

**ORDINANCE #2014-37**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AMENDING ARTICLE III, "BOARDS, COMMITTEES, COMMISSIONS," IN CHAPTER 2, "ADMINISTRATION," OF THE CITY CODE OF ORDINANCES ESTABLISHING, CONFIRMING, AND CONSOLIDATING ADVISORY BOARDS; ESTABLISHING UNIFIED POLICES AND PROCEDURES FOR ADVISORY BOARDS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION INTO THE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, since the inception of the City of Doral (the "City"), the City Council has created, from time to time, various advisory boards, committees, and commissions (generally, the "Advisory Boards") to advise and support the City Council in the development of policies, programs, projects, and events in a variety of subject areas for the benefit of the City; and

**WHEREAS**, the successive creation of the Advisory Boards has created differing rules, policies, and procedures; and

**WHEREAS**, the City Council wishes to revise the rules, policies, procedures, and objectives of the Advisory Boards in order to streamline and unify the method by which they operate and to avoid duplicity of efforts; and

**WHEREAS**, it is appropriate to revisit and amend the Advisory Boards to reflect changing need of the Advisory Boards, the City Council, and the City; and

**WHEREAS**, the City Council finds that amending the City's Code of Ordinances as provided herein is in the best interest of the City.

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**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above Recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

**Section 2. Code Amended.** The Code of Ordinances of the City of Doral is hereby amended as follows:

**CHAPTER 2. ADMINISTRATION**

**ARTICLE III – BOARDS, COMMITTEES, & COMMISSIONS**

**DIVISION 1. GENERALLY**

**~~Sec. 2-88. Appointment of members; term limits; vacancies.~~**

~~Notwithstanding anything in this article III to the contrary, the following rules and procedures shall apply for all boards, committees and commissions:~~

- ~~(a) — A meeting of the city council shall be held in the month of January in odd-numbered years for the purpose of the mayor appointing members to all boards, committees and commissions. Thereafter, during regular city council meetings each month, appointments will be made by the mayor to fill vacancies.~~
- ~~(b) — All terms shall be for two years running until the next meeting in the month of January in an odd-numbered year.~~
- ~~(c) — When a vacancy due to resignation, removal or death is filled, the appointment of a replacement member shall take effect on the date of appointment, except as may otherwise be provided by state law.~~
- ~~(d) — A person may not serve more than four consecutive terms on a board, committee or commission.~~

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- (e) ~~If a board, committee or commission is created and members thereto are appointed less than six months prior to the city council meeting referenced in subsection (a) above, then those members shall be automatically re-appointed as of such city council meeting and shall serve until the next date of appointment pursuant to subsection (a) above.~~

## **~~DIVISION 2. CULTURAL AFFAIRS BOARD~~**

### **~~Sec. 2-98. Created.~~**

~~The cultural affairs board is hereby created.~~

### **~~Sec. 2-99. Composition; appointment; term of members.~~**

~~The cultural affairs board shall be comprised of seven persons, at least five of whom shall be residents of the city. Members shall be appointed for staggered terms of two years by the mayor, subject to approval of the majority of the city council. Vacancies for the unexpired terms of members shall be filled by the mayor. Members shall serve without pay.~~

### **~~Sec. 2-100. Qualification of members.~~**

- (a) ~~Members should have a strong interest in the arts and should represent a broad spectrum of society; including, but not limited to, practicing artists, recreation specialists, business persons, educators, art historians, tourism professionals and citizens interested in arts advocacy.~~
- (b) ~~No member appointed may be the owner or operator of, or consultant for, a for-profit enterprise engaged in the appraisal, sale, leasing or showing of art to the public on a retail or wholesale basis.~~

### **~~Sec. 2-101. Powers and duties.~~**

- (a) ~~The duties of the cultural affairs board shall be to advise the city council in regard to interest in and promotion of the arts and tourism, to develop local cultural resources and to assist the city, as requested by the city~~

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~~council, in the planning and implementation of community cultural involvement.~~

- ~~(b) The cultural affairs board shall advise the city council on matters concerning the cultural activities or programs desired by the citizens of the area.~~

**~~Sec. 2-102. Selection of officers; meetings.~~**

- ~~(a) The cultural affairs board and its committees shall select one of their members as chairperson and such other officers as they may determine.~~

- ~~(b) The cultural affairs board and its committees shall adopt rules of procedure and shall meet at such time and place as provided in their rules or procedures which rules shall also provide for the transaction of the business. Such rules and procedures shall become effective after approval by the city council.~~

**~~Sec. 2-103. Membership vacancies; removal.~~**

~~The city council shall have the authority to remove any member of the cultural affairs board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**~~DIVISION 3. ENVIRONMENTAL ADVISORY BOARD~~**

**~~Sec. 2-135. Created.~~**

~~The environmental advisory board of the city is hereby created.~~

**~~Sec. 2-136. Composition; appointment; term of members.~~**

~~The environmental advisory board shall consist of five members, all of whom shall be residents of the city. Members shall be appointed for staggered terms of two years by the mayor, subject to approval of the majority of the city council. Vacancies for the unexpired terms of members shall be filled by the mayor.~~

**~~Sec. 2-137. Powers and duties.~~**

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The powers and duties of the environmental advisory board shall include the following:

- ~~(1) Provide advice upon request to the planning and zoning board and to the city council on the environmental impact of proposed developments which contain environmentally sensitive lands, listed species, or wetlands, including public works within the city's jurisdiction, and to recommend ways in which adverse environmental impact might be minimized.~~
- ~~(2) Provide advice upon request to the planning and zoning board and to the city council regarding proposed amendments to the comprehensive plan or elements or portions thereof, proposed amendments to the zoning district regulations, and other matters as may be requested.~~
- ~~(3) Study and make recommendations with regard to the reclamation and restoration of degraded property.~~
- ~~(4) Study and advise the city council on public health problems resulting from environmental pollution.~~
- ~~(5) Review existing and proposed city ordinances which affect the environment, and advise the planning and zoning board and the city council regarding the need for modifications or changes to such ordinances.~~
- ~~(6) Advise the city council regarding environmental and conservation elements of the comprehensive plan.~~
- ~~(7) Establish and maintain liaison with other governmental bodies and private institutions relating to the enhancement of environmental quality and maintain liaison with the general public regarding all environmental matters.~~
- ~~(8) Study and advise the city council regarding energy and water conservation.~~

**Sec. 2-138. Selection of officers; meetings.**

- ~~(a) The environmental advisory board and its committees shall select one of their members as chairperson and such other officers as they may determine.~~

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~~(b) The board and its committees shall meet at such time and place as provided in their rules or procedures as provided and amended by the city council. The rules shall also provide for the transaction of the business. Such rules and procedures shall become effective after approval by the city council.~~

**~~Sec. 2-139. Membership; removal.~~**

~~The city council shall have the authority to remove any member of the environmental advisory board for misconduct, or for more than three unexcused absences in any one calendar year.~~

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**~~DIVISION 5. POLICE ADVISORY BOARD~~**

**~~Sec. 2-185. Created.~~**

~~The police advisory board of the city is hereby created.~~

**~~Sec. 2-186. Composition; appointment and term of members.~~**

~~The police advisory board shall consist of five members. One member shall be a business owner (resident or nonresident), and at least one member shall be from each of the city's three geographic patrol areas. The chief of police or his designee shall serve as an advisor to the board. Members shall be appointed for staggered terms of two years by the mayor, subject to approval of the majority of the city council, annually. Vacancies for the unexpired terms of members shall be filled by appointment by the mayor and approved by the council.~~

**~~Sec. 2-187. Powers and duties.~~**

~~The powers and duties of the police advisory board shall include the following:~~

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- ~~(1) — Hold public hearings in order to solicit public input regarding police services and programs;~~
- ~~(2) — Serve as a liaison between the police department and the community;~~
- ~~(3) — Encourage individuals and community groups to assist the police department in the implementation of police programs and services;~~
- ~~(4) — Review and make recommendations concerning the construction, development and purchase of police facilities and equipment;~~
- ~~(5) — Make an annual report to the mayor, city manager and city council regarding its activities;~~
- ~~(6) — Assist in educating the community at large concerning the function and role of the police department;~~
- ~~(7) — Refer citizens who wish to file a complaint against the police department or its personnel to the department's internal affairs office;~~
- ~~(8) — Discuss contemporary issues relating to the police department and the community to make recommendations to the chief of police regarding issues of common interest, and, when called upon, act as the sounding board for department policy and procedures;~~
- ~~(9) — Any other duties which the city council may, in the future, request.~~

**~~Sec. 2-188. Selection of officers; meetings.~~**

- ~~(a) — The police advisory board and its committees shall select one of their members as chairperson and such other officers as they may determine.~~
- ~~(b) — The board and its committees shall meet at such time and place as provided in their rules or procedures, which rules shall also provide for the transaction of the business. Such rules and procedures shall become effective after approval by the city council.~~

**~~Sec. 2-189. Membership; removal.~~**

~~The city council shall have the authority to remove any member of the police advisory board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**~~DIVISION 6. INTERNATIONAL BUSINESS AFFAIRS ADVISORY BOARD~~**

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**~~Sec. 2-217. Created.~~**

~~The international business affairs advisory board of the city is hereby created.~~

**~~Sec. 2-218. Composition; appointment; term of members.~~**

~~The international business affairs advisory board shall consist of seven members. Members shall be appointed consistent with section 2-88 of the City Code of Ordinances.~~

**~~Sec. 2-219. Powers and duties.~~**

~~The powers and duties of the international business affairs advisory board shall include the following:~~

- ~~(1) Provide advice to the city council as to the international opportunities and relationships that may benefit the city.~~
- ~~(2) Seek to assist in the establishment and maintaining of liaisons with international public and private entities.~~
- ~~(3) Serve in an advisory capacity on matters pertaining to international business affairs.~~
- ~~(4) Any other duties which the city council may, in the future, request.~~

**~~Sec. 2-220. Selection of officers; meetings.~~**

- ~~(a) The international business affairs advisory board and its committees shall select one of their members as chairperson and such other officers as they may determine.~~
- ~~(b) The board and its committees shall meet at such time and place as provided in their rules or procedures, which rules shall also provide for the transaction of the business. Such rules and procedures shall become effective after approval by the city council.~~

**~~Sec. 2-221. Membership; removal.~~**

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~~The city council shall have the authority to remove any member of the international business affairs advisory board for misconduct, or for more than three unexcused absences in any one calendar year.~~

## **DIVISION 7. PARKS AND RECREATION ADVISORY BOARDS**

### **Sec. 2-233. Created.**

~~The parks and recreation advisory board of the city is hereby created.~~

### **Sec. 2-234. Composition; appointment and term of members.**

~~The parks and recreation advisory board shall consist of six members, all of whom shall be residents of the city. There shall be five voting members and one nonvoting member who shall be a high school student. Members shall be appointed for staggered terms of two years by the mayor, subject to approval of the majority of the city council, annually. Vacancies for the unexpired terms of members shall be filled by appointment by the mayor.~~

### **Sec. 2-235. Powers and duties.**

~~The powers and duties of the parks and recreation advisory board shall include the following:~~

- ~~(1) Provide advice to the city manager and city council as to the parks and recreation needs of the city, including making recommendations on the development and implementation of a master plan for parks and recreation facilities in the city.~~
- ~~(2) Review policies and matters of concern pertaining to all recreation facilities.~~
- ~~(3) Serve in an advisory capacity on matters pertaining to the youth, adult and senior residents of the city and present plans or programs encouraging healthy, moral, physical and mental development for residents of all ages of the city. This board shall further be charged with advising as to youth activities and concerns.~~
- ~~(4) Review existing and proposed city ordinances which affect parks and recreation, and advise the city council regarding the need for modifications or changes to such ordinances.~~

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- ~~(5) — Advise the city council regarding parks and recreation elements of the comprehensive plan.~~
- ~~(6) — Establish and maintain liaison with other governmental bodies and private institutions relating to the enhancement of parks and recreation quality and maintain liaison with the general public regarding all parks and recreation matters.~~

**~~Sec. 2-236. Selection of officers; meetings.~~**

- ~~(a) — The parks and recreation advisory board and its committees shall select one of their members as chairperson and such other officers as they may determine.~~
- ~~(b) — The board and its committees shall meet at such time and place as provided in their rules or procedures, which rules shall also provide for the transaction of the business. Such rules and procedures shall become effective after approval by the city council.~~

**~~Sec. 2-237. Membership; removal.~~**

~~The city council shall have the authority to remove any member of the parks and recreation advisory board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**~~DIVISION 8. CITIZEN'S AUDIT BOARD~~**

**~~Sec. 2-238. Establishment of board.~~**

~~The citizen's audit board (the "board") is hereby created.~~

**~~Sec. 2-239. Composition; appointment; term of members.~~**

~~The board shall consist of five members, at least four of whom have financial and/or audit experience. Members shall be appointed for staggered terms of two years by the mayor, subject to the approval of the majority of the city council. Vacancies for the unexpired terms of members shall be filled by the mayor subject to the approval of the majority of the city council. Members of the board shall serve without compensation.~~

**~~Sec. 2-240. Purpose and duties.~~**

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~~(1) The purpose of the board is to assist the city council in carrying out the city council's oversight responsibilities as they relate to the city's:~~

- ~~(a) Financial and other reporting practices,~~
- ~~(b) Internal control,~~
- ~~(c) Compliance with laws and regulations,~~
- ~~(d) Independent audit process, and~~
- ~~(e) Special audit needs.~~

~~The board, acting by majority vote, shall have access to city personnel and documents as may be authorized or permitted by law.~~

~~(2) The duties of the board shall include:~~

- ~~(a) Financial and other reporting practices. Providing reasonable assurance to the city council that controls are in place and operating to ensure that financial information reported by management reasonably portrays the city's financial condition, results of operations, and plans and long-term commitments.~~
- ~~(b) Internal control. Providing reasonable assurance to the city council that controls are in place and operating to ensure that resources are utilized in an efficient and economical manner and that programs are carried out as planned by reviewing the results of internal and external audits.~~
- ~~(c) Compliance with laws and regulations. Providing reasonable assurance to the city council that the city is in compliance with pertinent laws and regulations, is conducting its affairs ethically, and is maintaining effective controls against conflicts of interest and fraud.~~
- ~~(d) Safeguarding the independence of the audit process. Providing reasonable assurance to the city council that the audit process is independent by:
  - ~~(i) Making recommendations to the city council with respect to the appointment or dismissal of the external auditor.~~~~

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- ~~(ii) Reviewing and recommending approval or disapproval of the internal audit plan.~~
- ~~(iii) Reviewing and recommending approval or disapproval of the annual external audit plan and budget.~~
- ~~(iv) Reviewing and making recommendations to the internal auditor on the annual internal audit plan.~~
- ~~(iv) Ensuring that the audit process is conducted in accordance with generally accepted auditing standards including Government Auditing Standards, issued by the Comptroller General of the United States, and Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors, Inc.~~
- ~~(e) Other oversight duties as may be assigned by the city council.~~

**~~Sec. 2-241. Meetings; selection of officers.~~**

- ~~(1) The board shall hold such meetings as may be necessary to carry out its purpose and duties as called by its chairman or the city council. The board shall meet at least once a year to review the audit report for the preceding year. All meetings of the board shall be open to the public, minutes of each meeting shall be promptly recorded, and such records shall be open for public inspection.~~
- ~~(2) The board shall select a chairperson from among its members.~~

**~~Sec. 2-242. Removal.~~**

~~The city council shall have the authority to remove any member of the board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**~~DIVISION 9. TRAFFIC RELIEF BOARD~~**

**~~Sec. 2-243. Establishment of board.~~**

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~~The traffic relief board (the "board") is hereby created. The city manager shall make such technical staff available to the board as is reasonably necessary to accomplish the purpose and duties set forth below.~~

**~~Sec. 2-244. Composition; appointment; term of members.~~**

~~The board shall consist of five voting members, plus one non-voting advisory member whom shall be a representative designated by the District Six Secretary of the Florida Department of Transportation. Voting members shall be appointed by the mayor, subject to the approval of the majority of the city council. Vacancies for the unexpired terms of members shall be filled by the mayor. Members of the board shall serve without compensation.~~

**~~Sec. 2-245. Purpose and duties.~~**

- ~~(1) The purpose of the board is to assist the city council in developing a strategy for the improvement and control of traffic on the city's streets.~~
- ~~(2) The duties of the board shall include:
  - ~~(a) Working with city staff to assess and identify current and future traffic needs in the city.~~
  - ~~(b) Soliciting input and commentary from residents of the city as well as from experts in the traffic engineering field.~~
  - ~~(c) Studying varying methods for the relief of traffic in the city.~~
  - ~~(d) Report to the city council regarding the traffic conditions throughout the city and recommendations on how to improve those conditions.~~~~

**~~Sec. 2-246. Meetings; selection of officers.~~**

- ~~(1) The board shall hold such meetings as may be necessary to carry out its purpose and duties as called by its chairman or the city council. The board shall meet at least once a year to review the audit report for the preceding year. All meetings of the board shall be open to the public, minutes of each meeting shall be promptly recorded, and such records shall be open for public inspection.~~

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- (2) ~~The board shall select a chairperson, a vice-chairperson and secretary from among its members.~~

**~~Sec. 2-247. Removal.~~**

~~The city council shall have the authority to remove any member of the board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**~~Sec. 2-248. Sunset.~~**

~~The board shall sunset on December 1, 2012. The board may be reconstituted by the mayor appointing or reappointing the members thereof subject to the approval of the majority of the city council.~~

**~~DIVISION 10. MILITARY AFFAIRS BOARD~~**

**~~Sec. 2-249. Establishment of board.~~**

~~The military affairs board (the "board") is hereby created.~~

**~~Sec. 2-250. Composition; appointment; term of members.~~**

~~The board shall consist of five members, appointed by the mayor, subject to the approval of the majority of the city council. Vacancies for the unexpired terms of members shall be filled by the mayor. Members of the board shall serve without compensation. The term of the members shall be consistent with section 2-88 of this Code.~~

**~~Sec. 2-250.1. Purpose and duties.~~**

- (1) ~~The purpose of the board is to assist the city council in developing and continuing its relationship with the United States military and its members in the city.~~
- (2) ~~The duties of the board shall include:~~
- ~~(a) Studying varying methods to assist both past and current members of the United States Armed Forces, as well as the United States military generally.~~
  - ~~(b) Report to the city council regarding programs and events to that end and recommendations on how to improve same.~~

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**~~Sec. 2-250.2. Meetings; selection of officers.~~**

- ~~(1) — The board shall hold such meetings as may be necessary to carry out its purpose and duties as called by its chairman or the city council. All meetings of the board shall be open to the public, minutes of each meeting shall be promptly recorded, and such records shall be open for public inspection.~~
- ~~(2) — The board shall select a chairperson, a vice-chairperson and secretary from among its members.~~

**~~Sec. 2-250.3. Removal.~~**

~~The city council shall have the authority to remove any member of the board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**~~DIVISION 11. YOUTH ADVISORY BOARD~~**

**~~Sec. 2-250.4. Establishment of Board.~~**

~~The youth advisory board (the "board") is hereby created.~~

**~~Sec. 2-250.5. Composition; appointment; term of members.~~**

- ~~(1) — The board shall consist of seven members, from the ages of 15 to 23 appointed by the mayor and confirmed by the city council.~~
- ~~(2) — At least five members must reside in the City of Doral. The remaining two members may reside outside the City of Doral.~~
- ~~(3) — All members must be enrolled full time in high school, college or other educational program at an educational institution within the city limits.~~
- ~~(4) — Members must maintain a 3.0 grade point average in their studies.~~
- ~~(5) — Notwithstanding the provisions of section 2-88 of the City Code, the term of all members of the board shall be for a period of one year commencing June 1 of each year and ending May 31 of the following year.~~
- ~~(6) — The mayor shall designate a council member to serve as liaison to the board.~~

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**~~Sec. 2-250.6. Purpose and duties.~~**

- ~~(1) — The purpose of the board is to assist the city council and city staff in designing and implementing signature service-learning initiatives to address issues important to the Doral community as well as allow young people opportunities to make a difference in the Doral community.~~
- ~~(2) — The duties of the board shall include:
  - ~~(a) — Identify and create seminars and similar educational programs for young people in the city.~~
  - ~~(b) — Identify and create service projects, community outings and social events and programs for young people in the city.~~
  - ~~(c) — Report to the city council regarding programs and events to that end and recommendations on how to implement same.~~~~

**~~Sec. 2-250.7. Meetings; selection of officers.~~**

- ~~(1) — The board shall hold such meetings as may be necessary to carry out its purpose and duties as called by its chairman or the city council. All meetings of the board shall be open to the public, minutes of each meeting shall be promptly recorded, and such records shall be open for public inspection.~~
- ~~(2) — The board shall select a chairperson, a vice chairperson and secretary from among its members.~~

**~~Sec. 2-250.8. Removal and vacancy.~~**

- ~~(1) — The city council shall have the authority to remove any member of the Board for misconduct, or for more than three unexcused absences in any one calendar year.~~
- ~~(2) — Vacancies shall be filled by the mayor and confirmed by the city council.~~

**~~DIVISION 12. SPECIAL NEEDS ADVISORY BOARD~~**

**~~Sec. 2-250.9. Establishment of board.~~**

~~The special needs advisory board (the "board") is hereby created.~~

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**~~Sec. 2-250.10. Composition; appointment; term of members.~~**

~~The board shall consist of seven members appointed consistently with the provisions of chapter 2, article III of the City Code. To the extent possible, the following areas should be represented by the members of the Board with expertise in such areas:~~

- ~~(1) — Developmental special needs.~~
- ~~(2) — Physical special needs.~~
- ~~(3) — Seniors.~~
- ~~(4) — Women's Issues such as domestic violence.~~
- ~~(5) — Emotional special needs.~~
- ~~(6) — Children.~~

**~~Sec. 2-250.11. Powers and duties.~~**

~~The powers and duties of the police advisory board shall include the following:~~

- ~~(1) — Hold public hearings in order to solicit public input regarding special needs services and programs;~~
- ~~(2) — Serve as a liaison between the city and the special needs community;~~
- ~~(3) — Encourage individuals and community groups to assist the city in the implementation of programs and services catering to the special needs community;~~
- ~~(4) — Make an annual report to the mayor, city manager and city council regarding its activities;~~
- ~~(5) — Any other duties which the city council may, in the future, request.~~

**~~Sec. 2-250.12. Meetings; selection of officers.~~**

- ~~(1) — The board shall hold such meetings as may be necessary to carry out its purpose and duties as called by its chairman or the city council. All meetings of the board shall be open to the public, minutes of each meeting shall be promptly recorded, and such records shall be open for public inspection.~~

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- ~~(2) The board shall select a chairperson, a vice chairperson and secretary from among its members.~~

**~~Sec. 2-250.13. Removal.~~**

~~The city council shall have the authority to remove any member of the board for misconduct, or for more than three unexcused absences in any one calendar year.~~

**DIVISION 13. COMMISSION ON THE STATUS OF WOMEN**

**~~Sec. 2-250.14. Established.~~**

~~There is hereby established the commission on the status of women (the "commission"), whose purposes, power and duties, composition, membership qualification and general governing regulations are as set forth in this division.~~

**~~Sec. 2-250.15. Purpose.~~**

~~The purpose of the commission is to support continuing efforts for economic, political and social equality of opportunity for all women, with special emphasis on the needs of women in the city and to serve in an advisory capacity to the city council and the city administration.~~

**~~Sec. 2-250.16. Powers and duties.~~**

~~The commission shall have the following duties, functions, powers and responsibilities:~~

- ~~(1) To serve in an advisory capacity to the city council, the city administration, the community and all agencies and persons in the city in respect to all matters pertaining to the status of women, including but not limited to discrimination against women, greater representation for women in all areas of city government, i.e., boards and committees, employment of women, education of women and attitudes towards women in the community, and to make periodic reports and recommendations to these bodies in respect to such matters.~~

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- ~~(2) To make a continuing study of all existing city institutions, facilities and services, and programs dealing with women or affecting women, and consider the future needs of this area in respect to such institutions, facilities, services and programs.~~
- ~~(3) To serve as liaison between the city council and the city administration, and consult with representatives of such bodies from time to time as requested and necessary in order to carry out the commission's duties and functions.~~
- ~~(4) To make studies and have studies made of the problems of discrimination against women employees, increasing the availability of part time employment for women, and attributable changes towards women in the community, and to formulate and recommend plans and programs for the coordination of the activities of all governmental entities and nongovernmental agencies dealing with these problems.~~
- ~~(5) It is the express purpose of the commission to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with dealing with the status of women, and to make findings and recommendations to the city council and the city administration regarding such matters as are presented to the commission.~~
- ~~(6) To perform such other duties as may from time to time be assigned to it by resolution of the city council.~~

**~~Sec. 2-250.17. Composition.~~**

~~The commission shall consist of nine members appointed in accordance with the City Charter and the City Code of Ordinances.~~

**~~Sec. 2-250.18. Knowledge and experience.~~**

~~Members shall show interest in supporting continuing efforts for economic, political and social equality of opportunity for all women, with special emphasis on the needs of women in the city.~~

**~~DIVISION 14. GREEN INITIATIVES TASK FORCE~~**

**~~Sec. 2-250.19. Green initiatives task force established.~~**

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~~The city hereby creates a green initiatives task force for purposes of advising the city council and recommend improved municipal operations with "green" initiatives which are economically and environmentally sound through research and evaluation as follows.~~

**Sec. 2-250.20. Powers and duties.**

~~The powers and duties of the task force shall be to:~~

- ~~(1) Collaborate with city employees, service providers and other governmental agencies to share resource information and ideas consistent with the purpose of the task force.~~
- ~~(2) Encourage participation of all city employees to solicit ideas on green initiatives.~~
- ~~(3) Research and analyze green initiatives which make practical and environmental and financial sense.~~
- ~~(4) Make all information of the task force available to the public.~~
- ~~(5) Advise the city council on matters affecting "green" initiatives.~~
- ~~(6) Develop strategies for sustainable "green" initiatives in municipal operations.~~
- ~~(7) Seek to coordinate, assist, and unify the efforts of private groups, institutions, and individuals within the City of Eatontown in accord with the purposes of this chapter.~~
- ~~(8) Maintain a liaison and communication with the public, private agencies and organizations of local, state, and national scope, whose programs and activities have an impact on "green" initiatives.~~
- ~~(9) Carry out other such duties as may be assigned from time to time by the city council.~~
- ~~(10) Serve as an advisory committee to the city council concerning recommendations concerning "green" initiatives and review upon request by the city council plans and recommendations that are suggested by the city council towards "green" initiatives.~~

**Sec. 2-250.21. Composition.**

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~~The task force shall consist of five members appointed in accordance with the City Charter and the City Code of Ordinances.~~

## **DIVISION 1. GENERALLY**

### **Sec. 2-100. *Legislative Intent.***

It is the intent of the City Council of the City of Doral, Florida, to enact by Ordinance, a comprehensive policy that applies to all resident advisory boards, commissions, and committees (the "Advisory Boards") in the City, the effect of which will be to create uniform policies and procedures for their operation. Though this Ordinance may be codified, it is in the intent of the City Council that this Ordinance be known as the "Advisory Board Ordinance."

### **Sec. 2-101. *General purpose.***

The general purpose of all Advisory Boards, as created herein and/or as may be created from time to time, is to engage the citizens of the City and garner judicious advice from a variety of citizen perspectives. In addition to any specific objectives required of any Advisory Boards herein, it shall be the purpose of all advisory bodies in the City to:

- (a) provide assistance to the City Council when formulating public policies and programs;
- (b) serve as a venue for increased public discussion on any public policy and program;
- (c) conduct preliminary analysis and discussion on any public policy and program; and
- (d) assist in the development of community event concepts.

### **Sec. 2-102. *Boards & corresponding objectives identified.***

The following boards, committees, and commission are hereby created, with the corresponding objectives:

- (a) *Animal Welfare Committee:* to advise the City Council as to policies and procedures that further the humane treatment and population control of animals in the City; to evaluate and opine, upon request by the City Council, on the development and implementation of programs in the City aimed at controlling the animal population; and to conduct educational outreach to the community and encourage the participation of citizens,

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residents, and businesses regarding animal treatment and population control policies, programs, and procedures;

- (b) *Citizens Audit Advisory Board:* to assist the City Council in carrying out its oversight responsibilities as they relate to the City's financial and other reporting practices, internal control, compliance with laws and regulations, independent audit process, and special audit needs, by reviewing and opining on the City's audit report for the preceding year; to advise the City Council as to whether controls are in place and operating to ensure that financial information reported by management reasonably portrays the City's financial condition, results of operations, and plans and long-term commitments, that resources are utilized in an efficient and economical manner and that programs are carried out as planned by reviewing the results of internal and external audits, that the city is in compliance with pertinent laws and regulations, is conducting its affairs ethically, and is maintaining effective controls against conflicts of interest and fraud, and that the audit process is independent; and to provide other oversight duties as may be assigned by the city council;
- (c) *Commission on the Status of Women:* to support continuing efforts for economic, political, and social equality of opportunity for all women, with special emphasis on the needs of women in the City; to serve in an advisory capacity to the City Council, the city administration, the community and all agencies and persons in the city in respect to all matters pertaining to the status of women, including but not limited to discrimination against women, greater representation for women in all areas of city government, i.e., boards and committees, employment of women, education of women and attitudes towards women in the community, and to make periodic reports and recommendations to these bodies in respect to such matters; to, upon request by the City Council, conduct studies into problems of discrimination against women employees, increasing the availability of part time employment for women, and attributable changes towards women in the community, and to formulate and recommend plans and programs for the coordination of the activities of all governmental entities and nongovernmental agencies dealing with these problems;
- (d) *Cultural Affairs Advisory Board:* to advise the City Council with regard to interest in and promotion of the arts and tourism, to develop local cultural resources; to assist the City, as requested by the City Council, in the planning and implementation of community cultural involvement; and to

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advise the City Council on matters concerning the cultural activities or programs desired by the citizens of the area;

- (e) *Economic Development Advisory Board:* to advise the City Council as to domestic and international commercial development opportunities, relationships, and other economic situations that may benefit the City; to assist in the development of policies, programs, and event concepts designed to attract new businesses and to facilitate the expansion/retention of existing businesses that create qualify jobs; to assist in the establishment and maintenance of ties with domestic and international public and private entities; and to serve in an advisory capacity on matters pertaining to domestic and international business affairs;
- (f) *Environmental Advisory Board:* to advise the City Council regarding environmental and conversation elements of the comprehensive plan; to study and make recommendations to the City Council with regard to public health concerns resulting from environmental pollution, the reclamation and restoration of degraded properties, and green initiatives that make practical and financial sense; to provide advice, upon request, to the City Council on the environmental impact of proposed developments that contain environmentally sensitive lands, protected animals, and/or wetlands, including public works within the City's jurisdiction; to provide advice, upon request, to the City Council on proposed amendments to the to the comprehensive plan or elements or portions thereof, proposed amendments to zoning district regulations, and other related matters; to advise and share information and resources with the City's Council and the administration regarding green initiatives and related topics; to develop strategies for sustainable green initiatives in municipal operations; and to study and advice the City Council regarding energy and water conservation;
- (g) *Faith & Community Based Organizations Advisory Board:* to advice the City Council on policies, priorities, and objectives that may assist faith and community based organizations in encouraging private charitable giving to support community needs, in bringing concerns, ideas, and policy options to the City Council that support successful community charities and religious sponsored charities, in showcasing and publicizing innovative grassroots efforts to support faith and community based charities and civic initiatives, and in working to ensure that the efforts of faith based and community based organizations that seek City assistance are meeting objective criteria for performance and accountability;

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- (h) *Military Affairs Advisory Board:* to assist the City Council in developing and continuing the City's relationship with the United States military and its members residing in and around the City by studying varying methods to assist both past and current members of the United States Armed Forces, as well as the United States military generally, reviewing and advising on policies and initiatives involving the military and veterans, reporting to the City Council on programs and events to that end and recommendations on how to improve same, and performing those tasks that may be assigned by the City Council from time to time.
- (i) *Parks & Recreation Advisory Board:* to provide advice to the City Council as to the parks and recreation needs of the City, including, but not limited to, making recommendations on the development and implementation of a master plan for parks and recreation facilities in the city; to review and advise on policies and matters of concerns pertaining to all recreation facilities; to provide advice on matters pertaining to current and proposed recreation programs for all residents of the city; to recommend program concepts encouraging healthy, moral, physical and mental development for residents of all ages of the city; to review, upon request, existing and proposed City ordinances which affect parks and recreation, and advise the City Council regarding the need for modifications or changes to such ordinances; and to advise the City Council regarding parks and recreation elements of the comprehensive plan;
- (j) *Police Advisory Board:* to discuss and make recommendations to the City Council regarding contemporary issues relating to the police department and actual or perceived security needs in the community; to advise, upon request of the City Council, on proposed or current police department policies and procedures; to hold public meetings in order to solicit public input regarding police services and programs; to serve as a liaison between the police department and the community; to encourage individuals and community groups to assist the police department in the implementation of police programs and services; to review and make recommendations concerning the construction, development and purchase of police facilities and equipment; to assist in educating the community at large concerning the function and role of the police department; and to report to the City Council regarding safety conditions throughout the City and make recommendations on how to improve those conditions;
- (k) *Special Needs Advisory Board:* to hold public meetings in order to solicit public input regarding special needs services and programs; to serve as a

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liaison between the City and the special needs community; to encourage individuals and community groups to assist the City in the implementation of programs and services catering to the special needs community; to advise the City Council on any actual or perceived community needs involving individuals with special needs; and to provide any other duties the City Council may request, from time to time;

- (l) *Traffic Relief Advisory Board:* to assist the City Council in developing a strategy for the improvement and control of traffic on the City's streets; to work with City staff to assess and identify current and future traffic needs in the city; to solicit input and commentary from residents of the City as well as from experts in the traffic engineering field; to study varying methods for the relief of traffic in the City; and to report to the City Council regarding the traffic conditions throughout the City and recommendations on how to improve those conditions.
- (m) *Youth Advisory Board:* to advise the City Council as to youth activities and concerns, including, but not limited to, current or potential educational programs, service projects, community outings, recreational events, and social events; to assist the City Council and City staff in designing and implementing signature service-learning initiatives to address issues important to the Doral community as well as allow young people opportunities to make a difference in the Doral community; to identify and propose the creation of seminars and similar educational programs for young people in the City; and to identify and propose the creation of service projects, community outings and social events and programs for young people in the city-

**Sec. 2-103—2.14 Reserved**

## **DIVISION 2. RULES & PROCEDURES**

### **Sec. 2-115. Applicability of Rules and Procedures.**

The rules and procedures provided in this Division shall apply uniformly to all Advisory Boards, which shall include, but not be limited to, non-statutory committees, task forces and advisory boards established by the City Council pursuant to this Article.

### **Sec. 2-116. Composition.**

All Advisory Boards shall consist of five (5) members, appointed as provided in the City Charter. In order to qualify to serve on an Advisory Board, an individual must be a resident of the City, be employed in the City and/or own a business in the City.

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**Sec. 2-117. Public Meetings.**

All meetings and business of the Advisory Boards shall comply with the requirements of Chapters 119 and 286, Florida Statutes. All meetings of the Advisory Boards shall be open to the public at all times. Meetings shall be conducted in accordance with Robert's Rules of Order. Approval of the minutes of the previous meeting shall be included in each agenda of a regular Advisory Board meeting and presented to the City Clerk's Office for dissemination to each Advisory Board member no later than three (3) business days prior to the meeting. Regular Advisory Board meetings will be canceled if the meeting minutes of the prior regular Advisory Board meeting (or any other previously pending minutes at the time of approval of these rules and procedures) are not submitted for Advisory Board approval by the established deadline. Rescheduling of canceled regular committee meetings shall take place upon the submission of minutes of the prior meeting for approval.

**Sec. 2-118. Regular Meetings.**

Each of the Advisory Boards shall hold at least one regular meeting each quarter as set by the Chairperson. Regular meetings shall occur at City Hall, provided that space is available, or, in the event that space in City Hall is not available or for convenience, in such duly-noticed space that will accommodate public access and participation in keeping with prevailing law. Each Advisory Board shall convene at the request of the City Council or the Chairperson of each Advisory Board. At no point shall any Advisory Board have more than one regular meeting per month. During the initial (organizational) meeting of an Advisory Board and during the first meeting of a committee of each fiscal year thereafter, Advisory Boards shall, by a majority vote, adopt a meeting schedule for regular meetings throughout the fiscal year. The proposed meetings schedule shall include the date, time, and location of the meetings and must be submitted to the City Clerk. Prior to setting the meeting schedule, the City Clerk's Office will vet each proposed schedule. The Clerk will note any conflicts between a proposed schedule and any previously calendared Advisory Board meeting and/or City Council Meeting. Advisory Board meetings shall not conflict the Regular City Council meetings. Advisory Board meeting schedules that conflict with any previously established Advisory Board meeting schedules are discouraged, and the Clerk will advise the corresponding Advisory Board(s) of any such conflict(s). Advisory Boards shall make every attempt to resolve any possible conflict with other Advisory Board schedules when approving their regular meetings for the fiscal year. While all parties involved will make every effort to avoid the scheduling of more than one public meeting at the same time, it is recognized that it may be necessary, from time to time, to arrange more than one Advisory Board meeting at the same time in order to ensure that each Advisory Board is able to duly meet and conduct business.

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**Sec. 2-119. Special Meetings.**

Special meetings may be held upon the call of the Chairperson, a majority of the member of the Advisory Board, and/or the City Council. Notice of special meetings shall be by sent via e-mail to the Advisory Board members' e-mail addresses on file with the City Clerk's Office and shall be sent to the members no less than twenty-four (24) hours prior to the desired meeting date and time. Special meetings shall be publicly noticed in compliance with Chapter 286, Florida Statutes, and held at a public location within the City as set by the Chairperson with the approval of the City Clerk. An Advisory Board shall not hold more than one (1) Special Meeting per month, unless directed by the City Council

**Sec. 2-120. Agenda.**

The agenda for all meetings of the Advisory Boards shall be prepared by the Chairperson or in the absence of the Chairperson, the Vice Chairperson, in consultation with the office of the City Clerk. Additional agenda items may be proposed at any time by any member of the Advisory Board either during a meeting or by request to the City Clerk's Office. The City Clerk's office will notify the Chairperson of the request to add an agenda item and the item will be added with the approval of the Chairperson. Items proposed after the agenda is distributed may only be heard under "New Business" and upon an affirmative vote of the majority of the Advisory Board members present at the meeting. At the discretion of the Chairperson, public comment on items added to the agenda may be allowed at the end of the meeting. All agenda materials including back-up material and minutes shall be provided to the City Clerk's Office no later than three (3) business days prior to a regularly scheduled Advisory Board meeting.

**Sec. 2-121. Public Appearances and Requests.**

Any City resident, organization, or member of the public may appear before any Advisory Board during the public comment portion of any meeting and as entertained by the Chairperson. Requests to appear shall be made to the Chairperson of the Advisory Board at any time prior to the public comments portion of the meeting. Members of the City Council are permitted to attend Advisory Board meetings but shall not vote or participate in discussion, except during public comment or as requested by the Chairperson.

**Sec. 2-122. Quorum.**

In order to conduct business, Advisory Boards must have a quorum of its membership. A majority of the membership of each Advisory Board, three (3) of five (5) members present at a duly called and convened meeting, shall constitute quorum. Provided there is a quorum, a majority of those present and voting shall be required to adopt any motion or take any action. No actions may be taken without a quorum. In meetings

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where quorum is not met, the attending members may choose to fix a time at which to adjourn the meeting, call a recess, and/or adjourn the meeting for lack of quorum.

**Sec. 2-123. Voting; Participation in Meetings.**

Each Advisory Board member shall be entitled to one (1) vote on matters coming before the Advisory Board. The Advisory Board shall act as a body in making its decisions. No member present at a meeting may abstain from voting, except in cases of a conflict of interests as provided in Florida Statutes, the Miami-Dade County Code, and/or the City Code, as amended from time to time. A member must be present to vote. Proxy votes shall not be permitted. Individuals who are not physically present in meetings but wish to participate in discussions may do so via electronic means—telephonically, video and web applications and/or other remote conferencing programs and platforms—to the extent available. Remote participation via electronic means is not guaranteed.

**Sec. 2-124. Attendance; Removal.**

Service on an Advisory Board is voluntary. However, regular attendance at Advisory Board meetings is a requisite to continued participation. In the event an Advisory Board member fails to attend three (3) regularly scheduled meetings in one calendar year, the member will be deemed to have resigned, and shall be automatically removed, from the Advisory Board. It shall be the responsibility of the City Clerk to track attendance of Advisory Board members and notify board members that they have been removed from service, following three (3) absences as provided herein. The City Clerk shall notify the City Council of any Advisory Board members removed pursuant to this section.

Advisory Board members may be removed, pursuant to the City Charter, by affirmative majority of the City Council. The City Council need not state grounds for the removal of an Advisory Board Member. In addition to removal for commission of crimes as provided by the constitution and the law of the State of Florida, Advisory Board members charged with criminal activity as set forth in section 772.102, Florida Statutes, relation to the performance of their duties notwithstanding, shall be suspended from office. It shall be the responsibility of the City Clerk to notify any Advisory Board member of such a suspension. A replacement may be named to fill the vacancy created by the suspension in the manner provided by law until a final determination of the charges or the term of office is concluded. If the Advisory Board member is exonerated, the Advisory Board member shall be reinstated to serve the balance of the remaining term of office, if any.

**Sec. 2-125. Appointments, Vacancies, and Resignations.**

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Each person appointed to an Advisory Board shall be appointed consistent with the City Charter.

**Sec. 2-126. Term of Office**

Each Advisory Board member shall serve a two (2) year term once appointed. Advisory Board members shall be eligible for reappointment but shall hold office until a successor has been duly qualified and appointed.

**Sec. 2-127. Membership Limitation.**

No individual shall serve on more than one (1) Advisory Board at the same time. All Advisory Board members shall serve without compensation and shall not otherwise obtain direct or indirect financial gain from their service in the Advisory Board.

**Sec. 2-128. Oath Requirement.**

All Advisory Board members shall be required to subscribe to an oath or affirmation to be filed by the City Clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the State, the Charter and all ordinances of the City of Doral and in all respects to faithfully discharge their duties.

**Sec. 2-129. Applicability Laws; Training.**

Members shall be subject to the applicable standards of conduct for public officers and employees set by federal, state, county, city or other applicable law, including, but not limited, to section 2-11.1 of the Miami-Dade County Code of Ordinances and Section 112.313 , et seq., Florida. Statutes as they may be amended from time to time. Upon appointment, a representative from the City Clerk's office shall provide Advisory Board members with a copy of the applicable ethics laws and provide an explanation of the State of Florida and Miami-Dade County Code of Ethics (sunshine law, public records law, conflict of interest policy), and the Committee Rules to the Committee member. All Advisory Board members shall be required to participate in annual ethics training once annual to the same extent required of the City Council in this Code.

**Sec. 2-130. Officers and Elections.**

Every Advisory Board shall elect a Chairperson, Vice Chairperson and Secretary annually, or as vacancies occur, at the first meeting conducted in January to serve for a term of one (1) year.

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**Sec. 2-131. Records.**

Minutes of all Advisory Boards meetings shall be recorded by the Secretary and shall be available for public inspection. The Secretary shall forward all minutes to the City Clerk's Office. The minutes shall then be included by the City Clerk's Office in the agenda for the next regular Advisory Board meeting for review and approval by the committee. Once approved, meeting minutes shall be forwarded to the City Clerk for archiving. During meetings, a standard sign in register must be completed by Advisory Board members and maintained by the City Clerk's Office. Attendance and absences must be recorded and submitted to the City along with the minutes, even if there is not a quorum. Each Advisory Board Secretary shall be responsible for providing a current members' roster of all Committee members to the City.

**Sec. 2-132. Advisory Board Reports.**

Upon the request of the City Council, the Advisory Boards shall submit an annual written report to the City. The Advisory Boards may submit such other single and/or multiple issue reports and/or other correspondence to the City Council as deemed appropriate by a majority of the corresponding Advisory Board. All reports shall be approved by the Advisory Board prior to submission to the City Clerk's Office or presentation to the City Council.

\* \* \* \*

**Section 3. Implementation.** The City Manager, City Clerk, and City Attorney are hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions as may be appropriate by their position to execute the purpose of this Ordinance.

**Section 4. Incorporation into the Code.** The provisions of this Ordinance, to the extent appropriate, shall become and be made a part of the Code of Ordinances of the City of Doral. The City Clerk is authorized to take all actions necessary to incorporate the provisions of this Ordinance into the Code of Ordinances, including, but not limited to, renumbering or relettering sections and to change and that the word

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“ordinance” may be changes to “section,” “article,” or such other appropriate word or phrase in order to accomplish such intention.

**Section 5. Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**Section 6. Conflicts.** All ordinances or parts of ordinances, resolution or parts of resolutions, in conflict herewith, are repealed to the extent of such conflict.

**Section 7. Effective Date.** This Ordinance shall become effective immediately

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The foregoing Ordinance was offered by Councilmember Cabrera, who moved its adoption. The motion was seconded by Councilmember Fraga, and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED on FIRST READING THIS 8 day of October 2014.

PASSED AND ADOPTED on SECOND READING THIS 12 day of November 2014.

  
\_\_\_\_\_  
LUIGI BORIA, MAYOR

ATTEST:

  
\_\_\_\_\_  
BARBARA HERRERA, CITY CLERK

APPROVED AS TO LEGAL FORM AND SUFFICIENCY  
FOR THE SOLE USE AND RELIANCE OF THE CITY OF DORAL

  
\_\_\_\_\_  
WEISS SEROTA HELEMAN PASTORIZA COLE & BONISKE, PL  
CITY ATTORNEY

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