

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: November 17, 2025

Presenter's Name and Title: Holly Hicks, Assistant Director, Parks & Recreation Department, and Alicia Ayum, Director of Procurement

Prepared By: Jazmine Hall, Parks Operations & Logistics Coordinator

Temp. Reso. Number: R8508

Item Description: Temp. Reso. #R8508 APPROVING THE RECREATIONAL AGREEMENT WITH THE **OVERTOWN YOUTH CENTER (HONEY SHINE PROGRAM)** FOR THE 2026 FISCAL YEAR. *(Holly Hicks, Assistant Director, Parks & Recreation Department, and Alicia Ayum, Director of Procurement)*

Consent Resolution Ordinance Quasi-Judicial Public Hearing

Instructions for the Office of the City Clerk: Agreements to be signed on dais.

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within ____ feet of the property on _____
(fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. _____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes No

REMARKS: Funding for Overtown Youth Center (Honey Shine) are allocated in GL Account 001-60-100-572-000-603400 - \$45,000.00 & 002-60-100-572-000-689002-06009 - \$15,000 (anticipated donations for the Honey Shine Program will be allocated in Munis by the grants division accordingly).


Content:

- Agenda Item Memo from the City Manager to the City Commission
- Resolution TR8508
 - Exhibit A:
 - Overtown Youth Center (Honey Shine Program) – Agreement



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Billy Neal, Director of Parks & Recreation

DATE: November 12, 2025

RE: Temp. Reso. 8508 approving the recreational agreement with the Overtown Youth Center for the Honey Shine Program for the 2026 Fiscal Year

RECOMMENDATION: The City Manager recommends approval of Temp. Reso. No. R8508 approving the recreational agreement with the Overtown Youth Center for the Honey Shine Program for the 2026 fiscal year.

ISSUE: The City Manager seeks Commission approval to execute a recreational agreement with the Overtown Youth Center for the Honey Shine Program to be carried out at the Ansin Sports Complex for the 2026 Fiscal Year.

BACKGROUND: The Parks and Recreation Department currently manages multiple recreational agreements with local organizations and service providers to offer a variety of programs for residents. The Overtown Youth Center carries out the Honey Shine Program, which is a tutoring and educational program that was started in 2002 by Tracy Wilson Mourning. Honey Shine helps kids build self-confidence, do well in school, and be good leaders through after-school programs, classes, and summer camps. The program pairs girls (called "Honey Bugs") with women teachers (called "Honey Shine Members") who help them reach their full potential and build better lives by giving them advice, support, and good role models. The program commenced in Miramar in 2022 at the Ansin Sports Complex.

DISCUSSION: The current agenda item seeks approval of the recreational agreement with the Overtown Youth Center to carry out the Honey Shine Program for the 2026 fiscal year at the Ansin Sports Complex for a one-year term with a one-year renewal option. Program costs cover the supplies and staffing for the fiscal year. The City typically receives donations to supplement the program.

ANALYSIS: Funding for the Overtown Youth Center (Honey Shine Program) is allocated in GL Account 001-60-100-572-000-603400-\$45,000.00 & 002-60-100-572-000-689002-06009 - \$15,000 (anticipated donations for the Honey Shine Program will be allocated in Munis by the grants division accordingly).

Temp. Reso. No. 8508
8/27/25
11/10/25

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY
OF MIRAMAR, FLORIDA, APPROVING THE
RECREATIONAL AGREEMENT WITH THE OVERTOWN
YOUTH CENTER (HONEY SHINE PROGRAM) FOR THE
2026 FISCAL YEAR; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Parks and Recreation Department currently manages multiple recreational agreements with local organizations and service providers to offer a variety of programs for residents; and

WHEREAS, the Overtown Youth Center, Honey Shine Program which is a tutoring and educational program that was started in 2002 by Tracy Wilson Mourning; and

WHEREAS, Honey Shine helps kids build self-confidence, do well in school, and be good leaders through after-school programs, classes, and summer camps; and

WHEREAS, the program pairs girls (called "Honey Bugs") with women teachers (called "Honey Shine Members") who help them reach their full potential and build better lives by giving them advice, support, and good role models; and

WHEREAS, maintaining these partnerships is critical for sustaining popular programs and exploring opportunities for new activities that meet resident needs and preferences; and

Reso. No. _____

Temp. Reso. No. 8508
11/5/25
11/6/25

WHEREAS, the City Manager recommends approving recreational agreement with the Overtown Youth Center to carry out he Honey Shine Program for the Fiscal Year 2026; and

WHEREAS, the City Commission deems it to be in the best interest of the residents of the City of Miramar approving the recreational agreement with the Overtown Youth Center for the Honey Shine Program for the 2026 Fiscal Year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the foregoing “**WHEREAS**” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Section 2: That it approves recreational agreement with the Overtown Youth Center to carry out the Honey Shine Program for the 2026 Fiscal Year attached hereto as Exhibit “A” together with such non-substantial changes as are deemed acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

Section 4: That this Resolution shall take effect immediately upon adoption.

Temp. Reso. No. 8508
11/5/25
11/6/25

PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Yvette Colbourne

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

<u>Requested by Administration</u>	<u>Voted</u>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Vice Mayor Yvette Colbourne	_____
Commissioner Carson Edwards	_____
Mayor Wayne M. Messam	_____

Reso. No. _____



OVERTOWN YOUTH CENTER (OYC MIAMI) SERVICE CONTRACT WITH THE CITY OF MIRAMAR

Purpose

The purpose of OYC Miami's agreement with the City of Miramar is to provide gender-specific afterschool programming inclusive of social-emotional learning and academic support to students attending New Renaissance Middle School.

Contact Information

Overtown Youth Center
 450 NW 14 Street
 Miami, FL 33136
 Phone: 305.349.1204
 Fax: 305.349.1214

Contact: Brittany Lambert-Brown, Chief Programs Officer
 Email: brittany.lambert@oycmiami.org

Parks & Recreation Department, City of Miramar
 2200 Civic Center Place
 Miramar, FL 33025
 Phone: 954-602-3175
 Fax: 954-602-3699
 Contact: Billy Neal
 Email: bdneal@miramarfl.gov

Agency Overview

Since 2003, OYC MIAMI has served as a youth development organization providing a set of "holistic" and comprehensive set of services designed to maximize academic, social, and emotional success amongst young people. OYC MIAMI's program services include academic support, case management, mentoring, health/wellness, enrichment, recreation and college and career readiness. The organization was founded with the ultimate goal of helping youth (ages 5-25) in underserved communities rise above systemic poverty and its associated risk factors to become Positive Contributing Citizens (PCC). OYC MIAMI defines PCCs as students who have entered into a post-secondary educational institution, vocational school, and/or obtained gainful employment, and are making an impact in their community.

I. ENTITIES COMMITMENTS

Agreement for a period beginning **October 1, 2025** and extending through **September 30, 2026**, upon start date of services, will be a total funding not to exceed **\$60,000** unless a separate agreement is made between both parties.

Funding in the amount of \$60,000 is budgeted by the City of Miramar Parks & Recreation Department for 20 students.

Miramar Parks & Recreation is committed to contributing the following resources and/or services:

- Classroom space to accommodate programming
- Storage space for program staff
- Maintenance of a clean space for OYC MIAMI staff and students
- Assist in recruitment of students in partnership with OYC MIAMI staff and school administration

II. MARKETING AND COMMUNICATIONS

- Obtain formal approval for use of logo and any promo materials.

III. ENTITY COMMITMENTS

Overtown Youth Center is committed to contributing the following resources and/or services to Miramar Parks & Recreation:

- Programmatic and administrative oversight
- Notify Miramar Parks & Recreation and all enrolled students and their families in advance of any cancellations of sessions
- Selection and recruitment of 40 students (20 students covered by City of Miramar funding)
- Evaluation of Program Outcomes
- Tools and necessary support to administer outcomes
- Marketing and communication as applicable
- Provide afterschool services for 40 students, 4 days a week during the academic school year and 29 days of full-day summer programming.
- Provide a monthly invoice on the 5th of every month for services delivered based on funding.

IV. TESTING/REPORTING REQUIREMENTS

Overtown Youth Center will provide a Final Report detailing results of services provided (i.e., lessons, survey results, # of students served, etc.).

V. CONFIDENTIALITY

All entities understand that in the course of providing services, each party may have access to confidential information and materials of the other party in order to further performance of services. Members shall protect confidential information and comply with applicable publication of confidential information as each party uses to protect its own confidential information in a like manner. In addition, each member will maintain an appropriate level of data security for the personally identifiable information that is collected or used as a result of this partnership.

VI. INSURANCE/TITLE/OWNERSHIP REQUIREMENTS

All entities agree to maintain comprehensive general liability insurance which covers their operations at levels which is determined by their governance policies. Where fixed assets are used for collaboration members must prove ownership, legal rights or clear title of property before any services are rendered. Insurance to protect major assets must be on file before

final execution of agreements.

VII. COMMUNICATIONS

Entities must approve or unapproved in writing of their logo to be displayed on agreed upon publications including hard copy or web-based materials. Members must approve or unapproved in writing any grant/fundraising solicitations to include agency's information and/or joint program design/collaboration.

VIII. BACKGROUND SCREENINGS

In accordance with applicable Florida State Statutes, employees, volunteers and sub-contracted personnel who work in direct contact with children must complete a satisfactory Level 2 background screening prior to commencing work. Member shall maintain internal documentation which demonstrates compliance with the law. A copy of the background results must be provided to the Overtown Youth Center.

IX. DISCLAIMER

Entities are independent organizations that do not practice jointly and are not responsible for the negligence of each other. Each member is an independent entity responsible for their operations and governance when acting within the scope of this agreement. Nothing in this agreement shall waive the right of sovereign immunity as provided by Section 768.28, Florida Statute, to the City of Miramar.

X. EFFECTIVE TERMS

The signatures below agree to the provisions of this collaboration and the commitment of resources and/or services in support of the Miramar Parks & Recreation and Overtown Youth Center partnership. Amendments or termination to this understanding can be made at the request of either party.

XI. PAYMENTS

- Payments will be made monthly once services are rendered.
- OYC MIAMI will remit invoices on a monthly basis by the 5th of the month.
- Quotes may change depending on availability of materials. This proposal will be honored for 1 month from the date of this proposal.
- If proposal is not signed but services are provided, this proposal is active. All terms and agreement will apply.
- Students will receive afterschool programming including a minimum of 1 hour of gender-specific social-emotional wellness, 1 hour of academic support, 1 hour of fitness/wellness programming, and 1 hour of STEAM programming across a total of 4 days per week at Miramar Parks & Recreation.

Standards of Conduct

As an employee or subcontractor, all members must adhere to Overtown Youth Center's standard of conduct. Additionally, OYC MIAMI may enforce other guidelines of its employee handbook standards if actions warrant so. Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone

work together efficiently, effectively, and harmoniously. The Company's code of conduct is not meant to limit anyone's rights, but to protect the rights of everyone. We hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained. Employees, volunteers, and contractors are expected to use good judgment, ethical business practices, proper personal behavior, and appropriate attire. If an employee, contractor or volunteer's conduct comes into question, the Company will try to resolve the matter fairly, although some acts may require disciplinary action ranging from counseling, verbal or written reprimand to suspension and/or termination, depending upon the severity of the infraction.

Guidelines for Inappropriate Conduct

- a. Use of obscene, profane, or abusive language toward any manager, employee, supplier, or client; or behaving in a manner that would make another person reasonably feel threatened, intimidated, coerced, or fear for his/her personal safety on Company premises, job sites, etc.
- b. Disclosing confidential Company, student, or employee information.
- c. Leaving the designated work area without informing someone.
- d. Poor and/or disrespectful service to Overtown Youth Center's youth, families, & co-workers
- e. Violation of the Company's anti-harassment and anti-discrimination policies.
- f. Failure to observe, or violation of, the Company's safety and security rules or practices, tampering with Company office equipment.
- g. Being intoxicated or under the influence of controlled substance drugs while on duty; use or possession (except medications prescribed by a physician which do not impair work performance) or sale of controlled substances/drugs/alcohol in any quantity while on Company premises.
- h. Possession of dangerous or illegal firearms, weapons, chemicals, or explosives on Company property or while on duty.
- i. Threatening, intimidating, or coercing others (volunteers' employees, youth, family members, or vendors). Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Company premises or when representing the Company.
- j. Insubordination or refusing to obey instruction issued by volunteer coordinator, coordinator, management pertaining to your work; refusal to help out on a special assignment.
- k. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of Company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- l. Unauthorized use or possession of Company property or the property of fellow employees; unauthorized possession or removal of any Company property, including documents, from the premises without prior permission from management.
- m. Gambling on OYC MIAMI premises
- n. Sleeping on the job; loitering or loafing during volunteer hours
- o. Flagrant disregard for Company rules; Gross misconduct of any kind



Tina Brown
CEO, OYC Miami
Date: 9/22/2025



Randy Escoffery
Finance Director, OYC Miami
Date: 09/22/2025

Dr. Roy Virgin
City Manager, City of Miramar
Date:

OVERTOWN YOUTH CENTER WAIVER AND RELEASE OF LIABILITY FORM

I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: The City of Miramar and Overtown Youth Center (OYC MIAMI) and/or their directors, officers, employees, volunteers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

I acknowledge that the OYC MIAMI and the City of Miramar and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the OYC MIAMI.

I acknowledge that this activity or initiative may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this initiative.

I hereby consent and authorize the staff of Overtown Youth Center to take/use still photographs, digital photographs, television transmission, and/or videotaped recordings to promote and market any activities pertaining to this initiative. The waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.



Tina Brown
CEO, OYC Miami
Date: 9/22/2025



Randy Escoffery
Finance Director, OYC Miami
Date: 09/22/2025

Dr. Roy Virgin
City Manager, City of Miramar
Date:


MOU Miramar Parks Rec_ OYC 2025-2026


Final Audit Report


2025-09-23

Created:	2025-09-22
By:	Brittany Lambert-Brown (brittany.lambert@overtownyouth.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbmn9fkU0opxr7aG63H-0_4Qo0a-Fgtl


"MOU Miramar Parks Rec_ OYC 2025-2026" History

 Document created by Brittany Lambert-Brown (brittany.lambert@overtownyouth.org)
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Signature Date: 2025-09-22 - 8:51:37 PM GMT - Time Source: server

 Document e-signed by Tina Brown (tina.brown@oycmiami.org)
Signature Date: 2025-09-23 - 0:12:33 AM GMT - Time Source: server

 Agreement completed.
2025-09-23 - 0:12:33 AM GMT

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the Respective dates under each signature: CITY OF MIRAMAR through its City Manager, authorized to execute same by the City Commission of Miramar, and by OVERTOWN YOUTH CENTER (CONTRACTOR), by and through its Director, attested to and duly authorized to execute same.

CITY OF MIRAMAR

ATTEST:

Denise A. Gibbs, City Clerk

BY: _____
Dr. Roy Virgin, City Manager

This _____ day of _____, 20_____

Approved as to form and legal
sufficiency for the use of and
reliance by the City of Miramar
only:

City Attorney
Austin Pamies Norris Weeks Powell, P.L.L.C.