

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: November 30, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with CSM – Hollywood Equities for Electronic Check Acceptance Processing Services

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – City Manager’s Office
- 2) Type of Agreement – Parking Lease Agreement
- 3) Method of Procurement (RFP, bid, etc.) – “Best interest” exemption
- 4) Term of Contract
 - a) initial – 15 yrs.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Rent of \$35 per parking space per month for 51 spaces, with annual increase based on increases in Consumer Price Index.
- 6) Termination rights – City can terminate without cause by giving 120 days’ notice if City discontinues the use of property as a surface parking lot.
- 7) Indemnity/Insurance Requirements – CSM will indemnify City and provide insurance.
- 8) Scope of Services – City will lease to CSM, and CSM will lease from City, 51 unassigned parking spaces in the surface parking lot at 2717 Van Buren Street.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager