

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: July 3, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Memorandum of Understanding with the Broward County Sheriff for the implementation of a civil citation for juveniles at the juvenile assessment center

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

- 1) Department/Division involved - Police
- 2) Type of Agreement – Memorandum of Understanding
- 3) Method of Procurement (RFP, bid, etc.) - n/a
- 4) Term of Contract - Commences on execution of the Agreement and expires on December 31, 2016. The agreement is renewable upon mutual agreement of the parties..
- 5) Contract Amount - Each party bears the own costs associated with performing services under the agreement.
- 6) Termination rights - Either party may terminate by providing thirty days prior written notice.
- 7) Indemnity/Insurance Requirements - n/a
- 8) Scope of Services - BSO will offer a civil citation to a qualifying youth brought to the Juvenile Assessment Center from City of Hollywood pursuant to Hollywood's policy. The youth will be referred to the Broward County Civil Citation Program which is in lieu of arrest.
- 9) City's prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – none.

cc: Cathy Swanson-Rivenbark, City Manager