



City of Plano  
1520 K Avenue  
Plano, TX 75074

P.O. Box 860368  
Plano, TX 75086-0368  
Tel: 972.941.7000  
plano.gov

**AGREEMENT BETWEEN THE CITY OF PLANO, TEXAS,  
AND THE CITY OF MCKINNEY, TEXAS, AND THE CITY OF FRISCO, TEXAS  
FOR HOMEBUYER EDUCATION CLASSES**

This Agreement is made between the CITY OF PLANO, TEXAS, a home-rule municipal corporation (hereinafter referred to as "Plano"), the CITY OF MCKINNEY, TEXAS, a home-rule municipal corporation (hereinafter referred to as "McKinney"), and the CITY OF FRISCO, TEXAS, a home-rule municipal corporation (hereinafter referred to as "Frisco"), as follows:

**WHEREAS**, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, as amended, authorizes governmental entities to contract with each other to perform government functions and services under the terms thereof; and

**WHEREAS**, Plano, McKinney and Frisco (hereinafter each individually referred to as "Party" and collectively referred to as "Parties") are political subdivisions within the State of Texas and are all engaged in the provision of governmental services for the benefit of their citizens; and

**WHEREAS**, the Parties desire to enter into an interlocal agreement for the purpose of providing a joint Homebuyer Education Class (the "Class"); and

**WHEREAS**, the Parties have current funds available to satisfy any fees and costs required pursuant to this Agreement.

**NOW, THEREFORE**, the Parties, for and in consideration of the recitals set forth above and terms and conditions below, agree as follows:

**I. PURPOSE**

The purpose of the Agreement is to state the terms and conditions under which the Parties will jointly provide a homebuyer educational class for households attempting to purchase homes within each Party's territorial jurisdiction. This Agreement, addresses the obligation of each Party, the class requirements and distribution of class cost for each Party.

**II. TERM**

This Agreement shall be in effect from January 1, 2014 through November 30, 2014, unless terminated earlier as provided herein. provided however, that the City of Plano shall have the right and option to extend the term hereof by an additional two (2) renewals of one (1) year terms by giving written notice to the City of McKinney and City of Frisco of the City of Plano election to so renew the term hereof, such notice to be given not more than ninety (90) days prior to the expiration of term.

### **III. TERMINATION**

Either Party may, at its option, with or without cause, and without penalty or prejudice to any other remedy it may be entitled to at law, or in equity or otherwise under this Agreement, terminate further work under this Agreement, in whole or in part by giving at least thirty (30) days prior written notice thereof to the other Party with the understanding that all services being terminated shall cease upon the date such notice is received.

### **IV. OBLIGATIONS OF THE PARTIES**

#### **A. CITY OF PLANO:**

Plano city staff will be responsible for maintaining the agreement with the Class instructor and Consumer Credit Counseling Services of Greater Dallas.

Plano staff will be responsible for satisfying any obligations for private grants received for the Class.

Plano will be responsible for advertising and promoting the Class within the City of Plano.

Plano city staff will produce and create all advertising materials for the Class.

Plano city staff will register all Class participants and disseminate all Class information.

Plano city staff will provide a monthly log of all registered homebuyers to the Class instructor.

Plano city staff will be responsible for providing Class location and security, including coordination of Class dates and room availability.

Plano city staff will provide a list of Class attendees to McKinney and Frisco within one week of the Class date.

Plano city staff will collect and analyze the end-of-year Class attendance and schedule a status update between the Parties.

#### **B. CITY OF MCKINNEY:**

McKinney city staff will be responsible for referring potential McKinney homebuyers to Plano city staff for Class registration.

McKinney city staff will be responsible for explaining and providing all material and information regarding the City of McKinney's Down Payment Assistance Program to Class participants.

McKinney will be responsible advertising and promoting the Class within the City of McKinney.

#### **C. CITY OF FRISCO:**

Frisco city staff will be responsible for referring potential Frisco homebuyers to Plano city staff for Class registration.

Frisco city staff will be responsible for explaining and providing all material and information regarding the City of Frisco's Down Payment Assistance Program to Class participants.

Frisco will be responsible for advertising and promoting the Class within the City of Frisco.

#### V. CLASS REQUIREMENTS

The Parties agree the Class will continue to operate under the HUD-Approved Counseling Agency of Consumer Credit Counseling Services of Greater Dallas (CCCS) in accordance with the Agreement between CCCS and the City of Plano, a copy of which is attached hereto and incorporated herein as **Exhibit "A"**.

The Parties agree that classes will be instructed by a state certified trainer.

The Parties further agree that each class will include a minimum of eight (8) hours of instruction, and each homebuyer will be required to attend all eight (8) hours in order to receive a certificate of completion. The curriculum for each class will be taken from the NeighborWorks workbook entitled "Realizing the American Dream" and each homebuyer will receive a copy of the workbook.

The standard date for each class will be the third Saturday of each month during the term of this Agreement.

#### VI. CLASS DATES

The 2014 Class dates are as follows:

January 18	February 15	March 15
April 19	May 17	June 21
July 19	August 16	September 20
October 25	November 15	

The parties agree Plano has the right to change the above Class dates by giving at least a five (5) business day prior written notice thereof to McKinney and Frisco.

#### VII. PAYMENT

All payments for expenses incurred as a result of the performance of this Agreement shall be made only from current revenues legally available to each respective Party. Each Party agrees to pay the following amounts:

The City of McKinney agrees to pay a total sum of **TWO THOUSAND TWO HUNDRED TWO AND .75/100 DOLLARS (\$2,202.75)** to Plano for their shared cost of the Class.

The City of Frisco agrees to pay a total sum of **TWO THOUSAND TWO HUNDRED TWO AND .75/100 DOLLARS (\$2,202.75)** to Plano for their shared cost of the Class.

The City of Plano agrees to pay a total sum of **FIVE THOUSAND FOUR HUNDRED NINETY FOUR AND 50/100 (\$5,494.50)** for their shared cost of the Class.

**The total cost of the 2012 Class budget to be paid by all three cities shall not exceed \$9,900.**

The City of Plano will invoice Parties for payments due at which time payment must be remitted within thirty (30) days of receipt of invoice. Any donations received during the term of the contract will reduce each Party's cost and refunds will be based on each Party's percent of total expenses.

The Parties herein recognize that the continuation of any contract after the close of any given fiscal year, which fiscal year ends on September 30th of each year, shall be subject to each Party's City Council approval. In the event that any of the Parties' City Councils do not approve the appropriation of funds for this Agreement, the Agreement shall terminate at the end of the fiscal year for which funds were appropriated and the Parties shall have no further obligations hereunder.

#### **VIII. GOVERNMENTAL FUNCTION**

The Parties have determined by their execution of this Agreement that this Agreement and the obligations of the Parties contained herein are in discharge of a governmental function as set forth in the Interlocal Cooperation Act, and participation in this Agreement by one Party shall not be construed as creating any kind of agency relationship, partnership, or joint enterprise between the Parties.

#### **XIV. RELEASE AND HOLD HARMLESS**

**TO THE EXTENT PERMITTED BY LAW, EACH PARTY AGREES TO WAIVE ALL CLAIMS AGAINST, TO RELEASE, AND TO HOLD HARMLESS THE OTHER PARTY AND ITS RESPECTIVE OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, FROM ANY AND ALL LIABILITY, CLAIMS, SUITS, DEMANDS, LOSSES, DAMAGES, ATTORNEYS FEES, INCLUDING ALL EXPENSES OF LITIGATION OR SETTLEMENT, OR CAUSES OF ACTION WHICH MAY ARISE BY REASON OR INJURY TO OR DEATH OF ANY PERSON OR FOR LOSS OF, DAMAGE TO, OR LOSS OF USE OF ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT. IN THE EVENT THAT A CLAIM IS FILED, EACH PARTY SHALL BE RESPONSIBLE FOR ITS PROPORTIONATE SHARE OF LIABILITY.**

#### **X. IMMUNITY**

In the execution of this Agreement, none of the Parties waive, nor shall be deemed hereby to have waived any immunity or any legal or equitable defense otherwise available against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the Parties do not create any obligations, express or implied, other than those set forth herein, and this Agreement does not create any rights in parties who are not signatories to this Agreement.

#### **XI. ASSIGNMENT AND SUBLETTING**

The Parties to give full attention to the fulfillment of this Agreement, that this Agreement will not be assigned or sublet without the prior written consent of the Parties, and that no part or feature of the work will be sublet to anyone objectionable to the Parties. McKinney and Frisco further agree that the performance of this Agreement shall not relieve McKinney and Frisco from its full obligations to Plano as provided by this Agreement.

## **XII. ENTIRE AGREEMENT**

This Agreement represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and/or agreements, either written or oral between the Parties. This Agreement may be amended only by written instrument signed by the Parties.

## **XIII. AUTHORITY TO SIGN**

The undersigned officers and/or agents of the Parties hereto are the properly authorized officials or representatives and have the necessary authority to execute this Agreement on behalf of the Parties hereto.

## **XIV. SEVERABILITY**

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement by giving the other party thirty (30) days written notice.

## **XV. VENUE**

This Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereto, shall be governed by the laws of the State of Texas. The Parties agree that this Agreement shall be enforceable in Collin County, Texas, and if legal and necessary, exclusive venue shall lie in Collin County, Texas.

## **XVI. INTERPRETATION OF AGREEMENT**

Although this Agreement is drafted by Plano, this is a negotiated document. Should any part of this Agreement be in dispute, the Parties agree that the Agreement shall not be constructed more favorably for any of the Parties.

## **XVII. REMEDIES**

No right or remedy granted herein or reserved to the Parties is exclusive of any right or remedy granted by law or equity; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the Parties.

## **XVIII. SUCCESSORS AND ASSIGNS**

The Parties each bind themselves, their respective successors, executors, administrators, and assigns to the other Party to this contract. Neither Party will assign, sublet, subcontract or transfer any interest in this Agreement without the prior written consent of the other Party. No assignment, delegation of duties or subcontract under this Agreement will be effective without the written consent of all Parties.

**XIX. NOTICE**

Official notice shall be by written notice and delivery to all of the parties to this Agreement. Delivery shall be by fax or deposit in the United States Postal Service, first class, return receipt requested to:

Plano Representative:	McKinney Representative:	Frisco Representative:
Terrie Monroe	Cristel Todd	Stacy Brown
Community Development	Housing Services	Housing and Grants
Coordinator	Administrator	Administrator
1520 K Avenue	222 N. Tennessee St.	6101 Frisco Square Blvd.
Plano, Texas 75074	McKinney, Texas 75069	Frisco, Texas 75034

**XX. HEADINGS**

The titles which are used following the number of each paragraph are only for convenience in locating various provisions of this Agreement and shall not be deemed to affect the interpretation or construction of such provision.

**EXECUTED** on the dates indicated below:

**CITY OF MCKINNEY, TEXAS**

DATE \_\_\_\_\_ BY: \_\_\_\_\_  
By Tom Muehlenbeck, Interim City  
Manager and authorized signatory

APPROVED AS TO FORM:

\_\_\_\_\_  
\_\_\_\_\_

**CITY OF FRISCO, TEXAS**

DATE 4-16-14 BY: George Pirefoy  
George Pirefoy  
City Manager

APPROVED AS TO FORM:

Abernathy, Roeder, Boyd & Jplin, PC  
City Attorneys  
By: Rebecca Hendricks Brewer  
Rebecca Hendricks Brewer

CITY OF PLANO, TEXAS

DATE \_\_\_\_\_

BY: \_\_\_\_\_  
Bruce D. Glasscock  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Paige Mims, City Attorney

ACKNOWLEDGMENTS

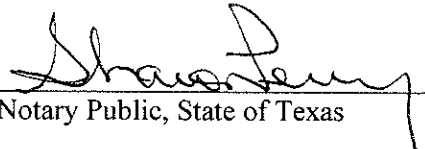
STATE OF TEXAS           §  
  §  
COUNTY OF COLLIN       §

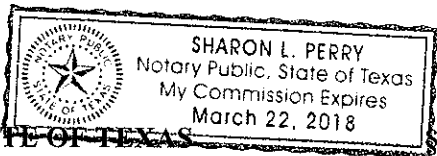
This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by **Rob Daake, Deputy City Manager** for the **City of McKinney, Texas**, a home-rule municipal corporation, on behalf of such municipal corporation.

\_\_\_\_\_  
Notary Public, State of Texas

STATE OF TEXAS           §  
  §  
COUNTY OF COLLIN       §

This instrument was acknowledged before me on the 16<sup>th</sup> day of April, 2014, by **GEORGE PUREFOY, City Manager** for the **City of Frisco, Texas**, a home-rule municipal corporation, on behalf of such municipal corporation.

  
\_\_\_\_\_  
Notary Public, State of Texas



STATE OF TEXAS           §  
  §  
COUNTY OF COLLIN       §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by **BRUCE D. GLASSCOCK, City Manager** of the **City of Plano, Texas**, a home-rule municipal corporation, on behalf of such municipal corporation.

\_\_\_\_\_  
Notary Public, State of Texas



**MEMORANDUM OF UNDERSTANDING  
WITH SERVICE PROVIDER TO PROVIDE  
HOMEBUYER COUNSELING AND EDUCATION**

Consumer Credit Counseling Service of Greater Dallas, Inc. (CCCS-Dallas) agrees to provide homebuyer counseling and education instruction for the City of Plano on the following dates:

Dates of instruction: 1-18-14; 2-15-14; 3-15-14; 4-19-14; 5-17-14; 6-21-14;  
7-19-14; 8-16-14; 9-20-14; 10-25-14; 11-15-14

The class will include a minimum of 8 hours of instruction. "Realizing the American Dream" will be the instruction curriculum.

CCCS instructors for the classes will be either:

Ray Hooper, Instructor (Retired CCCS - Dallas Director of Housing and Education) or  
Jennifer Stewart, Education Director of CCCS-Dallas or  
Terrie Monroe, Sr. Community Development Coordinator, City of Plano

Presentation schedules will be developed by the City of Plano representative and coordinated with Ray Hooper and the Consumer Credit Counseling Service Education Department.

The instruction cost is \$600.00 any other expense such as food or books will be invoiced separately.

A HUD approved certificate of completion is awarded to each household upon successful completion of the class.

CCCS-Dallas is a 501(c)(3) nonprofit agency approved by the U.S. Department of Housing and Urban Development (HUD) to provide Pre-purchase Counseling and Homebuyer Education Workshops.

This agreement is valid for a period of one (1) year from date of acceptance by both parties. It may be terminated by a 30 day written notice by either party.

Todd Mark, V.P. of Education  
Consumer Credit Counseling Service - Dallas

2-28-14

Date

Terrie Monroe, Sr. Community Development Coordinator  
City of Plano

2-17-14

Date

Shanette Brown, Community Services Manager  
City of Plano

2-17-14

Date