




CITY OF MIRAMAR INTEROFFICE MEMORANDUM

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Anita Fain Taylor, Economic Development & Housing Department
DATE: July 3, 2024
RE: Temp. Reso. No. 8166 – Miramar Sister Cities Advisory Board Update

1. Introduction

- Name/Title of the board

Miramar Sister Cities Board

- Contact Information/staff liaison: Provide contact details for follow-up questions or additional information.

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- Purpose of the Report: Briefly explain why the report is being submitted.

To provide the City Commission with an advisory board update.

- Background of the Advisory Board: Provide a short history and the reason for its establishment.

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.

- Scope of the Report: Outline what the report will cover.

This report covers Board work in the last six months:

- Self-analysis, of what has been done and improvements that can be made
- Plans for the Miramar/Belize signing ceremony to make the relationship official
- Goals for establishing more beneficial relationships

2. Board Composition

- Members and Appointments: List the names of current board members, their roles, and the dates they were appointed.

Please see attached.

- Member Qualifications: Highlight the expertise and qualifications of the board members.

Please see attached.

- Attendance Records: Summarize attendance at meetings to show member engagement.

Please see attached.

3. Meetings and Activities

- Meeting Schedule: Provide a summary of meeting dates and major topics discussed.
 - 2/27/2024 - Miramar Sister Cities Agreement
 - 3/26/2024 - Collaboration with organizations representing the Belizean diaspora
 - 6/25/2024 - Investigation of new sister cities to build relationships
- Summary of Activities: Outline key activities, projects, or initiatives undertaken by the board during the reporting period.

Sister Cities International country and state representatives, the Mayor of Belize City, dignitaries, and others have participated, onsite and virtually, in several Sister Cities board meetings to discuss Sister Cities partnerships and projects. Coordination has been made with the Belizean American Chamber of Commerce on establishing a credit union location in Miramar. There has also been participation in a trade mission to Belize.

- Public Engagement: Detail any community outreach, public meetings, or stakeholder engagement efforts.

Along with the City, they hosted a “Doing Business with Belize” forum; held a Miramar Sister Cities Board/Belize American Chamber of Commerce mixer event; hosted a VIP reception with Belizean officials before the county’s Florida International Trade and Cultural Expo (FITCE) conference.

4. Accomplishments and Outcomes

- Major Accomplishments: Highlight significant achievements and milestones reached.
Through the hard work of the Board, they made a recommendation to the City Commission to become a sister city with Belize City, Belize. The Commission approved it.
- Impact: Describe the impact of these accomplishments on the community or specific areas of focus.
As a result of the Board's activities, a mutually beneficial relationship is developing with Belize City, Belize, through ongoing interactions.

5. Challenges and Lessons Learned

- Challenges Faced: Identify any challenges or obstacles the board encountered.
At the beginning of the Board, there was a learning curve, through experience they are progressing.
- Lessons Learned: Discuss what the board has learned from these challenges and how it has adapted or plans to adapt.
Through the staff liaison attending and participating in Sister Cities Summits, trade missions, and other activities, gaining knowledge, information, and resources, which is shared with the Board, to enhance their abilities.

6. Financial Overview

- Budget Summary: Provide a summary of the board's budget and expenditures.
The Board does not have a budget. Any resources needed come from the Economic Development & Housing Department.
- Funding Sources: Detail any grants, donations, or other funding sources received.
Please see above.
- Financial Management: Explain how funds have been managed and allocated.
Not applicable.

7. Future Plans and Recommendations

- Upcoming Projects: Outline planned projects and initiatives for the coming period.
The Board is investigating potential sister cities for the next relationship to develop.
- Strategic Goals: State the strategic goals and objectives the board aims to achieve.

They aim to develop profitable sister city relationships.

- Recommendations: Provide any recommendations the board has for the city commission, including policy changes, additional resources needed, or other support.

The City Commission should fund expenses for a different board member to attend each summit the City participates in.

8. Conclusion

- Summary: Recap the key points of the report.

Due to the Miramar Sister Cities Board development, they have come from an inexperienced board to one that has become confident. In the last year, they came from a place where they were building the plane as they flew it, to where they now have their own Miramar Sister Cities process.