

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**First Reading Date:** January 16, 2019

**Second Reading Date:** February 6, 2019

**Presenter's Name and Title:** Eric Silva, Director, on behalf of Community and Economic Development Department

**Prepared By:** Clint M. Conliffe, Client Services Coordinator

**Temp. Ord. Number:** 1717

**Item Description:** Temp. Ord. #1717, AMENDING SECTION 2-51(A) OF THE CITY CODE TO ADD THE MIRAMAR SISTER CITIES BOARD; AMENDING ARTICLE III "BOARDS, COMMITTEES AND COMMISSIONS," OF CHAPTER 2 "ADMINISTRATION" OF THE CITY CODE, CREATING DIVISION 7 "MIRAMAR SISTER CITIES BOARD" TO CREATE THE MIRAMAR SISTER CITIES BOARD; AND PROVIDING FOR AN EFFECTIVE DATE. (Community and Economic Development Director Eric Silva)

Consent ☐ Resolution ☐ Ordinance ☒ Quasi-Judicial ☐ Public Hearing ☐

**Instructions for the Office of the City Clerk:**

**Public Notice** – As required by the Sec. \_\_\_\_ of the City Code and/or Sec. \_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_ in a \_\_\_\_ ad in the \_\_\_\_; by the posting the property on \_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_ feet of the property on \_\_\_\_ (fill in all that apply)

Special Voting Requirement – As required by Sec. \_\_\_\_, of the City Code and/or Sec. \_\_\_\_, Florida Statutes, approval of this item requires a \_\_\_\_ (unanimous, 4/5ths etc.) vote by the City Commission.

**Fiscal Impact:** Yes ☐ No ☒

**REMARKS:**

**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Ordinance TO 1717
  - Exhibit A - Miramar Sister Cities By-laws
  - Attachment A: Summary of Miramar Sister Cities Exploration Committee Findings



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

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

**FROM:** Vernon E. Hargray, City Manager *[Signature] FOR VH*

**BY:** Eric Silva, Community and Economic Development Director

**DATE:** January 10, 2019

**RE:** FIRST READING of Temp. Ord. No. 1717, Creating the Miramar Sister Cities Board

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Ord. No. 1717, establishing the Miramar Sister Cities Board.

**ISSUE:** City Commission approval is required to establish the Miramar Sister Cities Board.

**BACKGROUND:** Chapter 2 of the City Code allows for the creation of various boards, committees, and commissions. In an effort to build mutually beneficial relationships by facilitating economic, cultural, and educational exchanges between Miramar and its international Sister Cities, this ordinance allows for the creation of the Miramar Sister Cities Board, to make recommendations to the Commission on the Sister Cities Program.

Pursuant to Resolution 17-197, the Miramar Sister Cities Exploration Committee was formed. It met six times over a year. After overview, insight, and guidance was given on Sister Cities International, the Committee researched and discussed items for establishing and maintaining a viable Sister Cities Program. Attachment A contains a summary of the Committee's findings.

Over the course of these meetings, the structure, focus, and potential sister cities were discussed. Along the way, a profile, model and by-laws were created. At the end of this process, the Committee concluded with comprehensive recommendations and findings to create a Miramar Sister Cities Board.

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**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, AMENDING SECTION 2-51(A) OF THE CITY CODE TO ADD THE MIRAMAR SISTER CITIES BOARD; AMENDING ARTICLE III "BOARDS, COMMITTEES AND COMMISSIONS," OF CHAPTER 2 "ADMINISTRATION" OF THE CITY CODE, CREATING DIVISION 7 "MIRAMAR SISTER CITIES BOARD" TO CREATE THE MIRAMAR SISTER CITIES BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, to promote economic, cultural, and educational exchanges based on respect and goodwill, cities, their elected officials, and their citizens have a need to collaborate internationally; and

**WHEREAS**, the City Commission desires to formalize relationships with international cities; and

**WHEREAS**, Sister Cities programs are intended to create and strengthen partnerships between communities in other countries, foster friendship and understanding between different cultures, and encourage trade and tourism; and

**WHEREAS**, to that end, the City Commission finds it in the best interest of the City and its residents to create the Miramar Sister Cities Board, to analyze issues affecting sister city relationships and make recommendations to formalize these relationships.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this Ordinance.

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**Section 2:** That Section 2-51(a) of the City Code is hereby amended to read as follows:

## Chapter 2 – ADMINISTRATION

\* \* \*

## ARTICLE III. – BOARDS, COMMITTEES AND COMMISSIONS

### DIVISION 1. – GENERALLY

Sec. 2-51. – Attendance of certain advisory board members at meetings required.

- (a) *Applicability.* Attendance requirements are hereby established for board members. As used in this section, the word “board” shall refer to the advisory zoning board, the advisory planning board, the civil service board, parks and recreation advisory board, the safety council, ~~and~~ the Blasting Citizen Advisory Committee, and the Miramar Sister Cities Board.

\* \* \*

**Section 3:** That Chapter 2 “Administration,” Article III, “Boards, Committees and Commissions” of the City Code is hereby amended to create Division 7 “Miramar Sister Cities Board,” which shall read as follows:

\* \* \*

### DIVISION 7. – MIRAMAR SISTER CITIES BOARD

Sec. 105.9 – Miramar Sister Cities Board

- (a) *Creation and Purpose.* There is hereby established the Miramar Sister Cities Board, to build mutually beneficial relationships between Miramar and its international Sister Cities, and to make recommendations to the City Commission concerning said cities.
- (b) *Composition, appointment of directors, terms of office.*

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- (1) To be eligible for membership, one must be a resident or an employee of a business located in the City of Miramar.
  - (2) The Miramar Sister Cities Board (and its membership) shall include seven members as follows:
    - a. There shall be five (5) members, one (1) appointed by each city commissioner.
    - b. There shall be two (2) members appointed by a majority vote of the city commission as a whole, as follows:
      - i. One (1) member shall be a local business representative, who shall own, manage, operate, or be employed by a business located within the City.
      - ii. One (1) member shall be a local educational institution representative, whose institution is within the City.
  - (3) The Director of Community and Economic Development shall appoint a City staff member to serve as staff liaison.
  - (4) Members shall be selected from a pool of applicants. Applications shall be submitted to the City Clerk's office.
  - (5) The terms of office of the members shall be four years, with each member serving until his or her successor is appointed. Maximum service is two consecutive terms.
  - (6) Appointments to fill any vacancy on the Miramar Sister Cities Board shall be for the remainder of the unexpired term.
- (c) *Officers; quorum; rules of procedures; public records; Sunshine Law.*

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- (1) The Miramar Sister Cities Board shall elect a chairperson, vice-chairperson, secretary, and treasurer. Officers shall be elected by a majority vote of the directors at its first meeting after the members' initial appointments, and every two years thereafter.
- (2) Sections 2-51, 2-52, and 2-65 of City Code, shall be applicable to the Miramar Sister Cities Board.
- (3) All meetings, records and files of the Miramar Sister Cities Board shall be open and available to the public, consistent with F.S. Ch. 119, (the Public Records Law), and F.S. Ch. 286, (the Sunshine Law).

(d) *Duties and responsibilities.*

- (1) The Miramar Sister Cities Board shall meet monthly or as often as it determines is appropriate to perform its functions.
- (2) The Miramar Sister Cities Board shall analyze issues which will lead to the development of long-term international municipal relationships working in collaboration to achieve mutually beneficial economic, cultural and educational exchanges, and shall make recommendations to the City Commission on the Sister Cities Program for approval.
- (3) Other functions will include long-range planning through policy development, financial management of the program, and evaluation of the activities.

**Section 4:** Along with the aforementioned, the Miramar Sister Cities Board shall be governed by the Miramar Sister Cities Board By-laws, attached hereto as Exhibit "A".

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**Section 5:** That all sections or parts of sections of the City Code, all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

**Section 6:** That should any section or provision of this ordinance, or any paragraph, section or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof, as a whole or part hereof, other than the part declared to be invalid.

**Section 7:** That it is the intention of the City Commission that the provisions of this ordinance shall become and be made part of the Code of the City of Miramar, and that the sections of this ordinance may be re-numbered or re-lettered and the word "Ordinance" may be changed to "Chapter", "Section", "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed.

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**Section 8:** That this ordinance shall take effect immediately upon adoption on second reading.

**PASSED FIRST READING:** \_\_\_\_\_

**PASSED AND ADOPTED ON SECOND READING:** \_\_\_\_\_

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor, Yvette Colbourne

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved  
this ORDINANCE as to form:

\_\_\_\_\_  
City Attorney  
Weiss Serota Helfman  
Cole & Bierman, P. L.

**Requested by Administration**

Commissioner Winston F. Barnes  
Commissioner Maxwell B. Chambers  
Vice Mayor Yvette Colbourne  
Commissioner Darline B. Riggs  
Mayor Wayne M. Messam

**Voted**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ord. No. \_\_\_\_\_



## **MIRAMAR SISTER CITIES BYLAWS**

*NOTE: For this document "Commission" represents the Mayor and the four Commissioners.*

### **ARTICLE I: NAME**

The name of this organization will be **Miramar Sister Cities**.

### **ARTICLE II: MISSION**

The mission of **Miramar Sister Cities** is to promote international collaboration by facilitating mutual economic, cultural and educational exchanges based on respect and goodwill.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1. Membership**

To be eligible for membership, one must be a resident or an employee of a business located in the City of Miramar.

#### **Section 2. City of Miramar Liaison**

The Liaison shall communicate and cooperate with the Board to facilitate a close working relationship between the organization and the City.

### **ARTICLE IV: BOARD OF DIRECTORS & ROLE OF THE BOARD**

The Board of Directors will be chosen by the City of Miramar Commission. The Board's function will include long-range planning through policy development, financial management of the program and evaluation of the activities.

The Board will examine issues and make recommendations to the Commission on the Sister Cities Program for approval.

#### **Section 1. Powers & Duties of Directors**

The governing body of this organization shall be the Board of Directors, consisting of seven members of this organization, who shall have the power to conduct, manage and control its affairs and business.

## **Section 2. Make-up of Board**

The Board of Directors shall be comprised of the President, Vice-President, Secretary, Treasurer and three other *non-officer* directors.

## **Section 3. Qualifications & Elections**

Officers shall be elected amongst the Board. Each officer must maintain good standing. Good standing means meeting attendance requirements.

The seven Board members, appointed by the City Commission:

- 5 directors are appointed by each member of the Commission
- 2 at-large directors, by Commission vote:
  - Business
  - Education
- A term is up to four years
- Maximum service: two consecutive terms

Candidates should have experience covering at least one of the following areas:

- Previous experience with a Sister Cities organization
- Business owner or entrepreneur
- Member of a cultural or artistic association
- Representative of an educational institution or program
- International business experience

If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term. After a year

not being on the Board, an individual is able to serve again upon their being appointed/elected to a vacancy.

Members are expected to attend all meetings. Three absences equals noncompliance, which will result in removal.

#### **Section 4. Vacancies**

Vacancies on the Board shall be filled with an appointment by the respective Commission member; and the at-large positions require a majority vote by the Commission.

Such person filling the vacancy shall hold office until the expiration of the term being filled.

#### **Section 5. Special Meetings**

The President, or any other two Board Members, when necessary, may call a special meeting of the Board of Directors. The special call shall be in writing and give a five-day written notice stating the purpose.

#### **Section 6. Accountability**

The Board of Directors shall maintain a complete record of all their business transactions, their minutes and acts, and proceedings of the members, and present a full statement at the regular annual meeting of the members, showing in detail the condition of the affairs of the association.

The fiscal year shall be from October 1 - September 30, to replicate the City's fiscal year.

#### **Section 7. Board Meetings**

The Board of Directors shall meet monthly, at a time and place to be fixed by the Board of Directors. A simple majority of voting members shall constitute a quorum of the board.

### **ARTICLE V: DUTIES OF OFFICERS**

Length of office: two years

#### **Section 1. The President**

The President shall preside at all meetings of the Directors and members. It is the President's signature that will appear on all certificates of membership and all contracts

and other instruments. The President will direct and participate in long range planning, review and facilitate the implementation of goals and objectives, assist in fundraising, and represent the Board to city and county officials and the public.

**Section 2. Vice-President**

In the absence of the President, the Vice-President shall assume the duties of President and preside over meetings.

**Section 3. The Secretary**

The Secretary shall:

Keep records and minutes of all Directors and Membership meetings; coordinate distribution of meeting notices, meeting agendas and additional materials as necessary; participate in long range planning; and assist in fund raising.

Keep the membership books, signed where required and all association papers in conjunction with the President. In the absence of the Secretary, the Directors shall appoint one of the members of the current meeting to function or act as Secretary.

**Section 4. The Treasurer**

The Treasurer shall:

Be the custodian of all funds of the organization, depositing such funds in banks designated by the Board of Directors.

Disburse funds only as prescribed by the Directors and insure that two authorized signatures are present.

Establish fiscal procedures and operational policies, assist in preparation and approval of the budget, prepare financial statements for the Board, authorize expenditures, participate in long range planning, and assist in fund raising. This person is not in charge of fund raising.

## **ARTICLE VI: STANDING COMMITTEES**

Groups and subcommittees can be established as needed, to include membership recruitment.

### **Section 1.**

The Board of Directors may create standing committees, and may discontinue, merge, or separate existing committees.

### **Section 2.**

The Board of Directors as a group or through a committee may at any time recommend changes to committee structure. In review of the functioning of a committee, any need for additional committees, the need to terminate existing committees, and to see in general that there is an appropriate division of responsibilities between committees.

## **ARTICLE VII: ORDER OF BUSINESS / PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (most recent revision) shall govern the Order of Business and be the parliamentary authority for this organization.

## **ARTICLE VIII: AMENDMENT OF BY-LAWS**

The By-Laws may be amended by a two thirds (2/3) majority vote of the Board at the annual meeting or at a special meeting called for that purpose.

## **ARTICLE IX: MONTHLY & SPECIAL MEETINGS**

### **Section 1.**

There shall be a monthly meeting. The time and location to be determined.

### **Section 2.**

Special meetings may be called by the President, or by any other two Board members, when necessary. The special call shall be in writing and give a five-day written notice stating the purpose, place and time.

## **Summary of Miramar Sister Cities Exploration Committee Findings**

On August 23, 2017, Temporary Resolution #R6524 was approved by the Miramar City Commission directing Staff to establish a Sister Cities Program. To that end, a Miramar Sister Cities (MSC) Exploration Committee was formed. It was done under the leadership of the Community & Economic Development Department.

The Committee was formed with representatives from the following:

- ☐ City Commission Appointees
- ☐ Office of the City Manager
- ☐ Community and Economic Development Department
- ☐ Office of Marketing and Public Relations
- ☐ Cultural Affairs Department
- ☐ Miramar-Pembroke Pines Chamber of Commerce
- ☐ Greater Fort Lauderdale Alliance
- ☐ Global Trade Chamber
- ☐ Educational Institution

In addition to members' experiences, knowledge and research, the Committee's main resources were Sister Cities International (SCI); Carolina Rendeiro, SCI Florida State Representative; and Rafiek Mohamed of Lauderhill Sister Cities.

The Committee developed guidance for Miramar Sister Cities Board: its structure, focus, bylaws, and other necessary factors to assist in establishing a successful Sister City program - a long-term cooperative partnership that is a mutually beneficial relationship between Miramar and a foreign city.

## ***Attachment A***

Below are some of the products developed by the MSC Exploration Committee for the formation and guidance of Miramar Sister Cities Board:

- Miramar Profile
- Attributes of a Good Board Member
- MSC Bylaws
- MSC Model 2018
- Potential City Analysis Sheet
- Sister City Research

### **Committee Recommendation:**

Based on the research and findings of the Miramar Sister Cities Exploration Committee, Staff is in concurrence that Miramar Sister Cities Board is ready to begin. Thus Staff recommends the City Commissioner to adopt Ordinance TO 1717, to create a Miramar Sister Cities Board.

# Miramar Profile for Sister Cities International Website



**Miramar, Florida**

*Population: 137,107*

Miramar is a South Florida tourism & entertainment destination, with world-class entertainment and sporting event venues. It is centrally located between two major airports and seaports, with a Foreign Trade Zone. As the host of a growing number of Fortune 500 companies, it includes many aviation related businesses and health care industry firms. A diverse population is celebrated, with a higher than the average South Florida median income.



## **Attributes of a Good Board Member**

- Read and understand Mission Statement
- Good Judgement, Stewardship & Integrity
- Board Service Experience
- Passion to Serve
- Sound Decision Maker
- Understands that Homework is required
- Attend board meetings regularly
- Committed to the cause

## MIRAMAR SISTER CITY MODEL - 2018

Sister City Program	Population (Approximately)	Focus Area	Sister City Relationships	Agency Partnerships	Level of Autonomy (Structure)	Staff	Contact
Miramar Sister Cities	138,000	<ul style="list-style-type: none"> <li>Economic Development</li> <li>Educational</li> <li>Cultural</li> </ul>	<p>Countries for potential Cities</p> <ul style="list-style-type: none"> <li>Haiti</li> <li>Jamaica</li> <li>Panama</li> <li>Canada</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>Miramar Pembroke Pines Chamber of Commerce</li> <li>Greater Fort Lauderdale Alliance</li> <li>Chambers that demographically align with a Sister City.</li> </ul>	<p>First two years a "working advisory" board; by Year 3 developing to a 501(c)(3) with a liaison from the City.</p>	<p>City will provide service as needed via a CED staff member as a City liaison.</p>	<p>Clint M. Conliffe (954) 602-3243</p>

# SAMPLE

## Potential City Analysis Sheet

Criteria to consider for scoring cities.				
City:	Country:	Highest Ranking	City Ranking	Comments
<b>Economic</b>	<b>30 % Weight</b>			
	Common Economic Development Sectors			
	Global 500 Companies Headquarters			
	Trade			
	Ease of doing business			
	Gross Domestic Product (GDP)			
	. . .			
<b>Sustainability</b>	<b>20 % Weight</b>			
	Local leaders to champion			
	Convenience			
	. . .			
<b>Education</b>	<b>10 % Weight</b>			
	Number of institutions			
	Exchange of research and faculty			
	Programs / study abroad			
	Type			
	STEM Programs			
	. . .			
<b>Culture</b>	<b>20 % Weight</b>			
	Sports			
	Art institutions			
	Museums			
	Diverse population			
	Languages spoken			
	. . .			
<b>Governance</b>	<b>15 % Weight</b>			
	Government			
	Population size			
	Safety			
	Political risk			
	Corruption			
	Human rights			
	Stability			
	. . .			
<b>Environment</b>	<b>5 % Weight</b>			
	Manufacturing process			
	Green initiatives			
	. . .			
<b>Total</b>				

**Sister City Research**  
Population from 100,000 to 150,000

**Jamaica**

**Montego Bay**            **96,488**

- second largest city in Jamaica after Kingston
  - tourist destination featuring duty-free shopping, a cruise line terminal
  - the city holds most of the weight of the country's tourism sector
  - most of the country's visitors arrive and depart from Montego Bay's Airport or Port
  - many international companies have resorts in the city
  - served by Jamaica's largest airport the Donald Sangster International Airport
  - the Government of Jamaica, through the Ministry of Tourism, has begun to focus on bolstering the city's entertainment and gastronomic offerings, through a number of international chains
  - home to a thriving Business Process Outsourcing sector. The city has call centers which cater to many Fortune 500 companies, some located in the city's up and coming tech park
  - Free Trade Zone
- 

**Panama**

**Colón City**            **204,208**

- second largest city in Panama, at the Caribbean entrance to the Panama Canal.
  - an important port, commercial center, and tourist destination.
  - it was made a free trade zone in 1953 and is the world's second largest duty-free port
  - the largest Free Trade Zone outside Hong Kong, a state-of-the-art cruise port, and a spectacular 5-star hotel/convention center on the Panama Canal
  - three modern ports make Colón one of the most important ports of the Caribbean Sea
  - tourism is in its infancy, so, for the present it is a real off-the-beaten track destination
-

## **Haiti**

### **Jacmel                      137,966**

- popular tourist destination in Haiti due to its relative tranquility and distance from the political turmoil that plagues Port-au-Prince
  - the Port of Jacmel is a small, relatively shallow port and is unable to harbour large ships
  - has a small airstrip capable of handling small to medium-sized planes
  - **Sister Cities:**
    - *Strasbourg, France*
    - *Palm Beach, Florida*
    - *Gainesville, Florida*
    - *Lake Worth, Florida*
    - *West Palm Beach, Florida*
    - *Palm Springs, Florida*
- 

### **Verrettes                      131,693**

- located approximately 58 km north of the capital, Port-au-Prince
  - mostly been unaffected by Haiti's political turmoil and natural disasters
  - city is uneventful with a very low crime rate, but with an active nightlife
  - the downtown is known for its live music, restaurants and clubs
  - the city is very self-sufficient with most of the population consuming goods produced from nearby family farms in rural neighborhoods
-

## Past Sister City Exploration

### England

Portsmouth                      187,056

- the city's biggest industry is defense
  - has a major ferry port that handles both passengers and cargo
  - the city has a dedicated fishing fleet consisting of 20 to 30 boats that operate out of the camber docks - they land fresh fish and shellfish daily
  - host the European headquarters of IBM and UK headquarters of Zurich Financial Services.
- 

### Trinidad & Tobago

Port of Spain                      128,026

- is the capital city of the Republic of Trinidad and Tobago and the country's third-largest municipality
  - an important financial services center for the Caribbean
  - home to the largest container port on the island and is one of several shipping hubs of the Caribbean, exporting both agricultural products and manufactured goods
  - home to the biggest and most successful stock exchange in the Caribbean, the Trinidad and Tobago Stock Exchange (TTSE)
  - has many skyscrapers that are well known throughout the region - they dominate the city's skyline; some of the tallest skyscrapers in the Caribbean
- 

### Belize

Belize City                      70,800

- Belize City is the country's largest city
- **Sister Cities:**
  - *Ann Arbor, Michigan*
  - *Evanston, Illinois*
  - *Prairie View, Texas*
  - *Kaohsiung, Taiwan*