

ORDINANCE No. 2018-22

AN ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AMENDING ARTICLE III, “BOARDS, COMMITTEES, COMMISSIONS,” IN CHAPTER 2, “ADMINISTRATION,” OF THE CITY CODE OF ORDINANCES; CONSOLIDATING CERTAIN ADVISORY BOARDS; UPDATING POLICIES 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 City Council wishes to update certain 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, the City Council finds that amending the City’s Code of Ordinances as provided herein is in the best interest of the City.

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:

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CHAPTER 2. ADMINISTRATION

ARTICLE III – BOARDS, COMMITTEES, & COMMISSIONS

DIVISION 1. GENERALLY

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

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

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- (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 and educational programs for all residents of the city, including the youth community; 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. This board shall include one student from a City of Doral High School;
- ~~(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~~

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~~Council regarding safety conditions throughout the City and make recommendations on how to improve those conditions;~~

- (k) Police and Traffic Relief 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 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 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; 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 safety and 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

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DIVISION 2. RULES & PROCEDURES

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Sec. 2-118. Regular Meetings.

Each of the Advisory Boards shall ~~hold at least one regular meeting each quarter~~ meet quarterly 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~~ quarter. 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.

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)~~ forty-eight (48) 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.

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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) consecutive 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) consecutive absences as provided herein. The City Clerk shall notify the City Council of any Advisory Board members removed pursuant to this section. Service members, active duty military and members of the reserved armed forces are exempt from the attendance requirement in any Advisory Board.

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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 “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

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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 January 1, 2019.

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The foregoing Ordinance was offered by Vice Mayor Mariaca who moved its adoption. The motion was seconded by Councilmember Rodriguez upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Claudia Mariaca	Yes
Councilman Pete Cabrera	Absent/Excused
Councilwoman Christi Fraga	No
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED on FIRST READING this 10 day of October, 2018.

PASSED AND ADOPTED on SECOND READING this 1 day of November, 2018.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



CONNIE DIAZ, CMC
CITY CLERK

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



LUIS FIGUEREDO, ESQ.
CITY ATTORNEY

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