

**POMPANO BEACH
COMMUNITY REDEVELOPMENT AGENCY**

8

Meeting Date: September 20, 2016

Agenda Item _____

REQUESTED CRA BOARD ACTION:

Resolution(s) Consideration Approval Other

SHORT TITLE OR MOTION: A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE PROPER OFFICIALS TO EXECUTE A SERVICE CONTRACT BETWEEN THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY AND COLLECTIVE COMMUNITY INITIATIVE, LLC TO SERVE AS PROGRAM DIRECTOR WITHIN THE NORTHWEST COMMUNITY REDEVELOPMENT AREA; PROVIDING AN EFFECTIVE DATE.

Summary of Purpose and Why:

In December of 2014, the CRA contracted with Collective Community Initiative, LLC to be the Program Director for the Job Placement Center Program effective January 1, 2015. The success and growth of this program is largely due to the hard work and coordination efforts of Ms. Dahlia Baker. Since bringing this program "In House", it has expanded to not only a job placement program but job creation with an emphasis on workforce development. Ms. Baker formed a successful partnership with the Turner School of Construction Management (second year in a row) where graduates from this training program received a state recognized certification in the field of construction management; more than half of the graduates were from Pompano Beach. In addition, Ms. Baker successfully partnered with several other businesses to commit to holding job fairs and hiring events such as Sitel Corp. (Capital One Call Center), OHL, Kaufmann Lynn, Messam Construction, Rand Staffing and Landmark Development to name a few. The current service contract expires on September 30, 2016; however, the contract can be renewed by the CRA's Co-Executive Directors based upon the same terms and conditions. Since the program has expanded to include additional Scope and Services, Collective Community Initiative, LLC is requesting that the contract be increased to fairly compensate for the additional work performed in association with the CRA's vision for the innovation district. CRA Staff recommends that the CRA Board approve this contract renewal in the amount not to exceed \$66,000 with Collective Community Initiative, LLC.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Nguyen Tran  Ext. 7769
- (3) Expiration of contract, if applicable: September 30, 2016
- (4) Fiscal impact and source of funding: Account #150-1910-539.31-60 (\$39,600, NW CRA Professional Services/Other Professional); Account #160-1910-539.31-60 (\$26,400, East CRA Services/Professional)

<u>DEPARTMENTAL COORDINATION</u>	<u>DATE</u>	<u>DEPARTMENTAL RECOMMENDATION</u>	<u>AUTHORIZED SIGNATURE OR ATTACHED MEMO NUMBER</u>
_____	_____	_____	_____
<input checked="" type="checkbox"/> CRA Executive Director			
<input checked="" type="checkbox"/> CRA Attorney			<u>Claudia M McKenna</u>
<input checked="" type="checkbox"/> Finance Director			

ACTION PREVIOUSLY TAKEN BY CRA BOARD:

<u>Resolution</u>	<u>Consideration</u>	<u>Other:</u>
<u>Results:</u>	<u>Results:</u>	<u>Results:</u>
_____	_____	_____



P. O. Drawer 1300
Pompano Beach, FL 33061

Phone: (954) 786-5535
Fax: (954) 786-7836

MEMORANDUM

To: CRA Board

From: Christopher J. Brown, Co-Executive Director
Kim Briesemeister, Co-Executive Director

Through: Nguyen Tran, NWCRA Director *NT*

Date: September 6, 2016

Subject: Collective Community Initiative, LLC Contract Renewal

Background

In 2010, the CRA issued a Request for Proposal for a firm to manage the CRA's Micro Enterprise Business Loan Fund, the Business Incubator Program and the Job Placement Center Program. International Enterprise Development, Inc. (IED) was the successful firm that was selected to administer all three programs. Over the years, the Job Placement Center program has seen the most success and continues to grow in attendance as well as the number of attendees being hired for local jobs. Much of that success is due to the hard work, outreach efforts and formed relationships with local businesses that were cultivated by Ms. Dahila Baker, IED's Program Manager for the Job Placement Center program.

In December of 2014, the CRA Board approved a Service Agreement with Collective Community Initiative, LLC, a company formed by Ms. Baker to run the Job Placement Center Program effective January 1, 2015. Since bringing this program "In House", the Job Placement Center Program has evolved to become not only a job placement program but job creation with an emphasis on workforce development. This was evident with the successful partnership with the Turner School of Construction Management (for the second year in a row) whereby upon graduation from the training program, participants received a State recognized certification with respect to the field of construction management.

Ms. Baker successfully partnered with several other businesses to commit to holding job fairs and hiring events such as Sitel Corp. (Capital One Call Center), OHL, Messam Construction, Kaufman Lynn, Rand Staffing, Landmark Development and Home Dynamics to name a few. On September 16, 2015, the CRA Board approved a contract renewal and compensation increase to \$60,000.

The current service contract expires September 30, 2016 with the option to renew with the same terms and conditions for an additional period of one (1) year. Due to the expanded scope of services, job duties and program direction related to the innovation district, Collective Community Initiative, LLC is requesting an increase of \$6,000 to the existing contract to fairly compensate for the additional work to be performed. Should an increase be approved, the new contract will be \$66,000. This contract amount is equates to the middle salary range for similar staff positions in adjacent municipalities as a Special Projects Manager or Community Program Manager.



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Recommendation

CRA staff recommends approval of a 12 month contract with Collective Community Initiative, LLC in the amount not to exceed \$66,000 commencing October 1, 2016 with one, twelve month renewal period with the same terms and conditions that can be approved by the CRA Executive Directors effective October 1, 2017.

Economic & Business Development Manager

Employer Name	Your Title	FLSA Status	Match (L,S,H)	Minimum	Midpoint	%tile	Maximum	# of Budget Positions	# of Filled Positions	Rank	Actual Salary
Town of Jupiter	Director, Business Development	EX	H	\$86,962	\$108,702	15 100%	\$130,442	1	1	1	\$126,255
Pinellas County Government	Senior Economic Development Manager	E	S	\$64,064	\$80,559	8 53%	\$97,053		3	2	\$96,519
City of West Palm Beach	Director of Economic Development	EX	S	\$73,847	\$93,971	13 87%	\$114,094	1	1	3	\$91,928
City of Hollywood	Special Projects Manager Community Development	EX	S	\$60,137	\$78,177	7 47%	\$96,218		1	4	\$87,589
City of Sunrise	ECONOMIC DEVELOPMENT DIRECTOR	EX	H	\$73,136	\$86,977	11 73%	\$100,818	1	1	5	\$86,977
City of Tamarac	Economic Development Manager	EX	S	\$60,091	\$80,681	9 60%	\$101,270	1	1	6	\$82,400
City of Lauderhill	Economic Development Manager	EX	S	\$54,974	\$67,324	3 20%	\$79,673	1	1	7	\$73,844
City of Dania Beach	Economic Development Manager	EX	S	\$58,522	\$74,606	4 27%	\$90,691	1	1	8	\$73,544
City of Hallandale Beach	CRA Fiscal Operations Manager	EX	S	\$71,802	\$80,735	10 67%	\$89,669			9	\$71,802
City of Miramar	Information Systems Manager	EX	S	\$66,849	\$89,904	12 80%	\$112,959	1	1	10	\$68,520
City of North Lauderdale	Community Development Manager	EX	S	\$44,178	\$60,672	1 7%	\$77,165	1	1	11	\$57,165
City of Stuart	CRA Program Manager	EX	S	\$40,751	\$60,881	2 13%	\$81,011	1	1	12	\$49,602
City of Boca Raton	Economic Development Manager	EX	H	\$57,250	\$77,952	6 40%	\$98,654	1			
City of Coral Springs	Chief Economic Development Officer	EX		\$76,000	\$94,500	14 93%	\$113,000	1	0		
City of Boynton Beach	Manager of Economic Development	EX	S	\$61,164	\$76,455	5 33%	\$91,746	1	0		

RESOLUTION NO. _____

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE PROPER OFFICIALS TO EXECUTE A SERVICE CONTRACT BETWEEN THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY AND COLLECTIVE COMMUNITY INITIATIVE, LLC TO SERVE AS PROGRAM DIRECTOR WITHIN THE NORTHWEST COMMUNITY REDEVELOPMENT AREA; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Service Contract between the Pompano Beach Community Redevelopment Agency and Collective Community Initiative, LLC to serve as Program Director within the Northwest Community Redevelopment Area (the "Service Contract"), a copy of which is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. The proper officials are hereby authorized to execute the Service Contract.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of September, 2016.

LAMAR FISHER, CHAIRPERSON

ATTEST:

MARGARET GALLAGHER, SECRETARY

SERVICE CONTRACT
Collective Community Initiative, LLC
FY 2017

THIS AGREEMENT is made and entered into this _____ day of September, 2016, by the POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as “CRA” and Collective Community Initiative, LLC, a limited liability company, hereinafter referred to as “Contractor.”

WHEREAS, CRA 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 CRA 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. CRA hereby contracts with Contractor to serve as Program Director 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 one (1) year period commencing on October 1, 2016 and terminating on September 30, 2017

5. Renewal. In the event CRA determines the Contractor to be in full compliance with this contract and Contractor’s performance to be satisfactory, then CRA’s Co-Executive Director shall have the option to renew this contract with the same terms and conditions for an additional period of one (1) year commencing October 1, 2017.

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

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

Payment of a not to exceed Fixed Fee of \$5,500 per month and not to exceed \$66,000 for the 12 month term of the contract.

8. Invoices. Contractor shall submit the invoices to CRA, if requested by CRA, as follows:

Invoices shall be submitted on a monthly basis on the first day of each month for services rendered in the preceding month.

9. Payment. All payments by the CRA shall be made after the service has been provided. All invoices shall be submitted to the CRA for approval and payment will be issued within forty-five (45) days of submittal unless objected to by the CRA.

10. Disputes.

A. Any factual disputes between CRA and the Contractor in regard to this Agreement shall be directed to the CRA Executive Director 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: Collective Community Initiative, LLC
Attention: Ms. Dahlia Baker
457 SW 1 CT #306
Pompano Beach, FL 33060

If to CRA: Pompano Beach Community Redevelopment Agency
Attention: Christopher J. Brown, Co-Executive Director or Kim Briesemeister, Co-Executive Director
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 CRA, and CRA shall cooperate in the carrying out of the work without undue delay. All information, data, reports, if any, which are furnished by Contractor will be the property of the CRA.

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 CRA 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 CRA.

16. Indemnity. The Contractor shall defend, indemnify and hold the CRA, 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 CRA. 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 CRA, 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 CRA 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 CRA 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 CRA. 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 CRA, 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 CRA.

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 CRA. Therefore, the Contractor shall be responsible to maintain a cooperative and good faith attitude in all relations with CRA 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 POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY 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 CRA in order to perform the service.
2. Upon request from the CRA's custodian of public records, provide the CRA 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 CRA.
4. Upon completion of the contract, transfer, at no cost to the CRA, all public records in possession of the Contractor, or keep and maintain public records required by the CRA to perform the service. If the Contractor transfers all public records to the CRA 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 CRA, upon request from the CRA's custodian of public records in a format that is compatible with the information technology systems of the CRA.

B. Failure of the Contractor to provide the above described public records to the CRA 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:

**CRA CLERK
100 W. Atlantic Blvd., Suite 276
Pompano Beach, Florida 33060
(954) 786-7823
cathy.trenkle@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 CRA 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 CRA 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 CRA 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:

**POMPANO BEACH COMMUNITY
REDEVELOPMENT AGENCY**

By: _____
LAMAR FISHER, CHAIRPERSON

Attest:

MARGARET GALLAGHER, SECRETARY

**Redevelopment Management Associates, LLC,
a Florida limited liability company**

By: Metrostrategies, Inc., a Florida corporation
a managing member

Print Name: _____

By: _____
Kim Briesemeister, President

STATE OF FLORIDA
COUNTY OF BROWARD

I HEREBY CERTIFY, that on this _____ day of _____, 2016, before me personally appeared LAMAR FISHER, Chairperson of the Pompano Beach Community Redevelopment Agency, and he acknowledged that he executed the foregoing instrument as the proper Official of the Pompano Beach Community Redevelopment Agency, and the same is the act and deed of said Pompano Beach Community Redevelopment Agency.

NOTARY'S SEAL:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 2016 by MARGARET GALLAGHER as Secretary of the Pompano Beach Community Redevelopment Agency, who is personally known to me.

NOTARY'S SEAL:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Acknowledger Typed, Printed or Stamped)

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Kim Briesemeister, President of Metrostrategies, Inc., as Managing Member of Redevelopment Management Associates, LLC on behalf of the limited liability company. She is personally known to me or who has produced _____ (type of identification) as identification.

NOTARY'S SEAL:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

Reminder of Page Left Intentionally Blank

"CONSULTANT"

Witnesses:

[Signature]
Signature

Nguyen Tran
Name Typed, Printed or Stamped

[Signature]
Signature

Adriane Esteban
Name Typed, Printed or Stamped

By: [Signature]
Collective Community Initiative, LLC
a Florida Limited Liability Company

Dahlia Baker
Name Typed, Printed or Stamped

Title: Program Director

Address: 457 SW ICT #306
Pompano Beach FL 33060

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 12th day of Sept, 2016 by Dahlia Baker as Program Director on behalf of Collective Community Initiative, LLC. He/she is personally known to me or who has produced _____ (type of identification) as identification.

NOTARY'S SEAL:

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

CATHERINE TRENKLE

(Name of Acknowledger Typed, Printed or Stamped)

EE839199
Commission Number



CATHERINE TRENKLE
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE839199
Expires 9/30/2016

Exhibit A

SCOPE OF SERVICES FY 2017

PROJECT DESCRIPTION

Collective Community Initiative, LLC (“Contractor”) has been retained by the NW CRA to serve as a Program Director, to organize and facilitate the CRA’s Job Placement Center program. Contractor will promote advocacy of residents of the NWCRA district and the City of Pompano Beach for local jobs and to organize job related events through community outreach, distribution of collateral materials, website postings, newsletters, etc.

SCOPE OF SERVICES

Collective Community Initiative, LLC will assist the NW CRA with the following items.

Specific Management Services

- Facilitate Professional Employer Organization services to help Local Businesses and Small Business trades people / subcontractors overcome barriers to bidding directly as a prime or subcontracting with larger firms on City and CRA construction projects.
- Act as a liaison between the CRA and the community to communicate the redevelopment vision and plans, available programs and job opportunities
- Organize, attend, and participate in special events and promotions advocating local job seekers, trades people and subcontractors participation as applicable. Responsible for related community outreach activities
- Collaborate with the Pompano Beach Chamber of Commerce, Career Source Broward, OESBD, Fort Lauderdale/Broward County Alliance, or similar workforce agencies on local job seekers, trades people and subcontracting opportunities
- Assist with the distribution of collateral materials (printed and other forms), web site postings and updates, newsletters, flyers, etc.
- Perform analysis and related duties as assigned
- Attend CRA staff, CRA Board, NW Advisory Committee, City and other collaborative agency meetings as required
- Build applicant sources and facilitate recruitment, selection, retention and professional development of local job seekers, trades people and subcontractors
- Create and implement workforce development and training plans which takes labor market analysis into consideration
- Engage employment contacts and assist clients with job placement including facilitating workshops
- Facilitate supportive services/resources to assist in removing barriers that may prevent successful employment

- Monitor and record participants data for client follow-up and program evaluation
- Provide options for customers with employment or educational barriers
- Interact and coordinate services with other state and local agencies and programs
- Job Creation – Generate new opportunities for paid employment, especially for those who are unemployed.
- Innovation District – Assist in procuring partnerships with State Targeted Industries (i.e. Culinary Arts, High Tech Manufacturing, Hospitality, Education, Aerospace, Marine etc.) to locate within the Innovation District.

General Management Services

- Attend meetings and workshops of the NW CRA Advisory Committee and the CRA Board.
- Attend community meetings or CRA sponsored events within the community as required.

COMPENSATION

Contractor will provide the above described services not to exceed \$5,500.00 per month or \$66,000 annually for the 12 month term of the contract. The Contractor's invoices must state the number of hours and a description of the work conducted. No overtime pay will be granted.

Reimbursable expenses over one hundred dollars (\$100.00) must be approved in advance of incurring the expense by the Co-Executive Director of the CRA.

TERM OF CONTRACT

The contract period will commence on October 1, 2016 and expire on September 30, 2017 with the option of the CRA's Co-Executive Director to renew this contract with the same terms and conditions for an additional period of one (1) year commencing October 1, 2017.

EXHIBIT B

INSURANCE

COLLECTIVE COMMUNITY INITIATIVE, LLC shall provide, pay for and maintain in force at all times during the services to be performed, such insurance, including Workers' Compensation Insurance; Liability Insurance; Real and Personal Property; Excess Liability and Professional Liability Insurance with minimum coverage amounts acceptable to the CRA as set forth below. Such policy or policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida. The policies of insurance shall be primary and written on forms acceptable to the CITY's Risk Manager and meet a minimum financial A.M. Best and Company rating of no less than Excellent. No changes are to be made to these specifications without prior written approval of the CITY's Risk Manager.

COLLECTIVE COMMUNITY INITIATIVE, LLC shall specifically protect the CRA and its Executive Director, Redevelopment Management Associates ("RMA"), by naming the CRA, CITY of Pompano Beach and RMA as additionally insured on the Comprehensive General Liability Insurance policies hereinafter described.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). COLLECTIVE COMMUNITY INITIATIVE, LLC further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

2. Liability Insurance shall include the following checked types of insurance and indicated minimum policy limits.

<u>Type of Insurance</u>	<u>LIMITS OF LIABILITY</u> <u>Each Occurrence/Aggregate</u>
GENERAL LIABILITY	<i>MINIMUM \$100,000 per OCCURRENCE/\$200,000AGGREGATE</i>
* Policy to be written on a claims incurred basis	
XX comprehensive form	
XX premises - operations	bodily injury
— explosion & collapse	
— hazard	property damage
— underground	hazard
<hr/>	
— products/completed operations hazard	bodily injury and property damage
XX contractual insurance	property damage
XX broad form property	combined damage

XX independent contractors
 XX personal injury personal injury

AUTOMOBILE LIABILITY

MINIMUM \$100,000 per OCCURRENCE/\$200,000 AGGREGATE

XX comprehensive form bodily injury (each person)
 XX owned bodily injury (each accident)
 XX hired property damage
 XX non-owned bodily injury and property damage combined

REAL & PERSONAL PROPERTY

___ comprehensive form COLLECTIVE COMMUNITY INITIATIVE, LLC must show proof that it has this coverage

EXCESS LIABILITY

___ umbrella form	bodily injury and property damage combined		
___ other than umbrella		\$2,000,000	\$2,000,000

___ PROFESSIONAL LIABILITY		\$2,000,000	\$2,000,000
* Policy to be written on a claims made basis			

COLLECTIVE COMMUNITY INITIATIVE, LLC shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Agreement and shall be solely responsible for payment of all deductibles to which such policies are subject, whether or not the CRA or RMA is an insured under the policy.

COLLECTIVE COMMUNITY INITIATIVE, LLC shall provide the CITY’s Risk Manager with the certification or proof of insurance of all insurance policies required under this Agreement within thirty (30) days after execution of this Agreement. The CITY’s Risk Manager reserves the right at any time to review coverage, form and amount of insurance and also require a certified copy of such policies upon request.

No change(s) to the coverage required under this Agreement shall be made without prior written approval of the CITY’s Risk Manager. All endorsements and certificates shall state that prior to expiration or cancellation of any and all policies required under this Agreement, the CITY’s Risk Manager shall be given thirty (30) days notice by certified

mail, return receipt requested, to 100 West Atlantic Boulevard, Pompano Beach, Florida 33060.

Notice of Accident (occurrence) and Notice of Claims associated with the Work being performed under this Agreement, shall be provided to the COLLECTIVE COMMUNITY INITIATIVE, LLC's insurance company and the CITY's Risk Manager and the CRA as soon as practical after notice to the insured.