



CITY MANAGER'S OFFICE

CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 13 | Revision Date: 09/29/2025

SECTION 1 | SUMMARY INFORMATION

Date: 10/14/2025

Commission Agenda Item Letter to the Commission (LTC) Letter to External Stakeholder(s) Other Document

Document Title/Purpose: Participation Agreement for Signature (Carolyn Watts - 524 N. 15th Terr.)

Commission Meeting Date: 12/19/2017 CAM #: 17-14103 Item #: CR-2

CAM attached: Yes No Action Summary Attached: Yes No CIP FUNDED: Yes No Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 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. Term "real property" includes land, real estate, realty, or real.

SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: CAO Router Name: Erica H. Ext: 10088

Department: HCD/CSD Router Name: Angella Walsh Ext: 6024

Department Approval (Director/Chief): Name Porshia L. Garcia Init PL Date: 10/14/2025

*Return Document To: Angella Walsh Department: HCD Ext: 6024

*REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.

Scan Date: Attach Certified Resolution #: Original form route to CAO: Yes No

THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required Yes No

Is the attached Granicus document final? Yes No Number of Originals Attached: 1

Attorney's Name: Lynn Solomon Approved as to Form: Yes No Initials: LS

Route to: Finance (if applicable) Date: Route to: CCO Date: 10-10-25

SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: Number of Originals: 1

Route to CMO Date: 10/16/25 Route to Mayor Date:

SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: OCTBB Date Received: 10/17/25 Received From: CCO

To CM/ACM: R. Williams C. Cooper Y. Matthews B. Rogers

Approved Init.: for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: Comments:

CMO Executive Assistant Route to: CCO HR OMB Other: Date: 10/21/25 Initial: APD



**CITY OF FORT LAUDERDALE
EMERGENCY HOUSING REPAIR PROGRAM
PARTICIPATION AGREEMENT**

THIS AGREEMENT, entered into this 21st day of October, 2025
by and between:

CITY OF FORT LAUDERDALE, a municipal corporation of the State of
Florida, hereinafter referred to as “City”

and

Carolyn Messam-Watts, a single woman, and **Sandra Messam**, a widow
hereinafter referred to as “Property Owner(s)” and/or “Participant(s)”

WHEREAS, the City Commission of City, at its meeting of August 22, 2023, approved CAM 23-0477, which includes substantial amendments to the 2023-2024 Annual Action Plans policies and guidelines and the allocation of State Housing Initiatives Partnership (SHIP) funds for the City of Fort Lauderdale Emergency Housing Repair Program.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties agree as follows:

1. PURPOSE. The purpose of this Agreement is to establish the requirements for the City to provide funding to Property Owner(s) for the purpose of emergency repair of a residential dwelling on Property Owner(s)’s property. This Agreement is subject to compliance with the existing City of Fort Lauderdale Housing Program Policy and Guidelines (“Program”).

2. SCOPE. The funding proceeds obtained in conjunction with this Agreement shall be used solely in connection with the rehabilitation, construction, and related soft costs for the house, see attached Exhibit “A” on Property Owner(s)’s property (“Project”) having the address of:

524 N.W. 15th Terrace
Fort Lauderdale, Florida 33311

Legally described as:

Lot 21, Block 1, DORSEY PARK FIRST ADDITION, according to the plat thereof as recorded in Plat Book 21, Page 30, of the Public Records of Broward County, Florida. (“Property”).

3. FORM OF ASSISTANCE. The amount of the grant will not exceed Fifteen Thousand and No/100 Dollars (**\$15,000.00**). Upon execution of this Participation Agreement, the Program Maximum amount of the grant shall be earmarked and set aside for the Property Owner(s) to be used solely for the Property Owner(s)’ Emergency Housing Repair Project. The monies provided shall be withdrawn and used on behalf of the Property Owner(s) by City solely to pay for the Project costs. Participants shall have no personal claim to the project funds. Payments shall

be made in accordance with the procedures provided in the form Contractor Agreement and Construction Contract Addendum used by the City and on file with the City's administrator for the Program ("Construction Contract"). A participant and heirs to the qualified property will be limited to single lifetime assistance under this program.

(a) Interest Rate. The interest rate on the principal amount of the funding shall be zero percent (0%) per annum.

(b) Term of Repayment and Participation in Future Programs

The Fifteen Thousand and Zero cent \$15,000.00 Principal is in the form of a grant and no repayment is required. Participants in this grant program shall not be eligible to participate in any other City funded home rehabilitation program for a period of Twenty-four (24) months. The Twenty-four (24) Months shall be calculated from the final inspection completion date for the work completed under this program.

4. ADMINISTRATION. As an administrative function, the City shall retain any and all unused portion of the award grant amount within ten (10) working days from the date of completion and acceptance of the work, which shall be the date of the Certificate of Completion for the Project.

Disbursements for hard costs to the General Contractor shall be made payable to the General Contractor, requiring the Property Owner(s)' signature in countersigning and releasing the check for payment(s) to the General Contractor. The Property Owner(s) shall not unreasonably withhold approval of any partial or final payments to General Contractor, subject to the requirements set forth or referred to in the City's Program Guidelines.

5. COMMUNICATIONS. Any and all communications arising under this Agreement shall be transmitted as follows:

(a) All notices, demands, requests, instructions, approvals, proposals, and claims shall be in writing.

(b) Notice by either party under this Agreement should be deemed sufficient if given in writing and hand delivered and return receipt requested or sent by registered or certified mail, postage prepaid and return receipt requested, to the appropriate parties indicated below:

AS TO THE CITY:
Rickelle Williams, City Manager
City of Fort Lauderdale
101 NE 3rd Andrews Avenue, Suite 2100
Fort Lauderdale, Florida 33301

With a Copy to:
D Wayne M. Spence, Interim City Attorney
City of Fort Lauderdale
City Attorney's Office
1 E. Broward Blvd., Suite 1320
Fort Lauderdale, Florida 33301

AS TO THE PROPERTY OWNER(S):

Sandra Messam
And Carolyn Messam Watts
524 N.W. 15th Terrace
Fort Lauderdale, Florida 33311

(c) Any such notices shall be deemed to have been given as of the time of actual delivery or, in the case of mailing, when the same has been deposited in the mail.

6. SEVERABILITY. If any section, subsection, clause, sentence, or provision of this Agreement shall be held invalid for any reason, the remainder of the Agreement shall not be affected thereby.

7. INTEGRATION. This Agreement and all exhibits attached hereto, specifically referenced within, shall constitute the entire agreement between City and Participant(s); no prior written, prior, or contemporaneous oral promises or representations shall be binding. This Agreement shall not be amended except by written instrument signed by both parties.

8. GOVERNING LAWS/VENUE. This Agreement shall be governed by the laws of the State of Florida with venue lying in Broward County for the purpose of any litigation that may arise out of this Agreement.

9. ENTIRE AGREEMENT. This Agreement shall constitute the entire Agreement between City and Participant for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the City and the Participant with respect to this Agreement. No prior written, prior or contemporaneous oral promises, or representations shall be binding. This Agreement shall not be amended except by written instrument signed by both parties.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY OF FORT LAUDERDALE, a
municipal corporation of the State of Florida

By: Rickelle Williams
Rickelle Williams, City Manager

Date: _____

APPROVED AS TO FORM AND
CORRECTNESS:
D' Wayne M. Spence, Interim City Attorney

By: [Signature]
Lynn Solomon, Assistant City Attorney

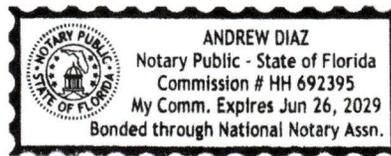
Date: 10/15/2025

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 21st day of October, 2025, by Rickelle Williams, as City Manager of the City of Fort Lauderdale, a municipal corporation of the State of Florida.

Andrew Diaz
Signature of Notary Public, State of Florida

Andrew Diaz
Name of Notary Typed, Printed or Stamp



Personally Known OR Produced Identification _____
Type of Identification Produced _____

WITNESSES:

[Signature]
Print Name

[Signature]
Print Name

OWNER(S)/PARTICIPANT(S):

By: [Signature]
Sandra Messam
524 N.W. 15th Terrace
Fort Lauderdale, Florida 33311

Date: 10-13-25

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 13 day of October, 2025, by Sandra Ann Messam.

[Signature]
Signature of Notary Public, State of Florida
Commission # HH 292274
Expires July 25, 2026

Name of Notary Typed, Printed or Stamped

Personally Known _____ OR Produced Identification _____
Type of Identification Produced FDL

WITNESSES:

Jonathan Roges
Print Name

Danielle Stone
Danielle Sterling
Print Name

OWNER(S)/PARTICIPANT(S):

By: Carolyn Messam Watts
Carolyn Messam Watts
524 N.W. 15th Terrace
Fort Lauderdale, Florida 33311

Date: 10/13/25

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 13 day of October, 2025, by Carolyn Messam Watts.

Danielle Stone
Signature of Notary Public, State of Florida

Danielle Sterling
Name of Notary Typed, Printed or Stamped



DANIELLE STERLING
Commission # HH 292274
Expires July 25, 2026

Personally Known _____ OR Produced Identification FDL
Type of Identification Produced _____

EXHIBIT "A"
Scope of Work

EXHIBIT A

City of Fort Lauderdale
Housing and Community Development Division
Emergency Housing Repair Program

REHABILITATION SCOPE OF WORK
PROJECT ADDRESS: **524 NW 15 TER FORT LAUDERDALE, FL 33311**
PROJECT HOMEOWNER: **Sandra Messam**

CASE NO: **RS 25-014**

GENERAL NOTES TO BIDDERS:

Section 3

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Minimum requirement: Awarded Contractor must be a licensed General Contractor.

- 1) Bid submittal shall be acknowledged as the Contract bid amount, irrespective of any error in the computation of line items. Bids with computation errors may be disqualified.
- 2) Bid submittal shall include all costs to obtain permits as required from the City of Fort Lauderdale Building Services Division.
- 3) All work performed per the current Florida Building Code (FBC), National Electric Code (NEC) and within acceptable industry standards.
- 4) Good workmanship: Contractor shall perform work within good construction practices. Construction materials must be of good quality and free of defects.
- 5) Clean site: Contractor shall keep the site clean and free of construction debris and waste at all times. All construction waste and debris must be disposed of in a timely fashion as per local, State and Federal regulations.
- 6) Secured areas: Contractor shall make a reasonable and conscientious effort to exclude unauthorized persons from the site/work area. Contractor may use barriers, signage, and/or any other reasonable means of exclusion.
- 7) Timeline: Awarded Contractor must submit a written work schedule when signing the Homeowner/Contractor Agreement. Failure to provide the appropriate documentation will result in automatic forfeiture and project award to the next successful bidder. Contractor shall complete the project within 50 working days from the date of Building Permit Issuances.

- 8) Payment requests may be submitted in a maximum of three intervals with the first interval representing 35% of work completed, the second representing 35% and a final payment of 30%.
- 9) If not otherwise stated, the bidder shall include, as a separate item, any task or provision not specified in the work write-up and must be deemed necessary for successful project completion.
- 10) All measurements and quantities specified in this document are approximations and must be checked and verified to be true by the bidder prior to submitting a bid. Discrepancies must be reported immediately via **Infor**. If the Contractor has any comments or questions regarding the work item specifications please follow **Infor** instructions.
- 11) General Contractor is required to obtain Housing and Community Development's (HCD) cover letter to expedite the permitting process. Contractor may be subject to a fine of \$250 per day for any days over the completion date. Liquidated damages shall affect contract sum and may be withheld from payment.
- 12) Contractor is required to provide all required insurance certificates (including subcontractor) to HCD within five (5) business days of award. Failure to provide appropriate insurance documentation will result in automatic forfeiture and award made to the next successful bidder.
- 13) All building permits and plans/drawings must be submitted for review to the Construction Review Specialist (CRS) prior to submittal to the Building Services Division.
- 14) Contractor shall obtain signed and notarized Homeowner Selection Sheet provided by HCD with selection of items including; but not limited to paint, tile, grout, kitchen and bathroom cabinets, and countertops. A copy shall be provided to the CRS.

*****USE HCD REHABILITATION PRICE LIST FOR ALL NEEDED ITEMS*****

1. HVAC REPLACEMENT (Inside Unit)

1 Total

Scope of Work for the removal of the existing indoor air handler and the installation of a new, properly sized and compatible indoor unit to match the existing outdoor condenser unit, model J4AC5048E1000AA. The contractor shall begin by safely disconnecting the existing air handler from all electrical, ductwork, and refrigerant line connections. The unit will be drained, removed, and disposed of in accordance with local codes and environmental regulations.

A new high-efficiency indoor air handler will be supplied and installed, selected to ensure full compatibility with the outdoor unit model J4AC5048E1000AA, including proper refrigerant type, capacity (4-ton), and airflow specifications. The new unit will include a factory-installed electric heat strip (sized appropriately), a new float switch or condensate safety shut-off device, and a new drain pan. The condensate line will be reconnected or replaced as needed. Electrical connections will be updated with a new whip and disconnect box if required. Vibration isolators or support brackets will be installed if the existing platform or hangers are found to be deteriorated.

All necessary duct transitions, flexible connectors, sealants, and fasteners will be provided to ensure secure and leak-free installation. A new air filter will be installed, and the filter access panel will be properly labeled. The refrigerant line set will be flushed or replaced as needed to ensure compatibility and cleanliness, and all refrigerant handling will comply with EPA Section 608 standards. The system will be evacuated, leak-tested, and charged per manufacturer specifications.

Installation will be performed in accordance with the 2023 Florida Building Code and Florida Mechanical Code (Chapters 3 and 6). The contractor will verify proper operation of the system, including airflow, amperage draw, and refrigerant pressures. The unit will be adjusted to ensure quiet, efficient, and balanced airflow throughout the home. Thermostat wiring will be reconnected or replaced as needed, and all penetrations around line sets, ducts, and condensate lines will be sealed. The work area will be cleaned of all debris and packaging materials, and any finishes disturbed during installation will be restored. All work shall be completed by licensed and experienced HVAC professionals, ensuring full code compliance, safety, and high-quality workmanship. Required permits and inspections will be obtained prior to final approval.

2.WATER HEATER REPLACEMENT

1 Total

Contractor shall remove one (1) existing 30-gallon electric water heater and the installation of a new 30-gallon electric water heater of equal or improved efficiency. The contractor shall begin by disconnecting the existing unit from all plumbing and electrical connections, ensuring safe recovery and disposal of any residual water. The old unit will be removed and disposed of in accordance with local environmental regulations.

A new 30-gallon electric water heater will be supplied and installed in the same location, unless otherwise specified. The installation will include reconnection to existing hot and cold-water supply lines, installation of new dielectric unions, and reconnection or

replacement of electrical wiring as needed. A new temperature and pressure relief valve will be installed, and the discharge line will be properly routed to meet code requirements. If the existing drain pan is damaged or missing, a new pan will be provided and installed. All work will be performed in compliance with the 2023 Florida Building Code and applicable plumbing and electrical standards.

The contractor will verify proper operation of the new unit, including electrical function, water flow, and temperature regulation. Any penetrations made during installation will be sealed, and the work area will be cleaned of all debris and packaging materials. Final installation will be inspected and approved by a licensed professional, and all required permits and inspections will be obtained.

I, Sandra Messam, understand and agree to the proposed Scope of Work listed above:

Homeowner (Sandra Messam) Print Sandra Messam Date 10-13-25

Homeowner (Sandra Messam) Sign  Date 10-13-25

Construction Review Specialist  Date 10/13/25

Housing Program Supervisor  Date 10/13/25