

RESOLUTION NO: 2017-09-14B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE OVERTON ECONOMIC DEVELOPMENT CORPORATION AND THE CITY OF OVERTON FOR ADMINISTRATIVE SERVICES FOR THE FISCAL YEAR OF YEAR OF OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018.

WHEREAS, this agreement shall be effective as of the 1st day of October, 2017, between the Overton Economic Development Corporation (hereinafter "OEDC") and the City of Overton, Texas (hereinafter "the City").

WHEREAS, the Mayor and City Council of Overton are charged with oversight of the OEDC and required by law to ensure that OEDC sales tax revenues are appropriately and properly accounted for; and

WHEREAS, the OEDC as currently constituted does not employ full-time staff to manage all of the administrative duties that are required from time to time; and to provide financial services on a continuing basis as well as contracting legal and professional accounting services when needed; and

WHEREAS, the City has staff available to provide these functions on an as needed basis; and certain administrative functions under the terms and conditions outlined hereinafter; and

WHEREAS, the Board of the OEDC wants City Staff to assist in complying with the requirements of State law.

NOW, THEREFORE, the City Council of the City of Overton hereby authorizes the Mayor to sign on behalf of the City and agree to the terms as outlined in the Administrative Services Agreement (Attachment A).

DULY PASSED AND APPROVED FOR ADOPTION AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF OVERTON, TEXAS ON THIS THE 14th DAY OF SEPTEMBER, 2017.



CITY OF OVERTON

C. R. Evans, Jr.
C. R. Evans, Jr., MAYOR

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

Rachél Gafford
Rachél Gafford, CITY SECRETARY

Blake Thompson
Blake Thompson, CITY ATTORNEY

ATTACHMENT A
ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN THE OVERTON ECONOMIC DEVELOPMENT CORP.
AND THE CITY OF OVERTON, TEXAS

STATE OF TEXAS §
COUNTIES OF §
RUSK & SMITH §

THIS AGREEMENT is effective as of the 1st day of October, 2017, between the Overton Economic Development Corporation (hereinafter “OEDC”) and the City of Overton, Texas (hereinafter “the City”).

WITNESSETH:

WHEREAS, the OEDC Board, recognizing the need for continued development of the economic base of the community is a municipal purpose, wishes to provide for a coordinated effort to encourage, promote, and foster the economic development of the community; and

WHEREAS, the Mayor and City Council of Overton are charged with oversight of the OEDC and required by law to ensure that OEDC sales tax revenues are appropriately and properly accounted for; and

WHEREAS, the OEDC as currently constituted does not employ full-time staff to manage all of the administrative duties that are required from time to time; and to provide financial services on a continuing basis as well as contracting legal and professional accounting services when needed; and

WHEREAS, the City has staff available to provide these functions on an as needed basis; and certain administrative functions under the terms and conditions outlined hereinafter;

NOW THEREFORE, in consideration of the covenants and conditions stated herein, and in consideration of the mutual benefits which will accrue to each of the parties hereto, as well as to the public good of all the citizens of Overton, the parties have agreed and do hereby agree as follows;

1. THE CITY WILL:

- (a) Provide qualified and competent staff for administrative support activities for the OEDC Board providing management and administrative services necessary for the Board to function. Duties performed by the Executive Secretary are covered under and defined in the By-Laws of the OEDC.
- (b) Be responsible for the management of administrative support functions including but not limited to, finance, accounting, project management, preparation of required annual reports including an Annual Budget & Economic Development Plan,

contracting legal and annual audit services, all carried out under the terms of this Agreement.

- (c) To the extent allowed by law, indemnify the OEDC and hold it harmless from any and all claims, suits, demands and causes of action resulting from the acts or failure to act on any agent, servant or employee of the City, or any other person pursuant to this Agreement. Provide the Board Members with ERRORS and OMISSIONS LIABILITY COVERAGE with limits of liability in the amount of \$1,000,000 Each Occurrence and \$2,000,000 Annual Aggregate.
- (d) Provide a monthly report within thirty (30) days of the ending of each month showing the activity of the OEDC hereunder and specifically listing the expenditure of the funds provided hereunder, showing the vendor's name; the item or service purchased; a short explanation; and the dollar amount.
- (e) Make its books and financial records concerning the funds expended under this Agreement available to the OEDC for inspection and review and audit. The City will, as a part of its financial services to the OEDC, provide an annual report and accounting of all expenditures of the OEDC.

2. THE OEDC WILL:

Compensate the CITY for services rendered pursuant this Agreement in the sum of one thousand (\$1,000.00) per month, for the term of this Agreement payable in twelve (12) monthly installments, such funds to be expended only under the terms, conditions and restrictions and for the purposes specifically set forth in this Agreement. Payments shall be conditioned upon the OEDC's timely receipt of these reports of the CITY set forth in items D and E above.

3. OEDC AND CITY JOINTLY AGREE:

- (a) That all persons working for the CITY under this Agreement shall be employees of the City, subject to its exclusive management control, and shall in no way be considered employees of the OEDC; and that any liability which might arise under the Worker's Compensation Law of the State of Texas due to any injury of any employee of the City shall be the sole liability of the City.
- (b) That this contract is not assignable.
- (c) That this Agreement shall continue in force and the payments hereunder shall continue until September 30, 2018. The Agreement may be terminated by either party with thirty (30) days written notice.

WITNESS OUR HANDS THIS _____ DAY OF October, 2017.

OVERTON ECONOMIC DEVELOPMENT CORPORATION,
A NONPROFIT CORPORATION

Phillip Cox, President of the Board

ATTEST:

Wendy Bates, City Comptroller

THE STATE OF TEXAS §

COUNTY OF RUSK §

This instrument was acknowledged before me on the _____ day of October, 2017, by
Philip Cox, **President of the Board**, authorized representative for the Overton Economic
Development Corporation.

NOTARY PUBLIC, STATE OF TEXAS

Rachél F. Gafford

Printed Name

My Commission Expires: 05/16/2021

THE STATE OF TEXAS §

COUNTY OF RUSK §

This instrument was acknowledged before me on the _____ day of October, 2017, by
Wendy Bates, **City Comptroller**, authorized representative for the Overton
Economic Development Corporation.

NOTARY PUBLIC, STATE OF TEXAS

Rachél F. Gafford

Printed Name

My Commission Expires: 05/16/2021

WITNESS OUR HANDS THIS _____ DAY OF October, 2017

THE CITY OF OVERON, TEXAS;
MUNICIPAL CORPORATION

C.R. Evans Jr., Mayor

ATTEST:

Charles Cunningham, City Manager

THE STATE OF TEXAS §

COUNTY OF RUSK §

This instrument was acknowledged before me on the _____ day of October, 2017 by
C. R. Evans Jr., Mayor, authorized representative for the City of Overton.

NOTARY PUBLIC, STATE OF TEXAS

Rachél F. Gafford

Printed Name

My Commission Expires: 05/16/2021

THE STATE OF TEXAS §

COUNTY OF RUSK §

This instrument was acknowledged before me on the _____ day of October, 2017 by
Charles Cunningham, City Manager, authorized representative for the City of
Overton.

NOTARY PUBLIC, STATE OF TEXAS

Rachél F. Gafford

Printed Name

My Commission Expires: 05/16/2021