invest under the Investment Act, or (iii) secured in any other manner and amount provided by law for deposits of the District;

g. Certificates of deposit made in accordance with the following conditions: (i) a broker that has its main office or a branch office in this state and is selected from a list adopted by the District; (ii) the funds are invested by the District through a depository institution that has its main office or a branch office in the State of Texas and that is selected by the District; (iii) the broker or the depository institution selected by the District under clause (i) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the District; (iv) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and (v) the depository institution selected by the District under clause (ii), an entity described by Section 2257.041(d), or a clearing broker dealer registered with the Securities and Exchange Commission and operating pursuant to Security and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) acts as custodian for the District with respect to the certificates of deposit issued for the account of the District;

- h. Repurchase agreements that comply with the Investment Act;
- i. Bankers' acceptances that comply with the Investment Act;
- j. Commercial paper that complies with the Investment Act;
- k. No-load money market mutual funds that comply with the Investment Act;
- l. No-load mutual funds that comply with the Investment Act; and
- m. Guaranteed investment contracts that comply with the Investment Act.

E. Notwithstanding anything to the contrary provided above, the following may not be used as Collateral and are not authorized as investments for the District under the Investment Act:

- a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- c. Collateralized mortgage obligations that have a final stated maturity date of greater than 10 years other than those listed in Section 5.02.D.4 and 5.02.D.5 above; or
- d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Section 5.03. Diversification.

The Investment Officer may invest up to 100% of the funds of the District in any investment instrument authorized in this Policy.

ARTICLE VI
AUTHORIZED INVESTMENTS

Section 6.01. Authorized Investments.

Unless specifically prohibited by law or elsewhere by this Policy, District monies in any of its fund groups may be invested and reinvested only in investments under the Investment Act:

- 1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

2. Direct obligations of the State of Texas or its agencies and instrumentalities;

3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by or backed by the full faith and credit of the State of Texas or the United States or their respective agencies and instrumentalities;

5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;

6. Bonds issued, assumed, or guaranteed by the State of Israel;

7. Interest-bearing banking deposits that are guaranteed or insured by:

a. The Federal Deposit Insurance Corporation or its successor; or

b. The National Credit Union Share Insurance Fund or its successor;

8. Interest-bearing banking deposits other than those described by Subsection 7 if:

a. The funds invested in the banking deposits are invested through (i) a broker with a main office or branch in this state and is selected from a list adopted by the District, or (ii) a depository institution with a main office or branch office in this state that the District selects;

b. The broker or depository institution selected as described by Subsection (a) arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the District's account;

c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and

d. The District appoints as the District's custodian of the banking deposits issued for the District's account: (i) the depository institution selected as described by Subsection (1); (ii) an entity described by Section 2257.041(d) of the Texas Government Code, as amended; or (iii) a clearing broker dealer registered with the Securities and Exchange Commission and operating under Securities and Exchange Commission Rule 15c3-03.

9. Certificates of deposit issued by a depository institution that has its main or a branch office in the State of Texas and that are (i) guaranteed by the FDIC or its successor or the NCUSIF or its successor, (ii) secured by the obligations in which the District may invest under the Investment Act, or (iii) secured in any other manner and amount provided by law for deposits of the District;

10. Certificates of deposit made in accordance with the following conditions: (i) a broker that has its main office or a branch office in this state and is selected from a list adopted by the District; (ii) the funds are invested by the District through a depository institution that has its main office or a branch office in the State of Texas and that is selected by the District; (iii) the broker or the depository institution selected by the District under clause (i) arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the District; (iv) the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and (v) the depository institution selected by the District under clause (ii), an entity described by Section 2257.041(d), or a clearing broker dealer registered with the Securities and Exchange Commission and operating pursuant to Security and Exchange Commission Rule 15c3-3 (17C.F.R. Section 240.15c3-3) acts as custodian for the District with respect to the certificates of deposit issued for the account of the District;

11. Repurchase agreements that comply with the Investment Act;

12. Bankers' acceptances that comply with the Investment Act;

13. Commercial paper that complies with the Investment Act;

14. No-load money market mutual funds that comply with the Investment Act;
and

15. No-load mutual funds that comply with the Investment Act;

16. Investment Pools which meet the requirements set forth in Section 2256.016 and Section 2256.019 of the Texas Government Code, as amended and which are specifically authorized by a resolution that is approved by the Board; and

17. With respect to bond proceeds, guaranteed investment contracts that comply with the Investment Act.

Section 6.02. Prohibited Investments.

Notwithstanding anything to the contrary stated herein, no funds of the District may be invested in the following or in any other type of investment prohibited by the Investment Act or other applicable law:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (IO's);

2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (PO's);

3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and

4. Collateralized mortgage obligations the interest rate of which are determined by an index that adjusts opposite to the changes in the market index (inverse floaters).

Section 6.03. Investment of Funds Related to District.

Anything in this Policy to the contrary notwithstanding, to the extent that any funds are held by a trustee under a trust indenture relating to the District's debt, such funds may be invested as provided by the resolution authorizing the issuance of the bonds or the related trust indenture.

ARTICLE VII
INVESTMENT STRATEGIES

Section 7.01. Strategy Applicable to All Funds.

The District's general investment strategy for all fund groups shall be to invest such monies from such fund groups so as to accomplish the following objectives, which are listed in the order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the District;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Section 7.02. Investment Strategy for the Operating Fund.

Funds in the Operating Fund shall be invested to meet the operating and cash flow requirements of the District as determined by the annual operating budget adopted by the Board. Operating funds shall not be invested for longer than three (3) years.

Section 7.03. Investment Strategy for the Assessment Reserve Fund.

Funds in the Assessment Reserve Fund shall be invested to meet the operating and cash flow requirements of the District as determined by the annual operating budget adopted by the Board. Assessment Reserve Funds shall not be invested for longer than three (3) years.

ARTICLE VIII
MISCELLANEOUS

Section 8.01. Annual Review.

The District shall review this Investment Policy at least annually and adopt a resolution confirming the continuance of the Investment Policy without amendment or adopt an Amended Investment Policy.

Section 8.02. Superseding Clause.

This Policy supersedes any prior policies adopted by the Board of Directors regarding investment or securitization of District Funds.

Section 8.03. Open Meeting.

The Board officially finds, determines and declares that this Investment Policy was reviewed, carefully considered, and adopted at a regular meeting of the Board, and that a sufficient written notice of the date, hour, place and subject of this meeting was posted at a place readily accessible and convenient to the public within the boundaries of the District and on a bulletin board located at a place convenient to the public in Harris County, Texas for the time required by law preceding this meeting, as required by the Open Meetings Act, Chapter 551, Texas Government Code, and that this meeting had been open to the public as required by law at all times during which this Policy was discussed, considered and acted upon. The Board further ratifies, approves and confirms such written notice and the contents and posting thereof.

Adopted the 6th day of December, 2017.

Reviewed and confirmed on the 5th day of December, 2018.

Darcy John Lefsrud

Eileen J. Morris

Gloria Haney

Debbie Tyler Dillard

Amar Mohite

Dana Woodruff

James Llamas

Marylene Chan

Willie Coleman, Jr.

Christopher Johnston

Nancy J.W. Darst

Herbert Baker

Julie Tilton

Gary Noble

Kristin Pope

Charles Washington

J. Allen Douglas

EXHIBIT A-I

LIST OF AUTHORIZED QUALIFIED BROKER/DEALERS

1. Amegy Bank National Association
2. Allegiance Bank Texas
3. American First National Bank
4. Bank of America National Association
5. Bank of Houston
6. Beal Bank, SSB
7. BOKF, National Association
8. Capital One National Association
9. Capital Bank
10. Cathay Bank
11. City Bank
12. Community State Bank Austin
13. Community Bank of Texas, N.A.
14. Central Bank
15. Chasewood Bank
16. Citibank, National Association
17. Compass Bank
18. Commercial State Bank
19. Coastal Securities
20. Comerica Bank
21. CUNA
22. East West Bank
23. Edward Jones Investments
24. Encore Bank National Association
25. Enterprise Bank
26. First Bank of Missouri City
27. First Bank of Texas
28. First Bank
29. First International Bank
30. First National Bank
31. First National Bank Texas
32. First-Citizens Bank & Trust Company
33. First National Bank Bastrop
34. First National Bank Edinburg
35. First Southwest Company
36. Frost Bank
37. Golden Bank, National Association
38. Green Bank National Association
39. Hilltop Securities
40. Houston Community Bank National Association
41. Icon Bank of Texas, National Association
42. Independence Bank National Association
43. Integrity Bank, SSB
44. International Bank of Commerce
45. Invesco National Trust Company
46. JPMorgan Chase Bank
47. Legg Mason, Inc.

48. Liberty Bank And Trust Company
49. Logic Investment
50. Lone Star Bank
51. Lone Star Investment Pool
52. Merchants Bank
53. MBIA Texas Class
54. Midsouth Bank, National Association
55. Memorial City Bank
56. Mercantil Commerce Bank, National Association
57. Metro Bank National Association
58. Morgan Keegan, Inc.
59. Morgan Stanley Dean Witter
60. NewFirst National Bank
61. New First National Bank of Rosenberg
62. Northern Trust, National Association
63. Oasis Bank, SSB
64. Omnibanc National Association
65. Paine Webber
66. Patriot Bank
67. Plains State Bank
68. Post Oak Bank, N. A.
69. Preferred Bank
70. Prime Way Federal Credit Union
71. Prosperity Bank
72. Regions Bank
73. Riverway Bank
74. Security State Bank
75. Southwestern National Bank
76. Southwest Securities
77. Spirit of Texas Bank, SSB
78. State Bank of Texas
79. Texan Bank
80. Texas Bank
81. TexPool
82. Texstar Investment Pool
83. Texas Citizens Bank, National Association
84. Texas Community Bank National Association
85. Texas Gulf Bank, National Association
86. Texas State Bank
87. Texas Savings Bank
88. Texas Capital Bank National Association
89. Texas Independent Bank
90. Texas Citizens Bank
91. The Bank of River Oaks
92. The Chasewood Bank
93. The Moody National Bank
94. Tradition Bank - Bellaire
95. Trustmark National Bank
96. Tri-Star Financial
97. United Central Bank

- 98. Unity National Bank of Houston
- 99. Vista Bank Texas
- 100. Wallis State Bank
- 101. Wells Fargo Bank South Central, National Association
- 102. Wells Fargo National Association
- 103. Westbound Bank
- 104. Whitney Bank
- 105. WoodForest National Bank

DRAFT

Exhibit B

**CERTIFICATE OF COMPLIANCE FROM SELLERS OF INVESTMENTS
AS REQUIRED BY THE PUBLIC FUNDS INVESTMENT ACT**

To: Midtown Management District (the "District")

From: _____
[Name of the person offering or the "qualified representative of the business organization" offering to engage in an investment transaction with the District] _____
[Office such person holds]

of: _____ (the "Business Organization")
[name of financial institution, business organization or investment pool]

Date: _____, 20____

In accordance with the provisions of Chapter 2256 of the Texas Government Code, I hereby certify that:

1. I am an individual offering to enter into an investment transaction with the District or a "qualified representative" of the Business Organization offering to enter an investment transaction with the District, as applicable, as such terms are used in the Public Funds Investment Act, Chapter 2256, Texas Government Code (the "Investment Act"), and that I meet all requirements under such act to sign this Certificate.
2. I or the Business Organization, as applicable, anticipate selling to the District investments (the "Investments") that comply with the Investment Act and the District's Investment Policy as amended and restated last on December 7, 2011 (collectively, the "Investment Policy").
3. I or a registered investment professional that services the District's account, as applicable, have received and reviewed the Investment Policy, which the District has represented is the complete Investment Policy of the District now in full force and effect. The District has further acknowledged that I or the Business Organization, as applicable, may rely upon the Investment Policy until the District provides me or the Business Organization, as applicable, with any amendments to or any newly adopted form of the Investment Policy.
4. I or the Business Organization, as applicable, have/has implemented reasonable procedures and controls in an effort to preclude investment transactions between the District and me or the Business Organization, as applicable, that are not

authorized by the Investment Policy, except to the extent that this authorization is dependent upon an analysis of the District's entire portfolio or requires an interpretation of subjective investment standards.

- 5. I or the Business Organization, as applicable, have/has reviewed or will review prior to sale, the terms, conditions and characteristics of the investments to be sold to the District and determined (i) that each of the Investments is an authorized investment for local governments under the Investment Act and (ii) each of the Investments is an authorized investment under the Investment Policy. The Business Organization makes no representation as to whether any limits on the amount of District monies to be invested in the Investments exceeds or in any way violates the Investment Policy.
- 6. The Business Organization makes no representations or guarantees regarding the prudence, reasonableness or adequacy of the Investment Policy.
- 7. The Business Organization has attached hereto, for return to the District, or will provide a prospectus or disclosure document for each of the Investments other than certificates of deposit and direct obligations of the United States.

By: _____
Name: _____
Title: _____

MIDTOWN MANAGEMENT DISTRICT
TITLE VI PROGRAM
CIVIL RIGHTS ACT OF 1964

SEPTEMBER 2018


POLICY STATEMENT

The Midtown Management District (d.b.a. Midtown) assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and in accordance with Title VI regulations (49 CFR part 21) consistent with FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Midtown will integrate Limited English Proficient (LEP) Persons (70 FR 74087) Recipients' Responsibilities into their programs and activities in Spanish and other languages, upon request.

Midtown's Title VI Coordinator or equivalent is responsible for initiating and monitoring Title VI activities, assuring the preparation of required reports.

AUTHORITIES

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 42 USC 2000d, 49 CFR part 21 and FTA C 4702.1B).



Matt Thibodeaux
Executive Director
Midtown Management District

Date 11/13/18

TITLE VI PROCEDURES

Midtown developed this Title VI Program to address the requirements of the FTA Circular 4702.1B, Title VI Requirements and Guidelines for FTA Recipients. Midtown has developed all of the necessary procedures and processes to be in compliance with Title VI regulations, including a complaint process and a Title VI notice to the public.

Midtown's Board of Directors reviewed and approved the Title VI Program. A copy of the resolution approving the program is provided in Appendix B.

REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

Midtown will post the following notice to the public at the Midtown offices and on the Midtown website. Since Houston Metro runs the transit system, their Title VI notice is listed on the transit stops and buses.

The Midtown Management District hereby gives public notice that it is the Midtown's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Midtown. Any such complaint must be in writing or by phone and filed with the Midtown Title VI Coordinator within one hundred-eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling 713-526-7577. Individuals may get more information about the Title VI Program by calling 713-526-7577 or by messaging Midtown at <http://houstonmidtown.com/press/contact>.

If you would like to file with Federal Transit Administration (FTA) Regional Office, please send a written complaint to FTA Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102. A complainant may also file a complaint directly with the FTA by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If you like more information on Title VI, please visit the Midtown website (<http://houstonmidtown.com>) or contact Midtown via phone 713-526-7577, via email to <http://houstonmidtown.com/press/contact>, or via mail to: 410 Pierce Street, Suite 355, Houston, TX 77002. This notice is to be posted in the offices of the Midtown Management District, on the Midtown website (www.houstonmidtown.com) and at other strategic locations throughout Midtown.

Midtown will provide translations of all requested documents or provide a translator at any public meetings at no cost.

If information is needed in another language, contact Midtown at 713-526-7577.

Título VI Aviso Público

Por medio de la presente, el Distrito Administrativo de Midtown (Midtown) le notifica al público su política de garantizar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964 de la Ley de Restauración de Derechos Civiles de 1987 y de los estatutos y reglamentos relacionados a tales leyes, en todos los programas y actividades del Distrito. El Título VI establece que ninguna persona en los Estados Unidos de América puede ser excluida por motivos de raza, color, o nacionalidad de participar en, ser negado los beneficios de, o ser sujeto de otro modo a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal.

Si usted cree haber sido perjudicado por una práctica discriminatoria e ilegal bajo el Título VI puede presentar una queja formal ante el Distrito (Midtown). Las quejas pueden hacerse por escrito o por teléfono. Estas deben ser presentadas ante el Coordinador del Título VI de Midtown dentro de los ciento ochenta (180) días siguientes a la fecha de la ocurrencia discriminatoria alegada. Los Formularios de Queja de Discriminación del Título VI se pueden obtener en esta oficina sin costo alguno para el reclamante llamando al 713-526-7577. Las personas pueden obtener más información sobre el Programa Título VI llamando al 713-526-7577 o por mensajería en Midtown <http://houstonmidtown.com/press/contact>.

Si desea presentar una queja ante la Oficina Regional de la Administración Federal de Tránsito (FTA), envíe una queja por escrito a FTA Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102. Un denunciante también puede presentar una queja directamente con el FTA presentando una queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Para obtener más información acerca del Título VI, visite nuestra página web (<http://houstonmidtown.com>), llámenos al teléfono 713-526-7577, escribanos por correo electrónico a través del siguiente link (<http://houstonmidtown.com/press/contact>), o envíenos un correo postal: 410 Pierce Street, suite 355, Houston, TX 77002. Este aviso será publicado en las oficinas, en la página web (<http://houstonmidtown.com>) y en otros lugares estratégicos a lo largo del Distrito (Midtown).

Midtown proporcionará traducciones de todos los documentos solicitados o proveerá un traductor en cualquier reunión pública sin costo alguno.

Si se necesita información en otro idioma, póngase en contacto con Midtown a 713-526-7577.

REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES AND COMPLAINT FORM

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, relating to any transportation or program or activity receiving federal financial assistance

administered by Midtown or sub-recipients and contractors. The program is also conducted in accordance with FTA C 4702.1B. Midtown's Compliant Form is provided in Appendix A.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Midtown has authority for accepting complaints for investigation, but complainants may also file complaints with TxDOT or the Federal Transit Administration within 180 days of the alleged offense. If you would like to file with TxDOT, please send a written complaint to TxDOT Public Transportation, 3712 Jackson Avenue, Building 6, 5th floor, Austin, Texas 78731. If you would like to file with FTA, please send a written complaint to FTA Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102.

Complaints or compliments can be filed to the ADA Coordinator in person at 410 Pierce Street, Suite 355, Houston, TX 77002, in writing to 410 Pierce Street, Suite 355, Houston, TX 77002, by email at <https://midtownhouston.com/contact/>, or by calling 713-526-7577, 8:00 a.m. to 5:00 p.m., Monday through Friday. The complainant also has the right to formally file a complaint through the following process. The Title VI Coordinator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

PROCEDURES

Any individual, group of individuals or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin, as prohibited by Title VI nondiscrimination provisions by Midtown, may file a written complaint. A formal complaint must be filed within 180 calendar days of the alleged occurrence, or when the alleged discrimination became known to the complainant.

1. The complainant must meet the following requirements:
 - a. Present the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - b. Present a detailed description of the issues including name(s) and job(s).
 - c. Submit the complaint in writing and signed by the complainant(s).
 - d. Allegations received by fax, e-mail or telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return to Midtown for processing.

2. Acceptance of a complaint will be determined by:
 - a. Whether the complaint is timely filed; or
 - b. Whether the allegations involve a Title VI complaint of race, color, or national origin.

3. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint;

- b. The complainant fails to respond to repeated requests for additional information needed to process complaint; or
 - c. The complainant cannot be located after reasonable attempts.
4. Once Midtown has all of the documentation associated with the investigation, the complainant will be notified in writing of the determination within ten (10) calendar days. The complaint will receive a case number and then be logged into Midtown's records identifying its basis (race, color, or national origin) and alleged harm.
 5. Within 40 calendar days of the acceptance of the complaint, an investigative report will be prepared by the Title VI Coordinator.
 - a. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
 6. The Title VI Coordinator will forward the report to Midtown's legal counsel for review.
 7. The legal counsel will review the report and associated documentation and will provide input within 10 calendar days with the Title VI Coordinator and have any modifications implemented as needed.
 8. Midtown's final investigative report and a copy of the complaint will be forwarded to FTA within 60 calendar days of the acceptance of the complaint. Midtown will notify the parties of its preliminary findings.

REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

There were no transit-related Title VI investigations, complaints, and/or lawsuits in the past three (3) years.

	Date <i>(Month, Day, Year)</i>	Summary <i>(include basis of complaint: race, color, or national origin)</i>	Status	Action(s) Taken
Investigations				
1	None			
2				
3				
Lawsuits				
1	None			
2				
3				
Complaints				
1	None			
2				
3				

PROMOTING INCLUSIVE PUBLIC PARTICIPATION

Midtown maintains a public participation process for all construction projects. The Board of Directors meetings are all open to the public and once every quarter the meetings are held in the evening to ensure a greater chance for involvement from concerned stakeholders. Notices of these meetings can be made in Spanish, as stated on the notice. Midtown also has bilingual staff at the meetings to translate upon request. The projects are discussed in detail at the public meetings which occur before construction begins. Oral comments can be translated as necessary. Midtown utilizes multiple media outlets to advertise important meetings such as newspapers, mailers, website notices and other means.

Midtown utilizes multiple media outlets, including the Houston Chronicle, to advertise important meetings such as newspapers, mailers, website notices and other means. Midtown also sends notices of important information to the Houston Minority Business Development Agency (MBDA) for distribution to its members. Midtown has participated in outreach efforts with the Houston MBDA in the past few years and will continue to participate in outreach events in the future. Midtown also asks its Board Members to distribute notices to various affiliated community and religious groups.

All Midtown construction projects will go through the Houston-Galveston Area Council (H-GAC) Transportation Improvement Program (TIP), which involves more public participation. In the H-GAC Public Involvement Plan, it states that, "H-GAC currently provides some materials in Spanish such as factsheets and web content. H-GAC also has several experienced staff members who are fluent in both Spanish and English."

Midtown provides updates through social media including Facebook and Twitter. Events and news items are posted on the page and open to the public. Midtown allows the community to provide communication to the district through these social media outlets.

REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENCY (LEP) PERSONS

MIDTOWN FOUR FACTOR ANALYSIS

Factor 1 Assessing the Number or Proportion of LEP Persons served or Encountered in Eligible Service Population

(a) How LEP persons interact with the recipient's agency

LEP individuals would come in contact with Midtown during the planning, procurement, and construction of federally-approved transit and pedestrian capital projects.

(b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group

According to the American Community Survey 2011-2015 data, there is 5.8 percent of the transit service area population who speak English “less than well” that speak a language other than English at home. Midtown used all US Census tracts that contain any portion of the management district boundary. The percentage of Spanish-speaking individuals who reported speaking English “less than well” is 3.0 percent or 963 individuals of the total management district population. Under the Safe Harbor Provision, Midtown will provide “written translation of vital documents for each eligible LEP language group constitutes five percent (5%) or 1,000 persons, whichever is less.”

2011-2015 American Community Survey Data Midtown Management District Limited English Proficiency							
Language Spoken at Home	Speak English "very well"		Speak English "less than well"		Total	Total	
	Number "very well"	%	Number "less than well"	%		% of Total Language Group	% of Speaking Less Than Well of Total Population
Total population					31,790		
Speak only English					24,987	78.6%	
Spanish or Spanish Creole	2,370	71.1%	963	28.9%	3,333	10.5%	3.0%
French (incl. Patois, Cajun)	244	81.1%	57	18.9%	301	0.9%	0.2%
French Creole	0	0.0%	0	0.0%	0	0.0%	0.0%
Italian	124	68.9%	56	31.1%	180	0.6%	0.2%
Portuguese or Portuguese Creole	108	61.4%	68	38.6%	176	0.6%	0.2%
German	209	90.9%	21	9.1%	230	0.7%	0.1%
Yiddish	0	0.0%	0	0.0%	0	0.0%	0.0%
Other West Germanic languages	90	100.0%	0	0.0%	90	0.3%	0.0%
Scandinavian languages	16	100.0%	0	0.0%	16	0.1%	0.0%
Greek	19	50.0%	19	50.0%	38	0.1%	0.1%
Russian	66	72.5%	25	27.5%	91	0.3%	0.1%
Polish	78	90.7%	8	9.3%	86	0.3%	0.0%
Serbo-Croatian	56	100.0%	0	0.0%	56	0.2%	0.0%
Other Slavic languages	11	100.0%	0	0.0%	11	0.0%	0.0%
Armenian	0	0.0%	0	0.0%	0	0.0%	0.0%
Persian	40	62.5%	24	37.5%	64	0.2%	0.1%
Gujarati	128	90.1%	14	9.9%	142	0.4%	0.0%
Hindi	156	88.6%	20	11.4%	176	0.6%	0.1%
Urdu	56	87.5%	8	12.5%	64	0.2%	0.0%
Other Indic languages	102	46.4%	118	53.6%	220	0.7%	0.4%
Other Indo-European languages	0	0.0%	41	100.0%	41	0.1%	0.1%
Chinese	436	84.5%	80	15.5%	516	1.6%	0.3%
Japanese	69	46.3%	80	53.7%	149	0.5%	0.3%
Korean	16	64.0%	9	36.0%	25	0.1%	0.0%
Mon-Khmer, Cambodian	0	0.0%	41	100.0%	41	0.1%	0.1%
Hmong	0	0.0%	0	0.0%	0	0.0%	0.0%
Thai	0	0.0%	0	0.0%	0	0.0%	0.0%
Laotian	0	0.0%	0	0.0%	0	0.0%	0.0%
Vietnamese	114	54.3%	96	45.7%	210	0.7%	0.3%
Other Asian languages	88	57.5%	65	42.5%	153	0.5%	0.2%
Tagalog	100	86.2%	16	13.8%	116	0.4%	0.1%
Other Pacific Island languages	74	100.0%	0	0.0%	74	0.2%	0.0%
Navajo	0	0.0%	0	0.0%	0	0.0%	0.0%

Other Native North American	0	0.0%	0	0.0%	0	0.0%	0.0%
Hungarian	0	0.0%	0	0.0%	0	0.0%	0.0%
Arabic	120	100.0%	0	0.0%	120	0.4%	0.0%
Hebrew	58	100.0%	0	0.0%	58	0.2%	0.0%
African languages	10	100.0%	0	0.0%	10	0.0%	0.0%
Other and unspecified languages	16	100.0%	0	0.0%	16	0.1%	0.0%

*Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates
Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over
Census Tracts - 3125, 3126, 4101, 4105, 4106, 4107.01, 4107.02, 4119*

(c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice

Midtown has not monitored the literacy rates of LEP populations in their native languages; however, Midtown provides both written and spoken translations in order to serve the LEP population effectively. Midtown will continue to provide written translations in Spanish but will document when requested to translate information orally. Requests for oral translations in any languages will be documented as well.

(d) Whether LEP persons are underserved by the recipient due to language barriers

Presently, there are no known language barriers that cause LEP persons to be underserved. Midtown will notify LEP persons of their rights and will monitor complaints about barriers.

Factor 2: Assessing the Frequency with Which LEP Individuals Come into Contact with your programs, activities, and services

Midtown does not provide transit services, rather utilizes FTA funds in order to develop pedestrian infrastructure that enhances people’s ability to easily access the transit services provided by Houston METRO. So, the most likely instances that LEP persons would come in contact with the projects conducted by Midtown is during procurement or construction. Midtown makes the fact known during all procurement endeavors, advertising efforts, public meetings and other instances that documents, instructions and other important materials can be translated at no cost to the user. Very rarely does any of the construction require any detours or significant changes to accessing public transportation, so there is minimal disruption for transit users. In the instance where there are disruptions, Midtown works with Houston METRO to address any concerns while keeping LEP persons in mind.

Factor 3: Assessing the Nature and Importance of Program, Activity or Service

As stated in the Factor 2 analysis, Midtown does not provide transit services but does utilize FTA funds for the construction of pedestrian infrastructure. The construction of sidewalks, ADA ramps, pedestrian lighting and signalization provides benefit to all users of transit services, but does not have any unique impact on LEP persons. Midtown is able to translate all important documents and instructions in Spanish and any other language upon request.

Factor 4: Assessing the Resources Available to Transit and Costs

Midtown offers many opportunities for LEP persons to fully access information regarding the construction projects. Midtown Management District staff has the ability to proficiently translate oral conversations as well as written documentation from English to Spanish, or vice versa. Since no language met the threshold of safe harbor, Midtown does not anticipate many requested translations. Costs from any requested translations (either due to staff time or other translation services) and printing of translated documents might range from \$500 to \$1,500 a year. All costs are absorbed into the Midtown Management District’s annual budget.

LANGUAGE ASSISTANCE PLAN (LAP) IMPLEMENTATION PLAN

Task 1 - Identifying LEP Individuals Who Need Language Assistance

Number or Proportion of LEP Persons served or Encountered in Eligible Service Population

According to the American Community Survey 2011-2015 data, there is 5.8 percent of the transit service area population who speak English “less than well” that speak a language other than English at home. Midtown used all US Census tracts that contain any portion of the management district boundary. The percentage of Spanish-speaking individuals who reported speaking English “less than well” is 3.0 percent or 963 individuals of the total management district population. Under the Safe Harbor Provision, Midtown will provide “written translation of vital documents for each eligible LEP language group constitutes five percent (5%) or 1,000 persons, whichever is less.”

2011-2015 American Community Survey Data Midtown Management District Limited English Proficiency							
Language Spoken at Home	Speak English "very well"		Speak English "less than well"		Total	Total	
	Number "very well"	%	Number "less than well"	%		% of Total Language Group	% of Speaking Less Than Well of Total Population
Total population					31,790		
Speak only English					24,987	78.6%	
Spanish or Spanish Creole	2,370	71.1%	963	28.9%	3,333	10.5%	3.0%
French (incl. Patois, Cajun)	244	81.1%	57	18.9%	301	0.9%	0.2%
French Creole	0	0.0%	0	0.0%	0	0.0%	0.0%
Italian	124	68.9%	56	31.1%	180	0.6%	0.2%
Portuguese or Portuguese Creole	108	61.4%	68	38.6%	176	0.6%	0.2%
German	209	90.9%	21	9.1%	230	0.7%	0.1%
Yiddish	0	0.0%	0	0.0%	0	0.0%	0.0%
Other West Germanic languages	90	100.0%	0	0.0%	90	0.3%	0.0%
Scandinavian languages	16	100.0%	0	0.0%	16	0.1%	0.0%
Greek	19	50.0%	19	50.0%	38	0.1%	0.1%
Russian	66	72.5%	25	27.5%	91	0.3%	0.1%
Polish	78	90.7%	8	9.3%	86	0.3%	0.0%
Serbo-Croatian	56	100.0%	0	0.0%	56	0.2%	0.0%
Other Slavic languages	11	100.0%	0	0.0%	11	0.0%	0.0%
Armenian	0	0.0%	0	0.0%	0	0.0%	0.0%
Persian	40	62.5%	24	37.5%	64	0.2%	0.1%
Gujarati	128	90.1%	14	9.9%	142	0.4%	0.0%
Hindi	156	88.6%	20	11.4%	176	0.6%	0.1%
Urdu	56	87.5%	8	12.5%	64	0.2%	0.0%
Other Indic languages	102	46.4%	118	53.6%	220	0.7%	0.4%
Other Indo-European languages	0	0.0%	41	100.0%	41	0.1%	0.1%
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Hmong	0	0.0%	0	0.0%	0	0.0%	0.0%
Thai	0	0.0%	0	0.0%	0	0.0%	0.0%
Laotian	0	0.0%	0	0.0%	0	0.0%	0.0%
Vietnamese	114	54.3%	96	45.7%	210	0.7%	0.3%
Other Asian languages	88	57.5%	65	42.5%	153	0.5%	0.2%
Tagalog	100	86.2%	16	13.8%	116	0.4%	0.1%
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Navajo	0	0.0%	0	0.0%	0	0.0%	0.0%
Other Native North American	0	0.0%	0	0.0%	0	0.0%	0.0%
Hungarian	0	0.0%	0	0.0%	0	0.0%	0.0%
Arabic	120	100.0%	0	0.0%	120	0.4%	0.0%
Hebrew	58	100.0%	0	0.0%	58	0.2%	0.0%
African languages	10	100.0%	0	0.0%	10	0.0%	0.0%
Other and unspecified languages	16	100.0%	0	0.0%	16	0.1%	0.0%

*Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates
Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over
Census Tracts - 3125, 3126, 4101, 4105, 4106, 4107.01, 4107.02, 4119*

Frequency with Which LEP Individuals Come Into Contact with your Programs, Activities and Services

Midtown does not provide transit services, rather utilizes FTA funds in order to develop pedestrian infrastructure that enhances people's ability to easily access the transit services provided by Houston METRO. So, the most likely instances that LEP persons would come in contact with the projects conducted by Midtown is during procurement or construction. Midtown makes the fact known during all procurement endeavors, advertising efforts, public meetings and other instances that documents, instructions and other important materials can be translated at no cost to the user. Very rarely does any of the construction require any detours or significant changes to accessing public transportation, so there is minimal disruption for transit users. In the instance where there are disruptions, Midtown works with Houston METRO to address any concerns while keeping LEP persons in mind.

Task 2 - Language Assistance Measures

1. Every effort will be made to ensure at least one Spanish speaking employee at every public contact encounter, when requested in advance of meeting.
2. Midtown maintains a call list of employees that are available to provide language assistance, upon request.
3. Employment opportunities are advertised in multiple languages, including English, Spanish and any other requested language, as needed.
4. Published informational brochures and other important documentation regarding Midtown are written in English and Spanish and can be translated into any other language, upon request.
5. Midtown will have "I Speak" Card available at the Midtown offices and at any public contact encounter.
6. Utilization of language-free pictograms when possible.
7. American Sign Language interpreters are available for face-to-face meetings with Midtown staff upon advanced request.
8. Quarterly board meetings in evening hours at community location.

Task 3 – Providing Notice to LEP Persons

The Title VI Notice to the Public will be posted on Midtown offices, website, and at other strategic locations in Midtown facilities. The Title VI Notice to the Public has included a statement about translation availability at no cost

Task 4 – Monitoring and Evaluating Language Access Plan

Midtown will monitor the number of requests for translation for transit programs and services and note any comments and complaints about translations or language assistance. Midtown has created an internal log for all requests for translation assistance that logs the date, the requested language, and the actions taken to accommodate the request. The Language Access Plan will be updated every three years.

Task 5 - Training Staff

Training in LEP language assistance measures will be provided in conjunction with orientation for new employees to identify resources and procedures when communicating with LEPs. All new

staff members will be informed of the Title VI plan and all language assistance measures that all employees of Midtown must perform.

DRAFT

MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

Midtown will actively encourage committee membership by all interested parties regardless of race, color or national origin. Currently, Midtown has an appointed Board of Directors with 15 active members. Board members are required to be residents, property owners, or an agent of a property owner. When there is a vacancy, the Board publicly solicits invitations (through announcements at their board meetings). Midtown uses a Nominating Committee process to interview the applicants and to determine who would best have the qualifications to serve on the Midtown board. Once vetted, Midtown makes a recommendation to Houston City Council for these decisions. The City Council then votes on these positions to codify the action.

Below is the population demographic and Board of Directors breakdown.

<i>Body</i>	<i>Caucasian</i>	<i>Hispanic/ Latino</i>	<i>African- American</i>	<i>Asian- American</i>	<i>Native Americans</i>
Population	61.5%	14.8%	12.1%	9.0%	0.2%
Board of Directors	52.9%	11.8%	23.5%	11.8%	0.0%

MONITORING SUBRECIPIENTS

Midtown does not have any subrecipients who receive federal financial assistance.

DETERMINATION OF SITE OR LOCATION OF FACILITIES

In the past three years, Midtown has not constructed any new transit facilities. Any construction of transit facilities receiving federal financial assistance within Midtown will perform a Title VI site equity analysis during the planning stage with regard to the location of the facility.

**CHAPTER IV-4: REQUIREMENT TO SET SYSTEM-WIDE SERVICE STANDARDS AND POLICIES
SERVICE STANDARDS**

Midtown does not provide fixed route transit services.

APPENDIX A – TITLE VI COMPLAINT FORM

The Midtown Management District is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Capital Projects Manager for Midtown by calling 713-526-7577. The completed form must be returned to the Midtown Management District, 410 Pierce Street, Suite 355, Houston, Texas 77002.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason for the alleged discrimination took place?
(Circle one)

- Race
- Color
- National Origin (Limited English Proficiency)

Date of Incident: _____

Please describe the alleged discrimination incident. Provide the names and title of all Midtown employees involved if available. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

FORMULARIO DE QUEJAS DEL TÍTULO VI

El Distrito Administrativo de Midtown (Midtown) está comprometida a garantizar que ninguna persona sea excluida de participar o se le sean negados los beneficios de sus servicios sobre la base de raza, color u origen nacional, conforme a lo dispuesto por el Título VI del Acta de Derechos Civiles de 1964. Las quejas conforme al Título VI deben ser presentadas dentro de los 180 días siguientes a la fecha de la supuesta discriminación.

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, por favor póngase en contacto con el Administrador de Proyectos de Capital de Midtown llamando al 713-526-7577. El formulario completo deberá ser devuelto a la siguiente dirección: Midtown Management District, 410 Pierce Street, Suite 355, Houston, Texas 77002.

Nombre:	Teléfono:
Dirección residencial:	Teléfono Alternativo:
	Ciudad, Estado, y Código Postal:
Persona(s) contra la(s) que se discriminó (si no se trata de la persona que presenta la queja):	
Nombre(s):	
Dirección residencial, Ciudad, Estado, y Código Postal:	

¿Cuál de los siguientes casos describe mejor la razón de la presunta discriminación? (Circule una opción)

- Raza
- Color
- Origen nacional (Conocimiento limitado del inglés)

Fecha del incidente:

Por favor describa el presunto incidente discriminatorio. Proporcione los nombres y puestos de todos los empleados de Midtown que estuvieron involucrados, si están disponibles. Explique lo que fue lo que sucedió y quién considera que fue responsable. Por favor use el reverso de este formulario si requiere espacio adicional.

APPENDIX B – RESOLUTION OF TITLE VI PROGRAM APPROVAL

DRAFT

**RESOLUTION ADOPTING A TITLE VI COMPLIANCE PLAN FOR THE MIDTOWN
MANAGEMENT DISTRICT**

WHEREAS, on DATE Midtown adopted a Title VI Compliance Plan in accordance with 49 CFR Part 21;

WHEREAS, the proposed Title VI Compliance Plan attached hereto is intended to meet such requirements; and

WHEREAS, Midtown desires to submit the Title VI Compliance Plan to the FTA for review and approval by those agencies or their representatives prior to final implementation:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MIDTOWN MANAGEMENT DISTRICT THAT:

Section 1. Midtown hereby approves the Title VI Compliance Plan attached hereto which plan shall be submitted for review and approval by the FTA or such other agencies as required.

Section 2. The Title VI Compliance Plan shall be administered and enforced by the officers, agents and employees of Midtown in accordance with the terms set forth therein.

Section 3. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this the _____ day of October, 2018.

Chairman Board of Directors

ATTEST:

Secretary, Board of Directors
(SEAL)

APPENDIX C – PROCEDIMIENTOS DE QUEJA Y FORMULARIO DE QUEJA

Estos procedimientos cubren todas las quejas presentadas conforme al Título VI de la Ley de Derechos Civiles de 1964, según enmendada, en relación con cualquier transporte, programa o actividad que reciba asistencia financiera federal administrada por Midtown o subcontratantes y contratistas. El programa también se lleva a cabo de acuerdo con la Circular 4702.1B de FTA. El formulario de queja de Midtown se encuentra en el Apéndice A.

Los procedimientos no niegan el derecho del reclamante a presentar quejas formales con otras agencias estatales o federales ni a buscar un abogado privado para las quejas que aleguen discriminación. Midtown tiene autoridad para aceptar quejas de investigación, pero los denunciantes también pueden presentar quejas ante TxDOT o la Administración Federal de Tránsito (FTA) dentro de los 180 días posteriores al presunto delito. Si desea presentar una queja con TxDOT, envíe la queja por escrito a TxDOT Public Transportation, 3712 Jackson Avenue, Building 6, 5th floor, Austin, Texas 78731. Si desea presentar una queja con FTA, envíe la queja por escrito al FTA Región VI, 819 Taylor Street, habitación 8A36, Fort Worth, TX 76102.

Las quejas o cumplidos pueden ser presentadas en persona al Coordinador del ADA en 410 Pierce Street, Suite 355, Houston, TX 77002, enviadas al 410 Pierce Street, Suite 355, Houston, TX 77002, enviadas por e-mail a través de <https://midtownhouston.com/contact>, o llamando al 713-526-7577, de 8:00 A.M. a 5:00 P.M., de lunes a viernes. Se hará todo lo posible para obtener una resolución temprana de las quejas. El Coordinador del Título VI hará todo lo posible para buscar una resolución de la queja. Las entrevistas iniciales con el reclamante y el demandado solicitarán información con respecto a las oportunidades de remedio y solución específicamente solicitadas.

PROCEDIMIENTOS

Cualquier persona, grupo de personas o entidad que crea que ha sido víctima de discriminación por motivos de raza, color u origen nacional—tal como lo prohíben las disposiciones de Midtown de no discriminación del Título VI—puede presentar una queja por escrito. Una queja formal se debe presentar dentro de los 180 días posteriores a la supuesta ocurrencia, o cuando la supuesta discriminación fue conocida por el reclamante. La queja será tratada de la siguiente manera:

1. El reclamante deberá realizar las siguientes actividades:
 - a. Presentar la fecha del presunto acto de discriminación (fecha en que los reclamantes tuvieron conocimiento de la supuesta discriminación; o la fecha en que se interrumpió esa conducta; o la última instancia de la conducta).
 - b. Presentar una descripción detallada de los problemas, incluyendo los nombres y títulos de trabajo de todas las partes involucradas en la queja.
 - c. Debe ser por escrito y firmado por el denunciante (s).
 - d. Las acusaciones o alegaciones recibidas por fax o correo electrónico o teléfono serán escritas y provistas al reclamante para ser confirmadas o revisadas antes de ser procesadas. El reclamante recibirá un formulario de queja que deberá ser completada, firmada y devuelta a Midtown para ser procesada.

1. La aceptación de una queja dependerá de los siguientes factores:
 - a. Si la queja es presentada a tiempo; o

- b. Si las alegaciones involucran una queja del Título VI de raza, color u origen nacional.
2. Una queja puede ser desestimada por las siguientes razones:
 - a. El reclamante solicita el retiro de la queja; o
 - b. El reclamante no responde a las repetidas solicitudes de proveer información adicional necesarias para procesar la queja; o
 - c. El reclamante no puede ser localizado después de varios intentos.
3. Una vez que Midtown tenga toda la documentación asociada con la investigación, se le notificará por escrito al demandante la determinación dentro de diez (10) días calendario. La queja recibirá un número de caso y se registrará en los registros de Midtown identificando su base o razón (raza, color, u origen nacional) y presunto daño.
4. Dentro de los 40 días calendarios de la aceptación de la queja, el Coordinador del Título VI preparará un informe de investigación.
 - a. El informe incluirá una descripción narrativa del incidente, identificación de las personas entrevistadas, hallazgos y recomendaciones para la disposición.
5. El Coordinador del Título VI enviará el informe al asesor legal para su revisión.
6. El asesor legal revisará el informe y la documentación asociada y proporcionará comentarios dentro de 10 días calendarios al Coordinador del Título VI, y se implementarán las modificaciones necesarias.
7. El informe final de investigación de Midtown y una copia de la queja serán enviadas a FTA dentro de los 60 días calendarios posteriores a la aceptación de la queja. Midtown notificara a las partes sobre sus conclusiones preliminares.

**RESOLUTION ADOPTING A TITLE VI COMPLIANCE PLAN FOR THE MIDTOWN
MANAGEMENT DISTRICT**

WHEREAS, on November 13, 2018, Midtown adopted a Title VI Compliance Plan in accordance with 49 CFR Part 21;

WHEREAS, the proposed Title VI Compliance Plan attached hereto is intended to meet such requirements; and

WHEREAS, Midtown desires to submit the Title VI Compliance Plan to the FTA for review and approval by those agencies or their representatives prior to final implementation:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MIDTOWN MANAGEMENT DISTRICT THAT:

Section 1. Midtown hereby approves the Title VI Compliance Plan attached hereto which plan shall be submitted for review and approval by the FTA or such other agencies as required.

Section 2. The Title VI Compliance Plan shall be administered and enforced by the officers, agents and employees of Midtown in accordance with the terms set forth therein.

Section 3. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this the 13th day of November, 2018.

Chairman Board of Directors

ATTEST:

Secretary, Board of Directors
(SEAL)



MIDTOWN MANAGEMENT DISTRICT

410 Pierce Street, Suite 355
Houston, Texas 77002
713/526-7577
www.houstonmidtown.com

MEMORANDUM

TO: The Midtown Management District Board of Directors and other interested parties

FROM: Cynthia Alvarado, CPM®; Operations Manager; Midtown Management District

RE: 2019 Midtown Management District Board of Directors Meeting Dates

The Midtown Management District Board of Directors normally meets on the first Wednesday of each month, unless noted. The daytime meeting location is 410 Pierce Street, 3rd floor conference room, Houston, Texas 77002. ****The evening meeting location is normally Central Bank Community Room 2217 Milam at Webster.***

Please ***mark your calendar*** to indicate the dates of the board meetings for the Midtown Management District. These dates and additional information can be found on the Midtown website calendar.

Wednesday, January 9 th @ 11AM PLEASE NOTE THE DATE DUE TO NEW YEAR HOLIDAY	Wednesday, July 10 th @ 11AM PLEASE NOTE THE DATE DUE TO JULY 4th HOLIDAY
Wednesday, February 6 th * @ 6PM	Wednesday, August 7 th * @ 6PM
Wednesday, March 6 th @ 11AM	Wednesday, September 4 th @ 11AM
Wednesday, April 3 rd @ 11AM	Wednesday, October 2 nd @ 11AM
Wednesday, May 1 st * @ 6PM	Wednesday, November 6 th * @ 6PM
Wednesday, June 5 th @ 11AM	Wednesday, December 4 th @ 11AM

An agenda for each meeting will be sent out the week prior to each of these meetings. All meeting dates, times, and agendas are posted on our web site. In the unlikely event that a special meeting is called Board Members will be notified.