



## DISTRIBUTION SERVICE AGREEMENT

## RENEWAL

SALESPERSON: 011500 - Matt Preston

FEDERAL TAX ID: 93-6002222

REF: 20-0118843

ADVERTISER ID: 119484

PO NUMBER:

GROUP TO:

BILL TO:

ADVERTISER: City of Newport

ADVERTISER: City of Newport

CONTACT: Gloria Tucker, Deputy City Recorder

CONTACT: Gloria Tucker

EMAIL: g.tucker@newportoregon.gov

WEB SITE: www.discovernewport.com

ADDRESS1: 169 SW Coast Hwy

NEW ADDRESS:

ADDRESS1: 169 SW Coast Hwy

NEW ADDRESS:

ADDRESS2:

ADDRESS2:

CITY: Newport

CITY: Newport

STATE: OR ZIP: 97365

STATE: OR ZIP: 97365

PHONE: (541) 574-0649

FAX: (541) 285-5589

PHONE: (541) 574-0649

FAX: (541) 285-5589

DATE: 03/01/2021

CONTRACT: 21-0121628

REV: 00001

START DATE: 07/01/21

END DATE: 06/30/22

NAME OF ADDRESSEE / PUBLICATION:

Newport

INVENTORY ID NUMBER: 001782

We will distribute the above named item in the area or areas set forth below. Display shall be on a single pocket basis. Minimum distribution period is 3 consecutive months.

CODE DISTRIBUTION PROGRAM AREA DATES START DATE END DATE MONTHLY FEE # MONTHS CODES FEE NONPROF OVERSEAS RETAIL TSP15 NET FEE

RECEIVED  
MAY 13 2021

COMMENTS/SPECIAL INSTRUCTIONS

SUB TOTAL: 13,285.96

APPLICABLE SALES TAX: 0.00

TOTAL NET FEE: 13,285.96

## APPROVED BY ADVERTISER

AGREEMENT TO TERMS Advertiser hereby acknowledges that Advertiser has read all the terms and provisions set forth on the front and backside of this Agreement, and agrees that all such terms and provisions are a part of this Agreement.

Your Signature:

Name (print):

Title:

City Manager Date: 05-10-21

APPROVED BY (Certified Folder Display corporate office)

Signature:

Name (print):

PATRICK C. FEARN  
PRESIDENT

Title:

Date:

5/14/21

Print Date: March 01, 2021 at 3:03 PM

MONTHLY BILLING SCHEDULE (including regular fee schedule)

Fees are normally billed 30 days in advance of service. Monthly Billing Schedule details actual billing for the month indicated, not for the month service is provided.

| Jun      | Jul      | Aug      | Sept   | Oct      | Nov      |
|----------|----------|----------|--------|----------|----------|
| 2,198.73 | 2,198.71 | 1,986.63 | 450.76 | 450.76   | 450.76   |
| Dec      | Jan      | Feb      | Mar    | Apr      | May      |
| 450.76   | 450.76   | 450.76   | 648.20 | 1,774.55 | 1,774.58 |

PREPAYMENT OPTION

PREPAYMENT DISCOUNT (Please check one)

☐ Yes ☐ No

(8.00% on all applicable programs): (1,043.49)

SUBTOTAL: 12,242.47

APPLICABLE SALES TAX: 0.00

TOTAL PREPAID FEE

12,242.47

All fees billed 30 days in advance of service

Page: 2 of 2

CF070DIS rev. 01/18/21



## DISTRIBUTION SERVICE AGREEMENT

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ADVERTISER ID: 119484  
BILL TO:  
ADVERTISER: City of Newport  
CONTACT: Gloria Tucker, Deputy City Recorder  
EMAIL: g.tucker@newportoregon.gov  
ADDRESS1: 169 SW Coast Hwy NEW ADDRESS:  
ADDRESS2:  
CITY: Newport  
STATE: OR ZIP: 97365  
PHONE: (541) 574-0649 FAX: (541) 265-5589

FEDERAL TAX ID: 93-6002222 REF: 20-0118843  
PO NUMBER:  
BILL TO:  
ADVERTISER: City of Newport  
CONTACT: Gloria Tucker  
WEB SITE: www.discovernewport.com  
ADDRESS1: 169 SW Coast Hwy NEW ADDRESS:  
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PHONE: (541) 574-0649 FAX: (541) 265-5589

## RENEWAL

DATE: 03/01/2021  
CONTRACT: 21-0121628 REV: 08001  
START DATE: 07/01/21  
END DATE: 06/30/22

## NAME OF BROCHURE / PUBLICATION:

Newport

INVENTORY ID NUMBER: 001782

We will distribute the above named item in the area or areas set forth below. Display shall be on a single pocket basis. Minimum distribution period is 3 consecutive months.

| CODE           | DISTRIBUTION PROGRAM AREA            | #PAGES | START DATE | END DATE | MONTHLY FEE | #MONTH | GROSS FEE | NONPROF | OVERSE  | NET FEE | TOTALS    | NET FEE  |
|----------------|--------------------------------------|--------|------------|----------|-------------|--------|-----------|---------|---------|---------|-----------|----------|
| 1-TS-1-NW/W    | Washington - Tourist Systems Program | 112    | 07/01/21   | 09/30/21 | 517.15      | 3      | 1,551.45  | -77.57  | -221.08 | 0.00    | -187.92   | 1,064.88 |
| 1-VM-1-NW/VN   | Vancouver, WA                        | 71     | 07/01/21   | 09/30/21 | 149.90      | 3      | 449.70    | -22.49  | -64.08  | 0.00    | -84.47    | 308.66   |
| 1-VM-1-NW/DH   | The Dalles/Hood River                | 69     | 07/01/21   | 09/30/21 | 135.75      | 3      | 407.25    | -20.36  | -58.03  | 0.00    | -49.33    | 279.53   |
| 1-VM-1-NW/SM   | Salem                                | 83     | 07/01/21   | 09/30/21 | 125.25      | 3      | 375.75    | -18.78  | -53.54  | 0.00    | -45.51    | 257.91   |
| 1-VM-1-NW/E    | Eugene                               | 74     | 07/01/21   | 09/30/21 | 151.90      | 3      | 455.70    | -22.79  | -64.94  | 0.00    | -85.20    | 312.78   |
| 1-VM-1-NW/R    | Roseburg                             | 59     | 07/01/21   | 09/30/21 | 121.20      | 3      | 363.60    | -18.18  | -51.81  | 0.00    | -44.04    | 249.57   |
| 1-VM-1-NW/GP   | Grants Pass                          | 50     | 07/01/21   | 09/30/21 | 112.00      | 3      | 336.00    | -16.80  | -47.88  | 0.00    | -40.70    | 230.62   |
| 1-VM-1-NW/M    | Medford                              | 81     | 07/01/21   | 09/30/21 | 168.90      | 3      | 506.70    | -25.34  | -72.20  | 0.00    | -81.37    | 347.79   |
| 1-VM-1-NW/NOC  | N. Oregon Coast                      | 74     | 07/01/21   | 09/30/21 | 151.90      | 3      | 455.70    | -22.79  | -64.94  | 0.00    | -85.20    | 312.78   |
| 1-VM-1-NW/SOC  | S. Oregon Coast                      | 113    | 07/01/21   | 09/30/21 | 224.05      | 3      | 672.15    | -33.81  | -85.78  | 0.00    | -119.59   | 481.35   |
| 1-VM-1-NW/COC  | Central Oregon Coast                 | 104    | 07/01/21   | 09/30/21 | 197.00      | 3      | 591.00    | -29.55  | -84.22  | 0.00    | -113.77   | 405.65   |
| 1-TS-1-NW/W    | Washington - Tourist Systems Program | 112    | 05/01/22   | 06/30/22 | 517.15      | 2      | 1,034.30  | -51.72  | -147.39 | 0.00    | -209.11   | 709.92   |
| 1-VM-1-NW/VN   | Vancouver, WA                        | 71     | 05/01/22   | 06/30/22 | 149.90      | 2      | 299.80    | -14.99  | -42.72  | 0.00    | -57.71    | 205.78   |
| 1-VM-1-NW/DH   | The Dalles/Hood River                | 69     | 04/01/22   | 06/30/22 | 135.75      | 3      | 407.25    | -20.36  | -58.03  | 0.00    | -78.39    | 279.53   |
| 1-VM-1-NW/SM   | Salem                                | 63     | 05/01/22   | 06/30/22 | 125.25      | 2      | 250.50    | -12.53  | -35.70  | 0.00    | -48.23    | 171.94   |
| 1-VM-1-NW/E    | Eugene                               | 74     | 05/01/22   | 06/30/22 | 151.90      | 2      | 303.80    | -15.19  | -43.29  | 0.00    | -58.48    | 208.52   |
| 1-VM-1-NW/R    | Roseburg                             | 59     | 05/01/22   | 06/30/22 | 121.20      | 2      | 242.40    | -12.12  | -34.54  | 0.00    | -46.66    | 166.38   |
| 1-VM-1-NW/GP   | Grants Pass                          | 50     | 07/01/21   | 08/31/21 | 112.00      | 2      | 224.00    | -11.20  | -31.92  | 0.00    | -43.12    | 153.75   |
| 1-VM-1-NW/M    | Medford                              | 81     | 05/01/22   | 06/30/22 | 168.90      | 2      | 337.80    | -16.89  | -48.14  | 0.00    | -65.03    | 231.86   |
| 1-VM-1-NW/NOC  | N. Oregon Coast                      | 74     | 04/01/22   | 06/30/22 | 151.90      | 3      | 455.70    | -22.79  | -64.94  | 0.00    | -87.73    | 312.78   |
| 1-VM-1-NW/SOC  | S. Oregon Coast                      | 113    | 05/01/22   | 06/30/22 | 224.05      | 2      | 448.10    | -22.41  | -63.85  | 0.00    | -86.26    | 307.56   |
| 1-VM-1-NW/COC  | Central Oregon Coast                 | 104    | 07/01/21   | 08/31/21 | 197.00      | 2      | 394.00    | -19.70  | -56.15  | 0.00    | -75.85    | 270.43   |
| 1-VM-2-NW/P    | Portland (Super Cities)              | 237    | 07/01/21   | 08/30/22 | 550.85      | 12     | 6,610.20  | -330.51 | -941.95 | 0.00    | -1,272.46 | 4,537.08 |
| 52-BR-11-ORS03 | French Prairie - SB I-5 (Brochure)   | 1      | 07/01/21   | 06/30/22 | 25.00       | 12     | 300.00    | -15.00  | 0.00    | -99.75  | -27.79    | 157.46   |
| 52-BR-11-ORS06 | Oak Grove - SB I-5 (Brochure)        | 1      | 07/01/21   | 06/30/22 | 25.00       | 12     | 300.00    | -15.00  | 0.00    | -99.75  | -27.79    | 157.46   |
| 52-BR-11-ORS07 | Gettings Creek - NB I-5 (Brochure)   | 1      | 07/01/21   | 06/30/22 | 25.00       | 12     | 300.00    | -15.00  | 0.00    | -99.75  | -27.79    | 157.46   |
| 52-BR-11-ORS10 | Brookings - EB/WB Hwy 101 (Brochure) | 1      | 07/01/21   | 06/30/22 | 25.00       | 12     | 300.00    | -15.00  | 0.00    | -99.75  | -27.79    | 157.46   |
| 3-BR-11-CWC01  | CA Welcome Center San Francisco      | 1      | 07/01/21   | 06/30/22 | 25.00       | 12     | 300.00    | -15.00  | 0.00    | -99.75  | -27.79    | 157.46   |
| 5-BR-11-WF/SW  | WSF Seattle/Bainbridge               |        | 07/01/21   | 09/30/21 | 155.25      | 3      | 465.75    | -23.29  | 0.00    | 0.00    | -23.29    | 376.09   |
| 5-BR-11-WF/SW  | WSF Seattle/Bainbridge               |        | 05/01/22   | 06/30/22 | 155.25      | 2      | 310.50    | -15.53  | 0.00    | 0.00    | -15.53    | 250.73   |

RECEIVED  
MAY 13 2021  
BY:

Contract No.  
Revision No.

21-0121628  
00001

1. **Brochure Placement.** The actual placement and positioning of Advertiser's brochure in Certified's brochure display rack(s) and/or website(s) under this Agreement shall be within the sole and absolute discretion of Certified. Certified shall use its reasonable efforts to maintain adequate numbers of the brochures at each physical display rack, but Certified shall have no liability to Advertiser where the number of brochures is reduced or completely depleted due to special events or due to other circumstances beyond Certified's reasonable control.
2. **First Sunday.** Certified may, from time to time, impose a temporary first Sunday equal to 3.0% of the net monthly fee specified in the monthly billing schedule, upon 30 day written notice to Advertiser. Advertiser may elect to cancel contract on five day's written notice without penalty if such notice is deemed unacceptable.
3. **Rights of Location Management.** The person or entity which owns or controls the physical premises at which a physical display rack is located shall have the right to object to the display of Advertiser's brochures. If Certified is informed of such objection, then it may in its sole and absolute discretion, without notice to Advertiser, remove the brochures from such location and place them at another location with no reduction in the fees due from Advertiser. No representation or warranty. Certified does not make and specifically disavows any representation, warranty or guarantee to Advertiser, including without limitation, any representation or warranty that: (a) any particular number of brochures will actually be distributed; (b) any particular amount of website traffic will be realized; (c) use of Certified's website(s) will be secure, timely, uninterrupted or error-free or operate in combination with any other hardware, software, system or device; (d) Certified's website(s) will meet Advertiser's requirements or expectations; or (e) the servers that make Certified's website(s) available will be free of viruses or other harmful components.
5. **Shipment of Brochures.** All tangible brochures and/or publications to be distributed under this Agreement shall be shipped to Certified warehouse location(s), freight prepaid at Advertiser's expense. Any freight costs incurred by Certified on behalf of the advertiser will be billed back to the advertiser.
6. **No Other Rights.** This Agreement does not constitute a distributorship, joint venture, partnership, franchise, or other form of business relationship. Advertiser shall have no right to renew or extend this Agreement. Any offer to renew or extend this Agreement by Certified shall be in its sole and absolute discretion and subject to any terms or conditions that Certified may impose in connection therewith.
7. **Representation of Materials.** Compliance with laws. Indemnify. Advertiser hereby authorizes and grants to Certified and its affiliates a non-exclusive, royalty-free, worldwide license to scan, digitize, modify, reproduce and distribute Advertiser's marketing materials, including but not limited to Advertiser's advertising brochures, newsletters, service manuals and copyrighted materials, for the promotional purposes contemplated by this Agreement. Advertiser represents and warrants that (i) all materials provided or made available to Certified comply with all applicable laws and regulations, including copyright, publicity and trade secrets laws; (ii) such materials are solely and exclusively owned by Advertiser and do not infringe upon the rights of any third party; and (iii) Advertiser has the sole and exclusive right and authority to grant the rights provided herein. Advertiser shall indemnify, defend and hold Certified harmless against any loss, damage, claim, liability or expense, including but not limited to legal fees and court costs, arising out of or related to the contents of Advertiser's materials and/or Advertiser's breach of any representation or warranty provided in this Agreement.
8. **Entire Agreement.** Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall be read as though the invalid or unenforceable portion or provision was never included. The remainder of this Agreement excluding the invalid or unenforceable portion or provision shall continue in full force and effect.
9. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflict or law principles.
10. **Attorney's Fees.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.
11. **Limitation on Damages.** Certified will not be liable for any failure to fulfill its obligations under this Agreement due to causes beyond its reasonable control and without its fault or negligence, including but not limited to acts of God and other force majeure events. In no event shall Certified be liable for lost profits or other consequential or incidental damages sustained by Advertiser as a result of a breach of this Agreement by Certified. In the event Certified materially breaches this Agreement, then it is agreed that Advertiser will be entitled to recover a maximum amount equal to one month of the fees due from Advertiser to Certified on the last day of the month.

APPROVED BY ADVERTISER

Signature

*[Signature]*

12. **Indemnification.** Advertiser shall indemnify, defend and hold Certified harmless from and against any and all claims, threats, suits or liability (including legal fees and costs incurred by Certified in defending or responding to any claim, threat, suit or liability) or any amounts paid by Certified in satisfaction of any judgment or other award incurred or expended by Certified in any way related to, connected with, or arising out of the services provided to Advertiser in connection with this Agreement, including the posting of Advertiser's materials on Certified's website(s), and all publication, production and/or print design work produced for or used on behalf of Advertiser by Certified, its agents, assigns and subcontractors, concerning or related to this Agreement.
13. **Arbitration and Venue.** Advertiser consents to the exclusive jurisdiction of the superior courts of the State of California, County of San Diego, in connection with any dispute arising under or related to this Agreement.
14. **Modification in Writing.** This Agreement may be modified only by a writing executed by the party to this Agreement against whom enforcement of such modification is sought.
15. **Transfer of Rights.** Advertiser may not transfer its rights under this Agreement without the prior written consent of Certified, which consent shall not be unreasonably withheld.
16. **Prior Undertakings.** This Agreement and the documents attached hereto contain the entire agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersede all prior understandings, agreements, representations and warranties, whether oral or written, with respect to such subject matter.
17. **Notice.** All notices and/or communications regarding this Agreement other than a change of address, shall be in writing and shall be personally delivered, sent by registered or certified mail, postage prepaid and return receipt requested, FAX'd to Certified's corporate office, or by an overnight express courier service that provides written confirmation of delivery to such party at such party's address shown on the front of this Agreement. **Waiver.** No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be construed as a waiver, nor will any single or partial exercise of any right preclude the further exercise of any other right.
19. **Failure to Provide Brochures.** Failure on the part of Advertiser to provide a sufficient number of brochures and/or to submit electronic copies of brochures in digital format(s) as requested by Certified shall in no way affect Advertiser's obligation to pay Certified under the terms and conditions of this Agreement.
20. **Loss of Materials.** Certified is not responsible for the loss of or damage to, Advertiser's brochures and/or other literature under any circumstances. Advertiser is responsible for securing appropriate insurance coverage to protect against any loss or damage to its brochures and/or other literature.
21. **Print & Advertising Disclosure.** In no event shall Certified be liable for color versions in any part or whole of Advertiser's publications, whether in print or included on Certified's website(s). Also, Certified will not be liable for errors in Advertiser's publications after Advertiser has signed approval to print and/or provided electronic copies, as applicable. If Advertiser does not indicate specific color preferences, Certified reserves the right to specify color of advertisements.
22. **Website Content.** Advertiser shall, at Certified's request, submit electronic copies of brochures to be included on Certified's website(s) in digital format(s) as reasonably requested by Certified from time to time.
23. **Cancellation.** This Agreement may be cancelled by either party with at least thirty (30) days written notice to either party provided, however, if this Agreement includes an advertisement in a publication, the parties acknowledge that cancellation is not possible within 30 days of the publication date or at any time following publication. Advertiser will be made to the actual earned rate. If paid in advance, any unearned fees will be refunded less any adjustment to the actual earned rate. Additionally, if an invoice for advertising spots on the Washington State Ferry System (WSF) or BC Ferries (BCF) is not paid by Advertiser within 30 days, Certified may cancel this Agreement immediately without notice.
24. **Washington State Ferry Program (WSF), BC Ferries Program (BCF) & California Wilderness Center Program (CWC).** In the event Certified Folder Display Service, Inc. is unable to provide advertising space in either the (WSF), (BCF), or (CWC) programs as contracted for, this Agreement may be cancelled immediately by either party without penalty.
25. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of Advertiser and Certified and nothing in this Agreement may be deemed to confer upon third parties any remedy, claim, liability, reimbursement, claim of action or other right.

Name (Print):

*Spencer P. V. 661*

Date:

*05/03/21*





May 14, 2021

Gloria Tucker  
Deputy City Recorder  
**CITY OF NEWPORT**  
169 SW Coast Hwy  
Newport, OR 97365

Advertiser Nbr: 119484  
Contract Nbr: 21-0121628  
Contract Type: Renewal  
Start Date: 07/01/2021

Dear Ms. Tucker,

It is indeed a pleasure to return to you an approved copy of your Distribution Service Agreement to renew service in the following program(s):

|                |                                      |
|----------------|--------------------------------------|
| 1-VM-1-NW/NOC  | N. Oregon Coast                      |
| 1-VM-1-NW/SOC  | S. Oregon Coast                      |
| 1-VM-1-NW/COC  | Central Oregon Coast                 |
| 1-VM-2-NW/P    | Portland (Super Cities)              |
| 52-BR-11-ORS03 | French Prairie - SB I-5 (Brochure)   |
| 52-BR-11-ORS06 | Oak Grove - SB - I-5 (Brochure)      |
| 52-BR-11-ORS07 | Gettings Creek - NB - I-5 (Brochure) |
| 52-BR-11-ORS10 | Brookings - EB/WB Hwy 101 (Brochure) |
| 3-BR-11-CWC01  | CA Welcome Center San Francisco      |
| 5-BR-11-WF/SW  | WSF Seattle/Bainbridge               |
| 5-BR-11-WF/SW  | WSF Seattle/Bainbridge               |
| 1-VM-1-NW/M    | Medford                              |
| 1-VM-1-NW/GP   | Grants Pass                          |
| 1-VM-1-NW/R    | Roseburg                             |
| 1-VM-1-NW/E    | Eugene                               |
| 1-VM-1-NW/SM   | Salem                                |
| 1-VM-1-NW/DH   | The Dalles/Hood River                |
| 1-VM-1-NW/VN   | Vancouver, WA                        |
| 1-LM-7-NW/W    | Washington - Local Marketing         |
| 1-VM-1-NW/COC  | Central Oregon Coast                 |
| 1-VM-1-NW/SOC  | S. Oregon Coast                      |
| 1-VM-1-NW/NOC  | N. Oregon Coast                      |
| 1-VM-1-NW/M    | Medford                              |
| 1-VM-1-NW/GP   | Grants Pass                          |
| 1-VM-1-NW/R    | Roseburg                             |
| 1-VM-1-NW/E    | Eugene                               |
| 1-VM-1-NW/SM   | Salem                                |
| 1-VM-1-NW/DH   | The Dalles/Hood River                |
| 1-VM-1-NW/VN   | Vancouver, WA                        |
| 1-LM-7-NW/W    | Washington - Local Marketing         |

Enclosed please find a copy of your Distribution Service Agreement. Per our agreement, you will be sent an invoice on 06/01/2021.

City of Newport is a very important client of ours, and we sincerely appreciate the working relationship we have developed during our association.

Our thanks to you and your staff for your support of our service programs. And as always, we pledge to you the finest folder distribution service available... Certified Service!

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Fearn', with a stylized, flowing script.

Patrick C. Fearn  
President

Enclosures

cc: Matt Preston, Regional Sales Manager



**AUTHORIZATION FOR  
AGREEMENTS, MOUs, OR  
OTHER DOCUMENTS OBLIGATING  
THE CITY**

**All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.**

Document: Distribution Service Agreement Date: 4/29/21

Statement of Purpose: Additional distribution centers for the Destination Newport brochure, recommended by Destination Newport Committee on April 29, 2021

Department Head Signature: \_\_\_\_\_

Remarks, if any: \_\_\_\_\_

City Attorney Review and Signature: NA Date: \_\_\_\_\_

Other Signatures as Requested by the City Attorney: \_\_\_\_\_

|                                    | Signature                |                          |                          |                          | Name/Position |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------|
|                                    | Yes                      | No                       |                          |                          | Date:         |
| Budget Confirmed:                  | X                        | <input type="checkbox"/> | N/A                      | <input type="checkbox"/> |               |
| Certificate of Insurance Attached: | <input type="checkbox"/> | No                       | <input type="checkbox"/> | N/A                      | X             |
| City Council Approval Needed:      | <input type="checkbox"/> | No                       | X                        | Date:                    |               |

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 5-3-21

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: [Signature] Date: 5/26/2021

Date posted on website: 5/26/21