

**ADMINISTRATIVE SERVICES CONTRACT  
BETWEEN THE CITY OF GEORGETOWN, TEXAS  
AND THE GEORGETOWN TRANSPORTATION ENHANCEMENT  
CORPORATION**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

THIS CONTRACT FOR SERVICES ("Contract") is made by and between the City of Georgetown, 808 Martin Luther King Jr., Georgetown, Texas 78626, hereinafter called "City" and the Georgetown Transportation Enhancement Corporation, having its principal business address at 808 Martin Luther King Jr., Georgetown, Texas 78626, hereinafter called "Corporation" for the purpose of contracting for administrative services of the staff and employees of the City.

WITNESSETH

WHEREAS, on May 5, 2001 the City established the Corporation pursuant to Vernon's Rev. Civ. Stat. Ann., Article 5190.6. Section 4(B) to pay the costs of streets, roads, drainage, and other related transportation system improvements, including the payment of maintenance and operating expenses associated with such authorized projects.

WHEREAS, on October 9, 2001 the City approved the Articles of Incorporation and Bylaws of the Corporation.

WHEREAS, Section 3.08 of said Bylaws provide that the City and the Corporation shall execute an administrative services contract for the services to be provided to the Corporation by the City by the general manager, finance manager, Secretary, and other City services or functions, pursuant to Vernon's Rev. Civ. Stat. Ann. Section 2(4), as amended, which authorizes the Corporation to pay administrative, legal and engineering services expenses which are necessary or incidental to placing a project into operation; and

WHEREAS, the City and Corporation desire to contract for administrative services described as follows: the services provided by the City Manager, Finance Director, City Secretary, and the staff and employees of the City's Finance and Administration Division, the Transportation Division, and the City Attorney's Office,

## AGREEMENT

NOW, THEREFORE, the City and Corporation, in consideration of the mutual covenants and agreements herein contained, do hereby mutually agree as follows:

### ARTICLE I SCOPE OF SERVICES TO BE PROVIDED BY CITY

The City will furnish items and perform those services for fulfillment of the Contract as identified in the Bylaws of the Corporation as set forth in bylaws of the corporation.

### ARTICLE 2 CONTRACT PERIOD

This Contract shall begin at the start of business on October 1, 2020 and terminate at the close of business on September 30, 2021 unless extended by written supplemental agreement duly executed by the Corporation and the City prior to the date of termination. Any work performed or cost incurred after the date of termination shall be ineligible for reimbursement.

### ARTICLE 3 CONTRACT PRICE

Corporation shall pay City for the services contemplated herein as follows:

1. For all administrative and legal services, the monthly fee of \$33,513.50 as identified in Attachment A.
2. external third party legal services will be billed separately as needed.

The allocation of costs will be identified annually in Attachment A – GTEC Allocation Breakdown

### ARTICLE 4 PAYMENT PROCEDURES

The Corporation shall pay the City \$33,513.50 per month on the first of each month, beginning on October 1, 2020, during the term of this Agreement. In addition, the Corporation shall pay for all external legal or other professional services invoices pursuant to the Article 3 within thirty (30) days of receipt.

### ARTICLE 5 OWNERSHIP OF DOCUMENTS

All data, basic sketches, charts, calculations, plans, specifications, and other documents created or collected under the terms of this Contract are the exclusive property of the Corporation and shall be furnished to the Corporation upon request. Release of information shall be in conformance with the Texas Public Information Act.

## ARTICLE 6 SUSPENSION

As authorized by Section 3.08 of the Corporation's Bylaws, the City may suspend services under this Contract without committing a breach of its terms upon the occurrence of any of the following:

- (1) The City Manager does not approve of the utilization of any or all services;
- (2) The City Manager feels the City is not receiving reasonable compensation for any or all services; or
- (3) The performance of a service materially interferes with the other duties of the affected City personnel.

## ARTICLE 7 TERMINATION

The Contract may be terminated before the stated termination date by any of the following conditions:

- (1) By mutual agreement and consent, in writing of both parties.
- (2) By either party, upon the failure of the other party to fulfill its obligations as set forth herein.
- (3) By either party for reasons of its own and not subject to the mutual consent of the other party, upon not less than thirty (30) days written notice to the other party.

The termination of this Contract and Payment of an amount in settlement as prescribed in Article 3, above shall extinguish all rights, duties, and obligations of the City and the Corporation under this Contract.

## ARTICLE 8 INDEMINIFICATION

**Corporation's Indemnification.** The Corporation agrees, to the extent permitted by law, to save harmless the City and its officers and employees from all claims and liability due to activities of itself, its agents, or employees, performed under this Contract and which are caused by or result from error, omission, or negligent act of the Corporation or of any person employed by the Corporation. The Corporation shall also save harmless the City from any and all expense, including,

but not limited to, attorney fees which may be incurred by the City in litigation or otherwise resisting said claim or liabilities which may be imposed on the City as a result of such activities by the Corporation, its agents, or employees. This indemnity shall not include claims based upon or arising out of the willful misconduct of City, its officers or employees. Further, this indemnity shall not require payment of a claim by City or its officers or employees as a condition precedent to City's recovery under this provision.

**City's Indemnification.** The City agrees, to the extent permitted by law, to save harmless the Corporation from all claims and liability due to activities of itself, its agents, or employees, performed under this Contract and which are caused by or result from error, omission, or negligent act of the City or of any person employed by the City. The City shall also save harmless the Corporation from any and all expense, including, but not limited to, attorney fees which may be incurred by the Corporation in litigation or otherwise resisting said claim or liabilities which may be imposed on the Corporation as a result of such activities by the City, its agents, or employees. This indemnity shall not include claims based upon or arising out of the willful misconduct of Corporation, its officers or employees. Further, this indemnity shall not require payment of a claim by Corporation or its officers or employees as a condition precedent to Corporation's recovery under this provision.

#### ARTICLE 9 SEVERABILITY

In the event any one or more of the provisions contained in this Contract shall for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

#### ARTICLE 10 PRIOR CONTRACTS SUPERSEDED

This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein.

#### ARTICLE 11 NOTICES

All notices to either party by the other required under this Contract shall be personally delivered or mailed to such party at the following respective addresses:

For City: City Manager  
City of Georgetown  
P.O. Box 409  
Georgetown, Texas 78627

For Corporation: General Manager  
Georgetown Transportation Enhancement Corporation  
P.O. Box 409  
Georgetown, Texas 78627

ARTICLE 12  
SIGNATORY WARRANTY

The undersigned signatory or signatories for the parties hereby represent and warrant that the signatory is an officer of the organization for which he or she has executed this Contract and that he or she has full and complete authority to enter into this Contract on behalf of the firm. The above-stated representations and warranties are made for the purpose of inducing the other party to enter into this Contract.

IN WITNESS HEREOF, the City and the Corporation have executed these presents in duplicate on this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**GEORGETOWN TRANSPORTATION ENHANCEMENT CORPORATION**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CITY OF GEORGETOWN**

By: \_\_\_\_\_  
Printed Name: Dale Ross  
Title: Mayor

ATTEST:

By: \_\_\_\_\_  
Printed Name: Robyn Densmore  
Title: City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Printed Name: Skye Masson  
Title: City Attorney

## **Attachment A**

**The GTEC Administrative Allocation for departments such as Transportation Administration, City Manager's Office, Finance and Accounting, and the Legal Department totals \$402,162 for FY2020. This equates to \$33,513.50 per month.**