




**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor, & City Commissioners

**FROM:** Dr. Roy L. Virgin, City Manager 

**BY:** Anita Fain Taylor, Director, Economic Development & Housing

**DATE:** **November 12, 2025**

**RE:** Temp. Reso. No. 8559 – Miramar Sister Cities Board Update

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**1. Introduction**

Miramar Sister Cities Board

Meeting Information

Day: Last Tuesday of the Month  
Time: 6:00 PM  
Location: Room W-202E (2nd Floor, 2200 Civic Center Place)  
Staff Liaison: Clint M. Conliffe (cconliffe@miramarfl.gov; 954- 602-3243)

The Miramar Sister Cities Board was created [Ordinance number 22 -1, 10/13/21] to analyze issues affecting sister city relationships and make recommendations to formalize these relationships, becoming an official Sister City with the City of Miramar. This report will highlight the Board's activities in the most recent quarter (Q2 2025) and those that are planned soon.

**2. Board Composition**

There are seven city commission-appointed members on the Board: one appointed by each commissioner; one who owns, manages, or operates a business; and one who represents an educational institution. Below is information on the current board structure:

<b>NAME</b>	<b>ROLE</b>	<b>APPOINTMENT DATE</b>	<b>ELECTED OFFICIAL</b>	<b>BACKGROUND</b>
Tracy Welsh	Chair	2/16/22	At-Large	Business Rep.
Cheryl D. Larkin	Vice Chair	5/7/25	Mayor Messam	Resident
C. Nazima London	Secretary	6/4/25	Commissioner Edwards	Resident
Dr. Paul Moore	Treasurer	2/16/22	At-Large	Educational Institution Rep.
Fred Brooks	Member	2/16/22	Vice Mayor Colbourne	Resident
Wilbert Hall	Member	2/16/22	Commissioner Chambers	Resident
Dona-Lee Messam-Raymond	Member	6/17/25	Commissioner Cherasard	Resident

### **3. Meetings and Activities**

At the following meetings, the Board discussed:

**7/29/2025** – Summer Hiatus

**8/26/2025**

- New members of the Sister Cities Board were introduced and sworn in
- Board received Sunshine Law and board briefing from City Clerk
- New officers for the Board were elected
- A report was given on the Miramar Sister Cities Delegation to Belize
- Board was briefed by Liaison on upcoming Sister Cities International (SCI) Florida State Conference and FITCE 2025

**9/30/2025**

- Presentations were made by the Belize Sister City Committee on the Delegation to Belize and the current state of initiatives
- Miramar Rotary made a presentation to the Board about their organization, mission, purpose, activities, and possibilities of coordination with MSC

- The following were presented to be reviewed and discussed at the next meeting
  - MSC Bylaws
  - Updates on site city Selection & Management Process

#### **4. Accomplishments and Outcomes**

- Staff and a Board member were part of the Miramar Sister Cities Delegation to Belize. Much information and initiative ideas were gained from meetings and exchanges that were held during the mission.
- The Board discussed the continuance of established pursuits and new initiatives with the establishment of the new administration.
- With the establishment of the Belize Sister City Committee, work is constant with connections to make advances on the Board's goals.

#### **5. Challenges and Lessons Learned**

The Board is striving to make significant connections to gain some quick successes between the two Cities.

Be persistent but realistic - things are happening, but not as fast as we would like.

The Board would have liked to host the International (SCI) Florida State Conference this year, but due to factors beyond their control, the Conference was moved to Jacksonville.

#### **6. Financial Overview**

The Board does not have a budget. Any resources needed come from the Economic Development & Housing Department.

#### **7. Future Plans and Recommendations**

The Board will be involved with the following:

- The Board will continue to develop its relationship with Nelson Mandela Bay Municipality, SA, to become official in 2026.
- The Board will build to establish its self-sufficiency through training and attending more SCI activities.

#### **8. Conclusion**

The key to successful Miramar Sister Cities board development is to continue to gain some quick successes, at the same time working on its long-term goals. They are examining the best practices of successful and experienced Sister Cities organizations to provide guidance.