



COMMUNITY SERVICES FUNDING AGREEMENT FY 2022-2023

This Community Services Grant Funding Agreement ("Agreement") is made by and between the **City of Bastrop, Texas**, a Texas home-rule municipal corporation, ("City"), and Bastrop County Historical Society a Texas non-profit corporation ("Organization"). The City and Organization are also referred to collectively in this Agreement as the "Parties" and singularly as a "Party." The Parties intend that this Agreement will supersede and replace all previously adopted and finalized Agreements in their entirety, if any.

NOW, IN CONSIDERATION of the mutual covenants to be performed by the Parties and other valuable consideration hereby acknowledged, therefore, be it mutually agreed as follows:

1. SCOPE OF SERVICES

- A. Proposed & Modified Services Plan.** Organization shall utilize the grant funds conveyed herein to provide services to the Bastrop community in accordance with the proposal attached as *Exhibit "A"*, which has been accepted by the City, and as may have been modified in accordance with *Exhibit "B"*.
- B. Staffing.** Organization shall use its best efforts to secure sufficient numbers of employees and volunteers to accomplish the responsibilities set forth in this Agreement. Organization shall further provide such office space, equipment, supplies and other materials as may be necessary to accomplish the purposes of this Agreement. Organization acknowledges that no personnel engaged by the Organization shall be construed as agents, employees or officers of the City.
- C. Nondiscrimination:** Organization shall provide services under this Agreement free of discrimination or retaliation due to a person's race, ethnicity, nationality, religion, gender, gender identity, sexual orientation, religion, parental status, or marital status. Any restrictions on services based on age, physical ability or mental ability shall be directly relevant to legitimate safety concerns in accordance with written Organization policies and procedures.

2. FUNDING

- A. Amount.** The City shall provide to Organization grant funds in an amount up to a sum not to exceed Two Hundred and Fifty-One Thousand and Three Hundred Ninety-Seven and 00/100 dollars (\$251,397.00).
- 8. Disbursals.** The City shall remit payment to the Organization of the grant funds due quarterly as an installment.

3. ACCOUNTABILITY

- A. Funding Source Identification.** Organization shall prominently include the City of Bastrop all educational and marketing materials promoting services covered by this Agreement, including (but not limited to) print items, internet posts, and social media. Such materials will also include the line, "Funding for this program was made possible through a grant from the City of Bastrop."
- 8. Written Reports.** Organization shall submit to the Community Impact Manager written reports on a quarterly basis describing the status of the services provided under this Agreement. Quarterly reports shall be submitted during the months of January, April, July, and October. Reports shall be public records. The first three reports shall be progress reports, and the fourth report shall be an annual summary. The reports shall include (but are not limited to) the following information:
- (1) Services:** a description of the services provided during the preceding quarter; and
 - (2) Financial Statement:** a financial statement for the reporting period that indicates how the Organization expended grant funds; and
 - (3) Promotions:** copies of promotional materials distributed.
 - (4) Data:** such data as deemed necessary to adequately measure the Organizations impact on increasing visitors to the area and recognition to the city as cultural art destination
- C. Oversight of Expenditures.** Organization shall exercise all reasonable, prudent and diligent efforts to ensure the proper and legal oversight, use, and expenditure of the grant funds conveyed under this Agreement. Organization's failure to use the funds in the manner approved by this Agreement shall void and negate the City's obligation to make any further payments to the Organization under the Agreement.
- D. Comingling.** Organization shall properly segregate grant funds and shall not comeingle grant funds with other financial assets of the Organization.

E. Accounting Practices. Organization shall utilize generally accepted bookkeeping and standard accounting practices to maintain complete and accurate financial records of all expenditures of grant funds. Upon the City's request, the Organization shall promptly make the records available for inspection and review at any time during the term of this Agreement.

F. Audit. Organization shall have its records and accounts audited annually and shall prepare an annual financial statement based on the audit. Audits and financial statements shall be prepared by a certified public accountant (CPA) who is licensed in Texas or a public accountant who holds a permit to practice from the Texas State Board of Public Accountancy. Audits and financial statements shall be available to the City upon request, and shall be public records

G. Records Retention. All reports and records related to grant funds shall be maintained by the Organization and available to the City for a period of at least 3 years of the Effective Date. If there is any dispute regarding these reports or records, the retention period shall be extended in accordance with the City's instructions. To the extent Organization's records regarding services provided under this Agreement are subject to the Texas Public Information Act, Organization agrees to cooperate with any open records requests.

H. Hotel Occupancy Tax Policy. Hotel Occupancy Taxes. Organization shall comply with the requirements in Chapter 351 of the Texas Tax Code in the use of hotel occupancy taxes.

4. GENERAL PROVISIONS

A. Duration. This Agreement shall be in effect for fiscal year 2022-2023, which commences October 1st, 2022 and ends September 30th, 2023 / a term of 1 year (365 days), unless earlier terminated as provided herein.

B. Suspension of Payments.

(1) Misappropriation. Organization's failure to use the funds in the manner approved by this Agreement, as specified in Exhibit "A", shall be grounds for the City to suspend the remittance of further payments to the Organization under the Agreement.

(2) Comingling. Organization's failure to properly segregate grant funds shall be grounds for the City to suspend the remittance of further payments to the Organization under the Agreement.

- (3) **Records.** Organization's failure to provide the City with copies of financial records mandated under this Agreement shall be grounds for the City to suspend the remittance of further payments to the Organization under the Agreement.
- (4) **Reports.** Organization's failure to timely submit reports mandated under this Agreement shall be grounds for the City to suspend the remittance of further payments to the Organization under the Agreement.
- (5) **Notice.** Notice of suspension shall be sent by the City to the Organization with an explanation and opportunity for the Organization to cure the infraction within 30 days.
- (6) **Breach.** Failure to remedy the infraction within 30 days shall be grounds for the City to declare the Organization in breach and terminate this Agreement as provided herein.
- C. Termination.** In the event that the Organization fails to abide by any of the terms of this Agreement, the City may terminate the Agreement and any obligations of the City hereunder, as set forth herein, with absolutely no penalty or claim against the City by the Organization. Notice of termination shall negate the City's obligation to remit a scheduled payment (if any). Upon termination for failure to cure the misappropriation of grant funds, Organization is obligated to reimburse the City for all funds misappropriated by the Organization in violation of this Agreement.
- D. Ineligibility for Future Funding.** Organization's failure to remedy the infraction upon receipt of notice this Agreement may render the Organization ineligible for future funding by the City.
- E. Good Standing.** The Organization hereby represents that it is in good standing with the Texas Secretary of State and has no City, County, State, or Federal debts or liens charged against it. Organization shall notify the City of any change in such status within 30 days of Organization's receipt of notification.
- F. Future Appropriations.** Any future grants by the City are conditioned on appropriations by the City Council. The Parties acknowledge that nothing related to this Agreement or the City's stated desire to support the Organization (generally), at the time of execution of this Agreement, may be inferred to indicate that the City will provide any funds in the future. The Organization acknowledges that funding by the City shall be decided on a fiscal year basis and will be determined by the City Council based upon its evaluation of the City's budget and considering all fiscal needs confronting the City, including needs related to the proposed community services.

- G. Notices.** Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified and/or registered mail, postage prepaid and addressed as provided herein. Notices to the City shall be sent to the City's designated staff contact person:

City of Bastrop

Attn: Rebecca Gleason, Assistant City Manager for Community Engagement

P.O. Box 427 Bastrop, Texas 78602

Notices to the Organization shall be sent in accordance with *Exhibit "C"*.

- H. Assignment.** No part of this Agreement may be assigned or delegated without the prior written consent of the other Party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall constitute breach of this Agreement.
- I. Governing Law & Venue.** This Agreement shall be subject to the laws of the State of Texas and the City of Bastrop, Texas. Venue for any disputes arising under this Agreement shall rest solely in Bastrop County.
- J. Indemnity.** Organization agrees to and shall indemnify and hold harmless and defend the City of Bastrop, Texas, its officers, agents, representatives, consultants, and employees from any and all claims, losses, causes of action and damages, suits, and liability for the gross negligence and willful misconduct of Organization, including all expenses of litigation, court costs, and attorney fees, for injury to or death of any person, or from damage to any property, arising from or in connection with the operations of Organization, or its officers, agents and employees, carried out in furtherance of this Agreement.
- K. Insurance.** The Organization shall maintain a comprehensive general liability insurance policy for its operations. The policy shall name City as an additional insured. The Organization shall also maintain insurance on the Organization's personal property, in an amount determined sufficient by the Organization. The Organization shall deliver copies of the insurance policies specified hereunder to the City within 30 days of the Effective Date.
- L. Inclusiveness:** This document represents the entire understanding between the Parties. This Agreement may only be amended in writing with the mutual consent of the Parties.
- M. Severability:** If any sentence, clause or portion of this Agreement is deemed unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

N. Effective Date. The City and the Organization make and execute this Agreement to be effective upon the 06 day of October, 2022.

IN WITNESS, WHEREOF:

CITY:

by: _____
Sylvia Carrillo, City Manager
City of Bastrop

Date of Execution: _____

ORGANIZATION:

by: Nicole DeGuyman
Executive Director

Bastrop County Historical
Society

Date of Execution: 10/06/2022

ATTEST:

by: _____
Ann Franklin, City Secretary
City of Bastrop

Exhibit "A"



BCHS Visitor Center Budget FY 2023 DRAFT

Expenses:

Dedicated Visitor Center Facility	2023
Administration & Office	
Computer Equipment & Software	\$1,200
Computer Maintenance & Repair	\$1,000
Insurance	\$4,000
Office Supplies	\$1,500
Telephone	\$1,050
Printing	\$800
Professional Development	\$600
Postage	\$400
Volunteer Appreciation	\$300
Building Operations (50%)	
Building Maintenance (Includes Elevator & AC)	\$13,000
Housekeeping	\$4,500
Janitorial Supplies	\$2,000
Utilities	\$6,500
Payroll & Payroll Taxes (See attachment)	\$119,536
Special Events	
Housekeeping/Janitorial Service	\$600
Payroll & Payroll Taxes	<u>\$0</u>
Subtotal	\$156,986
Marketing & Promotion	<u>\$6,000</u>
TOTAL	\$162,986



Visitor Center Payroll Detail

	2023
VC Manager (Full time + COLA)	\$44,334
VC Special Events Coordinator (Part time)	\$13,450
VC Associate (2 part time)	\$32,052
Director (50%)	<u>\$29,700</u>
Total	\$119,536

**BCHS Museum
HOT Fund Budget FY 2023**

	2023
Income from HOT Funds	\$88,411
Allotment for Preservation & Promotion	
Archival Equipment	\$1,300
Archival Supplies	\$1,920
Exhibits (Temporary & Traveling)	\$5,000
Permanent Exhibit Maintenance	\$3,000
Public Programs	\$1,000
Continuing Visitor Communication	\$3,000
Payroll & Taxes	\$39,231
Postage	\$500
Signage	\$0
Website	\$500
	<u>\$55,451</u>
Allotment for Tours & Rendezvous Public Gala	
(Homes Tour/Tour Expenses)	
Advertising Home Tour	\$1,500
Gift for Homeowners on Tour	\$600
Home Tour Printing	\$900
Payroll & Taxes	\$7,500
Postage	\$350
Refreshments for VC Day of Tour	\$110
Rendezvous	\$3,000
Sponsor Board	\$0
	<u>\$13,960</u>
Tour (Step-on bus, walking, docent led museum) Program Implementation	
Coordinator	\$13,000
Training Materials & other supplies	\$2,500
Recruitment & Training	\$3,500
	<u>\$19,000</u>
TOTAL	\$88,411

**BCHS Museum
HOT Fund Budget FY 2023**

Preservation Budget Detail

Archival Equipment	2023
PastPerfect archival database - annual	\$700
Computer - laptop	\$400
Adobe Acrobat - annual	\$200
	<u>\$1,300</u>

Archival Supplies

Archival File Folders	\$150
Archival Doc. Sleeves 8.5 x 10 (250 ct)	\$150
Archival Photo Sleeves (multi photos)	\$300
Archival Boxes	\$0
Envelopes, packing tape, document tape	\$250
Misc.	\$100
Inkjet refill for Brother color printer	\$70
Ink for large Brother printer	\$100
REV - audio transcription (100/ea)	\$600
Books, videos, etc. for collection	\$200
	<u>\$1,920</u>

Preservation & Promotion Payroll & Taxes

Archivist (12 months - part time)	\$19,095
Assistant Archivist (12 months - part time)	\$12,636
Director (12 months - 1/8 time)	\$7,500
	<u>\$39,231</u>

Exhibit "B"

CITY'S MODIFIED SERVICES PLAN

Present 12 months' worth of programs annually (October – September) designed to appeal to tourists and attract overnight visitation to City Council.

All artwork, images and details regarding the individual programs such as "performances," "classes," or "exhibits" for the contract period including ticket prices and purchasing methods must have specific program details received by Visit Bastrop. All artwork, images, and marketing details must be provided to Visit Bastrop 30 days before the event.

Maintain an active social media and online digital presence with written goals for growth of following, reach, and engagement. Include claiming your google listing, yelp, trip advisor, and similar listings.

Develop an Annual Marketing and or strategic plan that addresses identifying additional funding sources for sustainability

Develop and present an annual operating budget to the City.

In partnership with Visit Bastrop, develop a visitor intercept survey to include data such as: where the visitor is from, demographic data, social-economic data, how they discovered Bastrop (advertising, social media, word-of-mouth), lodging information, length of stay, size of party, primary attractor, intent to return.

Collect and maintain monthly year-over-year traffic counts and primary market origin data from visitors.

Participate in customer service, destination, board development and/or Hotel Occupancy Tax Training as provided by the City or Visit Bastrop.

Develop and maintain a building rental program and policies allowing opportunities for additional revenue streams and access to the facility to outside users.

Actively participate with the City of Bastrop, Main Street Advisory Board, and Cultural Arts Commission to develop and foster a thriving cultural arts destination.

Follow all applicable local, state and federal laws related to building improvements and expenditures of HOT.

Provide volunteer assistance for goodie bag stuffing and distribution to meeting

attendees.

Remain open for downtown special events to provide public restrooms and improve visitor experience.

The Visitor Center will be open a minimum of 40 hours per week.

Work with the City of Bastrop and Visit Bastrop to create "programming" that would be available for groups and conventions.

Exhibit "C"

NOTICE TO ORGANIZATION

Notices required under the terms of this Agreement shall be sent to the Organization as follows:

Bastrop County Historical Society
Attn: Nicole DeGuzman
904 Main Street
Bastrop, Texas 78602