



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor & City Commissioners  
**FROM:** Dr. Roy L. Virgin, City Manager   
**BY:** Anita Fain Taylor, Director, Economic Development & Housing  
**DATE:** March 24, 2025  
**RE:** Temp. Reso. No. 8392, BID Advisory Board Update (Q1 & 2 2025)

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**1. Introduction**

BID Construction and Professional Services Advisory Board (BID Advisory Bd)

Meeting Information

Day: 2<sup>nd</sup> Tuesday/month

Time: 1:00 PM

Location: Room W-201L (2<sup>nd</sup> Floor, 2200 Civic Center Place)

Staff Liaison: Dr. Karen Hollis ([kehollis@miramarfl.gov](mailto:kehollis@miramarfl.gov); 954-602-3135)

The BID Construction and Professional Services Advisory Board (BID Advisory Board) was created and approved in 2023. Its primary purpose is to provide oversight and to be a community forum for local businesses and will be responsible for reviewing program activities/ results; making recommendations on the effectiveness of the implementation of the BID Act; and serving as a liaison between businesses and the City.

This is a newly formed Board that has been created to monitor the implementation of the BID Act:

- a. Provide BID with knowledge, experience, and businesses resources.
- b. Report on the BID Act's proficiency in eradicating business discrimination.
- c. Report practices identified that can negatively impact businesses.
- d. Review the data on each City department's implementation efforts.
- e. Recommend additional program incentives to foster more inclusion.

These board's activities were included in the (Q1 – Q2 2024) report.

The purpose of this report is to highlight the board's activities taken in Q1 – Q2 2025 and those that are planned for Q3 – Q4 2025.

## 2. Board Composition

We now have a vacancy on the BID Advisory Board. (see below) There are nine (9) At-Will seats on the board, and include one local small business owner; one local owner of a medium size business, one local large business agent, and one Minority Builder representative. A board chair and vice chair are elected annually in April. Below is an overview of the current board:

NAME	ROLE	APPOINTMENT DATE	BACKGROUND	ATTENDANCE
Dorothy Brown-Alfaro	Chair	6/21/23 (At Large)	Local Small Business Owner (Less than 5 staff)	85%
Vernon Williams	Vice Chair	6/21/23 (At Large)	Local Medium Business Owner (Less than 10 Staff)	80%
Amaury Genao	Member	6/05/24 (At Large)	Local Large Business Agent (Over 50 Staff)	80%
Mac Alabre	Member	6/21/23 (At Large)	Industry Development Rep	75%
Robert Washington	Member	6/21/23 (At Large)	Industry Trade Association Rep.	100%
VACANT	Member	(At Large)	Broward County Minority Builders	
Denise Brown	Member	6/21/23 (At Large)	Construction Association Rep	85%
Priscilla Diaz	Member	6/21/23 (At Large)	Local Bank Institution Liaison	80%

## 3. Meetings and Activities

At the meetings in Q1 - Q2 2025, the board has discussed the following:

- Review, consideration, and implementation of a Vendor Relationship Management (VRM) Program as a strategic approach for the board to review prime and subconsultant relationships.
- The quarterly collection of department minority spend data.
- Securing Vendor Performance Scorecards at the conclusion of professional consultant contracts.
- Focus on Workforce Development and Apprenticeship Skill Training.
- Exploring Mentor Protégé Program components and recommending BID consider developing and implementing such a program for the City of Miramar.

#### **4. Accomplishments and Outcomes**

The implementation of the first five (5) VRM Strategies:

1. Establish clear communication strategies.
2. Foster collaboration and partnerships.
3. Build trust and transparency.
4. Define clear performance metrics.
5. Conduct regular vendor performance reviews.

#### **5. Challenges and Lessons Learned**

The current political climate has many government organizations changing to eliminate the words “inclusion” and “diversity.” As such, a recommendation has been made to change the BID program name from Business, Inclusion & Diversity. The new name will be “Business Industry Development.”

The new name best describes the essence of BID. Since its inception, BID has and continues to develop the business industry by offering technical skill building webinars and training workshops: Design Symposiums, Procurement Proficiency, Access to Capital, Bonding & Insurance, Expense Reduction Coaching, Project Management, Maintenance of Traffic, Supplier Development, Credit Repair, and Construction Pre-Qualifications.

#### **6. Financial Overview**

There is no funding sources associated with this board.

#### **7. Future Plans and Recommendations**

For Q3 2025, the board will be involved with the following: The implementation of the final five (5) VRM Strategies:

1. Resolve conflicts promptly.
2. Recognize and reward vendor contributions.
3. Mitigate Risks.
4. Continuously improve prime and sub relationships.
5. Cultivate long-term partnerships.

#### **8. Conclusion**

BID’s mission, vision, and strategy is to promote new opportunities for higher performance and more innovative people development initiatives. BID seeks to align with strategic partners to expand our reach and to increase the economic impact we extend to our business partners.