

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

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

**Second Reading Date:** October 13, 2021

**Presenter's Name and Title:** Richard Hughes, Assistant Director, Economic & Business Development Department

**Prepared By:** Richard Hughes, Assistant Director, Economic & Business Development Department

**Temp. Ord. Number:** 1717

**Item Description:** SECOND READING of Temp. Ord. No. 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 8 "MIRAMAR SISTER CITIES BOARD". *(Economic & Business Development Assistant Director Richard Hughes)*

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

**Instructions for the Office of the City Clerk:** None

**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:** None

**Content:**

- Agenda Item Memo from the City Manager to City Commission
- Ordinance TO 1717
- Attachment(s)
  - Attachment 1: Summary of Miramar Sister Cities Exploration Committee Findings



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

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

**FROM:** <sup>For</sup> Vernon E. Hargray, City Manager *[Signature]*

**BY:** Anita Fain Taylor, Director, Economic & Business Development Department

**DATE:** October 7, 2021

**RE:** SECOND 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:** On January 16, 2019, the City Commission approved Temporary Ordinance No. 1717 on first reading. Based on Resolution 17-197, which approved on August 23, 2017, 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 "1" contains a summary of the Committee's findings.

Over the course of these meetings, the structure, focus, and potential Sister Cities program 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.

**DISCUSSION:** Chapter 2 of the City Code allows for the creation of various boards, committees, and commissions. This ordinance allows for the creation of the Miramar

Sister Cities Board, which will make recommendations to the City Commission on the Sister Cities Program to build mutually beneficial relationships by facilitating economic, cultural and educational exchanges between Miramar and its international Sister Cities

**ANALYSIS:** Creation of a Sister Cities Board is the next step in the process of establishing a Sister Cities program.

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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 8 "MIRAMAR SISTER CITIES BOARD" TO CREATE THE MIRAMAR SISTER CITIES BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, to facilitate and maintain world peace, cities, their elected officials, and their citizens need to collaborate internationally; and

**WHEREAS**, these relationships include facilitating economic, cultural and educational exchanges based on respect and goodwill that are mutually beneficially to each community; and

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

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**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.

**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 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 Section 2-105.10 the “Miramar Sister Cities Board,” which shall read as follows:

\* \* \*

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Section 2-105.10 – 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.*
  - (1) ~~To be eligible for membership, one must be a resident or an employee of a business located in the City of Miramar, a U.S. citizen and a registered voter. City residency shall not be required, but each member shall demonstrate a particular interest in the city's quality of life, such as economic/business development; culture; education; sports/recreation; entertainment; tourism.~~
  - (2) The Miramar Sister Cities Board (and its membership) shall include seven directors as follows:
    - a. Five directors are appointed, each by a member of the City Commission.
    - b. One local business representative, whose place of business is within the City. This appointee will be selected by majority vote of the City Commission.
    - c. One local educational institution representative, whose institution is within the City. This appointee will be selected by majority vote of the City Commission.
  - (3) A City staff member to serve as staff liaison.

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(4) Directors 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 directors shall be up to 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.*

(1) The Miramar Sister Cities Board shall elect a chair, vice-chair, president, vice-president, secretary, and treasurer, ~~and three other non-officer directors~~. 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) Analyze issues which will lead to develop long-term international municipal relationships working in collaboration to achieve mutually beneficial economic, cultural and educational exchanges, then make recommendations to the Commission on the Sister Cities Program for approval.

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- (3) Other functions will include long-range planning through policy development, financial management of the program and evaluation of the activities.

**Section 4:** 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 5:** 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 6:** 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.

**Section 7:** That this ordinance shall take effect immediately upon adoption on second reading.

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**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  
Austin Pamies Norris Weeks Powell, PLLC

<b><u>Requested by Administration</u></b>	<b><u>Voted</u></b>
Commissioner Winston F. Barnes	_____
Commissioner Maxwell B. Chambers	_____
Vice Mayor Yvette Colbourne	_____
Commissioner Alexandra P. Davis	_____
Mayor Wayne M. Messam	_____

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## **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 1***

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
<b>Miramar Sister Cities</b>	138,000	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Educational</li> <li>• Cultural</li> </ul>	<b>Countries for potential Cities</b> <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>	First two years a "working advisory" board; by Year 3 developing to a 501(c)(3) with a liaison from the City.	City will provide service as needed via a CED staff member as a City liaison.	Clint M. Conliffe (954) 602-3243

# 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*