



the John Scott Dailey

**FLORIDA
INSTITUTE OF
GOVERNMENT**

at the University of Central Florida

LETTER OF AGREEMENT

This letter of agreement between the City of DeBary and the Florida Institute of Government at the University of Central Florida (IOG) confirms that the IOG will develop a "Comprehensive Records Management Plan" for the city. This plan, described in the attached Scope of Services, will be developed beginning in May 2014. The final plan will be delivered no later than September 30, 2014.

Mr. Matt Daugherty will design and write the plan.

The fee for this project is \$18,000 which includes the on-site visits, data collection, writing of the plan, travel, and provision of training. The Institute of Government will invoice the City of DeBary according to an agreed upon schedule. Payment will be remitted to:

University of Central Florida
Florida Institute of Government
12443 Research Parkway, Suite 402
Orlando, Florida 32826

Please direct any questions regarding this agreement to Marilyn Crotty at the Institute.

If these arrangements are satisfactory, please countersign this agreement as indicated below and return the signed letter as soon as possible. The IOG will return a fully signed agreement to the city as soon as it is signed by the University purchasing director.

CITY OF DEBARY

INSTITUTE OF GOVERNMENT

Dan Parrott
City Manager

Marilyn E. Crotty
Director

Date

Gregory Robinson
Director of Purchasing

Date