



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 provide an update of the existing "Comprehensive Records Management Plan" that was developed in 2014.

Mr. Matt Daugherty will be responsible for the update of the plan.

The fee for this project is \$4,500 which includes travel and all work required to update the plan. The Institute of Government will invoice the City of DeBary upon delivery of the plan narrative. 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

Ron McLemore
Interim City Manager

Date

INSTITUTE OF GOVERNMENT

Marilyn E. Crotty
Director

Gregory Robinson
Director of Purchasing

Date