

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

**Meeting Date:** January 21, 2026

**Presenter's Name and Title:** Clarence Williams, Athletic Program Manager, Parks & Recreation Department

**Prepared By:** Jazmine Hall, Parks Operations & Logistics Coordinator

**Temp. Reso. Number:** 8588

**Item Description:** Temp. Reso. #R8588 AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MIRAMAR POLICE ATHLETIC LEAGUE, INC., FOR THE 2026 FISCAL YEAR. *(Parks & Recreation Athletic Program Manager Clarence Williams)*

Consent ☒ Resolution ☐ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

**Instructions for the Office of the City Clerk: Agreement 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:** The City projects receiving revenue in the amount of \$3,750 from this program which will be deposited into the Athletics Contracted Programs Revenue Account, No. 001-60-602-000-000-347260.


**Content:**

- **Agenda Item Memo from the City Manager to the City Commission**
- **Resolution TR8588**
  - **Exhibit A: Miramar Police Athletic League, Inc. – Memorandum of Understanding**



**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:** January 15, 2026

**RE:** Temp. Reso. No. 8588 authorizing the City Manager to execute a Memorandum of Understanding with the Miramar Police Athletic League, Inc. (Miramar PAL) for the 2026 Fiscal Year

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Reso. No. R8588 authorizing the execution of a Memorandum of Understanding ("MOU") with the Miramar Police Athletic League, Inc. ("Miramar PAL") for the 2026 Fiscal Year.

**ISSUE:** The City Manager seeks authorization from City Commission to execute a Memorandum of Understanding with Miramar PAL to provide youth sports programming.

**BACKGROUND:** Since 1989, the Miramar PAL has been a cornerstone of youth development in Miramar. Miramar PAL has grown its programming and community impact since its foundation, providing safe, structured, and engaging opportunities for local youth. Players have increased by over 65% over the years, proving the program's excellent reputation, accessibility, and community demand for youth-focused services.

Miramar PAL offers many recreational and developmental programs to foster teamwork, leadership, discipline, and good decision-making. Outdoor Soccer, two seasons of Indoor Soccer, two seasons of Basketball for ages 8–13 and 12–14, and mentorship and character-building programs are offered. The programs actively involve youths across several age groups and interests, keeping them active year-round and offering continuous supervision and support.

Participation records indicate Miramar PAL serves 1,800 youth annually. This degree of commitment shows the organization's importance in fulfilling Miramar families' expanding recreational demands. It also highlights the need for high-quality, affordable programs that keep kids and teens safe and strengthen connections among youth, law enforcement, and the community.

**DISCUSSION:** The City does not charge Miramar PAL for use of any of its facilities and does not share any revenue received from the sports programs. However, per the MOU, PAL must pay the City Fifty Dollars (\$50.00) from the fees collected from each non-resident participating in the program.

**ANALYSIS:** The City projects receiving revenue in the amount of \$3,750 from this agreement which will be deposited into the Athletics Contracted Programs Revenue Account No. 001-60-602-000-000-347260.

Temp. Reso. No. 8588  
12/1/25  
1/13/26

**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY  
OF MIRAMAR, FLORIDA, AUTHORIZING THE CITY  
MANAGER TO EXECUTE A MEMORANDUM OF  
UNDERSTANDING WITH THE MIRAMAR POLICE  
ATHLETIC LEAGUE, INC., FOR THE 2026 FISCAL YEAR;  
AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, since 1989, the Miramar Police Athletic League (Miramar PAL) has been a cornerstone of youth development in Miramar; and

**WHEREAS**, Miramar PAL has grown its programming and community effect since its foundation; and

**WHEREAS**, focuses on both recreational and instructional activities; and

**WHEREAS**, Miramar PAL offers many recreational and developmental programs to foster teamwork, leadership, discipline, and good decision-making; and

**WHEREAS**, Miramar PAL provides practice and play season for Soccer and Basketball for ages 8–13 and 12–14, and also offers mentorship and character-building programs; and

**WHEREAS**, the City Manager recommends executing a Memorandum of Understanding with the Miramar PAL for the 2026 Fiscal Year; and

**WHEREAS**, the City Commission deems it to be in the best interest of the residents of the City of Miramar, authorizing the City Manager to execute a Memorandum of Reso. No. \_\_\_\_\_

Temp. Reso. No. 8588  
12/1/25  
1/13/26

Understanding with Miramar Police Athletic League for Soccer and Basketball for the Fiscal Year 2026.

**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 is authorizing the City Manager to execute a Memorandum of Understanding with the Miramar Police Athletic League 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. 8588  
12/1/25  
1/13/26

**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

**Requested by Administration**

Commissioner Maxwell B. Chambers  
Commissioner Avril Cherasard  
Vice Mayor Yvette Colbourne  
Commissioner Carson Edwards  
Mayor Wayne M. Messam

**Voted**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reso. No. \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into as of \_\_\_\_\_ of \_\_\_\_\_, of 2026.

**BETWEEN:**     **The City of Miramar**, further referred to as "CITY", a Florida Municipal Corporation,  
located at:  
                    2300 Civic Center Place  
                    Miramar, FL 33025

**AND:**           **MIRAMAR POLICE ATHLETIC LEAGUE, INC.**, further referred to as "PAL" a not-for-profit  
corporation authorized to do business in the State of Florida, located at:  
                    PO Box 277715  
                    Miramar, FL 33027

### 1. PURPOSE AND SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the use of athletic fields and buildings located throughout the city. This MOU is intended to clearly depict the expectations of both parties.

### 2. BACKGROUND

Whereas the City of Miramar owns and/or operates and maintains current athletic fields and buildings within the CITY intended for recreational purposes, all of which is referred to herein as the "Property" and each referred to herein as a "Property."

Whereas the PAL desires to use certain athletic fields and buildings for recreational purposes as set herein for the intended use and benefit of residents and non-residents of the CITY.

### 3. TERM AND TERMINATION OF THIS MOU

- The term of this MOU shall commence on \_\_\_\_\_ and terminate on September 30, \_\_\_\_\_.
- The MOU can be renewed for an additional one (1) year term upon mutual agreement, evidenced by a written amendment extending the term.
- This MOU can be terminated by the CITY provided it gives the PAL forty-five (45) days' notice with or without cause.
- PAL must provide upon execution and each subsequent renewal, the following:
  - o rules, regulations and bi-laws
  - o current certificate of insurance
  - o schedule of fees charged, including concession and membership fees
  - o verification of corporate status
  - o list of members of the board of directors (names, addresses and telephone numbers)

### 4. USE OF PROPERTY

- PAL is required to establish and provide recreational teams for each sport and for each season.

- For any season where PAL has no established recreational sports program, it will not be permitted to use the Property.
- The CITY agrees to allow the PAL non-exclusive limited use of the "Property" provided the use of a Property is, in each case, first approved by the City Manager or his/her designee.
- PAL must submit a request for use of a property at least thirty (30) days in advance of the planned use.
- Both parties agree that use by the CITY shall have first priority.
- CITY will require field shut down periods during the year for field restoration and renovation. PAL will be notified of scheduled shut down periods and must not plan use during such times.
- PAL shall not hang any banners on park perimeter fencing without CITY approval.

**5. OPTOMIST OBLIGATIONS**

- There must be a minimum of 75% CITY Miramar resident participation for any sport event for which a Property is used by OPTISMIST.
- PAL shall allow residents to register before opening registration for nonresidents.
- PAL will provide a full league roster at the end of the registration period.
- PAL shall provide a complete list of names, addresses and phone numbers of all participants, coaches and managers. This should be provided within twenty (20) days of commencement of the sports activity.
- PAL will comply with requiring background screening for all coaches, managers, officials, or volunteers prior to use of the property or start of operations. Updates will be required from season to season. PAL will be responsible for the costs of all background screening required.
- All coaches, managers, officials, or volunteers must wear PAL identification while on the property. Failure to do so may result in access being denied.
- PAL will provide calendar of activities for each specific sports activity for approval and property reservation. This must be done no later than thirty (30) days prior to opening registration. Athletic Program Manager will provide confirmation of approval within ten (10) days of receipt.
- No unapproved or unscheduled event shall take place on CITY property.
- The CITY holds the discretion to stop any games or events not previously approved.
- PAL agrees that it shall solely be responsible for all costs and/or expenses associated with or as a result of its operations and agrees that it shall be responsible for obtaining any and all licenses, permits and certifications required to operate as expected.
- PAL agrees to comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, City, state and federal agencies as applicable, including all City Park rules and regulations as they may be modified from time to time.
- PAL will not discriminate against any person on the basis of race, color, religion, sexual orientation or gender in its use of the property or in its program operations.
- PAL shall not make or permit any structural changes or improvements to the Property without written approval by the CITY. Any such approved improvements will remain part of the facility and property of the CITY, without any reimbursement expected.
- PAL is required to pull a special event permit for all events other than regular season games and practices, specifically those requiring additional equipment such as stages, bounce houses, tents, food trucks, etc.

**6. CITY OBLIGATIONS**



## **EXHIBIT A**

- City shall provide daily maintenance of the facilities and shall supply adequate utilities for the facilities throughout the season, practices and games. These obligations are subject to City budgetary considerations.
- CITY will provide athletic field lighting to accommodate scheduled practices and games as scheduled and approved.
- CITY may limit the use of facilities to prevent overuse, misuse or abuse of facilities at its sole discretion.
- CITY reserves the right to determine suitability of any particular facility for use under this MOU. PAL shall not seek remedy for its inability to use a facility if use is deemed to be unsuitable as determined by the CITY in its sole discretion.
- The CITY may issue keys to the facility to an authorized PAL representative. Duplication of keys without approval will result in revocation of all key privileges and changing of affected locks at PAL 's expense.

### **7. FEES**

- The CITY requires PAL to make payment of Fifty Dollars (\$50.00) to CITY for each nonresident participant in any PAL activity on the Property.
- Fees will be paid in one lump sum to the CITY within thirty (30) days of season commencement of that particular sports activity.
- Parties acknowledge that rosters can change, and registrations can continue past the commencement of the season, to which then PAL has ten (10) days after the final registration date to make a supplemental payment.

### **8. ORGANIZATION STATUS AND GOVERNING RULES AND REGULATIONS**

- PAL must be maintained as a 501(c)(3) not for profit organization and must comply with all regulations as may be amended, required to maintain said status.
- Documentation must be provided on an annual basis demonstrating that status is maintained.
- PAL must include the CITY representative in all meetings, including those that are held with the registered participants and parents or guardians of the participants. A minimum of fourteen (14) days' notice of any such meeting is required.
- Prior to the expiration of the MOU term, PAL must provide the CITY with an Annual Report including financial statements for renewal consideration in addition to the items referenced in section 3 of this document.
- PAL must adopt and strictly enforce a Players and Coach Code of Conduct.
- PAL must maintain standards of conduct and have disciplinary penalties and or actions to be taken to ensure a safe and amicable environment.
- PAL does not have the authority to sublease a facility/park/field to any other group or organization to include but not limited to sports camps and private instructors or coaches. The entities must contact the CITY directly to coordinate any such use.
- PAL shall not transfer or assign the performance of services called for in the Agreement without the prior written consent of the CITY, which may be withheld or conditioned in the CITY'S sole discretion.

### **9. INDEMNIFICATION/HOLD HARMLESS CLAUSE**

PAL shall indemnify, defend and hold harmless CITY, its officials, agents, employees, and volunteers from and against any and all liability, suits, actions, damages, costs, losses and expenses, including attorneys' fees, demands and claims for personal injury, bodily injury, sickness, diseases or death or damage or destruction of tangible property or loss of use resulting

there from, arising out of any errors, omissions, misconduct or negligent acts of PAL, its officials, agents, employees or subcontractors in the performance of the services for the PAL under this Agreement.

# **10. INSURANCE**

- PAL shall maintain liability insurance in an amount acceptable to the CITY’S Risk Manager and naming the City of Miramar as an Additional Insured.
- All required General Liability Insurance Endorsement must be attached specifically referring to the requirements of this agreement.
- All of the policies of insurance so required to be purchased and maintained shall contain a provision that the coverage afforded shall not be cancelled, materially changed or renewal refused, until at least thirty (30) calendar days written notice has been given to the CITY by certified mail.
- Proof of insurance and the accompanying endorsement must be submitted to the City prior to the execution of this agreement.
- The following are required types and minimum limits of insurance coverage, which the PAL will be required to maintain during the term of this agreement.

<u>General Liability</u>	<u>Per Occurrence</u>	<u>Aggregate</u>
Comprehensive Premises-Operations Contractual Liability Personal Injury Participant Liability Broad Form Property Damage Independent Contractors Cross Liability and Severability of Interest Clause	\$1,000,000	\$2,000,000

# **11. PUBLIC RECORDS**

- PAL shall comply with The Florida Public Records Act as follows:
  - A. PAL must keep and maintain public records that ordinarily and necessarily would be required by CITY in order to perform the service.
  - B. Upon request by CITY’s records custodian, provide CITY with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
  - C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement.
  - D. Upon completion of this Agreement or in the event of termination of this Agreement by either party, any or all public records relating to this Agreement in the possession of PAL shall be delivered by PAL to CITY, at no cost to CITY, within seven days. All records stored electronically by PAL shall be delivered to CITY in a format that is compatible with CITY’s information technology systems. Once the public records have been delivered to CITY upon completion or termination of this Agreement, PAL shall destroy any and all duplicate public records that are exempt or confidential and

exempt from public record disclosure requirements.

- E. PAL failure or refusal to comply with the provisions of this Section shall result in the immediate termination of this Agreement by the CITY.
- F. IF PAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ORGANIZATION'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-602-3011, dagibbs@miramarfl.gov OR BY MAIL: City Of Miramar – City Clerk's Office, 2300 Civic Center Place, Miramar, FL 33025.
- G. Ownership of Documents: Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of CITY. Any compensation due to PAL shall be withheld until all documents are received as provided herein.

**12. FIRST AID TREATMENT INDEMNIFICATION**

PAL further releases the CITY, and its officers, agents, employees, agents, servants, representatives, and volunteers from any and all suits, liability, claims or judgment of any kind, including attorneys' fees, and including without limitation, any claims by third parties, in any way concerning, relating to, arising out of , or in any manner connected with, any first aid treatment or lack thereof, or any services rendered or lack thereof, for injuries or illnesses, during participation in any activities, contemplated by this Agreement.

**13. E-VERIFY**

In accordance with Florida Statutes §448.095, the Organization, prior to commencement of services or payment by the City, will provide to the City proof of participation/enrollment in the E-Verify system of the Department of Homeland Security. Evidence of participation/enrollment will be a printout of the Company's "Company Profile" page from the E-Verify system. Failure to be continually enrolled and participating in the E-Verify pro-gram will be a breach of contract which will be grounds for immediate termination of the contract by the City. The Organization will not hire any employee who has not been vetted through E-Verify. The Organization may not subcontract any work for the City to any sub-contractor that has not provided an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien.

**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 MIRAMAR POLICE ATHLETIC LEAGUE, INC. (PAL), by and through its President, attested to and duly authorized to execute same.

**CITY OF MIRAMAR**

ATTEST:

\_\_\_\_\_  
Denise A. Gibbs, City Clerk

BY: \_\_\_\_\_  
Dr. Roy L. Virgin,  
City Manager

This \_\_\_\_ day of \_\_\_\_\_, 2026

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.

**MIRAMAR POLICE ATHLETIC LEAGUE, INC.**

\_\_\_\_\_  
Signature

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name