

009.9

RESOLUTION NO. 2018- 117

**CITY OF POMPANO BEACH  
Broward County, Florida**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SERVICE CONTRACT BETWEEN THE CITY OF POMPANO BEACH AND NEW HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC., TO PROVIDE SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM SERVICES; PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:**

**SECTION 1.** That a Contract between the City of Pompano Beach and New Horizon Community Development Corporation, Inc., to provide summer youth employment training services, a copy of which Contract is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

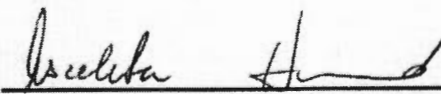
**SECTION 2.** That the proper City officials are hereby authorized to execute said Contract between the City of Pompano Beach and New Horizon Community Development Corporation, Inc.

**SECTION 3.** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 27th day of March, 2018.

  
\_\_\_\_\_  
**LAMAR FISHER, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**ASCELETA HAMMOND, CITY CLERK**

Dec. 9

## SERVICE CONTRACT

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~~THIS~~ AGREEMENT is made and entered into this 3<sup>rd</sup> day of April, 2018, by the CITY OF POMPANO BEACH, hereinafter referred to as "City" and NEW HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC. a Florida corporation, hereinafter referred to as "Contractor."

**WHEREAS**, City requires services which Contractor is capable of providing, under the terms and conditions hereinafter described or referenced; and

**WHEREAS**, Contractor is able and prepared to provide such services as City does hereinafter require, under those terms and conditions set forth.

**NOW, THEREFORE**, in consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement; Exhibit "A" – Scope of Work; Exhibit "B" insurance requirements, if needed; and all written change orders and modifications issued after execution of this Agreement. These form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

2. Purpose. City hereby contracts with Contractor to provide Summer Youth Employment Training Program services upon the terms and conditions herein set forth

3. Scope of Work. Contractor will provide the services to be rendered as set forth in Exhibit "A" (Scope of Work), attached hereto and by reference incorporated herein and made a part hereof.

4. Term of Contract. This Contract shall be for a term of one (1) year or less beginning with the date this Contract is fully executed by both parties.

5. Renewal. In the event City determines the Contractor to be in full compliance with this contract and Contractor's performance to be satisfactory, then City, with City Commission approval, shall have the option to renew this contract for three (3) additional one-year periods upon the written consent of both the City and the Contractor, and provided that City will provide notification within sixty (60) days of termination date of its intention.

6. Maximum Obligation. City agrees to pay Contractor in consideration for its services described herein. It is the intention of the parties hereby to insure that unless otherwise directed by the City in writing, Contractor will continue to provide services as specified in Exhibit "A" for the term of the contract.

7. Price Formula. City agrees to pay Contractor for performance of the services set forth in this Agreement as follows:

**A fixed fee for the project is not to exceed \$152,000.00.**

8. Compensation.

A. City of Pompano Beach funds will be advanced in three installments:

B.

Monday May 21, 2018- \$50,160

Monday June 18, 2018- \$45,600

Monday July 9, 2018- \$41,040

B. Prior to the July 9<sup>th</sup> payment, CONTRACTOR shall be required to provide properly documented receipts reflecting amounts spent or encumbered for services rendered between April 10 and July 7, 2018. Acceptable documentation shall include but not be limited to cancelled checks (front and back on online bank activity for back of check), signed timesheets (employees and contractor staff), purchase receipts, and paid invoices, or a combination thereof. Such submittals must generally have supporting documentation to validate that funds have been paid or encumbered by CONTRACTOR.

C. The approved Program Budget for the CONTRACTOR which is attached as 'Exhibit C'. Any changes in the budget which would affect expenditure of funds provided under the terms of this contract, must be approved in writing by the City Manager or his designee prior to the expenditure of such funds; provided, that nothing herein shall authorize or allow any expenditure or obligation of funds in excess of the maximum contract amount of \$152,000.

9. Final Payment.

Final payment by the City shall be made after all services have been provided. Final payment will be invoiced between August 21, 2018 and September 1, 2018 and shall include acceptable documentation for program expenses and shall be submitted for approval. Payment will be issued within forty-five (45) days of submittal. No reimbursement will be made for any undocumented expenses. CONTRACTOR will be responsible for returning any funds advanced for which there are undocumented expenditures.

10. Disputes.

A. Any factual disputes between City and the Contractor in regard to this Agreement shall be directed to the City Manager for the City, and such decision shall be final.

B. Any action brought against either party to enforce this Agreement will be brought in Broward County, Florida.

11. Communications. All notices hereunder and communications with respect to this Agreement shall be effective upon the mailing thereof to the persons named below.

**If to Contractor:** New Horizon Community Development Corporation, Inc.  
1518 NW 17<sup>th</sup> Avenue  
Pompano Beach, Florida, 33069  
Attn: Bessie Showers 954-984-5987

**If to City:** City of Pompano Beach  
City Manager  
P. O. Box 1300  
Pompano Beach, Florida 33060

12. **Information and Documents.** All information, data, reports, as are existing, if any, and necessary for carrying out the work as outlined in Exhibit "A" hereof, shall be furnished to Contractor without charge by City, and City shall cooperate in the carrying out of the work without undue delay.

13. **Termination.** This Agreement may be terminated without cause by either party upon thirty (30) days written notice to the other party.

14. **Force Majeure.** Contractor shall not be held responsible for losses, delays, failure to perform or excess costs caused by events beyond the control of the Contractor. Such events may include, but are not restricted to the following: Acts of God; fire, epidemics, earthquake, flood or other natural disaster; acts of the government; riots, strikes, war or civil disorder; unavailability of fuel.

15. **Insurance.** Throughout the term of this Agreement, Contractor shall procure and maintain liability insurance in the type and amounts set forth in Exhibit "B" attached hereto. Such insurance shall specify that it is issued on an "occurrence" basis. Contractor shall name City as additional insured on said policies and shall provide evidence of such insurance. Such policies shall provide that they may not be canceled without at least thirty (30) days notice to City.

16. **Indemnity.** The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the contract.

17. **Assignment.** Contractor shall not assign all or any portion of this Agreement without the prior written consent of the City, and it is agreed that said consent must be sought in writing by Contractor not less than fifteen (15) days prior to the date of any proposed assignment.

18. **Performance Under Law.** The Contractor, in the performance of duties under the Agreement, agrees to comply with all applicable local, state and/or federal laws and ordinances including, but not limited to, standards of licensing, conduct of business and those relating to criminal activity.

19. Audit and Inspection Records. The Contractor shall permit the authorized representatives of the City to inspect and audit all data and records of the Contractor, if any, relating to performance under the contract until the expiration of three years after final payment under this contract.

The Contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that City or any of their duly authorized representatives shall, until the expiration of three years after final payment under the subcontractor, have access to and the right to examine any directly pertinent books, documents, papers and records of such subcontractor, involving transactions related to the subcontractor.

20. Adherence to Law. Both parties shall adhere to all applicable laws governing their relationship with their employees including, but not limited to, laws, rules, regulations and policies concerning worker's compensation, unemployment compensation and minimum wage requirements.

21. Independent Contractor. The Contractor shall be deemed an independent Contractor for all purposes, and the employees of the Contractor or any of its contractors, subcontractors and the employees thereof, shall not in any manner be deemed to be employees of City. As such, the employees of the Contractor, its Contractors or subcontractors, shall not be subject to any withholding for tax, social security or other purposes by City, nor shall such Contractor, subcontractor or employee be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation or the like from City.

22. Mutual cooperation. The Contractor recognizes that the performance of this contract is essential to the provision of vital public services and the accomplishment of the stated goals and mission of City. Therefore, the Contractor shall be responsible to maintain a cooperative and good faith attitude in all relations with City and shall actively foster a public image of mutual benefit to both parties. The Contractor shall not make any statements or take any actions detrimental to this effort.

23. Public Records.

A. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.

2. Upon request from the City's custodian of public records, provide the 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.

3. 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 the contract term and following completion of the contract if the Contractor does not transfer the records to the City.

4. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records in a format that is compatible with the information technology systems of the City.

B. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

## **PUBLIC RECORDS CUSTODIAN**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY CLERK  
100 W. Atlantic Blvd., Suite 253  
Pompano Beach, Florida 33060  
(954) 786-4611  
[RecordsCustodian@copbfl.com](mailto:RecordsCustodian@copbfl.com)**

24. Governing Law. This Agreement has been and shall be construed as having been made and delivered within the State of Florida, and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Florida, both as to interpretation and performance. Any action at law, or in equity, shall be instituted and maintained only in courts of competent jurisdiction in Broward County, Florida.

25. Waiver. Any waiver of any breach of the covenants herein contained to be performed by Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the City from declaring a forfeiture for any succeeding breach either of the same condition or covenant or otherwise.

26. Entire Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained

herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

27. Headings. The headings or titles to sections of this Agreement are not part of the Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

28. Severability. Should any provision of this Agreement or the applications of such provisions be rendered or declared invalid by a court action or by reason of any existing or subsequently enacted legislation, the remaining parts of provisions of this Agreement shall remain in full force and effect.

The City hereby promises and agrees with the Contractor to employ and does employ the Contractor to provide the materials, if any, and to do and cause to do and be done the above-described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this contract.

The Contractor for himself and for his heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

It is further provided that no liability shall be attached to the City by reason of entering into this contract, except as expressly provided herein.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year hereinabove written.

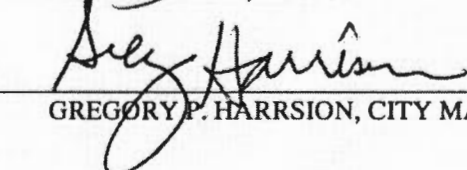
Witnesses:

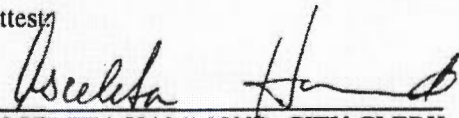
**CITY OF POMPANO BEACH**

Betty J. Manis

By:   
LAMAR FISHER, MAYOR


Shelley R. Bartholomew

By:   
GREGORY P. HARRSION, CITY MANAGER

Attest:  
  
ASCELETA HAMMOND, CITY CLERK

(SEAL)

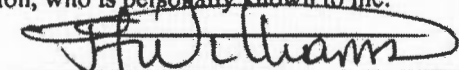
APPROVED AS TO FORM:

  
MARK E. BERMAN, CITY ATTORNEY

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 3<sup>rd</sup> day of April, 2018 by **LAMAR FISHER** as Mayor, **GREGORY P. HARRSION** as City Manager, and **ASCELETA HAMMOND** as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who is personally known to me.

NOTARY'S SEAL:

  
NOTARY PUBLIC, STATE OF FLORIDA  
Jenette Forrester Williams  
(Name of Acknowledger Typed, Printed or Stamped)  
FF 993881  
Commission Number





**"CONTRACTOR"**

HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC

Witnesses:

Clarence M. Fuller

Terrance M. Fuller  
(Print or Type Name)

Monica Johnson

Monica Johnson  
(Print or Type Name)

By: Bessie Showers

Print Name: Bessie Showers

Title: President / Director

Business License No. 31-1583231

STATE OF FLORIDA

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 14<sup>th</sup> day of March, 2018, by Bessie Showers as President / Director of Horizon Community Development a Florida corporation on behalf of the corporation. He/she is personally known to me or who has produced FL DL (type of identification) as identification.

NOTARY'S SEAL:



CLARENCE M FULLER  
Commission # GG 116783  
Expires June 21, 2021  
Bonded Thru Budget Notary Services

Clarence M Fuller  
NOTARY PUBLIC, STATE OF FLORIDA

Clarence M Fuller  
(Name of Acknowledger Typed, Printed or Stamped)

GG 116783  
Commission Number

l:agr/genl srvs/service contract

**New Horizon Community Development Corporation  
Summer Youth Employment Training Program (SYETP) – 2018**

**Exhibit A  
Scope of Services**

The New Horizon Community Development Corporation (NHCDC) is a 501(c) (3) non- profit organization which has been in existence since 1997. Also, the corporation is a certified Small Business Enterprise and has a Consumer's Certificate of Exemption (**attachment 1**). NHCDC has operated a summer camp, tutoring, mentoring and other positive programs for children and their families. During the summer of 2016 and 2017, NHCDC operated the SYETP in the City of Pompano Beach and was awarded funds to serve 80 in 2016 and 96 in 2017 at risk youth and their families. The NHCDC understand and commits to all of the parameters and mandates of the RFP. NHCDC provided a quality program as evidenced by verbal and written feedback from stakeholders. **Due to the overwhelming demand for the program, we anticipate on serving 90 to 100 youth this program year.**

NHCDC will provide jobs apprenticeship and mentoring opportunities to vulnerable youth. The program will focus on teaching the youth the "soft skills" necessary to enter the workforce. Research has shown that employers are looking for employees who possess soft skills. These skills include good communication skills, positive attitude, enthusiasm; teamwork/collaboration, adaptability/flexibility and a positive work ethic. The primary mission is to introduce the youth to the world of work and to enhance their overall self awareness and development as productive citizens. NHCDC will make a good faith effort to place participants in jobs of interest and the City will be notified if the participant is reassigned.

**Drug Screening/Background Checks:**

We will partner with a medical lab to provide drug screening for each participant summer youth employment program. Also, to ensure that a safe place for all children participating in NHCDC summer youth employment program, staff and any individual that will have contact with minor children shall be required to undertake a Level II background check. All background checks will be reviewed by the city's Human Resources Director.

**Advertisement:**

NHCDC developed flyers to market the program. Flyers will be distributed to community agencies, churches, apartment complexes, libraries and to private individuals (**Attachment 2**). The announcement will be posted on social media. Also, the flyers or pamphlet will be distributed to the following schools:

- Crystal Lake Middle
- Pompano Beach Middle
- Blanche Ely High
- Pompano Beach High

Additionally, advertising will be conducted on the City of Pompano Beach TV Channel (78), posted in Pompano Beach City Hall and at Pompano Beach Parks and Recreation Centers. All advertisements will be approved by the city's Communication and Marketing Director. We will solicit businesses to partner with the program and provide business skills and mentoring support services to the youth enrolled in the program (**Attachment 3**).

### **Applications Distribution:**

Applications will be available for pick-up at the following locations: (**Attachment 4**)

- NHDC office (1518 N. W. 17<sup>th</sup> Avenue)
- City of Pompano Beach Parks and Recreation centers
- City of Pompano Beach City Hall
- City of Pompano Beach Dept. of Human Resources
- Local Churches
- Community agencies and organizations

Each parent and or guardian must provide a copy of their Florida driver's license or Florida identification card reflecting an address in the City of Pompano Beach, Florida. The completed application must include the following:

- Copy of the parent and or guardian's identification
- City Waiver and Hold Harmless Agreement form (**Attachment 5**)
- Letter of reference from one of the following: student's guidance counselor, teacher, principal, assistant principal or pastor
- Current report card
- Current utility bill

Each applicant's report card will be reviewed and evidence of improvement will be noted and considered during the application and interview process. All completed applications must be returned to the NHDCDC office located at 1518 N. W. 17<sup>th</sup> Avenue. Incomplete applications will not be accepted. Completed applications must be submitted by **April 27, 2018 by 5:00 p.m.**

### **Interview Process:**

In order to ensure fairness during the interview process we will select Broward educators or other human services personnel to conduct the interviews. We developed a set of questions to rate each applicant's responses during the interview. All applicants will be instructed to dress appropriately for the interview. Letters of congratulations and denial will be provided to each applicant. Upon request, NHDCDC will provide the City any and all necessary documentation that will show the demographic of participants in the program.

### **Participants Orientation:**

A mandatory orientation for the students and their parents will be conducted prior to the students beginning the official work period (**attachment 6A-6B**). Also, we will partner with a banking institution to provide the parents and students the opportunity to enroll in a direct deposit program. This will be the beginning of the financial literacy training which will include the benefits of saving and using money wisely. By the second pay period, each participant must have an individual bank account for direct deposits. Staff will assist participants in opening a bank account. Student bank accounts may be opened free of charge. The program will be utilizing Wells Fargo and Bank of America and the banking officials will be present during the mandatory parent orientation. Also, as needed and requested other banking institutions will be utilized for direct deposits.

**Pay, Work Hours and Training:**

1. The students will work sixteen hours per week and earn \$8.25 per hour. The program is scheduled to start on June 11, 2018 and end on August 2, 2018. The students will work at their assigned work site from Tuesday through Thursday for four hours and attend a mandatory training session each Monday for several hours (**attachment 7**). The participants in this program are not City of Pompano Beach employees and will not be entitled to any city benefits including, but not limited to, overtime, sick or vacation time, retirement benefits or workers' compensation. Each participant will be responsible for completing a timesheet that will be signed by the worker and the supervisor. We will present training on the topics as required by the RFP. The training sessions will be interactive and will include group activities and the opportunity for individual expression regarding their work experiences. Role play activities will include demonstration of job interview techniques; appropriate job and social etiquette. Also, training will be provided to teach budgeting and fiscal responsibility wherein each student will be assisted in developing a budget.
2. Students will participate in presentations relevant to various career options. All efforts are made to include professionals from a variety of professions. Each student is required to participate in the development of an Individual Service strategy (ISS) plan to meet their needs. Also, information regarding secondary and postsecondary education will be provided for the students and their parents. Additionally, health education training topics will include physical, sexual and mental health.
3. The students will participate in field trips to understand the importance of an appreciation of healthy, wholesome fun and cultural enrichment. Also, we have scheduled field trips to the Ali Cultural Arts center, the new Pompano Beach Cultural center and Teen Summit sponsored by the Fort Lauderdale Police department which will reinforce the topics of personal responsibility, positive communication with law enforcement and bullying.

**Required Surveys and Feedback:**

At the beginning of the program each student is required to complete a pre-test survey assessing their knowledge of the world of work. Employers will be required to complete a satisfaction survey at the end of the program. Students are required to make presentations regarding their respective work site and share the benefits of their participation in the program. Also, students will complete a post test at the end of the program. Also, feedback will be solicited from the parents regarding their child's overall participation in the program. We have included written testimonials from a parent and a student who participated in the program in 2016 (**Attachment 8A and 8B**).

A celebration and recognition program is the culminating activity for the program. During this time partners and parents will be afforded the opportunity to share their reflections and impressions of the overall work experience and the impact upon the student. Also, students share their work experiences, show case their talents and knowledge gained during the program. Certificates of completion are provided to each student who successfully completes the program.

EXHIBIT B



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> PF INSURANCE INC 164 N POWERLINE ROAD POMPANO BEACH 33069	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 954-973-3038 FAX (A/C, No): 954-972-2129 E-MAIL ADDRESS: PFINS@PUSHINC.NET
	INSURER(S) AFFORDING COVERAGE INSURER A: MARKET INSURANCE COMPANY NAIC # INSURER B: PROGRESSIVE AUTO INSURER C: UNITED STATES LIABILITY INSURER D: INSURER E: INSURER F:
<b>INSURED</b> NEW HORIZON COMMUNITY DEV 1518 NW 17TH AVE POMPANO BEACH, FL 33060	

COVERAGES CERTIFICATE NUMBER: 26 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SCG7001484-00	8/29/2017	8/29/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			03616774-7	7/11/2017	7/11/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						OCCUR CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	PROFESSIONAL			NPP15757967 NPP15757967	5/04/2017 5/04/2017	5/04/2018 5/04/2018	100000. 2000,000 1000000 EACH CLAIM 1000000 EACH/ 1000000 AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED: CITY OF POMPANO BEACH 100 W ATLANTIC BLVD POMPANO BEACH, FL 33060

**APPROVED**

By John Mealer at 10:39 am, Mar 13, 2018

CERTIFICATE HOLDER

CITY OF POMPANO BEACH  
 100 W ATLANTIC BLVD  
 POMPANO BEACH, FL 33060

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Human Resources Department  
P.O. Drawer 1300  
100 West Atlantic Blvd.  
Pompano Beach, FL 33061  
(954) 786-4626 FAX (954) 786-5553

**City of Pompano Beach, Florida**

March 9, 2018

Mrs. Bessie Showers  
New Horizon Community Development Corporation, Inc.  
1518 NW 17<sup>th</sup> Avenue  
Pompano Beach, FL. 33069

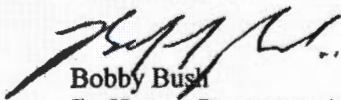
Dear Mrs. Showers

Your company has fewer than four employees, and you have elected not to purchase Workers' Compensation insurance to cover these employees. The State of Florida allows your company to operate without insurance, however, you are required by the State to "post clear written notice in a conspicuous location at each worksite directed to all employees and other persons performing services at the worksite of their lack of entitlement to benefits" as described in Chapter 440 of the Florida Statutes.

**The City of Pompano Beach requires: ALL CONTRACTORS MUST AGREE TO BE RESPONSIBLE FOR THE EMPLOYMENT, CONTROL AND CONDUCT OF THEIR EMPLOYEES AND FOR ANY INJURY SUSTAINED BY SUCH EMPLOYEES IN THE COURSE OF THEIR EMPLOYMENT.**

Please sign the area below acknowledging your compliance with the above requirements. Return this original letter to me at Human Resources Department, 100 West Atlantic Blvd., Room 124, Pompano Beach, FL. 33060. If you have any questions about this letter please telephone me at 954-786-4698.

Very truly yours,



Bobby Bush  
Sr. Human Resources Analyst

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The New Horizon Community Development Corporation, Inc. has posted notice(s) declaring the absence of Workers' Compensation insurance coverage, as required by the State of Florida. New Horizon Community Development Corporation, Inc. agrees to be responsible for the employment, control and conduct of our employees and for any injury sustained by such employees in the course of their employment.

Bessie Showers

Signature

3/9/18

Date

Received

Bessie Showers / Director

Name and Title (print)

MAR 12 2018

Human Resources

**Human Resources Department**

P.O. Drawer 1300  
100 West Atlantic Blvd.  
Pompano Beach, FL 33061  
(954) 786-4626 FAX (954) 786-5553

**City of Pompano Beach, Florida**

March 9, 2018

Mrs. Bessie Showers  
New Horizon Community Development Corporation, Inc.  
1518 NW 17<sup>th</sup> Avenue  
Pompano Beach, FL. 33069

Dear Mrs. Showers

Your company has fewer than four employees, and you have elected not to purchase Workers' Compensation insurance to cover these employees. The State of Florida allows your company to operate without insurance, however, you are required by the State to "post clear written notice in a conspicuous location at each worksite directed to all employees and other persons performing services at the worksite of their lack of entitlement to benefits" as described in Chapter 440 of the Florida Statutes.

The City of Pompano Beach requires: **ALL CONTRACTORS MUST AGREE TO BE RESPONSIBLE FOR THE EMPLOYMENT, CONTROL AND CONDUCT OF THEIR EMPLOYEES AND FOR ANY INJURY SUSTAINED BY SUCH EMPLOYEES IN THE COURSE OF THEIR EMPLOYMENT.**

Please sign the area below acknowledging your compliance with the above requirements. Return this original letter to me at Human Resources Department, 100 West Atlantic Blvd., Room 124, Pompano Beach, FL. 33060. If you have any questions about this letter please telephone me at 954-786-4698.

Very truly yours,

Bobby Bush  
Sr. Human Resources Analyst

The New Horizon Community Development Corporation, Inc. has posted notice(s) declaring the absence of Workers' Compensation insurance coverage, as required by the State of Florida. New Horizon Community Development Corporation, Inc. agrees to be responsible for the employment, control and conduct of our employees and for any injury sustained by such employees in the course of their employment.

Bessie Showers  
Signature

3/9/18  
Date

Received

Bessie Showers / Director  
Name and Title (print)

MAR 10 2018

**APPROVED**  
By John Mealer at 10:38 am, Mar 13, 2018

Human Resources

<b>EXHIBIT C</b>
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**New Horizon Community Development Corporation, Inc.  
Summer Youth Employment Training Program (SYETP) – 2018**

**Narrative Budget  
2018**

**SALARIES**

Employees (90 – 100)	\$8.25 per hr.	\$ 98,600.00
Staff (6)	10 wks. @ \$15.00 per hr.	\$ 12,700.00
Director/Assistant	5 mos. 8 hr. @ \$20	\$ 16,000.00
FICA	7.65%	\$ 3,000.00
<b>TOTAL</b>		<b>\$ 137,300.00</b>

**CONTRACTUAL SERVICE**

Health Work	Drug Screening	\$ 4,320.00
<b>TOTAL</b>		<b>\$ 4,320.00</b>

**PERSONNEL**

Rent	5 mos. @ 750.	\$ 3,500.00
Photo Copies/Supplies		\$ 2,000.00
Travel	.60 per mile	\$ 300.00
Others		\$ 11,300.00
<b>TOTAL</b>		<b>\$ 17,350.00</b>

<b>PROJECT TOTAL</b>		<b>\$ 152,000.00</b>
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ATTACHMENT 1

0000006 07/07/17



**Consumer's Certificate of Exemption**

DR-1  
R. 10/1

Issued Pursuant to Chapter 212, Florida Statutes

85-8012583923C-2	06/30/2017	06/30/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

NEW HORIZON COMMUNITY DEVELOPMENT  
CORPORATION INC  
1518 NW 17TH AVE  
POMPANO BEACH FL 33069-1635

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

ATTACHMENT 2

# SUMMER JOBS

Open to  
Pompano Beach  
residents only.



**8  
WEEK  
PROGRAM**

June 11  
through  
August 2

## **SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM (S.Y.E.T.P.)**

### **PICKUP APPLICATIONS:**

Tuesday, April 17<sup>th</sup> through Tuesday, April 24, 2018 from 9:00 a.m. to 5:00 p.m. at Faith Temple 1518 NW 17<sup>th</sup> Ave., Pompano Beach//Phone: 954-973-6577, City of Pompano Beach Parks and Recreation Centers and Pompano Beach Dept. of Human Resources. Also, applications may be accessed on the website: at [www.newhorizoncdc.org](http://www.newhorizoncdc.org).

Applicants must obtain a letter of recommendation from one of the following: Guidance Counselor, Teacher, Pastor, Principal or Assistant Principal or other professional. The letter must be written on official letterhead and state why the student should be considered for employment with S.Y.E.T.P. Also, each student must submit a copy of their most recent report card. All completed applications must be returned to Faith Temple by 5:00 p.m. on Friday, April 27, 2018.

All interviews will be conducted at Faith Temple on Tuesday, May 8<sup>th</sup> to Friday, May 11, 2018 from 4:00 p.m. to 7:00 p.m.  
(All applicants are required to dress professionally for the interview)

FOR MORE  
INFORMATION:  
BESSIE SHOWERS  
OR  
KOTELIA WALKER  
(954) 973-6577

The Pompano Beach Summer Youth Employment Training Program (S.Y.E.T.P) is an 8-week summer employment opportunity for youth ages 13-15. The program begins Monday, June 11, 2018 and concludes on Thursday, August 2, 2018. Youth are selected through an interview process and assigned to various businesses in Pompano Beach for 3 days per week. Selected youth will participate in a mandatory weekly training each Monday.

**APPLICATION DEADLINE: (NO EXCEPTIONS)**  
**Friday, April 27, 2018 by 5:00 p.m.**



Program administered by New Horizon Community Development Corporation.

**ATTACHMENT 3**



New Horizon Community Development Corporation  
Summer Youth Employment Training Program (SYETP)  
1518 N.W. 17<sup>th</sup> Avenue  
Pompano Beach, Florida 33069  
Telephone: 954-973-6577

Dear Business Owner,

The Summer Youth Employment Training Program (SYETP) is an eight week summer work internship for students between the ages of 13 to 15. This program is administered by the New Horizon Community Development Corporation, Inc. in cooperation with the City of Pompano Beach. The purpose of the program is to introduce the student to the world of work. Also, job training and mentoring support will be provided to meet the needs of students by placing them under the guidance of various businesses located in the City of Pompano Beach. Upon completion of the application process, 90 to 100 students will be selected to participate in this program based on their personal interview, references, and academic history.

This training program will last for eight weeks beginning Monday, June 11, 2018 and ending on Friday, August 2, 2018. Each Monday morning program staff will provide Life Work Skills training on various topics, such as business etiquette, communication skills, team building and personal responsibility. Also, guest speakers will provide motivational support. Students will have the opportunity to participate in role play, job skills demonstrations and to develop public speaking skills. The students will work Tuesday through Thursday each week for four hours daily from either 9:00 a.m. to 1:00 p.m. or from 1:00 p.m. to 5:00 p.m. The students will earn the minimum wage of \$8.25 per hour.

As a S.Y.E.T.P summer job placement site your responsibility will be to supervise the student and provide feedback on their performance to a program monitor during a weekly visit. The program assumes all responsibility for the wages of the assigned student.

We would appreciate your partnering with us as a job site for the Summer Youth Employment Training Program. If you are interested in joining as a partner, please do not hesitate to contact me at 954-461-4902 or Kotelia Walker at 954-812-7670. Also, you may email me at [bshowers4752@aol.com](mailto:bshowers4752@aol.com).

Thank you for your consideration. We look forward to working with you this summer.

Sincerely,

Bessie Showers,  
S.Y.E.T.P Director  
1518 NW 17<sup>th</sup> Avenue  
Pompano Beach, FL. 33069



ATTACHMENT 4

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

**New Horizon Community Development Corporation  
Summer Youth Employment Training Program (S.Y.E.T.P.)  
1518 NW 17<sup>th</sup> Ave., Pompano Beach, FL 33069  
(954) 973-6577  
Student Application**

Date of Birth \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Language(s): English \_\_\_\_\_ Spanish \_\_\_\_\_ Creole \_\_\_\_\_ Other \_\_\_\_\_

Are you a resident of Pompano Beach? \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Name \_\_\_\_\_ Telephone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Name \_\_\_\_\_ Telephone \_\_\_\_\_

Have you worked with the program before? \_\_\_\_\_ Employer \_\_\_\_\_

Skills & Interests: \_\_\_\_\_

- Please attach a letter of reference or recommendation from a counselor, teacher, religious leader, school principal or assistant principal
- Copy of parent or guardian's I.D.
- Copy of recent Report Card
- Current utility bill

I hereby certify that all answers to the above questions and all statements on this application are true, and I agree and understand that any misstatements of facts contained in the application or omissions will cause termination of all rights to any employment with the Summer Youth Employment Training Program.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*PLEASE NOTE: Completed applications must be returned to Faith Temple located at 1518 N.W. 17<sup>th</sup> Avenue, Pompano Beach, Fla, by 5:00 p.m. on Friday, May 4, 2018. This program is open to Pompano Beach residents only.**

ATTACHMENT 5

**SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM (SYETP)  
WAIVER AND HOLD HARMLESS AGREEMENT  
AND INFORMATION SHEET  
CITY OF POMPANO BEACH**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street number) (City) (State) (Zip)

PHONE: (\_\_\_\_) \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

IDENTIFICATION: \_\_\_\_\_  
(number) (form of i.d.) (name on i.d./relationship)

DATE SIGNED IN: \_\_\_\_\_ NO. OF HOURS ASSIGNED: \_\_\_\_\_

SYETP SUPERVISOR: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ CHARGE(S): \_\_\_\_\_

The following types of work may be required. Please state whether you are able to perform this type of work with or without an accommodation as provided for under the Americans with Disability Act (ADA). If an accommodation is required, please specify:

Clerical: \_\_\_\_\_

Light Labor: \_\_\_\_\_

Heavy Work: \_\_\_\_\_

I, \_\_\_\_\_, IN CONSIDERATION OF BEING PERMITTED TO WORK IN THE POMPANO BEACH SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM FOR \_\_\_\_\_ DEPARTMENT/DIVISION, DO HEREBY WAIVE ANY CLAIM AND FURTHER AGREE TO HOLD THE CITY OF POMPANO BEACH HARMLESS AND TO DEFEND IT FROM ANY AND ALL CLAIMS FOR DAMAGES OF ANY NATURE, WHETHER TO MYSELF OR TO OTHERS THAT MAY ARISE FROM OR THROUGH MY PARTICIPATION IN THIS PROGRAM.

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, I CONSENT TO ITS USE IN ANY PROCEEDINGS WHEREIN THE SAME MAY BE RELEVANT OR MATERIAL.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Witness

DATE: \_\_\_\_\_

**ATTACHMENT 6A**

**Parent Orientation**

**SYETP**

**Welcome and Congratulations Bessie Showers**

**Invocation**

**Introduction of City officials**

**Theme for the SYETP "Today is a great day to learn something new."**

**Overview of SYETP—Work Hours and Days**

**Broward Health**

**Introduction of Program Monitors**

**Review of Employment Packet/ Drug Testing/ Emergency Information**

**Monday Training Workshops**

**Job Performance**

**Appropriate Dress and Proper etiquette/ Social Skills /Cell Phone Usage**

**Punctuality/Tardiness/Absences**

**Payroll/Pay Checks w-4, Direct Deposit**

**Job Assignments**

**Field Trips/ Teen Summit**

**Weekly Training will be conducted by Staff and or Guest speakers. The Monday training will be interactive which each student improving their communication skills and developing life skills.**

**Introduction of Character Traits: Focus, Discipline, Self Control and Self Respect**

**1. Workplace Readiness, Proper use of Social Media**

**2. Financial Literacy/ Money management**

**3. Health Education- Sexual, Mental and Physical Health**

**4. Career Exploration-----self assessment, my education plan, career roadmap, Setting goals**

**5. Higher Education Exploration—Time management, college/ post High school education choice, Financial aid.**

ATTACHMENT 6B

**New Horizon Community Development Corporation  
Summer Youth Employment Training Program (SYETP)**

**Student Orientation**

**Thought for the Day**

**"Today is a great day to learn something new!!"**

Welcome and Congratulations.....

Introductions of the staff

Purpose of the Employment/Mentoring Program

Review the goals of the program

Review of Employment Packet/Drug testing/Emergency information

Now you are Hired.....Role and Responsibilities

Role of Program Monitor

Work Hours and Days

Job Performance

Appropriate Dress and Proper Etiquette/Social Skills/Cell Phone usage

Punctuality/Tardiness/Absences

Payroll/Paychecks

Work Assignments

Field Trips

Pre/Post Program Survey

End of the Program Celebration

**Weekly Training Topics conducted by staff and guest speakers**

1. Work Ethics/Teamwork/Responsibility/Proper use of Social Media
2. Health Education-Building Self Esteem, Mental and Sexual Health
3. Financial literacy/Money Management
4. Academic skills/Scholastic Achievement/tutoring service/College prep
5. Setting Goals/Vision Board
6. Interviewing Skills/Role Play

**ATTACHMENT 7**

**New Horizon Community Development Corporation**

**Summer Youth Employment Training Program (SYETP) - 2018**

**Administrative office at Faith Temple**

**1518 N.W. 17<sup>th</sup> Avenue**

**Pompano Beach, Florida 33069**

**Telephone: 954-973-6577**

**SCHEDULE**

April 10	Preparation Period and resource development
April 11	Solicit business partners and contact speakers for training workshops. Revise and develop training material and activities.
April 16	Distribute flyers to the community agencies, churches, apartment complexes, libraries, newspapers and other public/private organizations. Publicize on Social media.
April 17 – 24	Application pickup at administrative office at Faith Temple and other designated locations
April 27	Deadline to return application by 5:00 pm
May 8 – 11	4:00 p.m. – 8:00 p.m. interview all applicants
May 16	Acceptance/denial letters are mailed
May 21	Partners letter mailed with names of assigned youth
June 4	Mandatory orientation for participants, parent(s) and or guardian(s)
June 12	Mandatory employment orientation for all participants
June 11 – August 2	Youth report to assigned worksites
August 2	End of program - Awards Banquet and celebration
September 4	Submit final report to the City of Pompano



ATTACHMENT 8A

August 4, 2017

Lamar Fisher  
Mayor at Large  
City of Pompano Beach  
100 West Atlantic Blvd  
Pompano Beach, Fl. 33064

COPY

Dear Mayor Fisher:

My name is Denise Lewis, mother of Faith Lewis, one of the participants of this Summer's Youth Employment Training Program hosted by New Horizon Community Development Corporation Inc. This is an awesome program which needs to be repeated every year, giving our young people an opportunity to work in "the real world", become responsible, get on the job training, attend personal development workshops and learn while they earned money.

I was very impressed with how my 14-year-old has matured over the course of the eight weeks. She applied for the job, underwent an interview and was one of 90 students who were selected out of a pool of 200 applicants. Needless to say, it was very competitive. She was blessed to be stationed at the Giant Steps Academy on Martin Luther King Boulevard in Pompano Beach. There she learned patience, how to work with babies and toddlers, managed her time wisely and work as a part of a team. The personal development workshops on Monday equipped her with the appropriate communication skill, tips on how to dress for the various work environments, appropriate telephone etiquette, skills in dealing with people and how to conduct herself in a professional manner on and off the job. Faith became determined on saving her money and became very responsible in managing her finances by setting aside part for tithing, saving and purchasing clothing and supplies for back to school. So far, she has saved close to \$900.00 thanks to the budgeting training she underwent at the Summer Youth Employment Training Program. Not only did it make her more responsible but it boosted her confidence to the point that she wants to give back to her community in some way after she graduates from college.

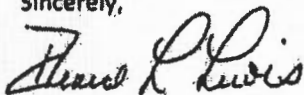
Pompano Beach is great community; I am not just saying it just to tickle your ears but I have resided here for over 17 years. My family has taken advantage of the Neighborhood Stabilization Program and in June of this year the Unity in the Community presented my son, David Lewis with a \$1,000.00 Scholarship towards college. Our youths are looking to us for positive role models and direction for their lives. How better to serve them by giving them the opportunity every summer to become useful and productive individuals in the community. This not only allows our Partners to invest in our young people but gives the students an opportunity to participate in the process of Economics and what it takes to earn money. It also helps us parents because it empowers our kids financially so they too can contribute to the household budget.

I am very passionate when it comes to our young people because I have 4 ranging from 11 - 28, all of whom I am raising by myself. If they are not challenged, they become idle so I make it my business to connect them with services and resource to help thwart any unsavory behavior. Not everyone has the time to run the gamut; it is so easy for them to become distracted and get "off track" due to peer pressure, complacency and not having a sense of purpose or direction. This program gives them purpose, identity and opportunity to be useful and productive citizens of their community.

Page 2

Let's give the talent we have right here in Pompano a chance to mature and thrive by giving the "Green Light" for the Summer Youth Employment Program to return every year. They are the future teachers, lawyers, doctors and even Mayors in the making. I trust you will give this your most careful consideration as you make your decisions for the next fiscal year.

Sincerely,



Denise L. Lewis  
Mother of Faith Lewis

Cc: Commissioner Beverly Perkins  
District 4, City of Pompano Beach

COPY

ATTACHMENT 8B

You can't help it...  
it's just your nature to be  
kind and generous  
and I am just so grateful!

Thank You

Ms. Showers this program is absolutely amazing. It's an great impact to the community. Thank you for all you have done and all the effort you put in every child. Thank you for accepting me and allowing me to work this summer. I'm very grateful and hope this program continue for many more years.

I've <sup>taken</sup> ~~learned~~ everything in that I've learned this summer from discipline to budgeting. 😊