

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE TEXAS WATER DEVELOPMENT BOARD AND  
THE CITY OF MISSION**

**SECTION 1. PARTIES**

This Memorandum of Agreement (Agreement) is between the Texas Water Development Board (TWDB) and the City of Mission (City).

**SECTION 2. RECITALS**

Whereas, the City is a recipient of financial funding from TWDB; and

Whereas, the City has been selected for and has agreed to participate in the TWDB CFO to GO program (the Program); and

Whereas, TWDB has, through TWDB Contract No. 232160667, contracted with Weaver & Tidwell LLP (Contractor) to work with the City on the Program; and

Whereas, as a condition of this agreement, the City will commit in-kind services to assist Contractor in successful completion of the Program.

Now, therefore, TWDB and the City agree as follows:

**SECTION 3. PERFORMANCE**

**TWDB Responsibilities**

**TWDB will provide:**

1. Fee-free access to the services of Contractor. The services are intended to assist the City's management and governance to identify opportunities to strengthen business processes and internal controls, providing documentation of best practices.

**Our Mission**

Leading the state's efforts in  
ensuring a secure water future  
for Texas and its citizens

**Board Members**

Brooke T. Paup, Chairwoman | George B. Peyton V, Board Member  
Jeff Walker, Executive Administrator

2. The Program will be conducted in two phases:
  - a. Phase I consists of on-site interviews with key individuals on the City's staff. This phase also includes a high-level assessment of recent financial statement reviews by the City's independent auditors and by the Financial Compliance Department of TWDB. The purpose of this phase is to obtain a snapshot of existing financial operations and reporting conditions and to identify potential opportunities for enhancements.
  - b. Phase II involves Contractor discussing the Phase I findings with the City and TWDB, and design of agreed upon enhancements to the City's processes and procedures, including preservation of key processes through preparing documentation.

**The City will provide:**

1. A commitment of staff time and resources to assist in successful completion of the Program, including responding to Contractor and TWDB emails or phone calls within the same business week and providing access to requested databases or documents within a reasonable amount of time, not to exceed 5 business days.
2. The City agrees and acknowledges that its inability to provide timely responses and/or resources may result in cancellation of the City's participation in the Program.

**SECTION 4. TERM AND TERMINATION**

This agreement is effective when executed by the parties and terminates upon successful completion of the Program or cancellation as described in Section 3 above.

**Agreed:**

**TEXAS WATER DEVELOPMENT BOARD**

**CITY OF MISSION**

Signature: \_\_\_\_\_  
Name: Rebecca Trevino  
Title: Chief Financial Officer  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: Randy Perez  
Title: City Manager  
Date: \_\_\_\_\_