BELLEVUE RECORDS MANAGEMENT

CONTRACT FACE SHEET

Document Type:

- ☐ Contract
- ☐ MOU
- ☒ Interlocal Agreement
- ☐ Notice of Acceptance
- ☐ Retainage
- ☐ Franchise Agreement
- ☐ Right of Way Use Agreement
- ☐ Lien
- ☐ Correspondence
- ☐ Collective Bargaining Agreement

Status:

- ☐ New
- ☐ Amendment
- ☐ Change Order
- ☐ Renewal
- ☐ Cancellation

Original document to be housed by eCity Gov Alliance

***Vendor Name:** eCity Gov Alliance

***JDE PO Number:** 511279

***Effective Date:** 10.21.05

***Termination Date:** –

***Clerks Receiving Number:** 38356

Related Receiving Number: –

Bid Number: –

Grant Number: –

Ordinance Number: –

Resolution Number: 7238 9.18.05

CIP Number: –

Project Name: KC# 20051230001144 establishing Alliance

Site Name: –

Vendor Number: 74914

Location: –

*** Denotes Mandatory Fields. If referring to Retainage, please indicate the Termination Date same as the Contract Termination Date.**

Face Sheet Date: 10.21.05 C
Scan: 3-23-06 MP
Index: 3-23-06 MT

File Location 05-785

City of Bellevue

♦Post Office Box 90012♦Bellevue, Washington♦98009 9012♦

KC Recording 20051230001144

Recording Cover Sheet

To: King County Recorder's Office
From: City of Bellevue City Clerk's Office
P.O. Box 90012
Bellevue, WA 98009-9012
Date: November 28, 2005
Subject: Inter Local Agreement Filing

The following legislation and attached agreement are included for filing with King County Record's Office per RCW 39.34.040.

Government Agency:	City of Bellevue
Interlocal Agreement Participants:	Bellevue, Kenmore, Bothell, Woodinville, Kirkland, Mercer Island, Issaquah, Sammamish, Snoqualmie
Adopting Legislation:	Resolution 7238
Clerk's Receiving Numbers:	CR# 38356
Description:	Establishing eCity Gov Alliance
Recording Fee	$33.00

Full copy of above agreement available at the City of Bellevue, City Clerk's Records Division, 11511 Main Street, Bellevue, WA (425) 452-7899 email: kdurish@ci.bellevue.wa.us

J:\King County Recordings\KC 38356R Recording.doc

email att'd re: ORIGINAL DOCUMENT TO BE MAINTAINED BY eCityGov Alliance

COPY

INTERLOCAL AGREEMENT ESTABLISHING ECITYGOV ALLIANCE

CR# 38356 DATE 10-21-05 Loc 05-785 PO 511279

THIS AGREEMENT ("Agreement") is entered into among the municipal corporations organized under the laws of the State of Washington, hereinafter referred to as the "Partners" which are parties signatory to this Agreement.

This AGREEMENT replaces the previous eCityGov Alliance Agreement dated November 5, 2002.

This Agreement is being made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, and has been authorized by the legislative body of each jurisdiction.

IT IS HEREBY AGREED AS FOLLOWS:

I. ESTABLISHMENT OF ECITYGOV ALLIANCE

There is hereby created an eCityGov Alliance ("Alliance"). The Alliance shall be created as a separate legal entity as authorized by RCW 39.34.030.

It shall be the policy of the Alliance to adhere to the following principles to the best of its abilities and as is reasonably practical for the purposes of managing and operating the Alliance:

A. Cost sharing is equitable;

B. Risk is shared;

C. Mission is not diluted;

D. Roles & responsibilities are clearly defined;

E. Benefit is clear & direct to participants;

F. Control and flexibility is retained by members; and

G. Business drives technology.

II. PURPOSE

The Alliance shall have the following purposes:

A. Create a regionally coordinated portal(s) for the delivery of public sector services via the Internet.

B. Provide citizens and businesses a variety of services and information, including but not limited to, on-line permits, geographic information system (GIS) data, parks and recreation class registration and facility booking and

other on-line services in a manner that is coordinated among jurisdictions, and efficiently integrated with internal operations.

C. Provide a forum for the sharing of resources in the development and deployment of future public sector services, forging partnerships with other public and private entities that seek to enhance services, information and business process, and create a mechanism for cross-boundary staff collaboration, training, and work coordination for Alliance services and products.

D. Create economies of scale among public sector entities, by coordinating and cooperating in joint purchasing, application development and other projects, from which Alliance Partners and participants benefit.

E. Develop, sell, license and/or franchise products, intellectual property and services in collaboration with other public and private entities to benefit the Alliance.

III. PARTIES TO AGREEMENT

Each party to this Agreement certifies that it intends to and does contract with all other parties who are signatories of this Agreement and, in addition, with such other parties as may later be added to and become signatories of this Agreement pursuant to Section IV.

IV. MEMBERSHIP AND FEE POLICY

The Executive Board of the Alliance shall develop and maintain a Membership and Fee Policy for the purpose of funding and sustaining Alliance activities, projects, equipment, staffing and infrastructure.

A. Said Membership and Fee Policy shall be reviewed annually and adopted by a simple majority vote of all partners of the Alliance on the basis of each Partner's weighted vote.

B. Adding New Partners, Subscribers, Basic Members and/or any other form of membership. The decision to admit new Alliance members rests with the sole discretion of the Executive Board.

V. GOVERNANCE: eCityGov Alliance Executive Board

A. Executive Board. An Executive Board composed of the Chief Executive Officer, Chief Administrative Officer or designee of each Partner shall govern the Alliance. The members of the Executive Board shall elect officers of the Executive Board as outlined by the Alliance By-Laws. The Board shall meet as often as it deems necessary. Subscribers and Basic Members may attend all meetings and provide input in a non-voting status.

B. Powers. The powers of the Executive Board shall be to (1) adopt Alliance By-Laws and policies; (2) create Alliance work programs; (3) determine services to be provided; (4) develop an annual budget; (5) adopt a Membership and Fee Policy; (6) incur debt in order to make purchases or contract for services to accomplish the purposes of the Alliance; (7) enter into agreements with third parties for goods and services as necessary to carry out Alliance purposes; and (8) hire staff, consultants or private vendors as necessary; (9) identify and contract for the services of fiscal agent for the purposes of carrying out and recording Alliance financial transactions; (10) conduct any and all other business allowed by applicable law.

C. Proportional Voting – In conducting Alliance business, Partners will cast votes weighted by the population of their city as a percentage of the total population of all Partner cities. All votes by a Board member must be cast on the same side of an issue. Voting population shall be the State of Washington OFM population published in the current Alliance Membership and Fee Policy.

VI. FINANCE & BUDGET

A. Authority. The Executive Board is authorized to obtain loans or accept grants in order to accomplish the purposes of the Alliance and consistent with Chapter 39.34 RCW. The Alliance is empowered to receive all funds allocated to it by its members. The Executive Board may establish partnerships with public and private corporations or entities as allowed by law. The Executive Board shall adopt an annual budget and authorize all expenditures.

B. Ownership of Property. The Alliance may own real, personal and intellectual properties. The Partners will each have a percentage proportional ownership interest in all such property based upon the city's population as a percentage of the total population of all Partner cities and will proportionally share in obligations and benefits, financial or otherwise, from such ownership interest.

C. Retained Responsibility and Authority. Partners retain the responsibility and authority for managing and maintaining their own internal systems, including security and privacy of all data which may be linked to the regional portal – e.g. permitting systems, recreation software, etc.

D. Fiscal Agent. The Fiscal Agent refers to that agency or government that performs all accounting services for the eCityGov Alliance as it may require, in accordance with the requirements of Chapter 39.34 RCW.

E. Intergovernmental Cooperation. The Alliance will cooperate with state, county, and other local agencies to maximize use of any grant funds or other resources and enhance the effectiveness of the Alliance systems, programs and projects.

VII. GENERAL PROVISIONS

A. Duration. This Agreement shall commence upon full execution and continue to remain in existence as long as it has Partners.

B. Partner Withdrawal. A Partner may notify the Alliance of its intent to withdraw from this Agreement by written notice to the Executive Board. Any portion of annual fee(s) for the current calendar year shall be forfeited upon such withdrawal. The Partner withdrawing from the Alliance also forfeits the Partner's proportional interest described in Section VI, including, but not limited to: (1) ownership rights to hardware, software, and intellectual property owned by the Alliance, and (2) any future revenues associated with Alliance products and/or services.

C. Disposition of Property. This Agreement may be terminated at any time by agreement of Partners holding at least sixty (60%) percent of the weighted vote of all of the Partners. Upon termination of this Agreement, all property acquired during the Term shall be disposed of as follows to each of the Alliance Partners remaining at the time of dissolution: (1) property contributed without charge by any member shall revert to the contributor or in the event the contributor had previously resigned as an Alliance Partner, the Executive Board shall determine the disposition of the contributed asset(s); (2) all other real and personal property purchased after the effective date of this Agreement shall be distributed to the Partners based upon each Partner's proportional ownership interest, described in Section VI, at the time of the sale of the property; (3) ownership of Alliance intellectual property, including but not limited to, copyrighted and trademarked materials, software code, web designs and templates, web content, Alliance data and Alliance owned interfaces shall be transferred fully and equally to each Alliance Partner; and (4) Partner owned data shall be returned to the owner. Each Partner shall also be entitled to electronic copies of Alliance historical and working files. The Executive Board shall determine the distribution and/or discontinuance of site URLs and other Alliance properties that can not be equitably distributed or shared.

D. The Alliance shall defend, indemnify and hold the Partner City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees and costs, arising out of or resulting from the acts, errors or omissions of the Alliance or any Partner City agent or employees acting on behalf of the Alliance in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Partner City. The Partner City shall defend, indemnify and hold the Alliance, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees and costs, arising out of or resulting from the acts, errors or omissions of the

Partner City in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Alliance.

To the extent of the foregoing indemnifications, the parties waive any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW and such indemnification shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable to or by any third party under Worker's Compensation acts, disability benefit acts or any other benefits acts or programs.

The Alliance agrees that all risks associated with the activities of the Alliance, included but not limited to software development, shall be borne by the Partners in the pro rata proportion as outlined in Section IV, Membership and Fee Policy of this Agreement. Furthermore, the Alliance agrees that the Partner cities will be mutually liable for, and shall protect and defend any Partner city for any claims arising out or related to intellectual property, patent, trademark, trade secret or copyright infringement and breach of contract.

The provisions of this section shall survive the expiration of termination of this Agreement with respect to any event occurring prior to such expiration or termination.

E. Insurance. The Alliance will obtain and provide appropriate insurance against loss or liability for the actions of the Alliance's Executive Board and/or staff.

F. Work Product/Confidentiality. All work product including records, data, information, development notes, discs, magnetic media, files, designs, sketches, finished or unfinished documents or other documents, material or data produced in performance of this Agreement shall become the property of the Alliance. All such work product shall be kept confidential by all the Partner members and the Partner's employees and agents and shall not be made available to any individual or organization by any Partner without the prior written consent of the Executive Board or unless required pursuant to court order, the Public Disclosure Act or other applicable law.

G. Miscellaneous. This Agreement contains all of the agreements of the parties with respect to any matter covered or mentioned in this Agreement. No provision of the Agreement may be amended or modified except by written agreement signed by the parties. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest and assigns. Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision. The venue for any dispute related to this Agreement shall be King County, Washington. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor.

H. Filing. This Agreement shall be effective upon filing with the King County Department of Records and Elections, and the Clerk of each Partner.

This Agreement has been executed by each party on the date set forth below:

CITY OF BELLEVUE

Deputy

City Manager
Date: 9/28/05

Approved as to form
City Attorney

CITY OF BOTHELL

City Manager
Date: 11-1-05

Approved as to form
City Attorney

CITY OF SNOQUALMIE

Mayor
Date: 10-24-5

Approved as to form
City Attorney

CITY OF ISSAQUAH

Mayor
Date: 10/26/05

Approved as to form
City Attorney

CITY OF KENMORE

City Manager
Date: 11/22/05

Approved as to form
City Attorney

CITY OF KIRKLAND

City Manager
Date: 9/16/05

Approved as to form
City Attorney

CITY OF MERCER ISLAND

City Manager
Date: 9-15-05

Approved as to form
City Attorney

CITY OF SAMMAMISH

City Manager
Date: 9/15/05

Approved as to form
City Attorney

CITY OF WOODINVILLE

Donald Rose
City Manager
Date: 9-15-05

Approved as to form
City Attorney _____

Summary of Changes to the Alliance Interlocal

Executive Summary:

The majority of the changes to the Interlocal are either expansion/clarification of existing language. The document has also been re-crafted to transition from a fixed term (5 years) agreement to an on-going, operational format.

Material changes where:

- Slight expansion in scope to include related IT services
- Dropped operational language for membership and fees in favor of a separate Membership and Fee Policy managed by the Executive Board.

Section by section overview of changes

The entire document was rewritten and formatted with most sections pulled intact from the existing Interlocal and imported into the revised Interlocal.

Terminology:

The term Principal was changed to Partner

Guiding Principles:

Added a section on guiding principles

Purpose

This section was rewritten to clarify the role and responsibility of the Alliance. The scope of the Interlocal was broadened slightly to include technology related services in addition to the portal web sites.

Membership and Fee Policy

The operational language was dropped in favor of a separate Membership and Fee Policy that will be managed by the Executive Board.

Holdharmless

This section has been reviewed by the City Attorney and updated; the intent of the section has not been changed.

Governance

No changes other than:

- A reference to the Board's responsibility for the Membership and Fee Policy
- Establishing the source for jurisdiction population data

General Provisions

The five year agreement duration was removed in favor of a term that will expire when the Alliance is dissolved.

Termination by a Partner was moved to a new Section VII B. Expanded and clarified termination clause.

Disposition of property expanded to address disposition of intellectual property – partners at the time of dissolution each get a full copy of the property that can be divided or distributed. The Board will determine the disposition of property that can not be divided, such URL's.

ORIGINAL

1406-RES
7/13/2005

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 7238

A RESOLUTION authorizing the City Manager or his designee to execute, on behalf of the City, a revised eCityGov Alliance Interlocal Agreement between the cities of Kenmore, Bothell, Woodinville, Kirkland, Bellevue, Mercer Island, Issaquah, Sammamish and Snoqualmie.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is authorized to execute on behalf of the City, a revised eCityGov Alliance Interlocal Agreement between the cities of Kenmore, Bothell, Woodinville, Kirkland, Bellevue, Mercer Island, Issaquah, Sammamish and Snoqualmie, a copy of which Interlocal Agreement has been given Clerk's Receiving No. 38356.

Passed by the City Council this 18th day of July, 2005, and signed in authentication of its passage this 18th day of July, 2005.

(SEAL)

Connie B. Marshall, Mayor

Attest:

Myrna L. Basich, City Clerk

Item No. 11(b)
July 18, 2005

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:

Resolution No. 7238 authorizing execution of the revised eCityGov Alliance Interlocal Agreement between the cities of Kenmore, Bothell, Woodinville, Kirkland, Bellevue, Mercer Island, Issaquah, Sammamish and Snoqualmie.

FISCAL IMPACT

Execution of the Agreement will not change the City's fiscal obligations with respect to the eCityGov Alliance.

STAFF CONTACT

Steve Sarkozy, 425-452-6810
Toni Cramer, 425-452-2972

POLICY CONSIDERATION

The eCityGov Alliance and the services it provides are key elements of the City's goals to innovate, deliver services efficiently, lower operating costs and provide exceptional customer service.

BACKGROUND

The City is one of the founding partners of the eCityGov Alliance and also serves as the fiscal and information technology host for the Alliance. The eCityGov Alliance was formalized in November, 2002.

The revised Interlocal Agreement addresses several structural issues with the existing Agreement. The principal changes are:

- Delegation of responsibility for the Membership and Fee Policy from the Agreement to the Executive Board. Without this adjustment, each change to the Membership and Fee Policy would require action by nine city councils. The Executive Board anticipates that this Policy will be updated, particularly for fees, on an annual basis.

- Expansion of possible services provided by the Alliance to include a broader range of information technology services beyond web portal services. Examples of these service might include GIS services/hosting, application hosting, help desk support and other general IT related services.

Any expansion of IT services would be based on a full cost recovery model and would be resourced so that existing City IT services would not be adversely impacted. The City Council retains budget authority over annual City of Bellevue budget appropriations for Alliance membership fees and approval of interlocal agreements.

Other structural changes included clarification of the disposition of intellectual property should the Alliance be dissolved, source for determining jurisdictions' populations for cost allocation purposes, and the addition of the Council reviewed Alliance guiding principles (Council Study Session 03/28/05). The five year agreement duration was removed in favor of a term that will expire when the Alliance is dissolved.

EFFECTIVE DATE

If adopted, this Resolution will become effective immediately.

OPTIONS

1. Adopt Resolution No. 7238 authorizing execution all documents necessary to implement the revised eCityGov Alliance Interlocal Agreement.

2. Do not adopt Resolution No. 7238

RECOMMENDATION

Move to adopt Resolution No. 7238

MOTION

Move to adopt Resolution No. 7238 authorizing the City Manager or his designee to execute all documents necessary to implement the revised eCityGov Alliance Interlocal Agreement.

ATTACHMENTS

Proposed Resolution No. 7238

AVAILABLE IN COUNCIL OFFICE

1. Revised eCityGov Alliance Interlocal Agreement

2. Summary of Changes to the Alliance Interlocal Agreement

CR# 38356 DATE 10.21.05 Loc 05-785 PO # 511279 ✓

20

CITY OF BELLEVUE
Finance - Contracting Services
425-452-7876

CONTRACT ROUTING/APPROVAL

CURRENT CONTRACT INFORMATION:

Contract Title **Interlocal Agreement - Establishing eCityGov Alliance**

Contract Description Update to previous existing Interlocal agreement

Total Aggregate Value @ min. $5000
(Includes orig. + prev. amends + new amend)

New Amendment Value 0

Budget Impact None ~~No budget impact~~ (Please Explain in Additional

Department Information Technology

Contract Manager 1: John Backman **2:**

Contract Manager has the authority to approve invoices for payment on this contract.

Contract Type Interlocal Agreement

Contract Form Custom contract document

Additional Comments

No budget impact. Interlocal agreement for establishment, purpose, policy, goverance, etc.

* Original eCityGov Alliance Interlocal dated 11/5/02, Res 6683, CR 32037.

** Contract start/end date: This Agreement shall commence upon full execution and continue to remain in existence as long as it has Partners.

Does the contractor meet criteria listed on the data entry screen? If no, independent contractor checklist should be attached.

Yes ● No

VENDOR INFORMATION:

Vendor Name eCityGov Alliance

Existing Vendor? No

JDE Vendor Number 74914

Tax ID #

COB Bus. License # *(CS to complete)*

UBI # (if known)

CONTRACT TERMS:

Effective Date 3** 11502

End Date

Subject To n/a To continue as long as it has partners

RELATED CONTRACT INFORMATION:

Is this a Renewal/Amendment? No

Amendment #: N/A

Orig. Clerk's Receiving Number 32037 ✓

Orig. Contract Value (w/o amendments) ~~$0.00~~ min $5000

Total Value of Previous Amends. na

SELECTION METHOD:

Please provide explanation of process in add'l comments

Process

Method

Bid / RFP / RFQ / ITQ # N/A

COUNCIL APPROVAL

Council Award Date 07/18/05

Ordinance # N/A

Resolution # 7238

} attached

ROUTING & APPROVAL

Authorized Department Signature Information Technology - Toni Cramer

Date 9.21.05 **Title** CIO

ROUTE:

RECEIVED In Out
SEP 21 2005
CONTRACTING SERVICES

CONT SVCS	Lea Brian	9/22	
ITD	NOT REQUIRED		
LEGAL	Jerome L. Roache	9/23	
INSURANCE REVWD BY:	Joanne Nicolai	9/27	9/27 *
CMO		9/28	9/28
CCO	Changen	10.20	10.21
CONT SVCS			

Return To: John Backman 7821

John Backman / Nina Dennis

*See comments

RECEIVED
SEP 28 2005
2.00.100104
CITY MANAGERS OFFICE

CR# 38356 DATE 10-21-05 Loc 05-785 PO # 511279

RECEIVED
SEP 21 2005
CONTRACTING SERVICES

CONTRACT ROUTING/APPROVAL SUMMARY
ALPHA CON001

NOTE: This page MUST accompany all contracts being routed for approval. Contracts lacking this page will be considered incomplete and will be returned to the originating department.

JDE BUDGET INFORMATION:

Line No	Description	CIP No. (if	GL Date	AccountNo	Subtotal	Taxable? (enter	Total
	N/A					No	

FOR CITY CLERK'S OFFICE USE:

Vendor Number 74914

Vendor Name eCityGov Alliance

Start Date 11502 End Date continue as long as it has partners

Contract Type Interlocal Agreement Bid / RFP / RFQ / ITQ # N/A

Amendment / Renewal? No Amend #: N Original Contract # 32037

Ordinance # N/A Resolution # 7238 Council Bid Award Date 07/18/05

Selection Method N/A Document Value: Ø

Department Information Technology

Contract Description ~~Update to~~ previous existing Interlocal agreement

Replaces

Haugen, Charlee

From: Backman, John
Sent: Thursday, March 23, 2006 10:43 AM
To: Basich, Myrna
Cc: Murphy, Michelle; Dennis, Nina; Haugen, Charlee
Subject: RE: INTERLOCA AGMT CR#38356 PO#511279 eCity Gov Alliance

Thanks Myrna,

Shelly and I have discussed the possibility of moving the Alliance documents into the document management system to address safe keeping, retention and access issues. But with the move and your office getting everything up and running we agreed that this project should wait for now.

John Backman
Executive Director
eCityGov Alliance
PO Box 90012
Bellevue, WA 98009-9012
425.452.7821
206.849.2678 cell

eCityGov.net
MyBuildingPermit.com
NWProperty.net
MyParksandRecreation.com
NWMaps.net

From: Basich, Myrna
Sent: Thursday, March 23, 2006 10:36 AM
To: Haugen, Charlee
Cc: Backman, John; Murphy, Michelle; Dennis, Nina
Subject: RE: INTERLOCA AGMT CR#38356 PO#511279 eCity Gov Alliance

Based on Nina's comments below, they clearly want to take the responsibility for maintenance of original eGov documentation and contracts. eGov is a separate entity (Bellevue is only one of several partner cities), so they can do this. My advice is that you just maintain a Bellevue copy in our files and they will be on their own for organizing their files, maintaining them in a secure fashion, and meeting retention schedules.

From: Haugen, Charlee
Sent: Tuesday, March 21, 2006 10:09 AM
To: Basich, Myrna
Subject: FW: INTERLOCA AGMT CR#38356 PO#511279 eCity Gov Alliance

Myrna;

Do you agree with below information? I guess I don't understand why they would hold on to the original, when a copy gives them the same information, and the original would be "protected" by being in CCO.

Not trying to change the rules: understanding is my goal.

From: Dennis, Nina
Sent: Tuesday, March 21, 2006 9:48 AM
To: Haugen, Charlee; Murphy, Michelle
Cc: Tornow, Michael
Subject: FW: INTERLOCA AGMT CR#38356 PO#511279 eCity Gov Alliance

Charlee,
John and Shelly have had previous conversations concerning the original doc (I was not aware of this initially). eCityGov is the primary agency and the City of Bellevue is one of 9 partners, not the owner of Alliance activities, therefore John has asked us to hold on to the original on behalf of the Alliance. I will be forwarding you a signed copy of the interlocal.

Thanks,
Nina x 6126

From: Haugen, Charlee
Sent: Friday, March 17, 2006 4:33 PM
To: Dennis, Nina; Backman, John
Cc: Haugen, Charlee; Tornow, Michael
Subject: INTERLOCA AGMT CR#38356 PO#511279 eCity Gov Alliance

The City Clerk's Office has been holding a copy of this agreement since October of 2005, waiting for an ORIGINAL, FULLY EXECUTED document for our records.

Could you please check to see if you may have received the original, and inadvertently kept it in your office? That would be the easy answer!!
If you don't have a fully executed document, could you please track it down for us?

Any help you can give us is greatly appreciated!—Thanks!

Charlee Haugen
X4295