

**INTERLOCAL AGREEMENT BETWEEN THE EMERALD COAST REGIONAL
COUNCIL AND THE CITY OF PENSACOLA RELATING TO PROJECT
MANAGEMENT FOR THE DEPARTMENT OF COMMERCE ECONOMIC
DEVELOPMENT ADMINISTRATION INVESTMENT
NUMBER 04-79-07378 GRANT**

THIS AGREEMENT is made and entered into by and between EMERALD COAST REGIONAL COUNCIL, a multi-purpose special district of the State of Florida (hereinafter referred to as "ECRC"), and the CITY OF PENSACOLA, a municipal corporation created and existing under the laws of the State of Florida (hereinafter referred to as "City").

WITNESSETH:

WHEREAS, the parties have legal authority to perform general governmental services within their respective jurisdictions; and

WHEREAS, the parties are public agencies authorized by §163.01, Florida Statutes, to enter into Interlocal Agreements and thereby cooperatively utilize their powers and resources in the most efficient manner possible; and

WHEREAS, ECRC assisted the City in developing the FY 2018 Public Works and Economic Adjustment Assistance Disaster Supplemental Grant Application to the U.S. Economic Development Administration ("EDA") to provide funding for the design and construction of Hangar 2 at the Pensacola International Airport; and

WHEREAS, the City was notified on July 18, 2019, that it had been awarded a grant from EDA of twelve million two hundred fifty thousand dollars and 00/100 (\$12,250,000.00) bearing Investment Number 04-79-07378 (hereinafter referred to as "the Investment"); and

WHEREAS, on August 8, 2019, City Council voted to accept the Investment related to the expansion of the Maintenance, Repair, and Overhaul facility at Pensacola International Airport and authorized the Mayor or his designee to take all actions necessary related to the finalization of the grant; and

WHEREAS, the City has determined that the Investment can efficiently and effectively be managed through an interlocal agreement.

NOW THEREFORE, for and in consideration of the mutual covenants herein and the mutual benefits each unto the other, and for other good and valuable consideration, the parties to this Agreement hereby agree as follows:

ARTICLE 1 – PURPOSE AND SCOPE OF SERVICES

- 1.1 The recitals contained in the Preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.
- 1.2 Pursuant to §163.01, Florida Statutes, this Agreement establishes the conditions, extent, and mechanism whereby the parties will establish a framework for management of the Investment and for payment of certain costs for grant management.
- 1.3 The Scope of Services are as described in *Exhibit 1–Scope of Services* and is hereby incorporated herein by reference.

ARTICLE 2 – RESPONSIBILITIES OF PARTIES

- 2.1 ECRC agrees that it will manage compliance and award conditions for the Investment.
- 2.2 ECRC agrees to provide the City with quarterly reports on the status of the EDA award and shall notify the City in writing immediately of any compliance issues.
- 2.3 ECRC agrees to meet reporting requirements, including frequency and special conditions, as set forth by the Investment and pertinent sections of the Code of Federal Regulations.
- 2.4 ECRC agrees to participate in the Investment's project closeout phase through completion, ensuring that all reporting requirements are met for the City to receive disbursement of all funds under this award.
- 2.5 ECRC agrees to participate in required compliance training to meet standard terms and conditions at no additional cost to the City.
- 2.6 ECRC agrees to report waste, fraud and abuse consistent with 2 C.F.R. §200.113.
- 2.7 ECRC agrees to provide grant management services for this award at no cost to the City and to seek reimbursement for administrative costs incurred not to exceed the maximum allowed by EDA.
- 2.8 The City agrees to reimburse ECRC for grant administration services provided for completion of the scope of work up to the amount of \$35,000 based upon milestones depicting percentage completion of the scope of work. Payments to ECRC will be made from funds provided by EDA and in accordance with milestones established in *Exhibit 2-Payment Schedule*.
- 2.9 The City agrees that all information, data, reports and records and/or other information as is existing, available, and necessary for carrying out the work

outlined above shall be furnished to ECRC by the City and its agents. No charge will be made to ECRC for such information and the City and its agents will cooperate with ECRC to facilitate the performance of the work described in the contract.

- 2.10 The City agrees to comply with the Scope of Services as provided in Exhibit 1.

ARTICLE 3 – GENERAL PROVISIONS

- 3.1 **Term:** This Agreement shall commence on July 18, 2019. The services required and performed shall be completed no later than April 15, 2022 unless otherwise terminated as provided herein. No less than (90) days before the expiration of this Agreement, the Parties shall review the progress and analyze the success of the Agreement for consideration to extend the term by written amendment to the Agreement.
- 3.2 **Termination:** This Agreement may be terminated by either party for cause or for convenience. Either party may exercise its right of termination for convenience by furnishing to the other party written notice of its election to do so. The termination of convenience shall be effective (30) days following the date of the receipt of such notice.
- 3.3 **Liability:** The parties hereto, their respective elected officials, officers, and employees shall not be deemed to assume any liability for the acts, omissions, or negligence of the other party.
- 3.4 **Insurance:** Each party shall insure its own interests through appropriate insurance policies or through a self-insurance program. This provision shall not be construed to prevent any claim or action that either party may have against the other.
- 3.5 **Records:** The parties acknowledge that this Agreement and any related financial records, audits, reports, plans, correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes, as amended. In the event a party fails to abide by the provisions of Chapter 119, Florida Statutes, the other party may, without prejudice to any right or remedy and after giving that party seven (7) days written notice, during which period the party fails to allow access to such documents, terminate this Agreement.
- 3.6 **Assignment:** This Agreement or any interest herein shall not be assigned, transferred, or otherwise encumbered under any circumstances by the parties without the prior written consent of the other party.

- 3.7 Headings: Headings and subtitles used throughout this Agreement are for the purpose of convenience only, and no heading or subtitle shall modify or be used to interpret the text of any section.
- 3.8 Survival: All other provisions, which by their inherent character, sense, and context are intended to survive termination of this Agreement, shall survive the termination of this Agreement.
- 3.9 Interpretation: For the purpose of this Agreement, the singular includes the plural and the plural shall include the singular. References to statutes or regulations shall include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation referred to. Words not otherwise defined that have well-known technical or industry meanings, are used in accordance with such recognized meanings. References to persons include their respective permitted successors and assigns and, in the case of governmental persons, persons succeeding to their respective functions and capacities.
- a. If either party discovers any material discrepancy, deficiency, ambiguity, error, or omission in this Agreement, or is otherwise in doubt as to the meaning of any provision of the Agreement, it shall immediately notify the other party and request clarification of the interpretation of this Agreement.
 - b. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all of the terms and provisions hereof.
- 3.10 Severability: The invalidity or non-enforceability of any portion or provision of this Agreement shall not affect the validity or enforceability of any other portion or provision. Any invalid or unenforceable portion or provision shall be deemed severed from this Agreement and the balance hereof shall be construed to be enforced as if this Agreement did not contain such invalid or unenforceable portion of provision.
- 3.11 Further Documents: The parties shall execute and deliver all documents and perform further actions that may be reasonably necessary to effectuate the provisions of this Agreement.
- 3.12 Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue, for any matter, which is the subject of this Agreement shall be in the County of Escambia.
- 3.13 Notices: All notices required or made pursuant to this Agreement by either party to the other shall be in writing and delivered by hand or by United States Postal Service, first class mail, postage prepaid, return receipt requested, addressed to the following:

TO THE ECRC:

Emerald Coast Regional Council
Attention: Mr. Austin Mount, Executive Director
36474A Emerald Coast Parkway, Suite 1201
Destin, Florida 32541

TO THE CITY:

City of Pensacola
Attention: Airport Director
Pensacola International Airport
2430 Airport Blvd. Ste 225
Pensacola, Florida 32504

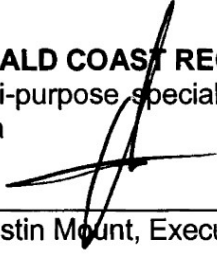
City of Pensacola
Attention: City Administrator
222 W. Main Street
Pensacola, Florida 32502

Either party may change its above noted address by giving written notice to the other party in accordance with the requirements of this section.

- 3.14 **No Waiver:** The failure of a party to insist upon the strict performance of the terms and conditions hereof shall not constitute or be construed as a waiver or relinquishment of any other provision or of either party's right to thereafter enforce the same in accordance with this Agreement.
- 3.15 **Effective Date:** This agreement shall become effective, after being properly executed by the parties, when filed in the Office of the Clerk of the Circuit Court of Escambia County, Florida. ECRC shall be responsible for such filing.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: Emerald Coast Regional Council through its Board of Directors, signing by and through its duly authorized Chairman, and the City of Pensacola, signing by and through its Mayor in accordance with City Council approved action on August 8, 2019.

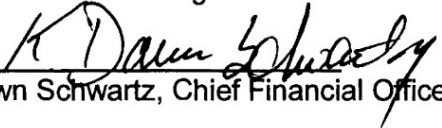
EMERALD COAST REGIONAL COUNCIL,
a multi-purpose special district of the State of
Florida

By: 
Austin Mount, Executive Director

Date: 12-4-19

Attest:

Dawn Schwartz, Chief Financial Officer
Emerald Coast Regional Council


Dawn Schwartz, Chief Financial Officer

CITY OF PENSACOLA,
a municipal corporation chartered in the State
of Florida

By: 
Grover C. Robinson, IV, Mayor

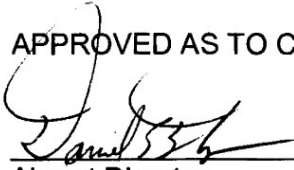
Date: _____

ATTEST:


Ericka L. Burnett, City Clerk

(SEAL)

APPROVED AS TO CONTENT:


Airport Director

LEGAL IN FORM AND VALID AS
DRAWN:

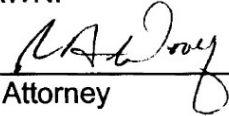
 1-6-20
City Attorney

EXHIBIT I SCOPE OF SERVICES

Introduction

The Emerald Coast Regional Council ("Council") will administer this Public Works and Economic Development Facilities Disaster Supplemental grant on behalf of the City of Pensacola ("City"). The roles of the project partners are documented below:

- 1- Emerald Coast Regional Council - Project and grant administration.
- 2- City of Pensacola - Construction administration; Administrative record/ Government Performance and Results Act (GPRA) reporting.

Kick-Off Meeting

Council and City representatives will convene a project kick-off meeting to discuss the roles and responsibilities of the project partners and to meet with EDA's Civil Engineer/Project Manager to review EDA's post-approval process. This meeting will serve to orient all the partners to project expectations, respective roles and responsibilities, and project schedules.

Council shall provide the following scope of services:

I. Project Management

1. Develop and maintain a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Provide general advice and technical assistance to City personnel on implementation of the EDA project and regulatory matters pertaining thereto.
3. Davis-Bacon Act requirements/Procurement.
4. Furnish the City with necessary completed forms and reporting required for implementation of the EDA project.
5. Assist the City in meeting all special conditions requirements that may be stipulated in the contract between the City and U. S. Department of Commerce, Economic Development Administration, Atlanta Regional Office.
6. Prepare and submit all required project reporting required by EDA Project Number 04-79-07378 including, but not limited to progress reports, quarterly reports, and other reports included in the EDA Project Agreement between the City and the EDA Atlanta Regional Office.

Quarterly Reporting

Quarterly progress reports will be submitted for each calendar quarter to the EDA Project Officer on the following yearly schedule:

<u>Performance Period</u>	<u>Reports Due</u>
January-March	April 15
April- June	July 15
July- September	October 15
October - December	January 15

7. Establish internal procedures to document expenditures associated with local administration of the project.
8. Provide technical assistance to the City on meeting all necessary requirements of the Davis- Bacon Act during the construction process.
9. Serve as liaison for the City during the implementation and completion of the EDA project with any monitoring visit by EDA staff representatives.

II. Financial Management

1. Assist the City in managing and reporting progress and use of funds from federal sources.
2. Assist the City in compliance with all EDA rules, regulations, specifications; or other directives pertinent to the identified project, including, Davis Bacon interviews and administration.
3. Prepare and submit all reporting forms for funded and scheduled drawdowns of project funds on behalf of the City, to ensure orderly, timely allocation and disbursement of funds within the period of this Agreement.
4. Review invoices received for payment and file backup documentation.
5. Assist the City in interpreting and complying with established procedures for the EDA project and reporting to the Atlanta Regional Office.
6. Provide general advice and technical assistance to the City and its agents on implementation of the EDA project and associated regulatory matters.

Financial Status Report

Council will assist the City in completing semi-annual Financial Status Reports, Standard Form 425 for the periods ending March 31 and September 30. Council will assist the City in completing a final Financial Status Report no later than 90-days after the project or grant period end date.

EXHIBIT 2
PAYMENT SCHEDULE

The City shall reimburse Council for grant administration services provided for completion of the scope of work in the amount of Thirty-Five Thousand and 00/100 Dollars (U.S. \$35,000.00), based upon milestones depicting percentage completion of the scope of work. The payments to Council will be made from funds provided by the EDA. Milestones established for payment and the amounts paid are as follows:

Payment Schedule

Payment	Amount	Basis of Payment
I.	\$8,750.00	Completion of twenty-five percent (25%) of the Project's Scope of Work.
II.	\$8,750.00	Completion of fifty percent (50%) of the Project's Scope of Work.
III.	\$8,750.00	Completion of seventy-five percent (75%) of the Project's Scope of Work.
IV.	\$8,750.00	Completion of one-hundred percent (100%) of the Project's Scope of Work and coincident with 100% completion of the Council's Scope of Work.

All payments shall be determined by the City from its estimates of completion of the entire EDA project. Payment to Council shall be made from those estimates and in the amounts prescribed above.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Master

File Number: 19-00382

File ID: 19-00382	*Type: Legislative Action Item	Status: Passed
Version: 1	Agenda Section:	*Meeting Body: City Council
Subject:		File Created: 07/29/2019
		Final Action: 11/14/2019

Title: INTERLOCAL AGREEMENT FOR GRANT ADMINISTRATION SERVICES FOR ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) GRANT #04-79-07378 BETWEEN THE EMERALD COAST REGIONAL PLANNING COUNCIL AND THE CITY OF PENSACOLA

Sponsors: Grover C. Robinson, IV	Enactment Date:
Attachments: Resolution No 2019-37, Interlocal Agreement Emerald Coast Regional Council EDA Grant 04-79-07378 Management - FINAL	Enactment Number:
Recommendation:	Hearing Date:
Entered by: RFerguson@cityofpensacola.com	Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Agenda Conference	11/12/2019	Placed on Consent Agenda				Pass
	Action Text:	This Legislative Action Item was Placed on Consent Agenda.					
1	City Council	11/14/2019	Approved				Pass
	Action Text:	A motion was made by Council Member Moore, seconded by Council Member Hill, that this Legislative Action Item was Approved. The motion was carried by the following vote. Yes: 6 Council Member Terhaar, Council Member Wu, Council Member Hill, Council Vice President Moore, Council President Cannada-Wynn, and Council Member Jerrals Absent: 1 Council Member Myers					

Text of Legislative File 19-00382

LEGISLATIVE ACTION ITEM

SPONSOR: Grover C. Robinson, IV, Mayor

SUBJECT:

INTERLOCAL AGREEMENT FOR GRANT ADMINISTRATION SERVICES FOR ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) GRANT #04-79-07378 BETWEEN THE EMERALD COAST REGIONAL PLANNING COUNCIL AND THE CITY OF PENSACOLA

RECOMMENDATION:

That City Council authorize the Mayor to take all necessary action to execute an Interlocal Agreement for Grant Administration Services for the Economic Development Administration (EDA) Grant #04-79-07378 between the Emerald Coast Regional Planning Council and the City of Pensacola.

HEARING REQUIRED: No Hearing Required

SUMMARY:

The Emerald Coast Regional Planning Council assisted the City in developing a FY 2018 Public Works and Economic Adjustment Assistance Disaster Supplemental grant application submitted to the U.S. Department of Commerce Economic Development Administration (EDA) during the FY 2018 grant cycle to help fund the construction of Hangar 2 at the Pensacola International Airport.

The City was notified on July 18, 2019 that in response to this application, it had been awarded a grant from EDA in the amount of \$12,250,000 assigned investment number 04-79-07378 by EDA.

The maximum amount of compensation and reimbursement for Emerald Coast Regional Planning Council (ECRC) to render certain project management, reporting and support services in connection with the EDA grant is \$35,000 based upon milestones depicting percentage completion of the scope of work. Payments to ECRC will be made from funds provided by EDA.

PRIOR ACTION:

June 13, 2013 - City Council adopted a resolution to support the acceptance of a grant offered by the Florida Department of Transportation as a Joint Participation Agreement # 43360229401 in the amount of \$11,090,000 for Air Commerce Park Phases I and IA - Infrastructure Development.

February 13, 2014 - City Council Discussion Item and Presentation on the ST Aerospace Economic Development Project at the Pensacola International Airport.

February 27, 2014 - City Council approved the Interlocal Agreement with Escambia County and the City of Pensacola for Funding of Economic Development Project - ST

Aerospace of Mobile, Inc.

September 9, 2014 - City Council approved the lease with VT Mobile Aerospace Engineering.

July 16, 2015 - City Council approved the selection of Greenhut Construction and authorized the Mayor to execute the contract.

September 17, 2015 - City Council authorized the Mayor to execute acceptance of the Florida Department of Transportation Joint Participation Agreement # 43571729401 in the amount of \$1,531,546 for construction funding to expand the cargo apron and construct a taxiway connector at the Pensacola International Airport of which \$1,121,242 will be used towards taxiway connecting future VT MAE facility to runway 17-35.

March 17, 2016 - City Council authorized the Mayor to execute acceptance of the Florida Department of Transportation Joint Participation Agreements # 42030029401, # 42960929401, and # 42960939401 in the amount of \$2,975,305 for construction of a taxiway connector at the Pensacola International Airport.

April 14, 2016 - City Council authorized the Mayor to execute acceptance of the Florida Department of Transportation Joint Participation Agreement # 43571769401 in the amount of \$8,599,600 for construction of a hangar at the Pensacola International Airport.

September 22, 2016 - City Council authorized the Mayor to execute Amendment No. 1 to the lease the VT Mobile Aerospace Engineering.

September 22, 2016 - City Council authorized the Mayor to execute Amendment No. 1 to the contract with Atkins North America.

February 8, 2017 - City Council authorized the Mayor to execute Amendment No. 2 and Amendment No. 3 to the contract with Atkins North America.

June 13, 2013 - City Council adopted a resolution to support the acceptance of a grant offered by the Florida Department of Transportation as a Joint Participation Agreement #43360229401 in the amount of \$11,090,000 for air commerce park phases 1 and 1A - Infrastructure Development.

February 13, 2014 - City Council Discussion Item and Presentation on the ST Aerospace Economic Development Project at the Pensacola International Airport.

September 9, 2014 - City Council approved the lease with VT Mobile Aerospace Engineering.

July 16, 2015 - City Council approved the selection of Greenhut Construction and authorized the Mayor to execute the contract.

September 17, 2015 - City Council authorized the Mayor to execute the acceptance of the Florida Department of Transportation Joint Participation Agreement # 43571729401 in the amount of \$1,531,546 for construction funding to expand the cargo apron and construct a taxiway connector at the Pensacola International Airport of which \$1,121,242 will be used towards taxiway connecting future VTMAE facility to runway 17-35.

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September 22, 2016 - City Council authorized the Mayor to execute Amendment No. 1 to the lease the VT Mobile Aerospace Engineering.

September 22, 2016 - City Council authorized the Mayor to execute Amendment No. 1 to the contract with Atkins North America.

February 8, 2017 - City Council authorized the Mayor to execute Amendment No. 2 and Amendment No. 3 to the contract with Atkins North America.

March 8, 2018 - City Council authorized the Mayor to execute acceptance of the State of Florida Department of Economic Opportunity Grant Agreement G0009 in the amount of \$4,000,000 for construction of infrastructure related to MRO expansion.

September 13, 2018 - City Council authorized the Mayor to accept and execute the State of Florida Department of Transportation Public Transportation Grant Agreement Financial Project 441494-2-94-01 in the amount of \$3,000,000 for Pensacola International Airport Facilities Development related to MRO expansion.

September 13, 2018 - City Council committed funding in the amount of \$10 million from Local Option Sales Tax Series IV in support of the aerospace maintenance repair and overhaul (MRO) campus expansion.

February 6, 2019 - City Council approved the amended Interlocal Agreement between the Escambia County Board of County Commissioners and the City of Pensacola related to additional funding requirements for the aerospace maintenance, repair and overhaul (MRO) campus expansion at the Pensacola International Airport, and approved additional Local Option Sales Tax IV funding of \$5 million for the City's share of the aerospace maintenance, repair and overhaul (MRO) campus expansion at the Pensacola International Airport.

March 28, 2019 - City Council authorized the Mayor to accept and execute the Project

Development Agreement, the Master Lease of Real Property, and the Triumph Grant Award Agreement.

August 8, 2019 - City Council adopted Resolution No. 2019-37 and authorized the Mayor to accept and execute Financial Assistance Award No. 04-79-07378 from the U.S. Department of Commerce Economic Development Administration in the amount of \$12,250,000 related to the expansion of the Maintenance, Repair and Overhaul (MRO) facility at Pensacola International Airport. City Council authorized the Mayor or his designee to take all actions necessary related to the finalization of the grant.

August 8, 2019 - City Council adopted Resolution No. 2019-40 and authorized the Mayor to accept and execute the State of Florida Department of Transportation Amendment to the Public Transportation Grant Agreement Financial Project 441494-2-94-01 in the amount of \$8,000,000 for Pensacola International Airport Facilities Development related to MRO expansion. City Council authorized the Mayor or his designee to take all actions necessary related to the finalization of the grand amendment.

FUNDING:

Budget:	\$ 35,000,000	ST Aerospace Engineering
	3,000,000	State Legislature
	14,000,000	Governor's Job Growth
	45,000,000	FDOT Grant
	15,000,000	Escambia County
	15,000,000	City Local Option Sales Tax Series IV
	12,250,000	Federal - U.S. Economic Development Administration
	66,000,000	Triumph Gulf Coast
	<u>4,875,000</u>	Anticipated Additional Funding (City Responsibility)
	<u>\$ 210,125,000</u>	

Actual: \$ 210,125,000 Estimated

FINANCIAL IMPACT:

Payments to ECRC will be made from funds provided by EDA. The funds for the project were appropriated in the Airport Fund on Supplemental Budget Resolution No. 2019-13 at the March 28, 2019 City Council Meeting.

CITY ATTORNEY REVIEW: Yes
10/27/2019

STAFF CONTACT:

Christopher L. Holley, City Administrator
Daniel E. Flynn, Airport Director

Rebecca Ferguson, Waterfront Development Project Coordinator

ATTACHMENTS:

- 1) Resolution No 2019-37
- 2) Interlocal Agreement Emerald Coast Regional Council EDA Grant 04-79-07378
Management - FINAL

PRESENTATION: No

~ Please sign and return
one original to:

Ada Clark
CED Manager
ECRC
4081 E. Olive Rd., Ste A
Pensacola, Fl 32514

Thank you!

CONTRACTS/AGREEMENTS REQUIRING MAYORAL SIGNATURE
FINAL DOCUMENT REVIEW FORM
(blue)

DEPARTMENT

Document Title: Interlocal agreement for Grant Administration Services for Economic Development

Project Contract Lease Other (Check One)

Brief Description: Interlocal Agreement for Grant Administration Services for Economic Development Administration (EDA) Grant #04-79-07378 between the Emerald Coast Regional Planning Council and the City of Pensacola

Contract Cost: \$ Grant from EDA 12,250,000.00 Department: Airport

Approved by Mayor: / / Dept Contact Person Michael Laven/Bonnie Bell

OR
Approved By Council: 11 / 14 / 19 Sent to Contract Admin. (Purchasing)

RECEIVED
JAN 02, 2020

CONTRACT ADMINISTRATOR (PURCHASING)

Date Received JAN 02, 2020

Debarment Check

BY: _____

Pending (See comments below): _____ Sent to Department / /

Approved: *Barry A. Crandall* (Signature) Sent to Contract/Lease Counsel 1/2/2020
Budget Review

Comments: _____

CONTRACT/LEASE COUNSEL

Date Received / /

Pending (See comments below): _____ Sent to Department / /

Approved: _____ (Signature) Sent to Budget Review / /

Comments: _____

BUDGET REVIEW

Date Received 1/6/20

Pending (See comments below): _____ Sent to Department / /

Approved: *[Signature]* (Signature) Sent to Risk Manager *[Signature]*

Comments: _____

CONTRACTS/AGREEMENTS REQUIRING MAYORAL SIGNATURE
FINAL DOCUMENT REVIEW FORM
(page 2)

RISK MANAGER

Date Received 1/2/2020

Pending (See comments below): _____

Sent to Department 1/2/2020

Approved: Ryan Fitzgerald (Signature)

Sent to Mayor 1/1/

Comments: _____

CITY ATTORNEY

Date Received 01/06/20

Pending (See comments below): _____

Sent to Department 1/1/

Approved: [Signature] (Signature)

Sent Original to mayor City Clerk 1/6/20

Comments: _____

MAYOR'S OFFICE (CITY ADMINISTRATOR)

Date Received 1/6/20

Pending (See comments below): _____

Sent to Department 1/1/

Approved: [Signature] (Signature)

Sent to clerk City Attorney 1/6/20

Comments: _____

CITY CLERK

Date Received 1/6/20

Retained 1 original(s) MAINT copies in HOFFIS

Returned 1 original(s) to Department 1/7/20

Initials: RMNT