

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 9, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Interlocal Agreement with Broward County for Building Permit Related Services to be performed by Broward County for rooftop photovoltaic solar systems.

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

- 1) Department/Office involved – Building
- 2) Type of Agreement – Interlocal
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract - Approximately six (6) years. Commences upon execution and continues until February 14, 2020.
- 5) Contract Amount – The City will receive \$539.00 for each permit applied for. The permit applicant will be charged \$552.00 and the breakdown is as follows:
 - \$500.00 Basic Permit Fee
 - 24.00 Board of Rules and Appeals Surcharge
 - 7.50 Section 553.721, Florida Statutes Surcharge
 - 7.50 Section 468.631, Florida Statutes Surcharge
 - 13.00 Credit Card Convenience Fee (County retains this portion)
- 6) Termination rights - Either party may terminate upon 90 days written notice.
- 7) Indemnity/Insurance Requirements – County is self-insured in accordance with Section 768.28, F.S.
- 8) Scope of Services - Broward County will oversee the permit process for rooftop photovoltaic systems (Go Solar), collect the permit fees and then distribute fees to City.
- (9) Prior experience with Vendor (if any) – yes.

Term Sheet continued (ILA with Broward County for Go Solar Permit Process)

10) Other significant provisions – n/a

cc: Cathy Swanson-Rivenbark, City Manager