

## PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the \_\_\_\_\_ of July, 2016, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A ("Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Chief Development Officer ("CDO"), and **THE LYRIC THEATRE AND CULTURAL ARTS CENTER, INC.** ("Organization") with offices located at 300 East Third Street, Lexington, Kentucky 40508, with an effective date of July 1, 2016..

### WITNESSETH

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on July 1, 2016, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of One Hundred Fifty Thousand Dollars ( \$150,000) for the services required by this Agreement, said services being more particularly described in Exhibit A attached hereto and incorporated herein by reference. Thirty Seven Thousand Five Hundred (\$37,500) of the total sum amount shall be payable each quarter, within ten (10) days after receipt of the report required in Paragraph 8 herein, July to June, inclusive. Lexington-Fayette Urban County Government funds may not be used to provide Cost of Living Increases beyond 3%. .Said services shall include: Oversight and management of and programming for the Lyric Theatre and Cultural Arts Center, Operation of the Lyric Theatre and Cultural Arts Center in a manner consistent with the purpose set forth within the 1997

Memorandum of Understanding between the Commonwealth of Kentucky and Lexington-Fayette Urban County Government and with the mission of the Lyric as stated below as well as those services listed on Exhibit A, which is attached hereto:

The mission of the Lyric Theatre and Cultural Arts Center is to preserve promote, present and celebrate diverse cultures with special emphasis on African-American cultural heritage through artistic presentations of the highest quality, educational programming and outreach, film and opportunities for community inclusion.

3. Organization shall enter into a separate management agreement with Government to set forth the responsibilities of both parties pertaining to the building, its grounds and equipment. All programming costs incurred by the Lyric are the responsibility of the Organization.

4. Organization shall make all reasonable efforts to obtain the licenses and insurance required to allow it to serve alcohol at the Lyric Theatre. Organization shall make a presentation to the Urban County Council on its efforts to obtain the required licenses and insurance no later than December 6, 2016.

5. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

6. Organization shall perform all duties and services included in this Agreement faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether

or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

7. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Government, and the Organization shall not be compensated unless and until such registration has taken place.

8. The Organization shall, at the end of each quarter and by no later than the 10<sup>th</sup> day of the succeeding quarter (October 10, 2016; January 10, 2017; April 10, 2017; and July 10, 2017), on such forms as the CDO shall provide, submit to the CDO: a report containing, for each of the services enumerated in Exhibit A which were provided in the preceding quarter (a) a description of the service provided, including the costs of providing services and the quantity and quality of the service provided, and (b) the additional information requested in and submitted on the form attached hereto as Exhibit B and incorporated herein by reference (or a similar form created and provided to Organization by the Government); and (c) an invoice requesting compensation for the services provided during the preceding quarter. Failure to submit the quarterly report and invoice described herein by the required date shall result in the quarterly payment to Organization being withheld until the next reporting period. In addition, Organization shall be required to present a progress report as to its activities annually before the Urban County Council's Budget, Finance & Economic Development Committee, or as otherwise instructed by the Government.

9. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills,

letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

10. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

11. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

12. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where

Organization conducts business. The policy shall be submitted to Government for review within thirty (30) days of the execution of this Agreement.

13. This instrument contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

14. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.

B. Investment Funds Management: The governing board may elect to either:

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

(2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in "riskless" investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

15. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Lyric Theatre and Cultural Arts Center, Inc.  
300 East Third Street  
Lexington, Kentucky 40508  
Attention: Donald Mason, Executive Director

For Government:

Lexington-Fayette Urban County Gov.  
200 East Main Street  
Lexington, Kentucky 40507  
Attention: Kevin Atkins, Chief Development Officer

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

LYRIC THEATRE AND CULTURAL  
ARTS CENTER, INC.

BY: \_\_\_\_\_  
Jim Gray, Mayor

BY: \_\_\_\_\_  
Abdul Muhammad, Chairman of the Board

ATTEST:  
\_\_\_\_\_  
Meredith Nelson  
Clerk of the Urban County Council

WITNESS: \_\_\_\_\_

## **EXHIBIT "A"**

### **Lexington/Fayette Urban County Government**

#### **Addendum for Services**

#### **Lyric Theatre & Cultural Arts Center**

### **Scope of Work**

**Local Contribution** During Fiscal Year 2017 (July 1, 2016 through June 30, 2017) the Lyric Theatre & Cultural Arts Center will use these funds from Lexington-Fayette Urban County Government to:

- Offer entertaining, educational, community and arts programs for the community.
- Offer free events for the community such as black history celebrations, spring break programming, summer programming, back to school events, Roots & Heritage activities and community forums.
- Maintain a gallery and museum to continue to display multi-cultural exhibits available for the public viewing.
- Preserve, promote, present and celebrate diverse activities with special emphasis on African-American presentations of the highest quality, educational programming and outreach, film and community inclusion.
- Serve broader community of entertainers, educators, civic leaders and citizens.
- Continue to be a culturally diverse facility offering a wide range of activities for the entire community.
- Preserve, present and celebrate diverse cultures and community inclusion with a special emphasis on the African-American experience



**EXHIBIT "B"**

**Lexington/Fayette Urban County Government**

**Addendum for Services**

**Lyric Theatre & Cultural Arts Center**

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
ECONOMIC DEVELOPMENT PARTNER AGENCY QUARTERLY REPORT  
FISCAL YEAR 2017**

**Economic Development Partner Agency:**  
Lyric Theatre & Cultural Arts Center (Lyric)

**Date:**  
Put Submission Date Here

**Outcome Evaluation**  
Using this Addendum "B" to the Lyric Theatre & Cultural Arts Center (Lyric) Purchase of Service Agreement, please demonstrate progress towards stated goals and initiatives

NOTE: If there have been changes to your Lexington-Fayette Urban County Government funded program(s) necessitating amendment of your approved outcomes, please contact Kevin Atkins, Chief Development Officer, 859.258.3110 (or email at [katkins@lexingtonky.gov](mailto:katkins@lexingtonky.gov)) to discuss the proposed amendments.

**Entertaining, Educational, Community and Arts Programs for the Community**

**1. Describe events/activities during the most recent quarter that have been held/hosted by the Lyric. Please also indicate estimated attendance for the events during the same time period.**

ANSWER (1) HERE

**2. How many of the events during the most recent quarter were free events for the community? What was the estimated attendance for those events?**

ANSWER (2) HERE

**3. Of the activities held/hosted by the Lyric during the most recent quarter please indicate the events that were performance based events and the events that were hosted in the gallery/museum space.**

ANSWER (3) HERE

## Celebration of Diverse Cultures & Service to the Broader Community

**1. Describe events at the Lyric in the most recent quarter that aided in the goal of preserving, promoting, presenting and celebrating diverse activities with special emphasis on African-American presentations of the highest quality, educational programming and outreach, film and community inclusion.**

ANSWER (1) HERE

**2. Describe events at the Lyric in the recent quarter that served the broader community of entertainers, educators, civic leaders and citizens of the community?**

ANSWER (2) HERE

**3. During the most recent quarter describe how the Lyric has continued to be a culturally diverse facility offering a wide range of activities for the entire community.**

ANSWER (3) HERE

## Strategic Plan Top Areas for Growth

**1. During the most recent quarter describe how the Lyric has enhanced programming to engage the community.**

ANSWER (1) HERE

**2. During the most recent quarter describe efforts to strengthen fundraising and financial solvency for the Lyric.**

ANSWER (2) HERE

**3. During the most recent quarter describe efforts to increase the number of visitors to the performance space and museums.**

ANSWER (3) HERE

**4. Please describe any increase in marketing efforts and raise awareness of the Lyric during the previous quarter**

ANSWER (4) HERE

**5. Describe efforts during the most recent quarter to nurture governance at the Lyric.**

ANSWER (5) HERE

**6. Describe efforts in the previous quarter to diversify funding services, minimize loss of major performers and secure major sponsorships**

ANSWER (6) HERE

**Mission Statement: To Preserve, Present and Celebrate Diverse Cultures and Community Inclusion with a Special Emphasis on the African-American Experience.**

**Please provide the measures of success during the most recent quarter based on the Lyric Mission Statement. How do have these measures improved compared with the previous quarter?**

ANSWER HERE

**Describe Efforts to Diversify Dependence on Yearly Funding from the Lexington-Fayette Urban County Government. What percentage of your funding is from Lexington-Fayette Urban County Government dollars?**

ANSWER HERE

**CERTIFICATION**

As the Chair or Chief Executive Officer (or equivalent) of this agency, I certify that the information provided in this Quarterly Report is true and complete to the best of my knowledge and belief.

I further agree that funds received from Lexington-Fayette Urban County Government will be used for the purposes for which they were requested and approved, and that the agency will comply with the requirements set forth in the application and the approved Purchase of Service Agreement and Addendum(s).

**Name:**

INSERT NAME HERE

**Title:**

INSERT TITLE HERE

**Date:**

INSERT DATE HERE

**THIS REPORT AND ANY REQUIRED ATTACHMENT(S) ARE DUE IN THE OFFICE OF THE CHIEF DEVELOPMENT OFFICER NO LATER THAN:**

**1ST QUARTER:** OCTOBER 10, 2016

**2ND QUARTER:** JANUARY 10, 2017

**3RD QUARTER:** APRIL 10, 2017

**4TH QUARTER:** JULY 10, 2017

**THIS REPORT SHOULD BE COMPLETED AND SUBMITTED VIA EMAIL TO THE OFFICE OF THE CHIEF DEVELOPMENT OFFICER ALONG WITH QUARTERLY FUNIDNG REQUEST INVOICE TO:**

Kevin Atkins

Chief Development Officer

Lexington-Fayette Urban County Government

[katkins@lexingtonky.gov](mailto:katkins@lexingtonky.gov)

***NOTE: All quarterly reports will be electronically date stamped by email receipt record to ensure submission by organization is on time and in accordance with the FY2017 Purchase of Service Agreement with Lexington-Fayette Urban County Government.***