

RESOLUTION No. 25-28

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AMENDING THE CITY OF DORAL'S MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, during the August 14, 2024 Council Meeting, the City Council adopted Resolution 24-193, amending the City of Doral's (the "City") Mayor and Councilmember Initiated Events Policy (the "Policy"); and

WHEREAS, during the December 18, 2024 Regular Council Meeting, the City Council adopted Resolution 24-270, repealing 24-193 and placing a thirty (30) day moratorium on all Councilmember initiated sponsored events; and

WHEREAS, during the December 26, 2024 Special Council Meeting, the City Council adopted Resolution 24-274, which "directed and authorized [the Mayor] to work with the City Manager's Office to propose improvements to the Department of Public Affairs communication policies and protocols related to community engagement, outreach and events."; and

WHEREAS, in order to guide the City's vision and policies, it is vital that the Mayoral Office work in conjunction with the Manager's office in order to provide a uniform and streamlined approach to Councilmember initiated events, and ensure that the City's mission and municipal purpose is met; and

WHEREAS, the City's Government Center is the nucleus of the City's administration and where most of the people's business is conducted; and

WHEREAS, given the nature of the City's Government Center, it is desirable that the City's Government Center be excluded from all Councilmember initiated events.

WHEREAS, the passage of this Resolution will ensure greater efficiencies in the process, promotion and implementation of Mayor and Councilmember events, avoid duplication of efforts, and is in the best interest of the City and its residents.

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

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

Section 2. Amending City of Doral's Mayor and Councilmember Initiated Events. The City's Mayor and Councilmember Initiate Events Policy, is hereby amended as described in the Mayor and Councilmember Initiated Events Policy attached hereto as Exhibit "A."

Section 3. Implementation. The City Manager, City Clerk, and City Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

The Prime Sponsor of the foregoing resolution is Mayor Christi Fraga.

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

Mayor Christi Fraga	Yes
Vice Mayor Maureen Porras	Yes
Councilwoman Digna Cabral	Absent/Excused
Councilman Rafael Pineyro	Yes
Councilwoman Nicole Reinoso	Yes

PASSED AND ADOPTED this 15 day of January, 2025.


CHRISTI FRAGA MAYOR

ATTEST:


CONNIE DIAZ, MMC
CITY CLERK

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


LORENZO COBIELLA
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC
CITY ATTORNEY

EXHIBIT “A”



CITY OF DORAL

MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY

Revised January 2025

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I. SCOPE

The City of Doral (“City”) Mayor and Councilmember Initiated Events Policy (the “Policy”) applies to those instances wherein the Mayor or individual Councilmembers seek to utilize rentable City facilities for events, whereby the facility rental fees, staff costs, and table/chair rentals costs (“Rental Costs”) associated with the use of the City facilities will be funded from their “Rentals/Leases” line-item budget of the Mayor’s Office.

This Policy does not prohibit a member of the Council from proposing an event and covering all expenses (rental fees, staff time, and chairs/table rentals) for said event from personal funds, regardless of their election standing.

II. PURPOSE

This Policy is calculated to assist the Mayor and Councilmembers in the correct procedures for requesting the use of a rentable City facility for an event, and further provides for how the Rental Costs for said event will be funded. The Policy also provides for various limitations and prohibitions on the use of the rentable City’s facilities, City staff, and City funds, with the intent of protecting against the potential misuse of public funds and ensuring that said activities by the Councilmembers do not result in a violation of Section 4.02 of the City Charter with respect to the prohibition against directing City staff.



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III. BUDGET

A. *“Rentals/Leases” Line-Item Budget.*

The Council will be allotted an amount of \$25,000.00 that shall be managed and appropriated through the office of the Mayor, to cover those events initiated by the Councilmember and approved by the Mayor’s office. All Councilmember initiated events must comply with this Policy. The line-item budget description shall be titled “Rentals/Leases”. All Councilmember events shall be co-sponsored by the Mayor’s office as the “Head of the City Government”.

B. *Limitations on Use of “Rentals/Leases” Funds.*

- I. Unexpended funds from the “Rentals/Leases” line-item budget shall not roll over to subsequent fiscal years.
- II. Transferring of funds into the “Rentals/Leases” line-item budget from other funding sources shall be prohibited.
- III. Permissible uses of the “Rentals/Leases” line-item budget shall be limited to the following Rental Costs:
 - Facility rental fee
 - Staff time
 - Chairs and tables rental

C. *Rental Fees and Staff Costs*

Pursuant to the procedures set forth in Section IV, below, the Mayor shall advise the Councilmember of the facility rental fee associated with the facility requested, as well as the costs associated with staff’s time. The total Rental Costs shall be funded from the “Rentals/Leases” line-item budget. For purposes of the facility rental fee cost, the “resident rate” shall be utilized.

IV. PROCEDURES

- A. Councilmembers shall complete a facility rental application to include event name and detail, purpose, partner associations or organizations, sponsors, municipal purpose, benefit to the public and comply with all applicable terms and conditions contained therein, including the requirement that outside vendors shall be required to meet the City’s minimum insurance requirements.



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- B. The facility rental application shall be submitted by the Councilmember to the Office of the City Clerk, with a copy to the City Manager. The City Clerk shall transmit the application to the Mayor's Office for review and approval.
- C. Applications must be submitted sixty (60) days prior to the event. The Mayor may waive this requirement, subject to facility availability and the Mayor's discretion.
- D. All additional communication will be conducted through the Mayor's office.

V. EVENT CRITERIA

The Mayor shall be responsible for ensuring that the following criteria are adhered to:

- A. The event must serve a municipal purpose.
- B. The event cannot benefit private organizations.
- C. The event shall be open to the public.
- D. The event shall not be used for any political or campaign purposes, including but not limited to being affiliated with, in support of, or in opposition to, a political party, candidate for any political office, or political group.

VI. LIMITATIONS AND PROHIBITIONS

- A. Staff support for Council Initiated Events shall be coordinated through the Mayor's Office.
- B. Councilmembers shall be strictly prohibited from utilizing staff, or directing staff, to do any tasks other than those specifically set forth in Section (III)(A), above. Therefore, Councilmembers shall not request that staff assist in the creation of flyers, dissemination of flyers, coordination of or assistance with vendors, or for the purchasing of any goods or services for the event, etc.
- C. In no event shall a member of the Council utilize this Policy to organize an event with, or for, an organization in a manner to circumvent the provisions of Section 2-79 of the City's Code of Ordinances (i.e., the Municipal Sponsorship Ordinance).
- D. A member of the Council who is not eligible to run for re-election by virtue of the limitations on lengths of service set forth in Section 2.03 of the City Charter shall be prohibited, during the six months prior to the date he or she is scheduled to leave office, from requesting an event pursuant to this Policy. A member of the Council who has qualified as a candidate for any elective office, or has submitted an irrevocable resignation pursuant to section 99.012, Florida Statutes and Section 14-20 of the City Code, shall also be prohibited from proposing an event pursuant to this Policy during the time that is the later of the date the elected official has qualified as a candidate for elective office, submitted his/her irrevocable resignation, or six months prior to the date he or she is scheduled to leave office.



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E. A member of the Council who is termed-out and is not seeking reelection for elective office, or for the Mayor or Council seat, may request an event pursuant to this Policy.

F. The use of the City's Government Center, and Police Substation is strictly prohibited from Councilmember initiated events use.

VII. CITY SEAL/LOGO

Any event organized pursuant to this Policy shall automatically entitle the organizing Councilmember to utilize the City logo for the advertising, promotion, and in association with, said event.

Any event organized and paid for by a Councilmember, through use of their personal funds, is restricted from use of the City Seal and Logo for the advertising, promotion, in association with said event.

VIII. PROMOTION OF EVENT

If approved by the Mayor's office, the Mayor's office shall prepare and provide the event flyer to the Councilmember's office and coordinate with the Public Affairs Department on the promotion of the event.

If a member of the Council is proposing an event and covering all expenses (rental fees, staff time, and chairs/table rentals) for said event from personal funds, the City is under no obligation to promote the event in the same manner as other City events.