

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: April 14, 2015		DATE SUBMITTED: March 13, 2015	
DEPARTMENT OF ORIGIN: CMO		SUBMITTED BY: Joey Dunn	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input checked="" type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consideration of an agreement between the City of Bryan and the Downtown Bryan Association (DBA) for the City of Bryan to provide funding not to exceed \$110,000 for expenses and support services associated with the 2015 Texas Reds Steak & Grape Festival, to be held in Downtown Bryan on September 26-27, 2015.			
SUMMARY STATEMENT: The DBA exists to promote events and other tourism activities in Downtown Bryan on behalf of merchants, building owners and other stakeholders. This agreement enables the DBA to continue management of future Texas Reds festivals, including the 2015 festival.			
Section 2.7 of the current DBA FY2015 Contract for Services (approved by the City Council on October 14, 2014) requires DBA to assume management responsibility for the Texas Reds Festival, subject to the following terms:			
<ul style="list-style-type: none"> 2.7.1 DBA is responsible for planning and carrying out the production of the next Texas Reds Festival. 2.7.2 DBA is responsible for recruiting volunteers, vendors, sponsors, and community support and participation in the festival. 2.7.3 DBA is responsible for promoting the festival outside of Brazos County with the goal of maximizing attendance by non-local groups and individuals. 2.7.4 DBA will communicate with and coordinate with downtown merchants and stakeholders on issues related to the next Texas Reds Festival. 2.7.5 On or before January 1, 2015, DBA will present to the City Council a fully detailed Texas Reds budget for review and approval. 			
At the March 12, 2015, City Council Workshop, DBA representatives presented a preliminary concept plan and budget for the next festival, to be held September 26-27, 2015. Staff received direction to prepare an additional funding agreement for City Council consideration. The proposed agreement includes the following terms:			
<ul style="list-style-type: none"> • \$110,000 funding to DBA from City <ul style="list-style-type: none"> ○ DBA is established as event organizer, with City as sponsor ○ City to provide fifty percent (50%) funding upon Agreement approval ○ City to provide remaining fifty percent (50%) funding upon Special Event Permit (SEP) approval ○ DBA and City reps to meet as needed until SEP is approved • City to provide specific support services including but not limited to fire, police, electricity, event equipment, solid waste, water services, and permit fees • Following SEP approval and up until the event, DBA will hold coordination meetings with appropriate DBA reps and City staff <ul style="list-style-type: none"> ○ While SEP will have addressed most logistics, remaining logistics will be addressed and agreed upon in coordination meetings 			

- Logistics to include hours for set-up and take-down plus days/hours of the event
- DBA to provide a pre- and post-event financial analysis/report, including justifications for use of hotel occupancy tax (HOT) funds
- Festival profits will be earmarked exclusively for future Texas Reds events (not to be used for other purposes)
- DBA will coordinate with and communicate information to Downtown businesses
 - Businesses within the event area will provide written acknowledgment as part of SEP approval process
 - DBA to provide businesses with contact information, logistics, dates, times, closures, and other informational documents

This year (2015) is the second year for DBA to be responsible for the Texas Reds festival. Logistics and services will require continued coordination with City staff. Support services are mostly related to preparing and providing specific amenities and services (e.g., sinks, fans, barricades, garbage containers, electricity connections, grape stomp trailer, ticket booths, police services, fire services, post-event clean-up services, mapping, etc.).

STAFF ANALYSIS AND RECOMMENDATION: Staff recommends approval of the proposed agreement, which is consistent with requirements in Section 2.7 of the FY2015 DBA Contract for Services, approved by the City Council on October 14, 2014.

All post-event reports from last year's 2014 event have been submitted to the City in accordance with Exhibits A, B, and C of the 2014 Texas Reds agreement, and are available for viewing in the City Secretary's Office. Based on the success of last year's event, staff contends it is appropriate for the DBA to continue management of future Texas Reds festivals. The DBA exists to promote events and other tourism activities in Downtown Bryan on behalf of merchants, building owners and other stakeholders. While the proposed agreement provides HOT funding and support services from the City for this year's event, the agreement also continues the transition of future event management from the City of Bryan to DBA. Any and all proceeds received from this year's event will be earmarked and restricted for future Texas Reds festivals, with the ultimate goal of a self-sustaining signature event.

As a nonprofit, DBA will continue to garner more community support for the event than in previous years. Community support includes volunteers and sponsorship involvement, which are critical for the long term success of the festival.

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the proposed agreement
2. Modify the proposed agreement for approval, which may require additional negotiations with DBA and consideration at a future City Council meeting
3. Deny agreement and provide further direction

ATTACHMENTS:

1. Proposed Texas Reds Agreement between the City of Bryan and DBA (Exhibits to the Proposed Agreement are attached as one pdf file; signed originals will be available for viewing in the City Secretary's Office)
2. Post-event reports from the 2014 Texas Reds Festival – available for viewing in the City Secretary's Office

FUNDING SOURCE: FY2015 HOT Fund (for payments to DBA), and General Fund and Enterprise Funds (for certain in-kind City services)

APPROVALS: Hugh R. Walker, 04/02/2015

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 04-06-2015

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 04-06-2015

FUNDING AGREEMENT PROVIDING FOR THE PAYMENT AND USE OF HOTEL OCCUPANCY TAX REVENUE BETWEEN THE CITY OF BRYAN AND THE DOWNTOWN BRYAN ASSOCIATION FOR THE 2015 TEXAS REDS STEAK & GRAPE FESTIVAL TO BE HELD IN HISTORIC DOWNTOWN BRYAN.

THIS AGREEMENT is made between the **CITY OF BRYAN**, a Home Rule Municipal Corporation incorporated under the State of Texas (hereinafter referred to as the “City”), and the **DOWNTOWN BRYAN ASSOCIATION**, an Association doing business at 216 W. 26th Street, Bryan, Texas 77803 (hereinafter referred to as the “Agency”):

WHEREAS, Texas Tax Code §§351.002 and 351.003(a) authorize City to levy by ordinance a municipal hotel occupancy tax (“hotel tax”) not exceeding seven percent (7%) of the consideration paid by a hotel occupant; and

WHEREAS, by ordinance, City has provided for the assessment and collection of a municipal hotel occupancy tax in the City of Bryan of seven percent (7%); and

WHEREAS, Texas Tax Code §351.101(a) authorizes City to use revenue from its municipal hotel occupancy tax to promote tourism and the convention and hotel industry, yet limits such revenue to uses such as: (1) “advertising and conducting solicitations and promotional programs to attract tourists...”; (2) “the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, ...”; and, (5) “...activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites...”; and

WHEREAS, Agency is well equipped to perform those activities; and

WHEREAS, Hotel occupancy tax revenues spent for a purpose authorized under section 351.101(a), may be spent for day-to-day operations, supplies, salaries, office rental travel expenses, and other administrative costs only if those administrative costs are incurred directly in the promotion and servicing expenditures authorized under this section; and

WHEREAS, City has determined that the funding provided Agency under this Agreement for the Texas Reds Steak & Grape Festival, to be held in Historic Downtown Bryan on September 26-27, 2015, will promote tourism and hotel industry in Bryan, will promote the arts, and will encourage tourists to visit Historic Downtown Bryan; and

WHEREAS, Texas Tax Code §351.101(c) authorizes City to delegate by contract with Agency; as an independent entity, the management or supervision of programs and activities of the type described hereinabove funded with revenue from the municipal hotel occupancy tax;

NOW, THEREFORE, IN CONSIDERATION of the performance of the mutual covenants and promises contained herein, City and Agency agree and contract as follows:

**ARTICLE I
DEFINITIONS**

1.1 The term “Agency” shall mean the Downtown Business Association

1.2 The term “City” shall mean the City of Bryan, in the County of Brazos, and the State of Texas.

1.3 The term “Contract Quarter” shall refer to any quarter of the contract year in which this Agreement is in force. Contract Quarters will end on June 30th, September 31st, December 31st, and March 31st of the contract year.

1.4 The term “Financial Activity Report” shall mean a quarterly report which includes a summary of Agency’s revenues and expenditures related to the Project for the current Contract Quarter as well as the current fiscal year to date, and a summary of Agency’s assets and liabilities related to the Project to be submitted to the City on the form attached herein as **Exhibit B**.

1.5 The term “Financial Records” shall mean invoices, receipts, bank statements, reconciliations, cleared checks, financial statements and audit reports.

1.6 The term “Hotel Tax Revenue” shall mean the gross monies collected and received by City as municipal hotel occupancy tax at the rate of seven percent (7%) of the price paid for a room in a hotel, pursuant to Texas Tax Code §351.003 (a) and City Ordinance. Hotel Tax Revenue will include penalty and interest related to the late payments of the tax revenue by the taxpayer.

1.7 The term “Narrative Summary of Activity Report” shall mean the quarterly summary report of the activities of Agency related to the Project including a summary of how funds from City have been utilized to accomplish the Project. Such report shall be submitted on the form attached herein as **Exhibit C**.

1.8 The term “Program Report” shall mean a report as required by Texas Tax Code §351.108 listing each of the Agency’s scheduled activity, program, or Event related to the Project that is directly funded with Hotel Tax Revenue and is directly enhancing and promoting tourism and the convention and hotel industry. Such report shall be submitted on the form attached herein as **Exhibit A**.

1.9 The term “Project” or “Texas Reds Festival” shall mean the 9th Annual Texas Reds Steak & Grape Festival to be held Saturday and Sunday, September 26-27, 2015 in Historic Downtown Bryan.

ARTICLE II HOTEL TAX REVENUE PAYMENT

2.1 Consideration and Payment. For and in consideration of the activities to be satisfactorily performed by Agency under this Agreement, City agrees to pay to Agency over the term of this Agreement a portion of the Hotel Tax Revenue collected by City in the total amount of ONE HUNDRED TEN THOUSAND AND NO/100 DOLLARS (\$110,000.00), to be paid based on the following milestones:

(a) 50%, being the sum of FIFTY FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00) shall be paid by City to Agency upon execution of the Agreement.

(b) 50%, being the sum of FIFTY FIVE THOUSAND AND NO/100 DOLLARS (\$55,000.00) shall be paid by City to Agency upon approval of the Special Event Permit by City.

2.2 The City shall receive all reports required herein from the Agency no later than thirty (30) days after the end of each Contract Quarter (no later than January 30th, April 30th, July 30th, and October 30th of the contact year).

2.3 Other limitations regarding consideration.

(a) It is expressly understood that this Agreement in no way obligates the General Fund or any other monies or credits of City. The payment obligations of this Agreement are contingent upon annual appropriation of funds by **CITY** for this purpose.

(b) City may withhold allocations if City determines that expenditures of Agency deviate materially from their approved budget subject to §4.1 hereof or if the reports required herein are not submitted in a complete and timely manner.

ARTICLE III USE OF HOTEL TAX REVENUE

3.1 Use of Funds.

(a) For and in consideration of the payment by City to Agency of the agreed payments of Hotel Tax Revenue specified above, Agency agrees to manage or supervise the use of the Hotel Tax Revenue provided herein for the Project pursuant to Texas Tax Code §351.101(c). Use of the funds shall be limited to direct costs associated with the Project.

ARTICLE IV RESPONSIBILITIES OF THE PARTIES

4.1 Responsibilities.

(a) Agency shall serve as the Project organizer.

(b) Agency shall list City as a sponsor of the Project in all promotional materials. City Council and City Manager or their designees shall have the right to attend Agency events or promotional programs as representatives of the City to promote tourism and the convention and hotel industry at no additional cost to the City.

(c) Representatives of Agency and City staff shall hold coordination meetings at a mutually agreeable place and time until the Special Event Permit is approved.

(d) After the Special Event Permit is approved, representatives of Agency and City staff shall hold coordination meetings to address logistics, including but not limited to hours for set-up and take-down, days of event logistics, and other concerns.

(e) City shall provide in-kind services set forth in the attached **Exhibit D**.

(f) Agency shall be responsible to coordinate information with downtown businesses. Agency shall provide downtown businesses with an informational document(s) containing agency contact information, logistics, dates, times, closures, etc.

(g) Agency shall obtain written acknowledgements from the businesses in the event area, as is required by the Special Event Permit Application Information Sheet, attached as **Exhibit E**.

ARTICLE V
RECORDKEEPING AND REPORTING REQUIREMENTS

5.1 Budget.

(a) Prior to execution of this Funding Agreement, Agency shall submit to the City Manager of City an annual budget to be approved by the City Council for each fiscal year, for such operations of Agency funded by Hotel Tax Revenues. This budget shall specifically identify proposed expenditures of Hotel Tax Revenue by Agency. In other words, City should be able to audit specifically the purpose of each individual expenditure of Hotel Tax Revenue from the separate account relating to Hotel Tax Revenue. City shall not pay to Agency any Hotel Tax Revenues as set forth in Article II of this Agreement during any program year of this Agreement unless a budget for such respective program year has been approved in writing by the Bryan City Council. Approval of the budget by the City Council shall not preclude the Agency from reasonably reallocating funds within the budget among line items to meet changing conditions. Such reallocation shall not necessitate a new approval by the City Council. Failure to submit an annual budget may be considered a breach of contract, and if not remedied is considered grounds for termination of this Agreement as stated in §6.2 of this agreement.

(b) Agency acknowledges that the approval of such budget by the Bryan City Council creates a fiduciary duty in Agency with respect to the Hotel Tax Revenue paid by City to Agency under this Agreement. Agency shall expend Hotel Tax Revenue only in the manner and for the purposes specified in this Agreement, Texas Tax Code §351.101(a), and in the budget as approved by City.

5.2 Separate Accounts. Agency shall maintain Hotel Tax Revenue paid to Agency by City in a separate account, or with segregated fund accounting, such that any reasonable person can ascertain the revenue source of any given expenditure.

5.3 Financial Records. Agency shall maintain a complete and accurate financial record of each expenditure of the Hotel Tax Revenue made by Agency. These funds shall be classified as restricted funds for audited financial purposes.

5.4 Agency shall maintain such records, accounts, reports, files or other documents for a minimum of five (5) years after the expiration of this agreement. City's right to access Agency's files shall continue during this five (5) year period and for as long as the records are retained by Agency.

5.5 Upon written request of the Bryan City Council, or other person, Agency shall make such financial records available for inspection and review by the party making the request. Agency understands and accepts that financial records and any other records relating to this Agreement shall be subject to the Public Information Act, Texas Government Code, Chapter 552, as hereafter amended.

5.6 Program Report. Agency understands that such report shall be completed in its entirety and the original report shall be submitted to the City annually on the anniversary date of this Agreement.

5.7 Quarterly Reports. Agency shall submit the following to the City on a quarterly basis as provided in this Agreement:

- (1) Financial Activity Report
- (2) Narrative Summary of Activity Report

Agency shall respond promptly to any request from the City Manager of City, or designee, for additional information relating to the activities performed under this Agreement.

5.8 The Financial Activity Report and Narrative Summary of Activity Report shall be submitted to the City within thirty (30) days of the end of each Contract Quarter (no later than July 30, 2015, October 30, 2015, January 30, 2016, and April 31, 2016).

5.9 A copy of the Agency's financial audit, as provided for in the separate Contract for Services agreement between the City and Agency, shall be made available to City no later than thirty (30) days following Agency's receipt of same.

5.10 If requested, Agency shall make a pre-event and/or a post-event financial report and presentation to the City Council.

5.11 Agency shall comply with the requirements of Texas Tax Code §351.101, as amended, including but not limited to: maintaining accurate financial records and making such records available to the City for inspection and review upon request, and providing a Project Report to the City annually.

ARTICLE VI TERM AND TERMINATION

6.1 Term. The term of this Agreement shall commence on the date the Agreement is fully executed and terminate upon 120 days following completion of the Project or on May 31, 2016, whichever is earlier. Only those expenditures authorized by §351 of the Texas Tax Code which are actually incurred during the term for the Project that are incurred within the term, are eligible for funding under this Agreement, and any ineligible expenditures or unspent funds held in a separate fund to be used for the following year's Project. In the event this Agreement is not renewed or amended to extend the term of this Agreement, the funds shall be forfeited to City upon termination of the Agreement.

6.2 Termination Without Cause.

(a) This Agreement may be terminated by either party, with or without cause, by giving the other party sixty (60) days advance written notice.

(b) In the event this Agreement is terminated by either party pursuant to §5.2(a) of this agreement, City agrees to reimburse Agency for any contractual obligations undertaken by Agency in satisfactory performance of those activities specified in hereinabove and that were approved by the Council through the budget, as noted in §4.1 above. This reimbursement is conditioned upon such contractual obligations having been incurred and entered into in the good faith performance of those services contemplated in §3.1 above, and further conditioned upon such contractual obligations having a term not exceeding the full term of this Agreement.

(c) Further, upon termination pursuant to §5.2(a) of this agreement, Agency will provide City:

(1) Within ten (10) business days from the termination notification, a short-term budget of probable expenditures for the remaining sixty (60) day period between termination notification and contract termination. This budget will be presented to Council for approval within thirty (30) business days after receipt by City. If formal approval is not given within thirty (30) business days and the budget does not contain any expenditures that would be prohibited by the Texas Tax Code, and is within the current contractual period approved budget, the budget will be considered approved;

(2) Within thirty (30) days, a full accounting of all expenditures not previously audited by City;

(3) Within five (5) business days of a request from City, a listing of expenditures that have occurred since the last required reporting period; and

(4) A final accounting of all expenditures and tax funds on the day of termination. Agency will be obligated to return any unused funds or funds determined to be used improperly. Any use of remaining funds by Agency after notification of termination is conditioned upon such contractual obligations having been incurred and entered into in the good faith performance of those services contemplated in §3.1 above, and further conditioned upon such contractual obligations having a term not exceeding the full term of this Agreement.

6.3 Automatic Termination. This Agreement shall automatically terminate upon the occurrence of any of the following events:

(a) The termination of the legal existence of Agency;

(b) The insolvency of Agency, the filing of a petition in bankruptcy, either voluntarily or involuntarily, or an assignment by Agency for the benefit of creditors;

(c) The continuation of a breach of any of the terms or conditions of this Agreement by either City or Agency for more than thirty (30) days after written notice of such breach is given to the breaching party by the other party;

(d) The failure of Agency to submit quarterly reports which comply with the reporting procedures required herein and generally accepted accounting principles within thirty (30) days from the date City notifies Agency of such breach; or

(e) The failure of Agency to submit a Quarterly Financial Activity Report as required by Texas Tax Code §351.101(c) within thirty (30) days from the date City notifies Agency of such breach.

6.4 Right to Immediate Termination Upon Litigation. Notwithstanding any other provision of this Agreement, to mitigate damages and to preserve evidence and issues for judicial determination, either party shall have the right to terminate this Agreement upon immediate notice to the other party in the event that any person has instituted litigation concerning the activities of the non-terminating party, and the terminating party reasonably believes that such activities are required or prohibited under this Agreement.

6.5 In the event that this Agreement is terminated pursuant to §§5.3 or 5.4 of this agreement, Agency agrees to refund any and all unused funds, or funds determined by City to have been used improperly, within thirty (30) days after termination of this Agreement.

ARTICLE VII INDEMNIFICATION AND RELEASE

7.1 Agency agrees to indemnify and hold harmless the City, its officers, agents, and employees from and against any and all loss, costs, or damage of any kind, nature, or description that may arise out of or in connection with this Agreement whether or not the claim or cause of action results from any negligence of the City or any of its officers, agents, or employees.

7.2 Agency assumes full responsibility for the work to be performed and services to be provided hereunder, and hereby releases, relinquishes and discharges the City, its officers, agents, and employees from any and all claims, demands, causes of action of every kind and character, including the cost of defense thereof, for any injury to, including death of, any person (whether

employees or agents of either of the parties hereto or third persons) and any loss of or damage to property (whether the property is that of either of the parties hereto or of third parties) that is caused by or alleged to be caused by, arising out of, or in connection with the Agency's work or services provided hereunder whether or not said claims, demands, or causes of actions are covered in whole or part by insurance.

ARTICLE VIII GENERAL PROVISIONS

8.1 Subcontract for Performance of Services. Nothing in this Agreement shall prohibit, nor be construed to prohibit, the agreement by Agency with another private entity, person, or organization for the performance of those services described in §3.1 above.

8.2 This Agreement and each provision hereof, and each and every right, duty, obligation, and liability set forth herein shall be binding upon and inure to the benefit and obligation of City and Agency and their respective successors and assigns.

8.3 The City and Agency attest that, to the best of their knowledge, no member of the City of Bryan City Council and no other officer, employee or agent of the City, who exercises any function or responsibility in connection with the carrying out of the terms of this Agreement, has any personal interest, direct or indirect, in this Agreement.

8.4 Agency covenants and agrees that, during the term of this Agreement, it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or disability. Agency will take affirmative action to ensure that applicants who are employed are treated, during employment, without regard to their race, color, religion, sex, national origin or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection. Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination requirement.

8.5 Agency expressly agrees that, in all solicitations or advertisements for employees placed by or on behalf of Agency, there will be a statement that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or disability.

8.6 Agency certifies that it will not limit services or give preference to any person assisted through this Agreement on the basis of religion and that it will provide no religious instruction or counseling, conduct no religious worship or services, and engage in no religious proselytizing in the provision of services or the use of facilities or furnishings assisted in any way under this Agreement.

8.7 No amendment to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by duly authorized representatives of both parties.

8.8 This Agreement has been made under and shall be governed by the laws of the State of Texas.

8.9 Performance and all matters related thereto shall be in Brazos County, Texas, United States of America.

8.10 Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to

enter into this Agreement. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective organizations.

8.11 Failure of any party, at any time, to enforce a provision of this Agreement, shall in no way constitute a waiver of that provision, nor in any way affect the validity of this Agreement, any part hereof, or the right of either party thereafter to enforce each and every provision hereof. No term of this Agreement shall be deemed waived or breach excused unless the waiver shall be in writing and signed by the party claimed to have waived. Furthermore, any consent to or waiver of a breach will not constitute consent to or waiver of or excuse of any other different or subsequent breach.

8.12 The parties acknowledge that they have read, understand and intend to be bound by the terms and conditions of this Agreement.

8.13 This Agreement and the rights and obligations contained herein may not be assigned by any party without the prior written approval of the other party to this Agreement.

8.14 It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

8.15 If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.

8.16 It is understood that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, or understandings between the parties relating to the subject matter. No oral understandings, statements, promises, or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally. No verbal agreement or conversation with any officer, agent, or employee of any party before or after the execution of this Agreement shall affect or modify any of the terms or obligations hereunder.

8.17 Unless otherwise specified, written notice shall be deemed to have been duly served if delivered in person or sent by certified mail to the last business address as listed herein. Each party has the right to change its business address by giving at least thirty (30) days advance written notice of the change to the other party.

City: Chief Financial Officer
Fiscal Services Department
City of Bryan
P.O. Box 1000
Bryan, Texas 77805

Agency: Sandy Farris, Director
Downtown Bryan Association
PO Box 233
Bryan, Texas 77806

Executed this the ___ day of April, 2015.

IN WITNESS WHEREOF, the parties hereto, acting under the authority of the Bryan City Council and the Board of Directors of the Downtown Bryan Association, have caused this contract to be executed in duplicate originals, on this day _____ of _____, 2015.

CITY OF BRYAN

DOWNTOWN BRYAN ASSOCIATION ("DBA")

Jason P. Bienski, Mayor

Ben Hardeman, Chairman of DBA

ATTEST:

ATTEST:

Mary Lynne Stratta, City Secretary

Sandy Farris, Executive Director of DBA

APPROVED AS TO FORM:

Janis K. Hampton, City Attorney