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PREPARED BY AND RETURN TO:  
Lynn Solomon, Asst. General Counsel  
FORT LAUDERDALE CRA  
914 Sistrunk Blvd, Suite 200  
Fort Lauderdale, FL 33311

### **PARTIAL RELEASE OF MORTGAGE**

KNOW ALL MEN BY THESE PRESENTS, that the FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY (hereinafter "Mortgagee"), the holder of the following instruments, given by Fort Lauderdale Community Development Corporation, a Florida Not for Profit Corporation (hereinafter "Mortgagor"): (1) That certain Mortgage recorded May 3, 2022, at Instrument No. 118117967, of the Public Records of Broward County, Florida, given to secure the sum of Two Hundred Twelve Thousand Eight Hundred and 00/100 Dollars (\$212,800.00), as evidenced by that certain Promissory Note, (2) That certain Development Agreement dated September 22, 2021, and (3) that certain Declaration of Developer Restrictive Covenants recorded May 3, 2022, under Instrument No. 118117968 of the public records of Broward County, Florida upon the following described property, situate, lying and being in Broward County, Florida, to wit:

Lot 22, Block 8, of DORSEY PARK 2<sup>ND</sup> ADDITION, according to the Plat thereof as recorded in Plat Book 23, Page 10, of the Public Records of Broward County, Florida.

Street Address: 510 NW 17<sup>th</sup> Avenue, Florida 33311  
Broward County Property ID: 5042 04 25 0310  
(the "Property")

has received partial satisfaction of all obligations under said Mortgage and does hereby acknowledge satisfaction and discharge of said Mortgage only as to the Property described above. This instrument shall not be deemed a Release of all other property described in the Mortgage or as satisfaction of the obligations set forth in the Mortgage. This Partial Release shall be deemed to release the deed restrictions and right of reverter (only as to the Property referenced above) set forth in the Special Warranty Deed recorded May 3, 2022, and recorded at Instrument No. 118117964 of the Public Records of Broward County, Florida as to the Property described herein but shall not release the other property described in the Deed.

Pursuant to Resolution No. 21-05 (CRA) adopted by the Fort Lauderdale Community Redevelopment Agency Board of Commissioners, Greg Chavarria, as

Executive Director, is authorized to execute this Partial Release of Mortgage on behalf of the Fort Lauderdale Community Redevelopment Agency.

IN WITNESS WHEREOF, the Fort Lauderdale Community Redevelopment Agency has caused this instrument to be fully executed on this 14th day of May, 2024.

WITNESSES:

Ashley P. Dixon  
Ashley K. Dixon  
Witness name – printed or typed

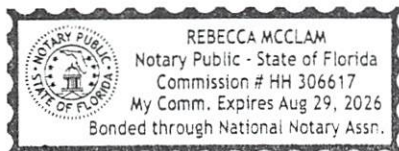
Susan Grant  
Susan Grant,  
Acting Executive Director

Donna Varisco  
Donna Varisco  
Witness name – printed or typed

STATE OF FLORIDA:  
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 14th day of May, 2024, by Susan Grant, as Acting Executive Director of the Fort Lauderdale Community Redevelopment Agency by means of ☐ physical presence or ☐ online notarization. He is personally known to me and did not take an oath.

(SEAL)



[Signature]  
Notary Public, State of Florida Signature of  
Notary taking Acknowledgment)

[Signature]  
Name of Notary Typed,  
Printed or Stamped

My Commission Expires: 8/29/26

#HH 306617  
Commission Number

Approved as to form and correctness:  
Thomas J. Ansbro, General Counsel

[Signature]  
Lynn Solomon, Assistant General Counsel

## ROLL CALL

**Present** 5 - Commissioner Robert L. McKinzie, Commissioner Ben Sorensen, Vice Chair Heather Moraitis, Commissioner Steven Glassman, and Chair Dean J. Trantalis

## MOTIONS

**M-1**     21-0557     Motion Approving Minutes for May 18, 2021 Community Redevelopment Agency Board Meeting - (Commission Districts 2 and 3)

**APPROVED**

**Aye:** 5 - Commissioner McKinzie, Commissioner Sorensen, Vice Chair Moraitis, Commissioner Glassman and Chair Trantalis

## PUBLIC HEARINGS

**PH-1**     21-0531     Public Hearing Approving Donation of Land and the Award of the Scattered Site Infill Housing Development Project (RFP Bid # 12385-105) to WWA Development LLC, Fort Lauderdale Community Development Corporation, Ges Mac Development Inc, Lemon City Development LLC, and Oasis of Hope Community Development Corporation Inc and Authorizing the Executive Director to Execute the Development Agreements and All Related Documents or Instruments and to Take Certain Actions - (Commission Districts 2 and 3)

**ADOPTED**

**Aye:** 5 - Commissioner McKinzie, Commissioner Sorensen, Vice Chair Moraitis, Commissioner Glassman and Chair Trantalis

## ADJOURNMENT



**CITY OF FORT LAUDERDALE**  
**City Commission Agenda Memo**  
**CRA BOARD MEETING**

**#21-0531**

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**TO:** CRA Chairman & Board of Commissioners  
Fort Lauderdale Community Redevelopment Agency

**FROM:** Chris Lagerbloom, ICMA-CM, Executive Director

**DATE:** June 15, 2021

**TITLE:** Public Hearing Approving Donation of Land and the Award of the Scattered Site Infill Housing Development Project (RFP Bid # 12385-105) to WWA Development LLC, Fort Lauderdale Community Development Corporation, Ges Mac Development Inc, Lemon City Development LLC, and Oasis of Hope Community Development Corporation Inc and Authorizing the Executive Director to Execute the Development Agreements and All Related Documents or Instruments to Take Certain Actions and Providing for an Effective Date - **(Commission Districts 2 and 3)**

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**Recommendation**

Staff recommends the Community Redevelopment Agency (CRA) Board of Commissioners hold a public hearing and pass a Resolution to approve a donation of land and the award of the Scattered Site Infill Housing Development Project (RFP Bid # 12385-105) to WWA Development LLC, Fort Lauderdale Community Development Corporation, Ges Mac Development Inc, Lemon City Development LLC, and Oasis of Hope Community Development Corporation Inc., and authorize the Executive Director to execute the Development Agreements and all related documents or instruments, to take certain actions and provide for an effective date.

**Background**

On August 27, 2020, the CRA published a Notice of Intent to accept proposals for development and disposal of 43 CRA-owned properties, previously purchased from the City of Fort Lauderdale (City), located throughout the CRA boundaries for the construction of single-family homes (Invitation for Proposals RFP 12385-105 - Scattered Site Infill Housing). On November 16, 2020, the City of Fort Lauderdale, on behalf of the Fort Lauderdale Community Redevelopment Agency, received proposals for the RFP. A copy of RFP 12385-105 is attached as Exhibit 1. The purpose of the RFP was to seek proposals from qualified and experienced proposers or real estate developers interested in designing, constructing, marketing, financing, and selling single family residences on parcels donated by the CRA to persons who will occupy the residences as their primary residence, pursuant to the Community Redevelopment Plan in accordance with the terms, conditions, and specification contained in the RFP.

The RFP stated that because the land would be available at no cost, this savings is to be passed on to the homebuyer by the Developer by adjusting the sales price of the residences to reflect zero land cost. The RFP also stated that up to five (5) developers would be selected for this project and would receive an initial award of up to five housing sites each with an opportunity to be awarded additional sites based on their performance in constructing and selling homes on the initial awarded properties. These infill housing procedures were approved by the CRA Board in 2019 and provided to the CRA Advisory Board as an informational item on June 9, 2020.

The RFP requested certain standard design features. These included:

- At least two bedrooms and two baths with a minimum 1,500 square feet under air. The CRA preference, however, is for homes having three to four bedrooms and more than two baths.
- Covered patio and porch
- One car garage or better
- High efficient central A/C system
- Wood cabinets
- Double stainless-steel sink
- Ceramic tile or better in entryway, kitchen, and baths
- Full appliance package, including energy efficient stainless-steel side by side refrigerator, range with hood, dishwasher, microwave, garbage disposal, washer and dryer
- Carpet in bedrooms
- Walk in closet in master bedroom
- Wiring for alarm system, cable, internet, phone, and smoke detectors
- Mini blinds or better
- Energy efficient plumbing fixtures
- R-30 insulation or better
- Interior knockdown finish with satin paint
- Automated in-ground sprinkler system
- High energy efficient impact windows and doors
- Better than minimum landscaping using native and drought tolerant plants.
- Solid concrete driveway or better
- Extended roof warranty
- Builder's warranty

Submittal requirements were detailed in the RFP including an executive summary, company information and experience, financial information, detailed development cost, project plans, homebuyer information, minority/female participation, and other submittal requirements.

Scoring of the proposals was based on the Evaluation Criteria below, as stated in the RFP, and an RFP Evaluation Committee met on March 18, 2021 to review and score

the proposals. The members of the evaluation committee are listed on Exhibit 12. A mathematical formula was used to determine the scoring for each proposal based on the weighted criteria in the RFP. Some proposals were not complete and were missing information and this was also taken into consideration by the evaluation committee members in their scoring.

### **Weighed Criteria**

Is in the Best Interest and Furtherance of the CRA Redevelopment Plan, and Most Responsive to the Requirements of the RFP.	20%
Design, Construction and Features.	25%
Development Experience, Financial Capacity and Ability Best Suited to Carry Out the Proposal	35%
Home Sales Price/Affordability	20%
<b>TOTAL PERCENT AVAILABLE:</b>	<b>100%</b>

Each evaluation committee member ranked each proposal by each criterion, giving their first ranked proposal a number 1, the second ranked proposal a number 2, and so on for each criteria. The City Procurement Services Department then tabulated the scores to determine the total combined points, the average points awarded each proposer, and the final ranking. A total of 17 proposals were received. The Evaluation Committee decided to shortlist the top ten proposals. Copies of the top ten proposals are attached as Exhibits 2 through 11. The lowest point score determines the ranking with the top ranked proposer receiving the lowest score, the second top ranked proposer receiving the second lowest score, and so on. This initial ranking was provided to this Advisory Board along with staff recommendation for their review. A complete breakdown of the scoring by the Evaluation Committee is attached as Exhibit 13.

Based on the Evaluation Committee's initial scoring, the ranking of proposers was as follows:

<b>RFP EVALUATION COMMITTEE REVIEW</b>		
<b>RANKING</b>	<b>PROPOSER</b>	<b>TOTAL POINTS</b>
1	D'Angelo Development, Inc. (WWA Development LLC)	5.70
2	Adams Consulting Group, Inc. (Fort Lauderdale CDC)	7.80
3	Gestido Construction, LLC/ Ges Mac Development, Inc.	10.85
4	Lemon City Development, LLC.	11.85
5	Oasis of Hope Community Development Corporation, Inc.	15.10
6	Broward County Minority Builders Coalition, Inc.	21.50
7	United States Association of CDC, Inc.	24.50

8	Neighborhood Housing Services of South Florida. Inc.	24.70
9	East to West Development Corporation	24.90
10	T. Knowles & Associates, LLC.	26.25
11	RJS Construction, LLC	27.05
12	Assured Builders, Inc.	35.80
13	Poinciana Development Group, Inc.	38.00
14	Howard Pro, LLC	43.00
15	Palmetto Homes Of Miami, Inc.	44.00
16	KB Financial Group, LLC	49.00
17	Elite Equity Development, Inc.	49.00

The CRA Advisory Board at their meeting of April 13, 2021 unanimously accepted the ranking of the RFP Evaluation Committee and staff recommendation to negotiate development agreements with the following five top ranked proposers: WWA Development LLC, Fort Lauderdale Community Development Corporation, Gestido Construction LLC/Ges Mac Development Inc, Lemon City Development LLC, and Oasis of Hope Community Development Corporation Inc. The minutes of the April 13, 2021 CRA Advisory Board Meeting are attached as Exhibit 14.

Development summaries including Developer's proposed sales price are as follows:

- WWA Development LLC – Detached single family homes, 5 model options with 3 or 4 bedrooms - 2 or 2 ½ baths and 1 or 2 car garage – 1,543 SF to 1,949 SF under air.  
Pricing: \$259,864 - \$296,355
- Fort Lauderdale Community Development Corporation – Detached and attached single family homes, 5 model options with 3 or 4 bedrooms – 2 or 2 ½ baths and 1 or 2 car garage – Approx. 1,500 SF to 2,200 SF under air. Pricing: \$260,650 to \$315,000
- Gestido Construction, LLC/Ges Mac Development, Inc. – Detached single family homes, 4 model options with 3 or 4 bedrooms – 2 baths and 1 or 2 car garage – 1,533 SF to 1,919 SF under air.  
Pricing: \$304,990 to \$369,990
- Lemon City Development, LLC – Detached single family homes, 3 model options with 3 or 4 bedrooms - 2 or 3 baths and 1 car garage – Approx. 1,520 SF to \$1,630 SF under air.  
Pricing: \$260,000 to \$290,000
- Oasis of Hope Community Development Corporation, Inc. – Detached single family homes, 4 model options with 3 bedrooms - 2 or 2 ½ baths and 1 or 2 car garage – 1,500 SF to 2,100 SF under air.  
Pricing: \$259,000 to \$295,000

Increases in the original proposed Purchase Price can be administratively approved by the CRA Executive Director of up to 10% based on documented increases in labor or material cost of construction. The CRA will not transfer CRA property until a close on the project financing. The project must be completed within 2 years of approval by the CRA Board. Developers cannot request additional CRA properties for development until initial properties conveyed to the Developer receive a Certificate of Occupancy and are conveyed to homebuyers. The conveyance of any additional property to the Developer is not an entitlement and requires approval of the CRA Board under a separate agreement. There are an additional sixteen properties that would be eligible for conveyance, and the maximum number of properties that can be awarded to any developer with an additional property conveyance is a total of ten.

Homebuyers are not income restricted and there is no CRA purchase assistance available to homebuyers, however qualified lower income home buyers may seek purchase assistance through the City's purchase assistance program administered by the Housing and Community Development Division and other resources that may be available. All homebuyers are required to reside on the property for a minimum of seven years from the date of occupancy. No leases, license or sale of the property is permitted during the term. If the homebuyer does not reside on the property for the minimum term, then the City, or its successors, shall have the right to recapture the full value of the land as determined by an MAI appraisal at the time of default. The cost of the appraisal is paid for by the homeowner and the homeowner will be required to sign a note and mortgage to memorialize this understanding.

#### Consistency with the NPF CRA Community Redevelopment Plan

A major component of the redevelopment strategy for the NPF CRA is the revitalization of the residential neighborhoods. The Redevelopment Program seeks to preserve and expand affordable housing in the entire redevelopment area. The supply of affordable housing within the NPF CRA will continue to be increased through targeted infill development projects. The infill housing programs have already fostered the redevelopment in the Dorsey area through the construction of single-family homes, and this infill program will continue throughout the entire NPF CRA.

#### Resource Impact

There is no fiscal impact associated with this action.

#### Strategic Connections

This item is a *2021 Commission Priority*, advancing the Smart Growth initiative.

This item supports the *Press Play Fort Lauderdale 2024 Strategic Plan*, specifically advancing:

- The Neighborhood Enhancement Focus Area
- Goal 4: Build a thriving and inclusive community of neighborhoods
- Objective: Ensure a range of affordable housing options



This item advances the Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community and We Are Prosperous.

**Attachments**

- Exhibit 1 – RFP #12385-105 – Scattered Site Infill Housing
- Exhibit 2 – Proposal – WWA Development, LLC
- Exhibit 3 – Proposal - Fort Lauderdale Community Development Corporation
- Exhibit 4 – Proposal - Gestido Construction, LLC/Ges Mac Development Inc
- Exhibit 5 – Proposal - Lemon City Development, LLC.
- Exhibit 6 – Proposal - Oasis of Hope Community Development Corporation, Inc.
- Exhibit 7 – Proposal - Broward County Minority Builders Coalition, Inc.
- Exhibit 8 – Proposal - United States Association of CDC, Inc.
- Exhibit 9 – Proposal - Neighborhood Housing Services of South Florida. Inc.
- Exhibit 10 – Proposal - East to West Development Corporation
- Exhibit 11 – Proposal - T. Knowles & Associates, LLC.
- Exhibit 12 – RFP #12385-105 Evaluation Committee
- Exhibit 13 – RFP #12385-105 Evaluation Committee Scoring
- Exhibit 14 – April 13, 2021 CRA Advisory Board Approved Minutes
- Exhibit 15 – Development Agreement - WWA Development, LLC
- Exhibit 16 – Development Agreement - Fort Lauderdale Community Development Corporation
- Exhibit 17 – Development Agreement - Ges Mac Development, Inc
- Exhibit 18 – Development Agreement - Lemon City Development, LLC
- Exhibit 19 – Development Agreement - Oasis of Hope Community Development Corporation, Inc
- Exhibit 20 – Resolution

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Prepared by: Bob Wojcik, AICP, CRA Housing and Economic Development Manager  
Clarence Woods, CRA Manager

Department Director: Chris Lagerbloom, ICMA-CM, Executive Director

RESOLUTION NO. 21-05 (CRA)

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY APPROVING THE DONATION OF VACANT LOTS TO WWA DEVELOPMENT, L.L.C., FORT LAUDERDALE COMMUNITY DEVELOPMENT CORPORATION, GESMAC DEVELOPMENT INC., LEMON CITY DEVELOPMENT LLC, AND OASIS OF HOPE COMMUNITY DEVELOPMENT CORPORATION, INC.; DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO EXECUTE THE DEVELOPMENT AGREEMENTS, COMMERCIAL CONTRACTS, ADDENDA, CONVEYANCE INSTRUMENTS AND OTHER DOCUMENTS; DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO TAKE CERTAIN ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Fort Lauderdale Community Redevelopment Agency ("CRA"), an agency authorized under Chapter 163, Part III of the Florida Statutes, was created to eliminate "slum and blight" and to stimulate community redevelopment; and

WHEREAS, the City Commission of the City of Fort Lauderdale, Florida, adopted Resolution No. 95-86 on June 2, 1995, finding the existence of slum and blight conditions in that area of the City of Fort Lauderdale, Florida (the "City") known as the Northwest-Progresso-Flagler Heights Community Redevelopment Area, as more particularly described in that resolution, (herein referred to as the "Redevelopment Area"); and

WHEREAS, by adoption of Resolution No. 95-170, the redevelopment plan for the Redevelopment Area was approved by the City Commission on November 7, 1995, and was amended in 2001 by Resolution No. 01-86, in 2002, by Resolution No. 02-183, in 2013, by Resolution No. 13-137, in 2016, by Resolution No. 16-52 and, in 2018, by Resolution No. 18-226, and as may be subsequently amended (the "Redevelopment Plan"); and

WHEREAS, on August 27, 2020, the Fort Lauderdale Community Redevelopment Agency, published a Notice of Intent, Solicitation No. 12385-105, (the "RFP") to accept proposals for disposal and development of forty-three (43) vacant lots located throughout the Redevelopment Area for the construction of single-family homes or townhomes, the legal descriptions of which are attached hereto as Exhibit "1"; and

WHEREAS, on November 16, 2020, the City of Fort Lauderdale, on behalf of the CRA, received approximately seventeen (17) proposals for the development of single-family homes or townhomes; and

WHEREAS, on March 18, 2021, the RFP Evaluation Committee reviewed, scored and ranked the proposals; and

WHEREAS, on April 13, 2021, the CRA Advisory Board unanimously accepted the rankings of the RFP Evaluation Committee and recommended an award of five (5) of the nine (9) groupings to the five (5) top ranked proposers: WWA Development, L.L.C., Fort Lauderdale Community Development Corporation, GesMac Development Inc., Lemon City Development LLC, and Oasis of Hope Community Development Corporation, Inc.; and

WHEREAS, the CRA Board of Commissioners finds that the awardees have demonstrated that they have the financial capacity, legal ability, development experience and qualifications to develop this Project; and

WHEREAS, the construction of new housing stock will expand the supply of and provide quality housing within the Redevelopment Area;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FORT LAUDERDALE COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. That the Recitals set forth above are true and correct and incorporated herein by this reference.

SECTION 2. The governing body of the Fort Lauderdale Community Redevelopment Agency hereby approves an award and donation of five (5) of the nine (9) lot groupings, as legally described in Exhibit "1" attached hereto, to WWA Development, L.L.C., Fort Lauderdale Community Development Corporation, GesMac Development Inc., Lemon City Development LLC, and Oasis of Hope Community Development Corporation, Inc. and authorizes execution of the Development Agreement(s), Commercial Contracts and Addenda, in substantially the form attached hereto as Exhibit "2", and any and all other documents or instruments necessary or incidental to consummation of the transaction without further action or approval of this body. If any one or more of the awardees fails to execute the Development Agreement and other documents within a reasonable period of time as determined by the Executive Director, in his sole discretion, the Executive Director is delegated authority to award the assigned grouping of lots to the next highest rank proposer, in order of ranking, and enter into negotiations with said proposer without further action or approval of this body.

SECTION 3. That the governing body of the CRA delegates authority to the Executive Director and/or his designee to execute the Development Agreement(s), Commercial Contracts, Addenda, Conveyance Instruments and all other documents or instruments necessary or incidental to consummation of the transaction(s), including without limitation, partial releases, estoppel certificates and subordination agreements, without further action or approval of his body. The  
21-05 (CRA)

Executive Director or his designee is delegated authority to negotiate additional terms and conditions, modify the terms, take further actions, and make such further determinations he deems advisable in furtherance of the goals and objectives of the Redevelopment Plan. Notwithstanding, the Executive Director shall not have the authority to waive the requirement to build single family homes or townhomes or to change the target population.

SECTION 4. Pursuant to Section 163.380(3)(a), Florida Statutes, an Invitation for Proposals to develop Fort Lauderdale Community Redevelopment Agency vacant lots (collectively, the "Property") in the Northwest-Progresso-Flagler Heights Community Redevelopment Area was published in the Sun-Sentinel and in the West Side Gazette. The CRA Board of Commissioners hereby ratifies and approves issuance and publication of the Invitation for Proposals to develop the Property.

SECTION 5. That execution of the Development Agreement(s), Commercial Contracts, Addenda and other instruments shall be subject to the approval and consent of the CRA's General Counsel.

SECTION 6. That this Resolution shall be in full force and effect immediately upon and after its passage.

ADOPTED this 15th day of June, 2021.

  
Chair  
DEAN J. TRANTALIS

ATTEST:



CRA Secretary  
JEFFREY A. MODARELLI



## DOCUMENT ROUTING FORM

Rev: 3 | Revision Date: 9/1/2022

TODAY'S DATE: 5-13-24DOCUMENT TITLE: Partial Release- Fort Lauderdale CDC- Scattered Site Infill Project (CRA) Address: 510 NW 17<sup>th</sup> AvenueCOMM. MTG. DATE: 6-15-2021 CAM #: 21-0531 ITEM #: PH-1 CAM attached: ☐ YES ☐ NORouting Origin: CAO Router Name/Ext: Erica K. xt. 6088 Action Summary attached: ☐ YES ☐ NOCIP FUNDED: ☐ YES ☐ NO

Capital Investment / Community Improvement Projects defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include land, real estate, realty, or real.

2) City Attorney's Office: Documents to be signed/routed? ☐ YES ☐ NO # of originals attached: 1Is attached Granicus document Final? ☐ YES ☐ NO Approved as to Form: ☐ YES ☐ NODate to CCO: 5-13-24 Attorney's Name: Lynn SolomonInitials: [Signature]3) City Clerk's Office: # of originals: 1 Routed to: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: 05/13/244) City Manager's Office: CMO LOG #: May 28 Document received from: CCO 5/14/24Assigned to: SUSAN GRANT ☐ ANTHONY FAJARDO ☐ \_\_\_\_\_ ☐  
SUSAN GRANT, CRA Executive Director ☐

PER ACM: A. FAJARDO \_\_\_\_\_ (Initial) S. GRANT \_\_\_\_\_ (Initial)

☐ PENDING APPROVAL (See comments below)

Comments/Questions: \_\_\_\_\_

Forward ☒ originals to ☐ Mayor ☒ CCO Date: 5/14/24

5) Mayor/CRA Chairman: Please sign as indicated.

Forward \_\_\_\_\_ originals to CCO for attestation/City seal (as applicable) Date: \_\_\_\_\_

## INSTRUCTIONS TO CITY CLERK'S OFFICE

City Clerk: Retains \_\_\_\_\_ original and forwards \_\_\_\_\_ originals to: Erica K. xt. 6088 (CAO)Attach \_\_\_\_\_ certified Reso # \_\_\_\_\_ ☐ YES ☐ NO

Original Route form to CAO