

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners/CRA Board **DATE:** September 24, 2018  
**FROM:** Douglas R. Gonzales, City Attorney/General Counsel  
**SUBJECT:** Proposed Agreement between City and CRA for Enhanced Services

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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 – Public Works/Code Compliance
- 2) Type of Agreement – Enhanced Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
  - a) initial – For as long as either district of the CRA remains in existence.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – See 4/14/2016 report titled “Enhanced Services Review and Analysis.”
- 6) Termination rights – Either party can terminate without cause by giving 30 days’ notice.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – City provides various services to CRA. City Commission/CRA Board will choose an option for code inspector services. The options are as follows:
  - A) CRA will employ 2 code inspectors. City will participate in the hiring decisions, and City will direct and supervise the inspectors’ daily activities.
  - B) City will provide sufficient City-employed code inspectors to meet enhanced and baseline levels of service in the two CRA districts.
  - C) City will procure an independent third party to provide code inspector services to meet enhanced and baseline levels of service in the two CRA districts.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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