

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

SECTION 1. PARTIES

This Memorandum of Agreement (Agreement) is between the Texas Water Development Board (TWDB) and the City of Blanco (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. xxxxxxxx, contracted with Contractor Name (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.
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

THE CITY OF BLANCO

Signature: _____

Signature: Rachel Lumpee

Name: Rebecca Trevino

Name: Rachel Lumpee

Title: Chief Financial Officer

Title: Mayor

Date: _____

Date: Nov 8, 2022