

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** April 24, 2018

**FROM:** Douglas R. Gonzales,  
City Attorney

**SUBJECT:** Local Service Programs Contract and Memorandum of Understanding with the Areawide Council of Aging of Broward County, Inc. for the provision of enhanced senior citizen recreation programs and services.

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

- 1) Department/Division involved – Parks, Recreation and Cultural Arts
- 2) Type of Agreement – Contract and Memorandum of Understanding
- 3) Method of Procurement (RFP, bid, etc.) – Grant
- 4) Term of Local Service Program Contract (LSP)/Memorandum of Understanding
  - a) initial – The LSP: July 1, 2018 or on the date on which the contract has been signed by the last party to sign, and expires on June 30, 2019. The MOU commences on last date signed and has no expiration date.
  - b) renewals (if any)- n/a to LSP. The MOU will be reviewed annually.
  - c) who exercises option to renew – .n/a
- 5) Contract Amount - In an amount not to exceed \$228,000.00.
- 6) Termination rights - By virtue of the Master Contract, the LSP Contract and Memorandum of Understanding may be terminated by either party without cause upon no less than 30 calendar days written notice unless a sooner time is mutually agreed to by the parties. Further, if funding becomes unavailable pursuant to the Master Contract, the Council may terminate upon no less than 24 hours notice. **\*Memorandum of Understanding** - The Agreement may be terminated by either party upon no less than 30 days' calendar notice without cause. The ADRC may terminate the agreement if City fails to cure a breach of the agreement.
- 7) Indemnity/Insurance Requirements – To the extent permitted by law, City indemnifies the Areawide Council on Aging and the State of Florida Dept. of Elder Affairs.
- 8) Other significant provisions – City is subject to audits by ADRC as well as required to execute various certifications in accordance with the Local Service Programs Contract.

cc: Dr. Wazir A. Ishmael, City Manager