

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 23, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Agreement with Paul T. Ryder, Jr., P.A. for Legal Services in Labor and Employment Matters

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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 – Labor Relations
- 2) Type of Agreement – Engagement letter
- 3) Method of Procurement (RFP, bid, etc.) – “professional services” exemption
- 4) Term of Contract
  - a) initial – Indefinite
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount - \$185 per hour. The estimated total per year is \$75,000..
- 6) Termination rights – The City can terminate without cause by giving notice.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will provide legal services in various labor and employment matters.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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