

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

Meeting Date: February 11, 2026

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

Prepared By: Jacqueline Lovell-Santos, Department Administrator

Temp. Reso. Number: 8596

Item Description: Temp. Reso. #R8596 AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH FIRST SERVE MIAMI FOR FISCAL YEAR 2026. *(Clarence Williams, Athletic Program Manager, Parks & Recreation Department)*

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 supports this program by purchasing tennis equipment and supplies in an amount not to exceed \$6,000 from GL Acct. #001-60-602-572-000-604994. This program does not generate any revenue.

Content:

- **Agenda Item Memo from the City Manager to the City Commission**
- **Resolution TR8596**
 - **Exhibit A: First Serve Miami – 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: February 5, 2026
RE: Temp. Reso. No. 8596 authorizing the City Manager to execute a Memorandum of Understanding with First Serve Miami for Fiscal Year 2026

RECOMMENDATION: The City Manager recommends approval of Temp. Reso. No. R8596 authorizing the City Manager to execute a Memorandum of Understanding with First Serve Miami (“FSM”) for Fiscal Year 2026.

ISSUE: The City Manager seeks authorization from City Commission to execute a Memorandum of Understanding with FSM to expose Miramar youth to the game of tennis.

BACKGROUND: The Parks and Recreation Department (“P&R”) currently manages multiple Recreational Agreements with local organizations and service providers to offer a variety of programs for residents. P&R is introducing free tennis lessons through FSM, a nonprofit organization, to the residents of Miramar.

FSM, established in the 1970s, is dedicated to providing a safe and supportive environment where children and families can learn, grow, and develop essential life skills. The program offers professional tennis instruction at the United States Tennis Association (USTA) Net Generation level, led by certified coaches, along with life-skills training and enrichment activities for underserved youth throughout South Florida communities. Classes will be held at River Run Park.

DISCUSSION: The program is offered at no charge to residents at River Run Park. It is structured into six to eight week sessions, allowing participants to benefit from consistent engagement and progressive development both on and off the court.

ANALYSIS: This is a free program for the residents of Miramar, and no revenue is generated. The City supports this program by purchasing tennis equipment and supplies at an amount not to exceed \$6,000 from GL Acct. #001-60-602-572-000-604994.

Temp. Reso. No. 8596
12/1/25
2/3/26

**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 FIRST SERVE MIAMI FOR FISCAL YEAR 2026; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Parks and Recreation Department (“P&R”) currently manages multiple recreational agreements with local organizations and service providers to offer a variety of programs for residents; and

WHEREAS, P&R is providing a free tennis program through First Serve Miami (“FSM”) for Miramar residents; and

WHEREAS, the focus is to provide a safe, supportive environment where children and families can learn, grow, and build valuable life skills; and

WHEREAS, the program is designed to cultivate aspiring tennis players who may not have otherwise had the opportunity to participate in structured lessons or development programs; and

WHEREAS, the City Manager recommends the execution of a Memorandum of Understanding with FSM for Fiscal Year 2026; and

Reso. No. _____

Temp. Reso. No. 8596
12/1/25
1/6/26

WHEREAS, the City Commission deems it to be in the best interest of the residents of the City of Miramar to authorize the execution of a Memorandum of Understanding with FSM for 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 authorizes the City Manager to execute a Memorandum of Understanding Agreement with First Serve Miami for Fiscal Year 2026 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. 8596
12/1/25
2/3/26

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

<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. _____



COMMUNITY YOUTH TENNIS

Memorandum of Understanding

Between

**City of Miramar
And
First Serve Miami**

Prepared on October 1, 2025

“It’s All About The Kids!”

12231 SW 129 Court, Miami, FL 33186
(Ofc) 305.365.6346 (Fax) 305.365.6387
www.firstservemiami.org



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First Serve Miami

COMMUNITY TENNIS PROGRAM

Memorandum of Understanding

OVERVIEW

First Serve Miami has prepared this Memorandum of Understanding (MOU) to establish and maintain an official working relationship with the participating City of Miramar community park. This working relationship between the two (2) organizations commences on October 1, 2025, and ends on September 30, 2026, which includes up to three (3) six (6) to eight (8) work operational sessions.

OPERATIONAL AGREEMENT

As a not-for-profit organization, First Serve Miami's mission is to expose and teach youth from undeserved South Florida communities, the game of tennis, life skills, and other learning enrichment activities, First Serve Miami desires to partner with you by implementing its program based on the following operational considerations:

- Number of expected participants to be served
- Desired Seasonal Session(s): *Spring, Summer & Fall*
- Days of Operation per seasonal session
- Times of Operation per seasonal session
- Available Tennis Court for Usage
- Club House/Office Usage

OPERATIONAL RESPONSIBILITIES

The requirements for each organization below are necessary to maintain an effective, successful, and impactful community-based program:

City of Miramar Participating Park

RiverRun Park or any other potential park locations within the City, as requested by the City of Miramar and subject to First Serve Miami's ability to accommodate.

- Financially support the program by purchasing agreed-upon coaching and/or tennis equipment per each participating park(s) at the amount as follows:

YEAR 2025	YEAR 2026
• Fall 2025 - \$1,200.00 Due by October 31, 2025	• Spring 2026 - \$1,200.00 Due: TBD
	• Summer 2026- \$1,200.00 Due: TBD
Total for Year 2025: \$1,200.00	• Fall 2026 - \$1,200.00 Due: TBD
	Total for Year 2026: \$3,600.00
PROGRAM TOTAL FISCAL YEAR PER PARTICIPATING PARK(S) \$4,800.00	



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First Serve Miami



COMMUNITY TENNIS PROGRAM

Memorandum of Understanding

OPERATIONAL RESPONSIBILITIES (cont'd)

- Make tennis courts and the clubhouse/office available during program days and times.
- Provide ample storage for tennis equipment and supplies.
- Assign staff and volunteers to support First Serve Miami's tennis coaches to facilitate program activities.
- Provide each park's point of contact(s) – phone number and email address.
- Allow FSM to display program signage at the park site (i.e. banners, posters).
- Provide FSM access during programming days one (1) hour before start time and one (1) hour after end time for set up and clean up.
- Maintain a safe park environment for youth participants.
- Have each Park's Manager/Coordinator work with FSM team members to ensure effective program communication.
- Support First Serve Miami's recruitment efforts to attract and retain community youth participants

OPERATIONAL RESPONSIBILITIES (cont'd)

First Serve Miami

- In partnership with the USTA Foundation, implement and maintain Community Youth Tennis operations at the participating park(s).
- Properly screen and train Program Staff (*tennis coaches, staff, and volunteers*)
- Maintain a safe and secure operation for youth participants
- Provide tennis gear and other equipment to youth participants
- Establish and utilize a tennis curriculum for daily programming and operation
- Engage youth participants in tennis and life skills activities on agreed-upon programming days and times stated in this MOU under Operational Expectations

OTHER ITEMS

First Serve Miami will adhere to the City of Miramar rules of engagement which includes its policies and procedures, and operational standards and practices. First Serve Miami will also operate its program professionally and ethically. First Serve Miami will maintain an effective communication process with the City of Miramar Park's Director, Program Manager/Coordinator, and/or a Designee for the purpose of maintaining a successful program operation. First Serve Miami desires the City of Miramar's management team to follow the same course of action to ensure an effective community process.



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First Serve Miami



COMMUNITY TENNIS PROGRAM

Memorandum of Understanding

EXECUTION

This Memorandum of Understanding will serve as the City of Miramar Park and Recreation and First Serve Miami's official working document and each organization will operate as noted.

By signature below, this Memorandum of Understanding is effective this 1st day of October 1, 2025.

City of Miramar
Parks and Recreation

First Serve Miami

(Name)

(Name)

(Title)

(Title)

(Signature)

(Signature)



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