



## 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 services to continue implementation of the Comprehensive Records Management Plan that was previously developed for the city. This includes identifying records eligible for destruction, implementation of a file code system, and indexing.

Mr. Matt Daugherty, SML, Inc. will conduct the work described above.

It is projected that it will take twelve (12) eight-hour days during the 2016-17 fiscal year to complete the project with a fee of \$1,600 per day for a total cost \$19,200. The Institute of Government will invoice the City of DeBary periodically as the work is carried out. Payment will be remitted to:

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

Reimbursement for lodging and mileage at the current IRS deduction rate will be made directly to SML, Inc.

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

\_\_\_\_\_  
**Ron McLemore**  
**Interim City Manager**

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**Marilyn E. Crotty**  
**Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Gregory Robinson**  
**Director of Purchasing**

\_\_\_\_\_  
**Date**