

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 1, 2017
FROM: Alan Fallik, Acting City Attorney
SUBJECT: Proposed Agreement with Jeff Sheffel for Separation from City

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 – City Attorney’s Office
- 2) Type of Agreement – Separation Agreement and General Release
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
 - a) initial – Mr. Sheffel will receive severance pay equal to 20 weeks.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – \$80,800 in severance pay (est.) plus the other benefits provided in Mr. Sheffel’s employment agreement.
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Mr. Sheffel will make himself available by telephone as needed during the 20 weeks immediately following the effective date of the agreement.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – Mr. Sheffel releases the City from any and all claims he may have against the City. The severance period will be credited towards his years of service. He will also be eligible to continue individual and dependent health coverage fully paid by the City.

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