

**ACTION SHEET
PUBLIC UTILITES COMMITTEE MEETING OF 4/6/16**

ISSUE NO. 13

Request for approval of the Water Fee Reduction Agreement for Homeless Services with the Interfaith Community Shelter. (Caryn Grosse – Ext. 4221)

Finance Committee - 4/4/16
Public Utilities Committee – 4/6/16
City Council – 4/13/16

PUBLIC UTILITES COMMITTEE ACTION: Approved to forward to 4/13/16 City Council.

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR	X		
COUNCILOR MAESTAS	X		
COUNCILOR TRUJILLO	X		
COUNCILOR LINDELL	X		
COUNCILOR VILLARREAL	X		

ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 04/04/16
FOR CITY COUNCIL MEETING OF 04/13/16

ISSUE:

20. Request for Approval of Water Fee Reduction Agreement for Homeless Services; Waive Service Charge and Bill for all Water Consumption at a Bulk Rate per Gallons for Savings to the Shelter; The Interfaith Community Shelter. (Caryn Grosse)

FINANCE COMMITTEE ACTION:

Approved as consent item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR VILLAREAL	X		
COUNCILOR IVES	X		
COUNCILOR LINDELL	Excused		
COUNCILOR HARRIS	X		
CHAIRPERSON DOMINGUEZ			

4-13-15

City of Santa Fe, New Mexico

memo

Date: March 16, 2016

To: Public Utilities Committee
Finance Committee
City Council

From: Caryn Grosse, Water Conservation Specialist 

Via: Christine Chavez, Water Conservation Manager 
Rick Carpenter, Water Resources and Conservation Manager 
Nicholas Schiavo, Public Utilities Department and Water Division Director 

RE: Homeless Services Agreement Contract

Background:

In 2013, Resolution 2013-33 Directing Staff to "Explore the Legal Options for Providing Relief from Water Utility Billing for 501(C)(3) Local Non-Profit Organizations that Use Water To Provide Services to the Homeless Population in the City of Santa Fe" was passed by the Governing Body (Appendix B). In 2014, a memo, (Appendix C) was presented to the Public Utilities Committee, providing the application criteria and mechanism for such organizations to apply for a reduced water rate.

Accordingly, in May 2015, the Water Conservation Office staff was contacted regarding the Interfaith Community Shelter. An audit of the facility was performed later that same month and a report was provided to the Shelter on the findings (letter dated June 17, 2015, Appendix D).

Compliance with Application Criteria:

The inspection found the Interfaith Community Shelter to be in compliance with the following criteria:

- Primary business is to provide shelter in the form of overnight accommodations to homeless individuals on a short term basis;
- The business is a 501(c)(3) local non-profit, located within City Limits, with a City of Santa Fe business license;
- The business agreed to participate in a water efficiency audit/evaluation, complied with requirements outlined within the water efficiency audit performed by City of Santa Fe Water Conservation staff, and agreed to periodic monitoring of water use and annual water evaluation.

Recommendations:

The Water Conservation Office Staff recommend that the Interfaith Community Shelter receive reduced water utility bills in the form of:

1. Waive the service charge and
2. Bill for all water consumption at the bulk rate of \$3.50 per 1,000 gallons.

Based on usage during the past four years, the estimated average savings to the Shelter will be \$5,241.00 a year.

Attachments:

- City of Santa Fe Homeless Services Agreement (Appendix A)

- Resolution 2013-33 Directing Staff to "Explore the Legal Options for Providing Relief from Water Utility Billing for 501(C)(3) Local Non-Profit Organizations that Use Water To Provide Services to the Homeless Population in the City of Santa Fe" (Appendix B)
- Memo to PUC, dated May 20, 2014 (Appendix C)
- Letter to Interfaith Community Shelter, dated June 17, 2015 (Appendix D)

CITY OF SANTA FE
WATER FEE REDUCTION AGREEMENT
FOR HOMELESS SERVICES

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and The Interfaith Community Shelter (the "Shelter.") The date of this Agreement shall be when signed by the City and the Shelter, whichever occurs last.

RECITALS

1. In 2013, the Governing Body adopted resolution 2013-33, which directed staff to explore the legal options for providing reductions for water utility billing for 501(c)(3) local non-profit organizations that use water to provide services to the homeless population of Santa Fe;
2. In 2014, the City Attorney's Office prepared a memo with criteria for these organizations to apply for a reduced rate;
3. The interfaith community shelter applied for the rate reduction in June 2015; and
4. Staff inspected the shelter and found it complied with the recommended criteria.

AGREEMENT

1. SCOPE OF HOMELESS SERVICES

The Shelter agrees to provide the following services for the benefit of the public in the City of Santa Fe:

1) Seasonal overnight shelter from Mid-October through early May to prevent deaths from hypothermia, including shelter, food and clothing for men, women and children who are chronically homeless;

2) Year round daily services, including lunches, clothing, showers, haircuts, art groups and GED (ICS);

3) access to resources for housing and case management (Veterans Administration);

4) medical care (Healthcare for the Homeless);

5) dental care (ACC Health);

6) mental health/substance abuse counseling and long-term housing (Life Link);

7) harm reduction and acudetox (Santa Fe Community Services);

8) I.D.s and transitional/supportive housing (St Elizabeth); case management (La Familia's ECHO Program);

9) HIV/AIDS, Hep-C testing (Southwest Care);

10) employment assistance (Goodwill Industries);

11) veterinary assistance and care (Street Homeless Animal Project); and

12) Legal Aid and Homeless Court services.

2. REDUCED WATER RATE

The City agrees to waive the service charge and bill the Shelter for all water consumption at the bulk rate of \$3.50/1,000 gallons.

3. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and the Shelter, whichever last and terminate on June 30, 2018, unless sooner pursuant to Article 6 below.

4. TERMINATION

This Agreement may be terminated by the City upon thirty (30) days written notice to the Shelter and shall immediately terminate if the Shelter ceases the provision of services to the homeless as set forth in Paragraph 1.

5. CONFIDENTIALITY

Any confidential information provided to or developed by the Shelter in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Shelter without the prior written approval of the City.

6. CONFLICT OF INTEREST

The Shelter warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Shelter further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

7. ASSIGNMENT; SUBCONTRACTING

The Shelter shall not assign or transfer any rights,

privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Shelter shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

8. INDEMNIFICATION

The Shelter shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Shelter's performance under this Agreement as well as the performance of Shelter's employees, agents, representatives and subcontractors.

9. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

10. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not

intend to create any right, title or interest in or for the benefit of any person other than the City and the Shelter. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

11. RECORDS AND AUDIT

The Shelter shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

12. APPLICABLE LAW; CHOICE OF LAW; VENUE

Shelter shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Shelter agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico.

Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

13. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

14. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

16. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:
City of Santa Fe New Mexico
PO Box 909
Santa Fe, NM 87504-0909

Shelter:
Interfaith Community Shelter
PO Box 22653
Santa Fe, NM 87502-2653

IN WITNESS WHEREOF, the parties have executed this Agreement
on the date set forth below.

CITY OF SANTA FE:

CONTRACTOR:
INTERFAITH COMM. SHELTER

JAVIER M. GONZALES, MAYOR

NAME & TITLE

DATE: _____

DATE: _____

CRS# _____
CITY OF SANTA FE BUSINESS
REGISTRATION# _____

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

 K.A.B. 2/11/16
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ, DIRECTOR
FINANCE DEPARTMENT

BUSINESS UNIT/LINE ITEM

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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2013-33

INTRODUCED BY:

Councilor Bushee
Councilor Ives
Councilor Dominguez

A RESOLUTION

DIRECTING STAFF TO EXPLORE THE LEGAL OPTIONS FOR PROVIDING RELIEF FROM WATER UTILITY BILLING FOR 501(C)(3) LOCAL NON-PROFIT ORGANIZATATIONS THAT USE WATER TO PROVIDE SERVICES TO THE HOMELESS POPULATION IN THE CITY OF SANTA FE.

WHEREAS, there has been a continuous effort by the City of Santa Fe to end homelessness in Santa Fe; and

WHEREAS, the first City of Santa Fe Blue Ribbon Task Force on Ending Homelessness met in 2007 and developed an ambitious plan to end homelessness in Santa Fe; and

WHEREAS, in 2012 the second Blue Ribbon Task Force was established for the sole purpose of developing and recommending a new and updated plan to end homelessness in Santa Fe; and

WHEREAS, members of the Blue Ribbon Task Force include representatives from local non-profit organizations that provide services to the homeless, including housing accommodations; and

City of Santa Fe, New Mexico

memo

Date: May 20, 2014

To: Public Utilities Committee

From: Nicholas Schiavo, Public Utilities Department and Water Division Director
Laurie Trevizo, Water Conservation Manager

Via: Judith Amer, Assistant City Attorney

RE: Update to Resolution 2013-33 Directing Staff to Explore the Legal options for Providing Relief from Water Utility Billing for 501 (C)(3) Local Non-Profit Organizations that use water to provide Services to the homeless population in the City of Santa Fe

Background:

March 2013

The governing body requested Legal staff to explore options for financial relief to water utility bills for non-profit organizations that provide services to homeless population via Resolution 2013-33.

July 31, 2013

Staff provided information to City Council and the following recommendations were approved:

- Waive the service charge and bill the customer for all water consumption at the bulk rate at \$3.50/1000 gal;
- Have the non-profit organization (NPO) agree to participate in a free water audit to be performed by Water Conservation Staff and comply with those recommendations;
- Have staff perform a review of the non-profit's water usage over the last few years. Then develop a water usage number per homeless person served (or other applicable metric); and
- Have staff through an annual review ensure that the non-profit is receiving a discount on water based on the number of individuals served.

January, 2014

At the January Public Utilities Committee meeting the following recommendations were approved:

Water Division:

Approved Application Criteria:

- Primary business is to provide shelter in the form of overnight accommodations to homeless individuals on a short term basis;
- The business shall be within Santa Fe City Limits;
- Must be a City of Santa Fe Water Customer;
- Provide proof of 501 (c) (3) local non-profit status;
- Must have a City of Santa Fe Business License;
- Agree to meet with City Water Conservation Office to participate in a water efficiency audit/evaluation
- The Applicant shall comply with the requirements outlined within the water efficiency audit completed by City Water Conservation staff. When the Applicant has completed the requirements, City Staff will perform a post inspection in order verify that the organization as eligible for the reduced rate; and

- The Applicant shall agree to periodic monitoring of water use and an annual water evaluation. Please note: if upon the annual review, City staff determines water is not being used efficiently, then the normal rate structure will be reverted.

City Attorney Opinion:

The City Attorney's Office researched whether the City of Santa Fe could, within New Mexico Constitutional limitations, provide a water discount to homeless shelters (501 c 3 corporations) that serve the homeless residents of the City.

The City Attorney opined that if the City entered into a services agreement with each homeless shelter and if the City received equal and adequate consideration (caring for homeless people in the City) in return for the water discount, then the City could demonstrate that it has complied with the Anti-Donation Clause of the New Mexico Constitution. The "sick and indigent" exception to the Anti-Donation Clause does not permit the City to make a donation to a private organization to cover its operating expenses. See, AG Advisory Letter dated March 20, 2011.

- The services agreement should contain provisions that the homeless service provider must pay their water bill within 30 days of invoice and if the service provider changes the type of business or service and no longer provides homeless services, then the normal rate structure will be immediately reverted.

Fiscal Impact:

The highest fiscal impact that was identified is \$77,732 which is approximately 0.22 percent of total sales. Although the overall impact seems to be minimal, the staff oversight and administration is not factored in and the City would need to fund that revenue source by other means to cover costs (stay revenue neutral). Currently, non-profits that are receiving free electric and natural gas from the City have little to no incentive to conserve.

Current Status:

Based on the recommendations from PUC and City Council, the Water Division has developed an appropriate application criteria and mechanism for non-profits whose primary function is to provide temporary, overnight housing for homeless individuals, so that the NPO may apply for a reduced water rate.

Recommended Action:

Water Division Staff recommends approval of the Rate Reduction for non-profit organizations that provide services to the homeless based on the criteria outlined above and the services agreement prepared by the City Attorney's Office. The Water Division seeks approval to develop an application these NPOs.

Attachments:

Resolution 2013-33

Letter from City of Santa Fe outlining application process for the Rate Adjustment

Sample services agreement between the City of Santa Fe and the eligible homeless service provider



City of Santa Fe
Water Conservation Office

June 17, 2015

Joseph Jordan-Berenis
Interfaith Community Shelter
PO Box 22653
Santa Fe, NM 87503

Dear Mr Berenis,

The City of Santa Fe Water Conservation Office responded to your request for a leak-detection inspection of Interfaith Community Shelter, located at 2801 Cerrillos Road, on May 21, 2015. The following report summarizes our leak detection findings.

Interfaith Community Shelter provides night-time shelter, showers, dinner and breakfast, from November through April; and day services including lunches and showers 3 times a week year round. During the 2013-14 year, Interfaith Shelter provided 16,631 bed-nights to 1,028 individuals, and 9,832 lunches. During that timeframe, the program offered day services only two days a week. (You indicated that the 2014-15 data had not yet been finalized although the services and number served have grown from the previous year.) The enclosed water budget graph shows the dramatic difference in water use resulting from the seasonality of the services provided.

EXTERIOR:

The water meter was visually inspected. The meter is equipped with a low-flow indicator. At the time of the inspection, the low-flow indicator was not moving. Please note that the no-movement reading from the low-flow indicator designates that there is no leak on the building's meter.

LANDSCAPING:

There is no irrigation system at this property. We were unable to locate an outside hose bib to measure water pressure on the exterior of the building.

INTERIOR:

Commercial Kitchen

Hand Washing Sink: The hand washing station sink was in need of new aerator and a new aerator was provided by Santa Fe Water Conservation staff. When the faucet was turned on, the flow rate was measured at 1.5 gallons per minute (gpm). Please note that a typical flow rate for a kitchen faucet should be no more than 2.5 gpm, although a handwashing sink could be as low as 0.5 gpm.

Dish Washing Sink: When the faucet was turned on, the flow rate was measured at 2 gpm.

Commercial Dishwasher: There was no current indication of leaks at the hose connections of the stationary door commercial dishwasher. After looking up the specs on the CMA EC-2 commercial dishwasher we were able to conclude that this machine uses 0.93 gallons of water per cycle capacity of 40 racks per hour. This translates to .93 gal x 40 = 37.2 gallons of water used per cycle at full capacity. If this machine is used twice a day, it uses an estimated 2,232 gallons of water per month.

City of Santa Fe Water Conservation Office
801 W. San Mateo Road • PO Box 909 • Santa Fe, NM 87504 • 505-955-4225

Prep Sink: The faucet on the prep sink was equipped with an aerator and the flow measured at 1.75 gpm.

Women's Restroom:

The women's restroom has 4 sinks and 3 toilets.

Flow rates for all 4 faucets were measured at 0.5 gpm. In addition, all faucets were metered and equipped with aerators. Please note that the typical flow rate for a bathroom faucet should be no more than 2.2 gpm, and could be as low as 0.5 gpm. Please note that not all of the faucets are metered to run for the same length of time. The one closest to the door ran for 30 seconds, while the remainder ran for shorter durations, the shortest being 15 seconds.

The toilets use Zurn flushometer valves. Two of the toilets utilize 1.28 gallon per flush (gpf) valves; the third toilet (ADA stall) uses a 1.6 gpf valve. If the flush valve on the ADA toilet were replaced with a 1.28 gpf valve, it would qualify for a \$500 rebate. No leaks were detected.

Men's Restroom:

The men's restroom has 4 sinks, 3 toilets and 2 urinals.

Flow rates for all 4 faucets were measured at .5 gpm. In addition, all faucets were metered and equipped with aerators. Please note that the typical flow rate for a bathroom faucet should be no more than 2.2 gpm. Please note that not all of the faucets are metered to run for the same length of time. The one closest to the door ran for 30 seconds, while the remainder ran for shorter durations, the shortest being 9 seconds.

The toilets and urinals use Zurn flushometer valves. Two of the toilets utilize 1.28 gallon per flush (gpf) valves; the third toilet (ADA stall) uses a 1.6 gpf valve. Both urinals use 1 gpm flush valves. Each urinal replaced with a water-free model could qualify for a \$500 rebate, however water-free urinals often have additional maintenance considerations. Another alternative to reduce water consumption would be to see if the existing flush valves could be replaced with 0.125 gpf (also called pint flush) valves. No leaks were detected.

Showers:

The facility was equipped with four private (4) shower stalls. Please note that a typical flow rate for a showerhead should be no more than 2.5 gpm; many new WaterSense models use 2 gpm or less.

Shower #1: The shower flow was measured at 1.75 gpm.

Shower #2: The shower flow was measured at 1.25 gpm.

Shower #3: The shower flow was measured at 1.25 gpm.

Shower #4: The shower flow was measured at 1.8 gpm.

Laundry and Utility Room:

There were one GE front load clothes washer (model number GFWH2400L0WWW) which was not working. This machine qualifies for a \$150 rebate if replaced with a new-CEE tier 3 model.

Custodian Closet:

A pressure reading of 65 psi was taken at the faucet on the mop sink. Most fixtures and appliances are calibrated to operate with a water pressure of 60-80 psi, so this is an appropriate pressure. The presence of a pressure reducing valve and backflow were noted. This closet also houses the heating equipment, which showed no indication of leaks.

FINDINGS:

The City of Santa Fe Water Conservation Office staff found that the Interfaith Community Shelter has taken many measures to use water efficiently. You indicated that all fixtures in the restrooms had been replaced in late October 2014. This correlates with the reduction in water usage shown in the Water Budget chart,

beginning with November 2014, despite the anticipated increase in the number of people served through the night shelter program over the past winter.

RECOMMENDATIONS:

Overall, our inspection found that the fixtures and appliances installed at Interfaith Shelter are free from leaks, and at least 80% are water efficient models. The following are recommendations (not requirements) for further improving water efficiency:

1. Reset all metering faucets in all restrooms to 12 or 15 seconds. This adjustment would save water as compared to the longer durations that most of the faucets currently use, as well as reducing the propensity of clients to utilize the sinks closest to the door, which interfere with access/egress for the restrooms
2. Replace the 1.0 gpf urinals with water-free models, which are eligible for a rebate of \$500 per unit, or consider replacing the valves with 0.125 gpf (pint flush) valves, if maintenance of the water-free models is a concern.
3. Replace the broken front-loading clothes washer with CEE tier 3 model, which is eligible for \$150 rebate. A clothes washer rebate application is enclosed. Please note that PNM also offers a clothes washer rebate. Please contact them to obtain information about their program.
4. Track both your water usage and energy usage with free the Energy Star Portfolio Manager at <http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>

Overall, the Interfaith Community Shelter is doing an excellent job of maintaining a water-efficient facility. The above recommendations will further enhance that water efficiency however the Water Conservation Office feels that this facility complies with the requirements to apply for the financial relief to water utility bills.

For more information about water conservation, visit our website at www.savewatersantafe.com. Please feel free to call us with any questions or comments at (505) 955-4225.

Sincerely,



Rick Carpenter
Water Resources & Conservation Manager
(505) 955-4206

Enclosures:

Water Budget
High Efficiency Toilet Rebate Application
Water Free Urinal Rebate Application
Clothes Washer Rebate Application



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor The Interfaith Community Shelter

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$5241/year

Termination Date: June 30, 2018

Approved by Council Date: Pending

or by City Manager Date: _____

Contract is for: reduced water rate

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____ Inclusive of GRT

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ _____

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP# _____ Date: _____



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

RFQ [] _____ Date: _____

Sole Source [] _____ Date: _____

Other This is an agreement between the City and one of the utility customers for rates _____

6 Procurement History: _____
example: (First year of 4 year contract)

7 Funding Source: Water _____ BU/Line Item: _____ 51300

8 Any out-of-the ordinary or unusual issues or concerns:
none
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Maya Martinez
Phone # _____ -4271

10 Certificate of Insurance attached. (if original Contract) []

Submit to City Attorney for review/signature

Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

[Empty box for comments]