

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** December 20, 2016  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Parking Lease Agreement with Little Giants Academy, Inc.

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Parking
  - 2) Type of Agreement – Parking Lease Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – n/a
  - 4) Term of Contract
    - a) initial – Three year term
    - b) renewals (if any) – One two-year period
    - c) who exercises option to renew – Mutual agreement of the parties
  - 5) Contract Amount – \$1,260.00 annual amount (\$35.00 per month, per space for 3 parking spaces)
  - 6) Termination Rights – Either party may terminate with or without cause upon thirty (30) days written notice.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall lease three parking spaces for a three year period for employee/customer parking.
  - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager