

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 3, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Retainer Agreements for Code Compliance and Vehicle Impound Special Magistrates with Thomas J. Ansbro, P.A. and Judith E. Secher, Esq.

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 – Police Department, Code Enforcement Division
 - 2) Type of Agreement – Retainer Agreements
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4416-14-JE
 - 4) Term of Contract
 - a) initial – one year
 - b) renewals (if any) – two additional one-year periods
 - c) who exercises option to renew – City
 - 5) Contract Amount – Estimated annual expenditure of \$10,000.00 (based on a rate of \$100 per hour)
 - 6) Termination rights – City 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 – Special Magistrates shall be responsible for preparation and attendance at scheduled hearings, review of final orders, and such other duties as the City may assign.
 - 9) Other significant provisions – none
- cc: Cathy Swanson-Rivenbark, City Manager