

## CONTRACT

This contract is entered into by and between the CITY OF LAREDO, TEXAS, a municipal corporation, acting by and through its City Manager (hereinafter referred to as "City"), and **WEBB COUNTY HERITAGE FOUNDATION**, (hereinafter referred to as "Organization"), pursuant to the city's authority to provide for the public health and welfare of its residents, as approved by the City Council on October 6, 2025.

### **Section 1: SCOPE OF SERVICE**

The Organization shall provide those services under the historical restoration and preservation projects or activities or advertising and conducting solicitation category as authorized by state law. Organization shall utilize funds to cover Heritage Tourism expenses as described and set out in the scope of services (Marketing Plan) which is attached hereto as **Exhibit 1** and made a part of this contract as if incorporated herein. It is also understood that the funded project shall promote tourism and the city's hotel and motel industry.

### **Section 2: PERFORMANCE STANDARDS**

The Organization shall meet those performance standards described and set out in the "Goals and Objectives," attached hereto as **Exhibit 2** and made a part of this contract as if incorporated herein, that are activities or events intended to promote tourism, hotel and convention activity. Event must be an in-person event (virtual events are not applicable), event must materialize within the contract period specified in section 3, event must follow all health guidelines as required by the City of Laredo. Organization agrees to make any necessary changes deemed by City to be necessary and in the best interest of public health.

### **Section 3: TERM**

This contract is for a term of one year beginning on October 1, 2025, and ending on September 30, 2026.

### **Section 4: CONSIDERATION**

Subject to compliance with the terms of this contract, the City agrees to pay not more than **\$33,000.00** for services provided by the Organization during the term of this contract as follows: For services rendered, the City shall pay the Organization the amount of **\$2,750.00** per month, or that amount actually billed the City by the Organization for the month in question not to exceed **\$33,000.00**. If the Organization should bill less than **\$2,750.00** for any one month, the difference in amounts may accumulate. The Organization may bill the City for services rendered for that quarter, and additional accumulated amounts in order for the full contract amount to be realized so long as such billings are for services rendered. The organization shall receive 12 payments for the amount of **\$2,750.00** after event materializes in person as virtual events are not valid.

### **Section 5: METHOD OF PAYMENT**

The City shall pay the Organization for the services provided on the basis of a written request for payment submitted to the Nonprofit Management and Volunteer Center. Such written requests for payment shall include (1) a statement describing the services rendered, (2) the amount being

requested, and (3) shall have attached thereto any supporting documents, such as invoices, receipts, cancelled checks, and so forth. (4) Active Liability Insurance, **Exhibit 3** (Request for Reimbursement and Detailed Quarterly Expense Report) shall be used for this purpose, and only eligible expenses will be paid by the City. Failure to utilize the money in such manner shall require immediate reimbursement and potential disqualification from future awards. All request for reimbursement have a final deadline of **October 15, 2026**; failure to submit complete request will result in denial of reimbursement.

#### **Section 6: CONFLICT OF INTEREST**

No officer or employee of the City and no member of the City governing body and no employee of the Organization and no member of the Organization's governing board and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his personal pecuniary interest. Organization covenants that it presently has no interest and shall not acquire any interest, either direct or indirect, which would conflict in any manner or degree with the provisions of this contract.

#### **Section 7: INDEMNIFICATION**

CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY AND ITS OFFICIALS, EMPLOYEES AND AGENTS (COLLECTIVELY REFERRED TO AS "INDEMNITEES") FROM AND AGAINST ALL LOST, COSTS, PENALTIES, FINES, DAMAGES, CLAIMS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) OR LIABILITIES (COLLECTIVELY REFERRED TO AS "LIABILITIES") BY REASON OF ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE OR DESTRUCTION OR LOSS OF ANY PROPERTY ARISING OUT OF, RESULTING FROM, OR IN CONNECTION WITH: (1) THE PERFORMANCE OR NON-PERFORMANCE OF SERVICES CONTEMPLATED BY THIS CONTRACT BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS, ERRORS, OMISSIONS, INTENTIONAL FORTS, OR A FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY CONTRACTOR OR CONTRACTORS' AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH CONTRACTOR EXERCISES CONTROL, OR ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS (COLLECTIVELY REFERRED TO AS "CONTRACTORS") AND/OR (2) THE FAILURE OF CONTRACTOR TO COMPLY WITH ANY OF THE PARAGRAPHS OR PROVISIONS OF THIS CONTRACT OR CONTRACT DOCUMENTS, OR THE FAILURE OF CONTRACTOR TO CONFORM SERVICES OR WORK TO STATUTES, ORDINANCES, OR OTHER REGULATIONS OR REQUIREMENTS OF ANY GOVERNMENTAL AUTHORITY, FEDERAL, STATE, OR LOCAL, IN CONNECTION WITH THE PERFORMANCE OF THIS CONTRACT. CONTRACTOR EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS HE INDEMNITEES, OR ANY OF THEM, FROM AND AGAINST ALL LIABILITIES WHICH MAY BE ASSERTED BY AN EMPLOYEE OR FORMER EMPLOYEE OF CONTRACTOR, OR ANY OF ITS SUBCONTRACTORS, AS PROVIDED ABOVE, FOR WHICH CONTRACTORS' LIABILITY TO SUCH EMPLOYEE OR FORMER EMPLOYEE WOULD OTHERWISE BE LIMITED TO PAYMENTS UNDER STATE WORKERS' COMPENSATION OR SIMILAR LAWS. NOTHING HEREIN SHALL REQUIRE CONTRACTOR TO INDEMNIFY, DEFEND, OR HOLD HARMLESS ANY INDEMNITEE FOR THE INDEMNITEE'S OWN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. ANY AND ALL DISCHARGE OF ALL OTHER OBLIGATIONS OWED BY THE PARTIES TO EACH OTHER HEREUNDER AND SHALL APPLY PROSPECTIVELY NOT ONLY DURING THE TERM OF THIS CONTRACT BUT THEREAFTER SO LONG AS ANY LIABILITY COULD BE ASSERTED IN REGARD TO ANY ACTS OR OMISSIONS OF CONTRACT IN PERFORMING SERVICES UNDER THIS CONTRACT.

#### **Section 8: INSURANCE**

The Organization shall maintain such insurance as will protect it from any and all claims under the Worker's Compensation Laws of the State of Texas. The Organization shall maintain such insurance as will protect the Organization from claims for damages to because of bodily injury including death and from claims for damage to property which may arise out of and during the conduct of the Organization's business, services, and activities. To this end, the Organization shall have and keep in effect during the term of this contract, public liability and property damage insurance in the amount of not less than **\$1,000,000.00**. Copies of such certificates of insurance as reflect the above required coverage shall be made a part of this contract as **Exhibit 4**. Any failure of the Organization to maintain the specified insurance coverage's during the term of this contract shall mean automatic termination of the contract. Failure to utilize the money in such manner shall require immediate reimbursement and potential disqualification form future awards.

### **Section 9: PURCHASING POLICIES**

The Organization agrees to purchase needed goods and services in a competitive manner by using procedures for purchases that are equal to or better than the purchasing procedures used by the City. A copy of the Organization's purchasing policies and procedures in attached as **EXHIBIT 5**.

### **Section 10: EQUAL OPPORTUNITY**

- A. Non-Discrimination. The Organization agrees that no person shall be excluded from or denied the benefits or be subjected to discrimination under any program or activity of the Organization, on the grounds of race, religion, national origin, color, sex, physical handicap, political affiliation, age, or familial status.
- B. Nonsegregated Facilities. The Organization certifies that all employee facilities under its control are provided in a manner that segregation, whether by habit, local custom, or otherwise, and whether on the basis of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, cannot occur. Further, the Organization certifies that it will not assign or permit employees to perform series at any location under its control facilities are segregated.
- C. Employment. The Organization will not discriminate against any employee or applicant for employment because of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, and will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to any of the same factors, moreover, the Organization will state in all solicitations or advertisements for employees that all qualified applicants will receive consideration for employment without regard to the factors listed above.

### **Section 11: COMPLIANCE WITH LAW**

The Organization shall comply with all applicable State and Federal Laws, the ordinances of the City of Laredo, and will obtain and pay for all necessary permits, licenses, and any copyright fees.

### **Section 12: FUNDS ACCOUNTABILITY**

The Organization will account for expenditures under this contract in such a way that Organization income and expenses can be readily identified and audited and can be easily separated from other financial activities of the Organization. Any expenditures of the Organization which are allocated to this contract shall be distributed based on the requirements and activities of the Organization will carry out the scope of services in **EXHIBIT 1** in accordance with the detailed estimated budget per line item attached hereto as **EXHIBIT 6**. Any adjustments to the annual budget as submitted shall be approved by the Organization's Executive Board. Copies of such adjustments, as approved, shall be submitted to the City in writing within (15) calendar days of such approval. Any such adjustments in excess of 25% of the total budget will be subject to City approval within (30) calendar days of notice of such change to the City Manager.

### **Section 13: REPORTING REQUIREMENTS**

The Organization shall provide a written report within 15 calendar days after the end of the second quarter or after the event is materialized, whichever date is sooner, being due no later than **April 15, 2026**. Such reports will include accomplishments during the previous nine months, and a financial report showing in reasonable detail how the funds have been expended, for what purposes, and the beneficial results thereof. Such reports shall be submitted along with the status report required by section 5, above. The organization shall also provide a Post Event Report to verify event information and results.

The Organization shall submit the following to the City as soon as possible following the completion of the Organization's fiscal year: (1) an annual report which shall set out clearly the kinds of services provided and the goals and objectives met during the term of this contract, and (2) annual audited financial statements which meet generally accepted accounting principles (GAAP). The financial statements must be audited in accordance with the City of Laredo's established policy. Such reports will be submitted with original and one (1) copy of each and every document required by this section to the City of Laredo.

### **Section 14: RIGHT OF TERMINATION**

The City Council may terminate this contract at any time, upon thirty (30) calendar days written notice to the Organization. Upon termination of rental agreement and unused budget amount will be unobligated from this contract.

### **Section 15: CONTRACT NOT ASSIGNABLE**

The Organization shall not assign this contract or any part of it nor shall it delegate the performance of any of the duties required by this contract.

### **Section 16: AUDIT AND INSPECTION OF RECORDS**

The Organization agrees to provide access to an authorized representative(s) of the City to the files and records of the Organization. All financial records shall be maintained in accordance with generally accepted accounting principles (GAAP). All files and records shall be clearly identified and readily accessible during reasonable working hours. The Organization further agrees to retain

the records for three (3) years and (90) calendar days after the conclusion of this contract or after final payment under this contract, whichever is later.

**Section 17: LIMITATION ON FUNDING**

The City Council reserves the right to reduce the consideration under this contract at any time. Any additional request for City support is subject to adhere to a fee schedule cost to the organization.

**Section 18: STATUTORY COMPLIANCE**

The work program and the budget have been determined utilizing the provisions of the governing state law authorizing the appropriate use of City monies. It is these statutory guidelines and limitations which govern the work program under this contract. The Organization shall be responsible for ensuring that any and all expenditures are in compliance with this contract.

**Section 19: CONTRACT AMENDMENT**

Any amendment to this contract must be in writing and, be signed by both parties. Any increase or decrease to the estimated approved line items will not require an amendment while the budget amount stays the same but the agency must inform the department via e-mail, or letter of the proposed change. A change in the approved scope of services, or an increase to the approved budget will require a contract amendment and approval by City Council. No amendments will be approved after **July 15, 2026**.

**Section 20: AGENCY AND GRANT MANAGEMENT**

The Organization shall make available a member of its management staff or board to attend (1) training on the expectations and requirements to be held after council approval of execution of contracts. Additional training seminars will be made announced through the City of Laredo Nonprofit Management and Volunteer Center.

**Section 21: CONTRACT DEFAULT**

If the Organization shall default in the performance of any of the terms or conditions of this agreement, it shall have thirty (30) calendar days after receiving written notice to cure such default. If the Organization fails to cure its default within such period of time, then City shall have the right to terminate this agreement. If this agreement is terminated, then City will not be responsible for obligations incurred by the Organization after the Organization receives written notice of termination or unless there was an eligible encumbrance or other legally binding obligation which existed prior to receipt of a written notice of termination. Should the Organization not adhere to any of the requirements in the signed contract the monies allocated to the Organization shall be reduced for the following year by 10%.

**Section 22: DISPARAGEMENT**

Each of the Parties covenants and agrees that during the term of this Agreement, and or for one year after the termination hereof, none of its respective officers, employees or directors shall in

any way defame, slander, or publicly criticize, disparage, or make any negative statement, whether orally or in writing, about the other Party or such other Parties' officers, employees, directors or business practices.

**Section 23: EVENT PASSES**

The Organization/Corporation shall provide the City at no charge and upon request with a minimum of twenty-four (24) VIP tickets/admission passes to any event hosted or co-hosted by the Organization for officials hosts (members of city council, management, or city staff) and their spouse/guest that have confirmed their attendance at least three (3) days before the event. These tickets/admissions passes will be provided in order to allow the official hosts for the City of Laredo and their spouse/guest the opportunity to be represented at the events. The Organization further acknowledges and agrees to provide additional tickets/admission passes for any City staff, speaker, presenter, or special guest that has been identified by the City of Laredo as being pertinent to the event and that has confirmed their attendance at least three (3) days before the event.

**Section 24: CONTRACT NOTICES**

All notices required to be given under this contract shall be mailed or personally delivered, as follows:

*CITY OF LAREDO*  
Joseph W. Neeb  
City Manager  
City of Laredo  
1110 Houston St.  
Laredo, TX 78040

*ORGANIZATION*  
Webb County Heritage Foundation  
Chairman or Executive Director  
810 Zaragoza Street  
Laredo, TX 78040

SIGNED by the parties, in triplicate originals on the 5 day of ~~DECEMBER~~ 20 25.

*CITY OF LAREDO*

By: Joseph W. Neeb  
Joseph W. Neeb  
City Manager

*ORGANIZATION*

By: [Signature]  
Board Chair or Executive  
Director

*APPROVED AS TO FORM*

By: McRuliv FOR  
Doanh "Zone" T. Nguyen  
City Attorney



By: Mario I. Maldonado Jr.  
Mario I. Maldonado Jr.  
City Secretary

# **EXHIBIT**

**1**

**List of activities or events related to the funding request (15 points)**

**UPDATED**

Event/Activity	Date	Description
Historical House Museum	Year-round activity	The Republic of the Rio Grande® Museum offers an authentic glimpse into mid-19th century Laredo life. Exhibits include a period kitchen, a bedroom with archival furnishings, a ranching office with artifacts, and a front gallery showcasing the Republic of the Rio Grande’s history. Self-guided are available enhancing the visitor experience. Open Tuesday to Saturday, 10 a.m. to 4 p.m., the museum provides a secure and accessible space for preserving local history. The museum offers free admission on Tuesdays and during special events, like Caminarte
Laredo’s Birthday Celebration	May 2026	The Webb County Heritage Foundation hosts the annual Laredo’s Birthday Celebration to commemorate the founding of the city. This event brings the community and visitors together and reflects our commitment to preserving, sharing, and celebrating the region’s cultural heritage. It also serves as a platform to uplift other local organizations and businesses that contribute to the life and culture of downtown Laredo.
Villa Antigua ® Border Heritage Museum	Year-round activity	This restored early 20th-century Italianate-style brick building once housed two prominent Laredo merchant families. Located near San Agustin Cathedral and Plaza, it reflects the grand homes that once defined the San Agustin District. The Villa Antigua® Border Heritage Museum, it showcases the region's history and culture through rotating exhibits, educational presentations, and events. Open Tuesday to Saturday, 10 a.m. to 4 p.m., the museum welcomes guests year-round. The museum offers free admission on Tuesdays and during special events, like Caminarte. We also offer free parking to locals and visitors alike.

# **EXHIBIT**

**2**

*2025 City of Laredo - Hotel Motel Funding Application*

**Goals, Objectives, and Measures (30 points)  
UPDATED**

**Program: Republic of the Rio Grande® Museum – Historic Preservation**

**Description:** The Republic of the Rio Grande Museum offers an immersive glimpse into mid-19th-century life and the history of the short-lived Republic through period-appropriate exhibits, a bilingual history display, and interactive audio guides. The museum is open Tuesday through Saturday, from 10 a.m. to 4 p.m., 50 weeks per year.

**Goals:** Provide an authentic historical experience, promote knowledge of the Republic of the Rio Grande, protect and interpret Laredo's historic architecture.

**Objectives:** Enhance exhibits and create visually appealing displays, improve equipment and technology as needed, advertise regularly to increase visitation.

**Performance Measures:** Increase museum visits by 8%, host public events such as CaminARTE, expand promotional efforts.

**Program: Laredo's Birthday Celebration – Heritage Education**

**Description:** The Webb County Heritage Foundation hosts the annual Laredo's Birthday Celebration to commemorate the founding of the city. This event brings the community together and reflects our commitment to preserving, sharing, and celebrating the region's cultural heritage. It also serves as a platform to uplift other local organizations and businesses that contribute to the life and culture of downtown Laredo.

**Goals:** Celebrate Laredo's founding and promote community pride, strengthen partnerships with local businesses and cultural organizations, increase awareness of downtown history and culture.

**Objectives:** Promote and celebrate Laredo's history through inclusive, free community events, highlight and support the work of downtown-based organizations, use the event as a platform for educational and cultural engagement

**Performance Measures:** Promote Laredo's historic attractions, expand partnerships with hotels, businesses, and nonprofit organizations, expand promotional efforts.

**Program: Heritage Tourism**

**Description:** The Webb County Heritage Foundation promotes Laredo as a heritage tourism destination by developing engaging programs, exhibits, and partnerships with other organizations.

**Goals:** Highlight Laredo's unique cultural heritage, increase visitation to historic sites, promote the Republic of the Rio Grande Museum and Border Heritage Museum as key destinations.

**Objectives:** Expand tour offerings and develop new promotional materials, provide free, self-guided mobile tours year-round, offer free parking for Border Heritage Museum visitors.

**Performance Measures:** Promote Laredo's historic attractions, expand partnerships with hotels, businesses, and nonprofit organizations, promote the Republic of the Rio Grande Museum and Border Heritage Museum.

**Program: Villa Antigua Border Heritage Museum – Historic Preservation**

**Description:** The Villa Antigua Border Heritage Museum is a restored early 20th-century residence that offers a unique window into Laredo’s past through engaging exhibitions, outdoor movie nights, and cultural programs.

**Goals:** Establish Villa Antigua as a vibrant cultural tourism hub, support downtown revitalization efforts, encourage heritage awareness through community programming.

**Objectives:** Expand event offerings to attract residents and tourists, develop programs that create lasting cultural experiences, collaborate with community groups to host heritage-focused gatherings.

**Performance Measures:** Host public events such as CaminARTE, increase museum visitor engagement by 8%, provide public meeting spaces for heritage presentations and preservation discussions.

# **EXHIBIT**

**3**





# **EXHIBIT**

**4**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> WORLD INSURANCE ASSOCIATES LLC 65815119 112 DEL COURT SUITE B LAREDO TX 78045	<b>CONTACT NAME:</b>	
	PHONE (956) 725-3936 (A/C, No, Ext):	FAX (956) 791-0627 (A/C, No):
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b>
INSURER A : Property and Casualty Insurance Company of Hartford		34690
<b>INSURED</b> WEBB COUNTY HERITAGE FOUNDATION DBA REPUBLIC OF THE RIO 500 FLORES AVE LAREDO TX 78040-5800	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			65 SBA BS3SMK	11/13/2025	11/13/2026	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	
	<input type="checkbox"/> RETENTION \$						AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Data Breach - Defense & Liab Covg			65 SBA BS3SMK	11/13/2025	11/13/2026	Limit	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

### CERTIFICATE HOLDER

City of Laredo  
 1110 HOUSTON ST  
 LAREDO TX 78040

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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# **EXHIBIT**

**5**

## **WEBB COUNTY HERITAGE FOUNDATION PURCHASING POLICY**

1. Regular suppliers for purchases of expenses over \$2,000.00 will be determined through an annual assessment of bids in which a minimum of three bids are obtained and the lowest bid of like quality items accepted.
2. Whenever possible, the use of a wholesale supplier will take precedence over retail suppliers unless retail suppliers submit lower bids.
3. All purchases over \$2,000.00 will be subject to authorized approval of the Director of Operations for payment.
4. All purchases over \$5,000.00 will be submitted for three bids of which the lowest bid for like quality items will be accepted.
5. All purchases and expenses require the approval of the Director of Operations.
6. All payments of purchases and expenses of under \$2,000.00 will require one approval / signature of authorized officer or Director of Operations.

*Approved on January 29, 2025.*

# EXHIBIT

6

*2025 City of Laredo- Hotel Motel Funding Application*  
**Agency Budget Description (5 Points)**  
**UPDATED**

ALL EXPENDITURES

<b><u>Line- Item</u></b> <b><u>(Actual</u></b> <b><u>expenditures)</u></b>	<b>2023-2024</b> <b>(Actual)</b>	<b>2024-2025</b> <b>(Estimated)</b>	<b>To be funded by</b> <b>Third Party</b> <b>Funding</b>
Heritage Tourism Expenses (Museum Expenses, Laredo Birthday Celebration Expenses)	\$150,000	\$150,000	<u>\$33,000</u>
<b>Total Expenditures:</b>	\$150,000	\$150,000	\$33,000