



**HOTEL OCCUPANCY TAX (HOT) FUND  
Program Application Packet**

Adopted October 8, 2013

**FUNDING AGREEMENT PROVIDING FOR THE PAYMENT  
AND USE OF HOTEL TAX REVENUE**

THIS AGREEMENT (hereinafter referred to as the "Agreement") is made between Chambers County, Texas (hereinafter referred to as the "County"), and the \_\_\_\_\_, a Texas \_\_\_\_\_ (hereinafter referred to as the "Agency"):

WHEREAS, the Texas Tax Code authorizes County to levy a county hotel occupancy tax paid by a hotel occupant; and

WHEREAS, by resolution, County has provided for the assessment and collection of a county hotel occupancy tax in Chambers County; and

WHEREAS, Texas Tax Code §§ 352.1033(a)(5) & (6) authorize County to use revenue from its county hotel occupancy tax to advertise and conduct solicitations and promotional programs to attract tourists to the county or its vicinity and to create, renovate, promote, and maintain parks adjacent to bays, rivers, and other navigable waterways; and

WHEREAS, Agency is well equipped to perform those activities; and

WHEREAS, Texas Tax Code § 352.1015(a) authorizes County to delegate by contract with Agency; as an independent entity, the management or supervision of programs and activities of the type described hereinabove funded with revenue from the county hotel occupancy tax;

NOW, THEREFORE, IN CONSIDERATION of the performance of the mutual covenants and promises contained herein, County and Agency agree and contract as follows:

**ARTICLE I  
DEFINITIONS**

1.1 The term "Agency" shall mean the \_\_\_\_\_, a Texas \_\_\_\_\_ to which County has delegated the management or supervision of programs and activities funded with Hotel Tax Revenue.

1.2 The term "County" shall mean the County of Chambers in the State of Texas.

1.3 The term "Contract Quarter" shall refer to any quarter of the contract year in which this Agreement is in force. Contract Quarters will end on December 31<sup>st</sup>, March 30<sup>th</sup>, June 30<sup>th</sup>, and September 30<sup>th</sup>, of each contract year.

1.4 The term "Program Report" shall mean an annual report as required by Texas Tax Code § 352.109(c) listing each of the Agency's scheduled activity, program, or event that: is directly funded with Hotel Tax Revenue or has its administrative costs funded in whole or in part by the Hotel Tax Revenue and is directly enhancing and promoting tourism. Such report shall be submitted on the form attached herein as Exhibit A.

1.5 The term "Financial Activity Report" shall mean a quarterly report as required by Texas Tax Code § 352.1015(a) which includes a summary of Agency's revenues and expenditures, and a summary of Agency's assets and liabilities to be submitted to County on

the form attached herein as Exhibit B.

1.6 The term "Financial Records" shall mean invoices, receipts, bank statements, reconciliations, cleared checks, financial statements and audit reports.

1.7 The term "Hotel Tax Revenue" shall mean the gross monies collected and received by County as county hotel occupancy tax pursuant to the Texas Tax Code and Resolution. Hotel Tax Revenue will include penalty and interest related to the late payments of the tax revenue by the taxpayer.

1.8 The term "Narrative Summary of Activity Report" shall mean the quarterly summary report of the activities of Agency including a summary of how funds from County have been utilized to accomplish the Agency's work. Such report shall be submitted on the form attached herein as Exhibit C.

1.9 The term "Performance Measure Report" shall mean the quarterly report to determine the levels of service that are being provided by Agency to be submitted to County on the form attached herein as Exhibit D.

## **ARTICLE II. HOTEL TAX REVENUE PAYMENT**

2.1 **Consideration and Payment.** For and in consideration of the activities to be satisfactorily performed by Agency under this Agreement, County agrees to pay to Agency a portion of the Hotel Tax Revenue collected by the County in the total amount of \$\_\_\_\_\_ to be paid annually.

2.2 **Other limitations regarding consideration.**

A. It is expressly understood that this contract in no way obligates any other monies or credits of County.

B. County may withhold allocations if County determines that expenditures of Agency deviate materially from their approved budget or if the reports required herein are not submitted in a complete and timely manner.

## **ARTICLE III USE OF HOTEL TAX REVENUE**

3.1 **Use of Funds.** For and in consideration of the payment by County to Agency of the agreed payments of Hotel Tax Revenue specified above, Agency agrees to manage or supervise the programs and activities funded with Hotel Tax Revenue. Agency further agrees to use such Hotel Tax Revenue for advertising and conducting solicitations and promotional programs to encourage tourists to visit County or its vicinity or to create, renovate, promote, and maintain parks adjacent to bays, rivers, and other navigable waterways.

3.2 **Administrative Costs.** The Hotel Tax Revenue received from County by Agency may be spent for Agency's day-to-day operations, supplies, salaries, office rental, travel expenses, and other administrative costs only if those administrative costs are incurred

directly in the promoting of tourism by advertising and conducting solicitations and promotional programs to encourage tourists to visit County or its vicinity or in the servicing of expenditures to create, renovate, promote, and maintain parks adjacent to bays, rivers, and other navigable waterways and:

**3.3 Specific Restrictions on Use of Funds.**

A. That portion of total administrative costs of Agency for which Hotel Tax Revenue may be used shall not exceed that portion of Agency's administrative costs actually incurred in conducting the activities specified in § 3.1 above.

B. Hotel Tax Revenue may not be spent for travel for a person to attend an event or conduct an activity the primary purpose of which is not directly related to the promotion of tourism or the performance of the person's job in an efficient and professional manner.

**ARTICLE IV  
RECORDKEEPING AND REPORTING REQUIREMENTS**

**4.1 Budget.**

A. Prior to execution of this Agreement, and prior to June 1st of each contract year following the execution of this Agreement, Agency shall submit to the County Auditor of Chambers County an annual budget to be approved by the County Commissioners Court for each fiscal year, for such operations of Agency funded by Hotel Tax Revenues. This budget shall specifically identify proposed expenditures of Hotel Tax Revenue by Agency. In other words, County should be able to audit specifically the purpose of each individual expenditure of Hotel Tax Revenue from the separate account relating to Hotel Tax Revenue. County shall not pay to Agency any Hotel Tax Revenues as set forth in Article II of this Agreement during any program year of this Agreement unless a budget for such respective program year has been approved in writing by the Chambers County Commissioners Court. Approval of the budget by the Commissioners Court shall not preclude the Agency from reasonably reallocating funds within the budget among line items to meet changing conditions. Such reallocation shall not necessitate a new approval by the Commissioners Court. Failure to submit an annual budget may be considered a breach of contract, and if not remedied is considered grounds for termination of this Agreement as stated in § 5.3 below.

B. Agency acknowledges that the approval of such budget by the Chambers County Commissioners Court creates a fiduciary duty in Agency with respect to the Hotel Tax Revenue paid by County to Agency under this Agreement. Agency shall expend Hotel Tax Revenue only in the manner and for the purposes specified in this Agreement, Texas Tax Code § 352.1033(a)(6), and in the budget as approved by County.

**4.2 Separate Accounts.** Agency shall maintain Hotel Tax Revenue paid to Agency by County in a separate account and may not commingle such revenue with any other money.

**4.3 Financial Records.** Agency shall maintain a complete and accurate financial record of each expenditure of the Hotel Tax Revenue made by Agency.

**4.4** Agency shall maintain such records, accounts, reports, files or other documents for a

minimum of five (5) years after the expiration of this Agreement. County's right to access Agency's files shall continue during this 5 year period and for as long as the records are retained by Agency.

4.5 Upon written request of the Chambers County Commissioners Court, or other person, Agency shall make such financial records available for inspection and review by the party making the request. Agency understands and accepts that financial records and any other records relating to this Agreement shall be subject to the Public Information Act, Texas Government Code, Chapter 552, as hereafter amended.

4.6 **Program Report.** Agency understands that the Program Report shall be completed in its entirety and the original report shall be submitted to the County after the execution of this Agreement but before any expenditure is made and by June 1st of each subsequent contract year this Agreement is in effect.

4.7 **Quarterly Reports.**

Agency shall submit the following to County on a quarterly basis as provided in this Agreement:

- (1). Financial Activity Report.
- (2). Narrative Summary of Activity Report.
- (3). Performance Measure Report.

4.8 Agency shall respond promptly to any request from the County Auditor of County, or designee, for additional information relating to the activities performed under this Agreement.

4.9 The Financial Activity Report, Narrative Summary of Activity Report and Performance Measure Report shall be submitted to County within thirty (30) days of the end of each Contract Quarter (no later than January 30th, April 30th, July 30th, and October 30th of each contract year.)

4.10 If requested, Agency shall make an annual report and presentation to the Chambers County Commissioners Court.

4.11 County shall conduct a monitoring review of Agency as deemed necessary by County so as to evaluate Agency's compliance with the provisions of this Agreement. Said monitoring may consist of on-site monitoring reviews.

## **ARTICLE V TERM AND TERMINATION**

5.1 **Term.** The term of this Agreement shall commence on \_\_\_\_\_ and terminate at \_\_\_\_\_. However, the program period shall commence on \_\_\_\_\_ and terminate at \_\_\_\_\_. Only those expenditures authorized by Chapter 352 of the Texas Tax Code which are actually incurred during the program period, for events and activities taking place within the program period, are eligible for funding under this Agreement, and any ineligible

expenditures or unspent funds shall be forfeited to County upon termination of the Agreement.

**5.2 Termination Without Cause.**

A. This Agreement may be terminated by County, with or without cause, by giving Agency sixty (60) days advance written notice.

B. In the event this Agreement is terminated without cause pursuant to § 5.2(a), County agrees to reimburse Agency for any contractual obligations undertaken by Agency in satisfactory performance of those activities specified in hereinabove and that were approved by the Commissioners Court through the budget, as noted in § 4.1. This reimbursement is conditioned upon such contractual obligations having been incurred and entered into in the good faith performance of those services contemplated in §§ 3.1 and 3.2 above, and further conditioned upon such contractual obligations having a term not exceeding the full term of this Agreement.

C. Further, upon termination pursuant to § 5.2(a), Agency will provide County:

(1) Within ten (10) business days from the termination notification, a short-term budget of probable expenditures for the remaining sixty (60) day period between termination notification and contract termination. This budget will be presented to Commissioners Court for approval within ten (10) business days after receipt by County. If formal approval is not given within ten (10) business days and the budget does not contain any expenditures that would be prohibited by the Texas Tax Code, and is within the current contractual period approved budget; the budget will be considered approved;

(2) Within thirty (30) days, a full accounting of all expenditures not previously audited by County;

(3) Within five (5) business days of a request from County, a listing of expenditures that have occurred since the last required reporting period;

(4) A final accounting of all expenditures and tax funds on the day of termination. Agency will be obligated to return any unused funds or funds determined to be used improperly. Any use of remaining funds by Agency after notification of termination is conditioned upon such contractual obligations having been incurred and entered into in the good faith performance of those services contemplated in §§ 3.1 and 3.2 above, and further conditioned upon such contractual obligations having a term not exceeding the full term of this Agreement.

**5.3 Automatic Termination.** This Agreement shall automatically terminate upon the occurrence of any of the following events:

A. The termination of the legal existence of Agency;

B. The insolvency of Agency, the filing of a petition in bankruptcy, either voluntarily or involuntarily, or an assignment by Agency for the benefit of creditors;

C. The continuation of a breach of any of the terms or conditions of this Agreement by either County or Agency for more than thirty (30) days after written notice of such breach is given to the breaching party by the other party; or

D. The failure of Agency to submit quarterly reports which comply with the reporting procedures required herein and generally accepted accounting principles within thirty (30) days from the date County notifies Agency of such breach.

E. The failure of Agency to submit a Quarterly Financial Activity Report as required by Texas Tax Code § 352.1015(a) within thirty (30) days from the date County notifies Agency of such breach.

**5.4 Right to Immediate Termination Upon Litigation.** Notwithstanding any other provision of this Agreement, to mitigate damages and to preserve evidence and issues for judicial determination, either party shall have the right to terminate this Agreement upon immediate notice to the other party in the event that any person has instituted litigation concerning the activities of the non-terminating party, and the terminating party reasonably believes that such activities are required or prohibited under this Agreement.

**5.5** In the event that this Agreement is terminated pursuant to §§ 5.3 or 5.4, Agency agrees to refund any and all unused funds, or funds determined by County to have been used improperly, within thirty (30) days after termination of this Agreement.

## **ARTICLE VI INDEMNIFICATION AND RELEASE**

**6.1 AGENCY AGREES TO INDEMNIFY AND HOLD HARMLESS COUNTY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOSS, COSTS, OR DAMAGE OF ANY KIND, NATURE, OR DESCRIPTION, INCLUDING WITHOUT LIMITATION ATTORNEY'S FEES AND COURT COSTS, THAT MAY ARISE OUT OF OR IN CONNECTION WITH THIS AGREEMENT WHETHER OR NOT THE CLAIM OR CAUSE OF ACTION RESULTS FROM ANY NEGLIGENCE OF THE COUNTY OR ANY OF ITS OFFICERS, AGENTS, OR EMPLOYEES. IT IS EXPRESSLY AGREED TO, ACKNOWLEDGED AND UNDERSTOOD THAT AGENCY IS INDEMNIFYING COUNTY FOR THE COUNTY'S OWN NEGLIGENCE.**

**6.2 AGENCY ASSUMES FULL RESPONSIBILITY FOR THE WORK TO BE PERFORMED AND SERVICES TO BE PROVIDED HEREUNDER, AND HEREBY RELEASES, RELINQUISHES AND DISCHARGES THE COUNTY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING THE COST OF DEFENSE THEREOF, FOR ANY INJURY TO, INCLUDING DEATH OF, ANY PERSON (WHETHER EMPLOYEES OR AGENTS OF EITHER OF THE PARTIES HERETO OR THIRD PERSONS) AND ANY LOSS OF OR DAMAGE TO PROPERTY (WHETHER THE PROPERTY IS THAT OF EITHER OF THE PARTIES HERETO OR OF THIRD PARTIES) THAT IS CAUSED BY OR ALLEGED TO BE CAUSED BY, ARISING OUT OF,**

**OR IN CONNECTION WITH THE AGENCY'S WORK OR SERVICES PROVIDED HEREUNDER WHETHER OR NOT SAID CLAIMS, DEMANDS, OR CAUSES OF ACTIONS ARE COVERED IN WHOLE OR PART BY INSURANCE.**

**ARTICLE VII  
GENERAL PROVISIONS**

7.1 This Agreement and each provision hereof, and each and every right, duty, obligation, and liability set forth herein shall be binding upon and inure to the benefit and obligation of County and Agency and their respective successors and assigns.

7.2 The County and Agency attest that, to the best of their knowledge, no member of the Chambers County Commissioners Court and no other officer, employee or agent of the County, who exercises any function or responsibility in connection with the carrying out of the terms of this Agreement, has any personal interest, direct or indirect, in this Agreement.

7.3 Agency covenants and agrees that, during the term of this Agreement, it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or disability. Agency will take affirmative action to ensure that applicants who are employed are treated, during employment, without regard to their race, color, religion, sex, national origin or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection. Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination requirement.

7.4 Agency expressly agrees that, in all solicitations or advertisements for employees placed by or on behalf of Agency, there will be a statement that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or disability.

7.5 Agency certifies that it will not limit services or give preference to any person assisted through this Agreement on the basis of religion and that it will provide no religious instruction or counseling, conduct no religious worship or services, and engage in no religious proselytizing in the provision of services or the use of facilities or furnishings assisted in any way under this Agreement.

7.6 No amendment to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by duly authorized representatives of both parties.

7.7 This Agreement has been made under and shall be governed by the laws of the State of Texas.

7.8 Performance and all matters related thereto shall be in Chambers County, Texas, United States of America. Venue shall be in Chambers County, Texas.

7.9 Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective organizations.

7.10 Failure of any party, at any time, to enforce a provision of this Agreement, shall in no way constitute a waiver of that provision, nor in any way affect the validity of this Agreement, any part hereof, or the right of either party thereafter to enforce each and every provision hereof. No term of this Agreement shall be deemed waived or breach excused unless the waiver shall be in writing and signed by the party claimed to have waived. Furthermore, any consent to or waiver of a breach will not constitute consent to or waiver of or excuse of any other different or subsequent breach.

7.11 The parties acknowledge that they have read, understand and intend to be bound by the terms and conditions of this Agreement.

7.12 This Agreement and the rights and obligations contained herein may not be assigned by any party without the prior written approval of the other parties to this Agreement.

7.13 It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

7.14 If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.

7.15 It is understood that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, or understandings between the parties relating to the subject matter. No oral understandings, statements, promises, or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally. No verbal agreement or conversation with any officer, agent, or employee of any party before or after the execution of this Agreement shall affect or modify any of the terms or obligations hereunder.

7.16 Unless otherwise specified, written notice shall be deemed to have been duly served if delivered in person or sent by certified mail to the last business address as listed herein. Each party has the right to change its business address by giving at least thirty (30) days advance written notice of the change to the other party.

**County: County Judge  
P.O. Box 939  
Anahuac, Texas 77514**

**Agency: [Agency name]  
[Agency address]**

[Agency]

Chambers County

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Jimmy Sylvia  
County Judge  
Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

STATE OF TEXAS           §  
  §  
COUNTY OF CHAMBERS   §

ACKNOWLEDGMENT

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2013, by \_\_\_\_\_, in his/her capacity as \_\_\_\_\_, of \_\_\_\_\_.

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

STATE OF TEXAS           §  
  §  
COUNTY OF CHAMBERS   §

ACKNOWLEDGMENT

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2013, by Jimmy Sylvia, in his capacity as County Judge of Chambers County, Texas, on behalf of said County.

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

**Exhibit A**  
**Hotel Tax Revenue Program Report**

Please list each scheduled activity, program or event directly funded from the Hotel Tax Revenue.	Please list each scheduled activity, program or event which has its administrative costs funded in whole or in part by the Hotel Tax Revenue.	Please list how the scheduled activity, program or event is directly enhancing and promoting tourism.	Please itemize funds associated with the particular activity, program or event directly funded from the Hotel Tax Revenue.
1.			
2.			
3.			
4.			
5.			

Please list each scheduled activity, program or event directly funded from the Hotel Tax Revenue.	Please list each scheduled activity, program or event which has its administrative costs funded in whole or in part by the Hotel Tax Revenue.	Please list how the scheduled activity, program or event is directly enhancing and promoting tourism.	Please itemize funds associated with the particular activity, program or event directly funded from the Hotel Tax Revenue.
6.			
7.			
8.			
9.			
10.			

**Exhibit B  
Financial Activity Report**

**Agency Name:** \_\_\_\_\_

**Quarter:** \_\_\_\_\_

**Income Statement**

<b>Revenue Source</b>	<b>Agency Actual (Non Hotel Tax Revenue)</b>	<b>Agency Actual (Hotel Tax Revenue)</b>	<b>Quarterly Total</b>
<b>Income</b>			
Fees			
Net Sales			
<b>Contributions</b>			
Individual			
Board			
Foundations/trusts			
Special events			
<b>Organizations</b>			
Civic			
Corporate			
<b>Government Revenue</b>			
Chambers County			
City			
Federal			
State			
School District			
Other Local Source			
Investment Income (div., int., cap gains)			
<b>Other</b>			
In-Kind Contributions			
<b>Total Income:</b>			

**Exhibit B  
Financial Activity Report**

**Agency Name:** \_\_\_\_\_

**Quarter:** \_\_\_\_\_

**Expense Report**

<b>Expense Account</b>	<b>Agency Actual (Non Hotel Tax Revenue)</b>	<b>Agency Actual (Hotel Tax Revenue)</b>	<b>Total</b>
<b>Salaries &amp; Benefits</b>			
<b>Supplies</b>			
<b>Maintenance</b>			
<b>Purchased Services</b>			
<b>Capital Outlay</b>			
<b>Other:</b>			
In-Kind expenses			
<b>Total Operating Expenses</b>			

**Surplus (Deficit)**

<b>Fiscal Year</b>	<b>Agency Actual (Non Hotel Tax Revenue)</b>	<b>Agency Actual (Hotel Tax Revenue)</b>	<b>Total</b>
Income/ expenses =			

Explain income statement deficits on an attached sheet.

**Exhibit B  
Financial Activity Report**

**Agency Name:** \_\_\_\_\_

**Quarter:** \_\_\_\_\_

(current quarter as of)

(prior quarter as of)

**ASSETS**

***CURRENT ASSETS***

Cash and cash equivalents \_\_\_\_\_

Investments \_\_\_\_\_

Receivables \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepaid expenses \_\_\_\_\_

**TOTAL CURRENT ASSETS** \_\_\_\_\_

Property and equipment \_\_\_\_\_

Accumulated depreciation \_\_\_\_\_

**TOTAL PROPERTY AND EQUIPMENT** \_\_\_\_\_

**OTHER ASSETS** \_\_\_\_\_

***TOTAL ASSETS*** \_\_\_\_\_

**Exhibit B  
Financial Activity Report**

**Agency Name:** \_\_\_\_\_

**Quarter:** \_\_\_\_\_

**LIABILITIES AND FUND BALANCE**

	<u>(current quarter as of)</u>	<u>(prior quarter as of)</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable	_____	_____
Current portion of long-term debt	_____	_____
Deferred revenue	_____	_____
<b>TOTAL CURRENT LIABILITIES</b>	<u>_____</u>	<u>_____</u>
 <b>LONG-TERM DEBT, less current portion</b>	 _____	 _____
	_____	_____
<b><u>TOTAL LIABILITIES</u></b>	<u>_____</u>	<u>_____</u>
<b>FUND BALANCE</b>		
Unrestricted	_____	_____
Temporarily restricted	_____	_____
Permanently restricted	_____	_____
 <b>TOTAL FUND BALANCE</b>	 <u>_____</u>	 <u>_____</u>
	_____	_____
 <b>TOTAL LIABILITIES AND FUND BALANCE</b>	 _____	 _____

**(“TOTAL ASSETS” MUST EQUAL “TOTAL LIABILITIES AND FUND BALANCE”)**

*Note, please provide your most current balance sheet and indicate ending month. Also provide your balance sheet as of the end of the month.*

**Exhibit C**  
**Narrative Summary of Activity Report**

Please provide a narrative summary of the activities funded with the Hotel Tax Revenue. Use additional sheets if more space is needed.

**Exhibit D  
Performance Measure Report**

**[Agency]**

**Description & Budget Explanation:**

[Description of Agency and its activities.]

Yearly Budget Summary	FY__ Actual \$0	FY__ Actual \$0	FY__ Actual \$0	FY__ Estimate \$0
Quarterly Budget Summary	Quarter 1 Actual \$0	Quarter 2 Proposed \$0	Quarter 3 Proposed \$0	Quarter 4 Proposed \$0

**Program Name:**

Service Level: [How Agency will promote tourism]

Performance Measures:	Quarter 1 Actual	Quarter 2 Proposed	Quarter 3 Proposed	Quarter 4 Proposed
Number of visitors				
[Number of visitors more than 50 miles outside Chambers County]				
[Other measures of performance]				
[E.g., number of concerts]				