

AGREEMENT FOR THE USE OF CITY 2021 FUNDS

THIS AGREEMENT FOR THE USE OF CITY 2021 FUNDS is made this 6 day of January, 2021, by and between the City of Lawrence, Kansas, a municipal corporation, and the Chamber of Commerce of Lawrence, Kansas, a Kansas not for profit corporation.

RECITALS

- A.** At its November 10, 2020, regular meeting, the Governing Body of the City of Lawrence, Kansas ("City"), a municipal corporation, approved the recommendation of the City Manager and authorized the City Manager to enter into an agreement with the Chamber of Commerce of Lawrence, Kansas ("Grantee"), a Kansas not for profit corporation, whereby Grantee would receive a grant from the City **General** Fund in the amount of \$220,000.00.
- B.** The grant will be used to fund the Douglas County Economic Development Program and the University of Kansas Small Business Development Center ("the Project").
- C.** This Agreement for the Use of City General Funds ("Agreement") memorializes the terms of the approved grant and grants to Grantee the sum of \$220,000.00 from the City **General** Fund for completion of a portion of the Project, subject to Grantee's execution of this Agreement and compliance with its terms.

NOW, THEREFORE, in light of the mutual promises and obligations contained herein, and in exchange for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

TERMS

SECTION 1. Grant of Funds. In consideration of its completion of its portion of the project, the City hereby grants to Grantee the sum of **TWO HUNDRED AND TWENTY THOUSAND DOLLARS AND NO CENTS** (\$220,000.00).

SECTION 2. Grantee's Covenants. As consideration for the receipt of the grant of funds, Grantee agrees and covenants that it will expend said funds in accordance with:

- (a)** All applicable federal, state, and local laws; and
- (b)** The Grantee agrees to work cooperatively with the City on economic development related outcomes in the City's Strategic Plan and the City's Economic Development Strategic Plan. The Grantee agrees that, during the

2021 calendar year, it will work with the City to define, prioritize, and implement economic development strategies related to strategic plan work.

SECTION 3. Creation of Economic Development Fund.

- (a)** Grantee shall create a separate fund or account known as the Economic Development Fund ("Fund") and The Chamber shall deposit all funds granted to under Section 1, *infra*, into the Fund. The Grantee shall budget and account for funds as follows:
 - (i) A Cash carryover and all reserves shall be budgeted.
 - (ii) The budget of the Fund shall be balanced, meaning that total anticipated revenues must equal total expenditures.
 - (iii) In order to build a minimum cash balance in the Fund, a cash reserve expense line item shall be budgeted. That line item shall remain an unappropriated expense line item.
 - (iv) Grantee may comingle the funds provided by the City in its general checking account, provided that the Fund is treated as a separate line item. At no time may the cash balance of the Fund be in a deficit position, regardless of the amount of cash in the checking account.

SECTION 4. Coordination and Roles and Responsibilities between the City and Grantee.

- (a)** Responsibilities of Grantee
 - (i) Meet obligations outlined in this agreement.
 - (ii) Take the lead in responding to requests for information.
 - (iii) Maintain website and marketing materials
 - (iv) Provide accountability and results through reports.
 - (v) Draft and finalize economic development strategic plans as requested by either party. Such plans are reviewed annually.
 - (vi) Coordinate with economic development partners, including the City, Douglas County, and other agencies, as needed.

- (b)** Responsibilities of the City:
 - (i) Provide assistance with responses to requests for information about sites, workforce, etc.
 - (ii) Produce analytical reports related to incentive requests.
 - (iii) Take the lead in handling incentive requests from businesses.

SECTION 5. Disbursement of Funds.

- (a)** The Grantee shall, in writing, request the disbursement of funds on Grantee's official letterhead.
- (b)** Unless otherwise agreed to in writing, requests shall be submitted no more than twice a year.
 - (i)** A request for fifty percent (50%) of the Grantee's total allocation shall be submitted on or after March 1, 2021.
 - (ii)** A request for the remaining fifty percent (50%) of the Grantee's total allocation shall be submitted on or after September 1, 2021.
- (c)** The first one-half (or 50%) of the Grantee's total allocation shall be disbursed to Grantee no earlier than April 1, 2021, and the second one-half (or 50%) of the Grantee's total allocation shall be disbursed to Grantee no earlier than October 1, 2021.
- (d)** In accordance with the Kansas Cash-Basis Law of 1933, codified as amended at K.S.A. 10-1101 *et seq.*, the City retains the right to unilaterally adjust the amount of the disbursement if the Governing Body determines that insufficient public funds exist to fully fund Grantee at level set forth in this agreement.

SECTION 6. Reporting Requirements.

- (a)** The Grantee shall deliver a final report to the City Manager at the completion of the Project, which shall outline what was accomplished with the outlay of City funds in meeting implementation strategies associated with strategic plan work. The report should quantify results to the money invested by the City and relate impacts to performance measures in the City's Economic Development Strategic Plan. **The final report shall be due February 15, 2022.**
- (b)** Provide a copy of the most recent audited financial statements by **February 15, 2022.**
- (c)** The Grantee agrees to comply with K.S.A. 45-240, which requires not-for-profit entities receiving public funds to document and make available the receipt and expenditures of such funds.

SECTION 7. Retention and Access to Records.

- (a) The Grantee will give the City or any other authorized representatives of the City access to and the right to examine all records related to the expenditure of City funds.
- (b) The Grantee shall keep financial records and all other records pertaining to the Project being funded for a minimum of three (3) years.
- (c) The City may, at its sole option, conduct an audit related to this funding agreement.
- (d) The Grantee shall, upon the City's request, make its records, employees, and property available to the City, promptly.

SECTION 8. Withholding of Payment. The City shall retain the authority to withhold any and all payments to the Grantee if, in the sole judgment of the City, the proposed or continued use of the funds violates the terms of this Agreement, any applicable law, or is contrary to the appropriate use of public funds.

SECTION 9. Term. This Agreement will terminate upon Grantee's delivery of the final report or upon the joint agreement of the parties, whichever occurs earlier.

SECTION 10. Compliance with Equal Opportunity Laws, Regulations, and Rules.

- (a) Grantee agrees that it shall comply with all provisions of the Kansas Acts Against Discrimination of 1953 ("KAAD"), codified as amended at K.S.A. 44-1001 *et seq.*, and the Kansas Age Discrimination in Employment Act of 1983 ("KADEA"), codified as amended at K.S.A. 44-1111 *et seq.* and shall not discriminate against any person, in the course of performing under this Agreement, because of that person's race, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, disability, or gender identity.
- (b) In all solicitations or advertisements for employees, Grantee shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("KHRC").
- (c) In any subcontract, grantee agrees to include the language of this Section applicable to any subcontractor hereunder.

- (d) Grantee also agrees to comply with the American with Disabilities Act of 1990 ("ADA"), codified as amended at 42 U.S.C. § 12101 *et seq.*, as well as all other federal, state, and local laws, ordinances, rules, and regulations applicable to this project and to furnish any and all certification that may be required by federal, state, or local governmental agencies in connection therewith.
- (e) If Grantee is found guilty or liable for any violation of the KAAD, the KADEA, the ADA, or Chapter 10 of the City Code by the KHRC or any investigating body, then Grantee shall be deemed to have breached the present Agreement.

SECTION 11. Indemnification. Grantee agrees to defend, indemnify, and otherwise hold harmless the City, its commissioners, officers, employees, and agents from any and all claims, actions, damages, costs, liabilities, settlements, judgments, expenses, or lawsuits, including attorneys' fees, but only to the extent that such are caused by Grantee's breach of this Agreement or by Grantee's negligence in performing the Project.

SECTION 12. Entire Agreement.

- (a) This Agreement represents the entire and integrated agreement between the City and Grantee and supersedes all prior negotiations, representations, or agreements between the parties, whether written or oral. This Agreement may be amended only by a written instrument signed by both the City and the Grantee.
- (b) No oral orders, objections, claims, or notices by any party to the other shall affect or modify any of the terms or obligations set forth in this Agreement; and none of its provisions shall be deemed waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver, modification, or amendment made in writing and signed by both parties.

SECTION 13. Assignment. This Agreement is non-assignable by the Grantee or by the City.

SECTION 14. Authorizations. Each person executing this Agreement in behalf of the City and Grantee hereby represents and warrants that he or she has the authority to bind his or her respective party hereto and that all acts requisite to confer authorization to enter into this Agreement have been taken and completed.

SECTION 15. Independent Contractor. In no event, while performing under this Agreement, shall Grantee, its officers or principal, its employees, its agents, its subcontractors, or its vendors be deemed to be acting as an employee or as employees of the City; rather, Grantee, its officers or principal, its employees, its agents, its

subcontractors, and its vendors shall be deemed to be an independent contractor or independent contractors. Nothing expressed herein or implied herein shall be construed as creating between Grantee and the City the relationships of employer and employee, principal and agent, a partnership, or a joint venture.

SECTION 16. Counterparts' Electronic Signatures. This Agreement may be executed in counterparts by the respective parties, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement, provided that this Agreement shall be of no force and effect until the counterparts are exchanged. Transmission of an executed signature page by email or by other electronic means is as effective as a manually executed counterpart of this Agreement.

SECTION 17. Captions. The Captions of this Agreement are for convenience only and are not meant by the parties to define, limit, or enlarge the scope of this Agreement or its terms.

SECTION 18. Recitals. The recitals set forth at the beginning of this Agreement are adopted and incorporated herein by reference as if set forth in full and shall be effective as if repeated *verbatim*.

SECTION 19. Governing Law. This Agreement, the rights and obligations of the parties, and any claim or dispute arising hereunder shall be construed in accordance with the laws of the State of Kansas.

SECTION 19. Severability. In the event that any provision of this Agreement shall be held invalid and unenforceable, the remaining portions of this contract shall remain valid and binding upon the parties.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the undersigned have caused this Agreement for the Use of City General Funds to be executed as of the date noted above.

CITY:
**City of Lawrence, Kansas, a
municipal corporation**



CRAIG S. OWENS
City Manager

GRANTEE:
**Chamber of Commerce of Lawrence,
Kansas, a Kansas not for profit
corporation**

Signature: Bonnie S. Lowe

Printed Name: Bonnie S. Lowe

Title: President / CEO