

INSTRUCTIONS

In order for your city or city agency to participate in the Kentucky League of Cities Insurance Services, you must do the following:

STEP 1: ENACT THE ORDINANCE (OR PASS THE RESOLUTION) APPROVING THE EXECUTION OF THE INTERLOCAL COOPERATION AGREEMENT TO ESTABLISH THE KENTUCKY LEAGUE OF CITIES INSURANCE SERVICES

Each City legislative body must **enact the emergency ordinance** which approves the Interlocal Cooperation Agreement. The ordinance has been drafted in emergency form because of the limited time frame. The ordinance may be enacted upon first reading. It must be published within ten (10) days of enactment.

OR

Each City Agency, board, authority or commission must **pass the resolution** which approves the Interlocal Cooperation Agreement.

STEP 2: COMPLETE THE SIGNATURE PAGE AND ACKNOWLEDGEMENT PAGE TO THE INTERLOCAL COOPERATION AGREEMENT

The Signature Page to the Interlocal Cooperation Agreement must be **signed and dated** by the mayor of the city and **attested** by the city clerk of the city. In the case of city agencies, the Signature Page should be signed by the chief executive officer and attested by the secretary or other officer of the agency.

The Acknowledgement Page must be **notarized**. The names of the officers who signed the Signature Page should be filled in on the Acknowledgement Page.

STEP 3: SIGN THE TRUST PARTICIPATION AGREEMENT - General Insurance Trust

The last page of the Trust Participation Agreement must be **signed and dated** by the mayor of the city or the chief executive officer of the city agency, board, authority or commission.

STEP 4: MAIL THE ORIGINALS TO KLC

The **originals** of the Interlocal Cooperation Agreement, and the Trust Participation Agreement must be mailed to KLC. A **copy** of the ordinance approving the Interlocal Agreement must also be mailed to KLC. The documents should be mailed to: **100 East Vine Street, Suite 800, Lexington, KY 40507-3701.**

IF YOU HAVE ANY QUESTIONS ABOUT THE LEGAL DOCUMENTS OR THE PROCESS FOR COMPLETING THEM, PLEASE CONTACT LAURA ROSS AT 1-800-876-4552 OR 859-977-4212.