



# CITY OF DANIA BEACH CITY BOARD AND COMMITTEE MANUAL

May 25, 2007  
Revised May 2, 2008  
Revised May 5, 2009  
Revised June 4, 2009  
Revised December 28, 2010  
Revised March 29, 2011  
Revised May 14, 2012  
Revised February 28, 2013  
Revised May 29, 2013

## Table of Contents

Introduction	Revision/Addition Date	Page #
Charter Provision	Ordinance #2010-029 3/8/11	4
Ad Hoc Committees		4
Sunset Review	Ordinance #2010-026 12/14/10	4
Establishment of Terms of Office		4
Boards with Specific Term Requirements	4/22/08 2/11/09 3/9/11 5/14/12	5
Boards with Terms Expiring each Election Year	3/29/11	5
Financial Disclosure Form Requirement		5
Acknowledgement of Board or Committee Membership by City	3/29/11	5

Information Section	Revision/Addition Date	Page #
Airport Advisory Board		7
Charter Review Board		9
Civil Service Board		11
Creative Arts Council Advisory Board	Resolution #2012-056 5/8/12 Resolution #2013-055 5/28/2013	13
Dania Beach Housing Authority		16
Education Advisory Board	Resolution #2013-019 2/26/13	17
General Employees Pension Board		19
Grant Advisory Board	Resolution #2008-064 4/22/08	24
Green Advisory Board	Resolution #2009-026 2/11/09 Resolution #2013-047 5/14/2013	26
Marine Advisory Board		29
Nuisance Abatement Board		32
Parks, Recreation and Community Affairs	Resolution #2009-090	35

Advisory Board	5/26/09	
Planning and Zoning Board	Ordinance #2010-029 3/8/11	37
Police and Fire Pension Board	Ordinance #2009-012 8/11/09	39

<b>Attachments</b>	<b>Revision/Addition Date</b>	<b>Exhibit #</b>
Advisory Board and Committee Interest Form	June 2009 December 2010 March 2011 May 2012 February 2013	A
Board Member Information Form	October 2007 December 2010	B

# **CITY OF DANIA BEACH BOARD AND COMMITTEE MANUAL**

## **CHARTER PROVISION**

The city commission may at any time by resolution create advisory boards and appoint members to them, who shall be residents of the City for a period of six (6) months prior to their appointment. The members of such boards shall serve without compensation at the pleasure of the commission. Each board shall elect a chairperson and a vice-chairperson from its membership. Minutes of each meeting shall be prepared and filed with the city clerk. (Part IX, Section 1 “Creation”) (Ordinance #2010-029, as approved by referendum ballot on March 8, 2011)

Unless otherwise set by Florida Statute, City Ordinance or Resolution, no more than 15 members are allowed on a Board, with no appointee to be a City Commissioner. (Resolution #60-95)

## **AD HOC COMMITTEES**

The City Commission may establish Ad Hoc Committees to consider specific issues and present recommendations to the City Commission for action on such issues. The terms of those appointed to an Ad Hoc Committee shall cease after a final decision on the issue is made by the City Commission.

## **SUNSET REVIEW**

All City advisory boards and committees shall be reviewed every four (4) years by the City Commission to determine if there is a need or desire of the City Commission to retain them (“Sunset Review”). (Ordinance #2010-026)

## **ESTABLISHMENT OF TERMS OF OFFICE**

The term of each member of any Board or Committee appointed by the City Commission shall automatically terminate and expire at 12:00 a.m. midnight on the day following each biennial General Municipal Election; provided, however, that all appointees shall continue to serve for a period not exceeding one hundred twenty (120) days after such election, unless new appointments are made by City Commissioners after such election and within such one hundred twenty day period. The foregoing provision shall not apply to members whose terms are set by Florida Statutes or City Ordinances, or to persons who are members of an Ad Hoc Committee. (Resolution #2006-203)

**Boards with Specific Term Requirements**

Civil Service Board  
Creative Arts Council Advisory Board  
Dania Beach Housing Authority  
Education Advisory Board  
General Employees Pension Board  
Grant Advisory Board  
Green Advisory Board  
Police and Fire Pension Board

**Boards with Terms Expiring each Election Year**

Airport Advisory Board  
Marine Advisory Board  
Nuisance Abatement Board  
Parks, Recreation and Community Affairs Advisory Board  
Planning and Zoning Board

**FINANCIAL DISCLOSURE FORM REQUIREMENT**

Certain Board members are required by State Law to file a Financial Disclosure Form with the Supervisor of Elections Office of the County in which they reside within 30 days of their appointment, annually, and upon termination from the Board. These Boards include:

Dania Beach Housing Authority  
General Employees Pension Board  
Planning and Zoning Board  
Police and Fire Pension Board

**ACKNOWLEDGEMENT OF BOARD OR COMMITTEE MEMBERSHIP BY CITY**

Each member of a Board or Committee shall be appointed by the City Commission. The Board Appointment section of the City Commission Agenda will define the appointments needed for each Board, including a breakdown of appointments for each Commissioner. A motion by the City Commission is required to affirm all Board appointments.

Each member of a Board or Committee shall be required to complete a “City of Dania Beach Advisory Board and Committee Interest Form” which shall be kept on file in the City Clerk’s Office.

Each member of a Board or Committee shall be mailed an information packet from the City Clerk's Office that shall contain the following information:

- Membership Card
- Letter of Appreciation
- Membership Roster
- Information on the Board or Committee
- Financial Disclosure Form (if required)
- Oath of Office (if required)
- Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees
- Florida Government in the Sunshine – A Citizen's Guide

## **AIRPORT ADVISORY BOARD**

(15 Members – 3 per Commissioner – 2 Year Term)

The Airport Advisory Board was established by Resolution #20-87 on March 24, 1987. Ordinance #06-95 amended Part XI, Section 1, Article 3, by eliminating the requirement of real property ownership to be eligible to serve as a member of the “Airport Advisory Committee”.

### **PURPOSE**

The purpose of the Airport Advisory Board is to make recommendations to the City Commission on matters concerning the expansion of the Ft. Lauderdale-Hollywood International Airport in Dania Beach. The Board was created for the general purpose of protecting the health, safety and well-being of the citizens of Dania Beach by authorizing the Board to do independent noise studies and air quality tests, and to make recommendations directly to the City Commission.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of fifteen (15) members appointed by the City Commission. Each Commissioner is responsible for nominating three (3) people to the Board. Members must be residents of the City of Dania Beach for six (6) months prior to their appointment. Members will serve without compensation at the pleasure of the City Commission.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

The term of each member of any Board or Committee appointed by the City Commission shall automatically terminate and expire at 12:00 a.m. midnight on the day following each biennial General Municipal Election; provided, however, that all appointees shall continue to serve for a period not exceeding one hundred twenty (120) days after such election, unless new appointments are made by City Commissioners after such election and within such one hundred twenty day period. The foregoing provision shall not apply to members whose terms are set by Florida Statutes or City Ordinances, or to persons who are members of an Ad Hoc Committee. (Resolution #2006-203)

## **ORGANIZATION**

At the April meeting of the Board, the members shall elect a Chairman, Vice-Chairman, Secretary and Assistant Secretary. The Board will promulgate its own rules and regulations which will govern their meetings. Five (5) members shall constitute a quorum.

## **DUTIES AND RESPONSIBILITIES**

The Board shall make recommendations to the City Commission on matters concerning the expansion of the Ft. Lauderdale-Hollywood International Airport in Dania Beach for the general purpose of protecting the well-being of the citizens of Dania Beach.

The Board shall make a written report to the City Commission and such report, when received, shall become a part of the official records of the City.

The Chairman of the Board shall have the right to request a discussion item be placed on the City Commission Agenda in order to present recommendations made by the Board.

## **CHARTER REVIEW BOARD**

(10 Members – 2 per Commissioner)

The Charter Review Board was established by Ordinance #2005-002 (as approved by referendum ballot on March 8, 2005). Resolution #2009-054 established the Charter Review Board on October 13, 2009, and was amended by Resolution #2010-173 on October 12, 2010 to extend the dissolution date of the Board until January 11, 2011.

### **PURPOSE**

A charter review board shall be appointed by the city commission and shall convene at least every eight (8) years. Such board shall be authorized to place recommendations for changes to the charter before the city commission for consideration by the city commission for placement on an elective ballot, if a referendum is required by law to make the desired change or is requested by the board. (Part 1 “The Municipality of The City of Dania Beach”, Article 2 “City Charter”, Section 3 “Charter Review Board”)

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of ten (10) members. The Mayor and each Commissioner shall appoint two (2) members. Members must be residents of the City of Dania Beach for six (6) months prior to their appointment, and shall be electors of the City. Members will serve without compensation at the pleasure of the City Commission. Any person selected to serve on the Charter Review Board shall at all times adhere to the Florida Code of Ethics applicable to public officials. No person shall be eligible for appointment if he or she has been found to have violated any provision of that Code. No member shall be permitted to use his or her appointment to promote any personal political preferences. Any vacancy shall be filled by the appointing member of the City Commission for the remainder of the Board member's unexpired term.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

The terms of the members shall commence upon their appointments and shall terminate upon the acceptance by the City Commission of the Board's Report, or as otherwise provided.

## **ORGANIZATION**

The members shall elect a Chairman and Vice-Chairman. The City Attorney and City Clerk shall attend all meetings of the Charter Review Board.

The Commission, from time to time, may appoint advisors and ad hoc members to the Board.

## **DUTIES AND RESPONSIBILITIES**

The powers and duties of the Charter Review Board shall consist of advising the City Commission of the areas of the current City Charter in need of change, and advising of specific changes as recommended by a majority vote of the City Charter Review Board. The recommendations of the Board, whether informal or formal and whether upon majority vote or in the course of discussion, shall be of an advisory nature only and shall not be binding upon the City Commission. The Charter Review Board shall be empowered to conduct a comprehensive study of all provisions of the Charter. The Board shall submit its report of recommendations to the City Commission within nine (9) months from the date of appointment of the last member of the Board. The City Commission may decide to seek further recommendations from the Board after submission of its report.

## **CIVIL SERVICE BOARD**

(5 Regular and 3 Alternate Positions – 4 Year Term)

The City Commission adopted the Civil Service Administrative Code with the adoption of Ordinance #2004-019 on May 12, 2004. The Code was amended by Resolution #2004-109 to allow the City Manager to appoint an Alternate Member to the Civil Service Board.

### **PURPOSE**

The purpose of this Board is to hear appeals in the method provided in the Civil Service Code for any employee in the Civil Service who has been suspended without pay for more than twenty-four (24) hours of scheduled work, demoted or dismissed, or wishes to appeal any adverse action relating to employment.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of five (5) regular members of which two (2) shall be appointed by the City Commission, who shall be residents of the City, and who shall not be employees of the City. Two (2) members shall be elected by majority vote of the regular employees holding regular full-time positions in the Civil Service, provided, however, that such members shall not be employed in the same City Department. One (1) member shall be appointed by the City Manager and shall be a resident of the City and shall not be an employee of the City.

There shall be three (3) alternate members, one (1) of whom shall be elected by the employees and shall hold a regular full-time position in the Civil Service; one (1) whom shall be appointed by the City Commission who shall not be a City employee, but shall be a resident of the City; and one (1) who shall be appointed by the City Manager who shall not be a City employee, but shall be a resident of the City. Alternates shall serve only in the absence of his or her elected or appointed category.

If needed, there may be elected temporary alternates for an employee member's position, to hear grievances or appeals in any case in which the regular member, the alternate or both are members of the same Department as the grievant.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

## **TERMS OF OFFICE**

All terms shall be for four (4) years. At the expiration of the four (4) year term, the members or alternates will serve until replacements are elected or appointed. Any unexpired term shall be filled by the electing or appointing authority. No member of the Board may be removed from his or her post prior to the expiration of the term for which appointed or elected, except for cause. In such case, written notice of the reasons for removal shall be provided to the member. The member may request a hearing by the City Commission to contest the removal.

## **ORGANIZATION**

The Board shall elect from its members a Chairperson and Vice-Chairperson who shall serve at the will of the Board. The Board shall establish its own rules for the conduct of Civil Service Board meetings, as well as to establish requirements for attendance by members of the Board.

## **DUTIES AND RESPONSIBILITIES**

The Civil Service Board shall have the following powers:

1. Hear appeals in the method provided in the Civil Service Code of any employee in the Civil Service who has been suspended without pay for more than twenty-four (24) hours of scheduled work, demoted or dismissed, or wishes to appeal any adverse action relating to employment. The Board will report its decision, which shall be final, in writing to the City Manager.
2. Establish rules and procedures for the employee election of two (2) members of the Board and the administration of the election.
3. An employee member of the Board shall be prohibited from voting on any matter involving an appeal by an employee in the same Department as the employee member. In this instance, there will be an elected alternate employee representative who will sit for the hearing.

## **CREATIVE ARTS COUNCIL ADVISORY BOARD**

(11 Members – 5 Commission Appointments, term concurrent with term of appointing Commissioner; and 6 Ad Hoc Members appointed by Committee comprised of CRA Director, Community Development Director and City Manager for 2 year terms)

The Creative Arts Council Advisory Board was established by Resolution #2012-056 on May 8, 2012. Resolution #2013-055, amending the membership to include one (1) representative of the Dania Beach Improvement Committee was adopted by the Commission on May 28, 2013.

### **PURPOSE**

The City Commission has determined that it is advisable to create a Creative Arts Council Advisory Board to assist the City in identifying and creating policies and action plans that pertain to the enhancement of a vibrant, engaged arts community as an economic development strategy with the understanding that the arts provide jobs, attract visitors, create products, influence consumer spending and build community vitality.

All members of such Council shall have a genuine concern for both the arts and the total community and provide a diversity of viewpoints and pool of expertise in the arts, as well as business.

### **MEMBERSHIP AND QUALIFICATIONS**

Advisory Board members shall not exceed eleven (11) voting members comprised of five (5) regular members and six (6) ad hoc members.

Each City Commissioner is entitled to appoint one (1) regular member who shall serve a term consistent with the duration of the term of the appointing Commissioner and without compensation and at the pleasure of the City Commission of the City of Dania Beach. The five (5) Commission regular member appointees shall have each been a resident of the City for a minimum of six (6) months prior to any such appointment.

Six (6) ad hoc members shall be appointed by a majority vote of a committee comprised of the Community Redevelopment Agency (“CRA”) Director, Community Development Director and City Manager based upon a review of each prospective member’s application if it meets criteria established by the City. Such members must be residents of the tri-County area consisting of Broward, Miami-Dade and Palm Beach counties. They will be appointed for a term of two years, but may reapply and continue serving.

Additional non-voting associate members may also be appointed by a majority vote of the Council based upon a review of an application demonstrating that it meets criteria established by

the City and submitted to the Council. Such persons must express an interest in raising the profile of the arts in the City and will agree to serve as effective advocates for its social, cultural and economic significance. Associate members will not have voting privileges or need to meet attendance requirements but will be partners who are encouraged to attend Council meetings as often as possible to provide expertise to assist the Council. Terms for such members will be for one (1) year.

Other non-voting associate members who may serve on the Council shall include the following Community partners: City of Dania Beach CRA Economic Development Manager, Executive Director of the Dania Beach Chamber of Commerce, President of the Dania Beach Paul DeMaio Friends of the Library, President of the Dania Beach Tourism Council, the Director of the City Parks and Recreation Department, and one representative of the Dania Beach Improvement Committee.

Honorary members may be brought forward from time to time and will be considered for appointment by a majority vote of voting Council members. They will be artists and other notable arts advocates from around the world whose names and works will promote and support the mission of the Council. The appointments will be reserved for acclaimed artists and other notable art advocates.

Any regular member missing three (3) consecutive meetings shall automatically be removed from the Council and replaced in the same manner as that member was originally appointed.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

The five (5) Commission regular member appointees shall serve a term consistent with the duration of the term of the appointing Commissioner.

The six (6) ad hoc members shall be appointed for a term of two years, but may reapply and continue serving.

Non-voting associate members may be appointed for a one (1) year term.

Any regular member missing three (3) consecutive meetings shall automatically be removed from the Council and replaced in the same manner as that member was originally appointed.

### **ORGANIZATION**

The Council shall meet from time to time under rules and regulations which it may promulgate. At the first meeting of the Council, the members shall elect a chairperson and a vice-chairperson.

The chairperson of the Council shall be afforded the opportunity to request that the City Commission place on its agenda for discussion any recommendations or suggestions made by the Council.

### **DUTIES AND RESPONSIBILITIES**

That the duties and responsibilities of the Council shall be to:

- (a) assist City administration in fostering a strong and vibrant cultural environment that supports a diverse program of the performing and creative arts for both residents and visitors;
- (b) strengthen the role of arts and cultural resources in City revitalization efforts;
- (c) increase opportunities for incorporating arts and culture in the City's community development agenda;
- (d) enhance awareness of the cultural assets in the City;
- (e) assist the City to survey and assess the community's needs, resources and support for artists and arts initiatives;
- (f) develop recommendations that will help the City respond to the needs and creative possibilities within the City;
- (g) identify and recommend policies and formulate long-range plans to cultivate the arts and build on existing programs to create a common vision;
- (h) serve as cultural liaison with the City between the interests of the creative community, business community, tourist industry and the community-at-large;
- (i) identify and advise the City on ways to attract county, state and federal programs and grants in direct support of arts programs with the City in conjunction with the Grant Advisory Board;
- (j) encourage excellence in design and historic preservation;
- (k) develop initiatives that encourage the growth of cultural tourism and creative industries;
- (l) stimulate greater public awareness and appreciation of the importance of the arts in creating and sustaining a vibrant community;
- (m) encourage and facilitate opportunities for residents and tourists to participate in artistic activities;
- (n) coordinate information and programs with the other established advisory boards within the City; and
- (o) coordinate with appropriate City staff regarding parks, open space and facilities within the City for utilization of such facilities to promote arts awareness in the City.

## **DANIA BEACH HOUSING AUTHORITY**

(7 Members appointed by the Mayor and confirmed by the City Commission – 4 Year Term)

The City Commission adopted Resolution #172 creating the Housing Authority of the City of Dania on October 26, 1976. This action was taken in conformance with Florida State Statutes Chapter 421.04 (Creation of Housing Authorities).

### **PURPOSE**

The purpose of the Housing Authority is to manage and operate its housing projects in an efficient manner.

### **MEMBERSHIP AND QUALIFICATIONS**

The Authority shall consist of seven (7) members appointed by the Mayor, with the approval of the City Commission.

At least one member of the Authority shall be a resident who is current in rent in a housing project, or a person of low income who is receiving rent subsidy through a project administered by the Authority.

No member or officer of the Authority may be an officer or employee of the City of Dania Beach.

### **FINANCIAL DISCLOSURE**

Members of the Authority are required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

Members of the Authority shall serve staggered four (4) year terms.

If a vacancy occurs, the Mayor shall appoint a new representative, with the approval of the City Commission, within 60 days of the vacancy.

### **ADMINISTRATION OF THE AUTHORITY**

Once created, the Housing Authority is governed by Florida State Statute Chapter 421, Part I.

## **EDUCATION ADVISORY BOARD**

(7 Members - 6 Commission Appointments, term concurrent with term of appointing Commissioner; and 1 City Manager Appointment; 3 Ex-Officio Members; and Ad-Hoc Members)

The Education Advisory Board was established by Resolution #2013-019 on February 26, 2013.

### **PURPOSE**

The City Commission has determined that it is advisable to create an Education Advisory Board to assist the City Commission in matters related to the public educational system as it is administered by the public schools located in the City

### **MEMBERSHIP AND QUALIFICATION**

The Board shall consist of seven (7) members, each of whom shall have been a resident of the City for a minimum of six (6) months prior to any such appointment.

Each City Commissioner is entitled to appoint one (1) member to the Board from time to time; provided, however, that the Mayor shall have one (1) additional appointment and the City Manager shall have one (1) appointment.

There will be three (3) ex-officio (non-voting) members of the Board who will be designees of the principals of Dania Beach Elementary, Collins Elementary, and Olsen Middle Public Schools, respectively. Ad hoc (non-voting) members may also be appointed by any City Commissioner. Ex-officio and ad hoc members are not required to be City residents

It is the intention of the City Commission that persons of diverse perspectives be represented on the Board, including, without limitation, parents of school-age or pre-school-age children, educators, business people, and persons with a background and knowledge in child development and education-related fields

The members shall serve without compensation at the pleasure of the City Commission of the City of Dania Beach. A quorum for any meeting shall consist of three (3) regular members

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

## **TERMS OF OFFICE**

The six (6) Commission appointees shall serve a term consistent with the duration of the term of the appointing Commissioner.

The one (1) City Manager appointee shall serve a term consistent with the duration of the employment of the City Manager.

Any regular member missing three (3) consecutive meetings shall automatically be removed from the Council and replaced in the same manner as that member was originally appointed.

## **ORGANIZATION**

The Board shall meet from time to time under rules and regulations which it may promulgate. At the first meeting of the Board, the members shall elect a chairperson and a vice-chairperson.

The chairperson of the Board shall be afforded the opportunity to request that the City Commission place on its agenda for discussion any recommendations or suggestions made by the Board.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Education Advisory Board shall include, but not be limited to:

- (a) meet with local school administrators to recommend courses of action to develop new guiding ideas related to the goals and objectives of education within the City;
- (b) work to improve interaction among County school officials, City officials, businesses and residents of the City;
- (c) recognize and promote accomplishments of students and educators;
- (d) offer and review suggestions from City officials, businesses, residents and school administrators of ways in which the City can enhance the ability of the schools to develop a well-educated workforce, increase civic engagement, reduce juvenile crime and other risk behaviors, and offer recommendations that will enable students to feel comfortable and become enthusiastic about participating in the learning process, and encouraging their participation in classroom environments

# **GENERAL EMPLOYEES PENSION BOARD**

(5 Members)

The General Employees Pension Board was established by Ordinance #268 on June 23, 1981. The Board of Trustees shall serve as Trustee of the Trust created as part of the Plan. The Board shall be vested with full legal title to the Trust and assets thereof. If Ordinance #268 shall be repealed, or if contributions to the Plan and Trust are discontinued, the Board shall continue to administer the Amended Plan and Trust in accordance with the provision of Ordinance #268, for the sole benefit of the existing members, any beneficiaries receiving retirement allowances, and any future persons entitled to receive benefits.

## **PURPOSE**

The Board of Trustees shall be the Plan Administrator and charged with the general administration and responsibility for the proper operation of the Retirement Plan and Trust, and for making effective the provision of the Ordinance.

## **MEMBERSHIP AND QUALIFICATIONS**

The Board of Trustees shall consist of five (5) persons as follows:

1. One member of the City Commission as selected by the City Commission.
2. Two (2) employees of the City, regularly employed members of this Retirement System or former members of this Retirement System who are receiving a monthly retirement benefit hereunder, upon the election by a majority of the regularly employed employees of the City.
3. Two (2) residents of the City, to be selected by the City Commission.

## **FINANCIAL DISCLOSURE**

Members of this Board are required to file a Financial Disclosure Form.

## **TERMS OF OFFICE**

The City Commissioner shall serve on the Board at the will of the City Commission. Upon termination of their term as Commissioner, or upon resignation or removal of the Commissioner from the Board, the City Commission shall select another City Commissioner to serve on the Board.

Each elected employee member of the Board shall serve for a period of three (3) years. Upon the resignation or removal of such member from the Board, an election shall be held by the employees who are members at that time in order to elect another employee to complete the remainder of the unexpired term. Upon the termination of an employee member who is entitled to or is receiving a monthly retirement benefit, such employee shall be allowed to complete the unexpired portion of their current term.

Each appointed resident member of the Board shall serve for a period of two (2) years. Upon the relocation of a resident member out of the City, or upon the resignation or removal of such member from the Board, the City Commission shall appoint another resident to complete the remainder of the unexpired term.

The employee and resident members may succeed themselves in office.

## **ORGANIZATION**

The Board shall elect one of its members to be the Chairman and another to be the Secretary of the Board, the term of office being two (2) years for each position. The Secretary shall keep a complete Minute Book of the proceedings of the Board. The Trustees shall not receive any compensation, but may be reimbursed for reasonable expenses which they may incur in their positions as Trustees.

Each Trustee shall be entitled to one vote on matters and items of business presented to the Board. Three (3) affirmative votes shall be necessary for a decision by the Trustees at any meeting of the Board. The Chairman shall have the right to one vote only. Three (3) members shall constitute a quorum.

The Board of Trustees shall engage actuarial and other services as shall be required for purposes of the Plan and Trust. The compensation of all persons engaged by the Board of Trustees and all other expenses of the Board necessary for the operation of the Retirement Plan and Trust shall be paid from the Fund at such rates and in such amounts as the Board of Trustees shall agree. Funds may be disbursed by the City Finance Department or other disbursing agent as determined by the Board, but only upon written authorization by the Board of Trustees.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Board of Trustees shall include, but not necessarily be limited to, the following:

1. To construe the provisions of the Plan and Trust and determine all questions that may arise.

2. To determine or have determined and certified the amount of all retirement allowances or other benefits.
3. To receive and process all applications for participation and benefits, and where necessary, conduct hearings.
4. To authorize all payments whatsoever from the Fund and to notify the disbursing agent, in writing, or approve benefit payments and other expenditures arising through operation of the Plan.
5. To make recommendations to the City Commission regarding changes in the provision of the Plan and Trust.
6. To review reports of and have meetings with the Custodian and Investment Agent(s) or Advisor; to require written reports from the Custodian on Fund Assets and transactions on a semiannual or more frequent basis if deemed advisable by the Board; to require written and oral reports from the Investment Agent(s) or Advisor on at least a semiannual basis, such reports to reflect Trust Fund Investment Performance, Investment Recommendations and overall review of Fund Investment Policies.
7. To determine or have determined that the Retirement Plan complies at all times with the provisions of Florida Law both substantially and in operation, and including the following:
  - a. Have prepared annually and distributed to all members a Plan Description and a summary of pertinent updated financial and actuarial information.
  - b. Assure that City contributions are deposited into the Trust Fund at least quarterly, and that member contributions are deposited at least monthly.
  - c. Assure that all regular and special actuarial reports are filed with the Florida Division of Retirement within sixty (60) days of receipt.
  - d. Have actuarial valuations performed on a regular basis. Have special actuarial work performed in advance to determine costs of any Plan changes or amendments prior to their adoption.
  - e. Establish a uniform procedure for prompt review and rehearing of all claims by members or beneficiaries.
8. To maintain a Minute Book containing the Minutes and Records of the proceedings and meetings of the Board.

## **POWERS OF THE BOARD**

The Board of Trustees shall have the following investment powers and authority:

1. The Board of Trustees shall be vested with full legal title to the Fund, subject to the authority and power of the City Commission to amend or terminate this Trust, provided that no amendment or Trust Fund termination shall ever result in a diversion of Fund Assets except for the benefits of members and beneficiaries, nor the use of any Fund Assets except for the payment of regular expenses and benefits under the Plan.
2. All contributions from time to time paid into the Trust Fund, and the income thereof, without distinction between principal and income, shall be held and administered by the Board or its agent in the Fund and the Board shall not be required to segregate or invest separately any portion of the Fund.
3. The Fund may be invested and reinvested in such securities or property, real or personal, however situated and of whatever kind, as shall be approved by the Board of Trustees, including but not limited to stocks, common or preferred, bonds, and other evidences of indebtedness or ownership although the same may not be of a character not permitted for Trustee's investment by the Laws of the State of Florida.
4. The Board of Trustees may retain in cash and keep unproductive of income such amount of the Fund as it may deem advisable, having regard for the case requirements of the Plan.
5. No person or entity shall be liable for the making, retention, or sale of any investment or reinvestment made as herein provided, nor for any loss or diminishment of the Fund, except that due to their own negligence, willful misconduct or lack of good faith.
6. The Board may cause any investment in securities held by it to be registered in or transferred into its name as Trustee, or into the name of such nominee as it may direct, or it may retain them unregistered and in form permitting transferability, but the books and records shall at all times show that all investments are part of the Trust Fund.
7. The Board is empowered, but is not required, to vote upon stocks, bonds, or securities of any corporation, association, or trust and to give general or specific proxies or powers of attorney with or without power of substitution; to participate in mergers, reorganizations, recapitalizations, consolidations and similar transactions with respect to such securities; to deposit such stock or other securities in any voting trust of any protective or like committee or with the trustees or with depositories designated thereby; to amortize or fail to amortize any part or all of the premium or discount resulting from the acquisition or disposition of assets; and generally, to exercise any of the powers of an owner with respect to stocks, bonds, or other investments, comprising the Fund which it may deem to be the best interest of the Fund to exercise.

8. The Board shall not be required to make any inventory or appraisal or report to any court, nor to secure any order of court for the exercise of any power herein contained.
9. Where any action which the Board is required to take or any duty or function which it is required to perform either under the terms herein or under the general law applicable to it as Trustee under the article, can reasonably be taken or performed only after receipt by it from a member, the City or any other entity of specific information, certification, direction or instructions, the Board shall be free of liability in failing to take such action or perform such duty or function until such information, certification, direction or instruction has been received by it.
10. Any overpayments or underpayments from the Fund to a member or beneficiary caused by errors of computation shall be adjusted with interest at a rate per annum approved by the Board. Overpayments shall be charged against payments next succeeding the correction. Underpayments shall be made up from the Trust Fund.
11. The Board shall sustain no liability whatsoever for the sufficiency of the Fund to meet the payments and benefits herein provided for.
12. In any application to or proceeding or action in the courts, only the City and the Board shall be necessary parties, and no member or other persons having an interest in the Fund shall be entitled to any notice or service of process. Any judgment entered in such a proceeding or action shall be conclusive upon all persons.
13. Any of the foregoing powers and functions reposed in the Board may be performed or carried out by the Board through duly authorized agents, provided that the Board at all times requires of and reviews reports of any such agent; provided further, that legal title to said Fund shall always remain in the Board of Trustees.
14. As set forth in Ordinance #268, the Board may establish arrangements with an insurance carrier, by separate investment contract or other similar arrangement, for the purpose of authorizing and delegating to the insurance company the investment of all or a portion of Fund Assets.

## **GRANT ADVISORY BOARD**

(5 Members – 1 per Commissioner – Term consistent with the duration of the term of the appointing Commissioner)

The Grant Advisory Board was established by Resolution #2008-064 on April 22, 2008.

### **PURPOSE**

The purpose of this Board is to assist City administration in finding grant opportunities and make recommendations to the City Commission for grant opportunities that the Board finds to be advantageous to the City.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of five (5) members appointed by the City Commission.

Members must be registered voters within the City of Dania Beach, and each member shall have been a resident of the City of Dania Beach for a minimum of six (6) months prior to appointment.

The Board members shall have experience in grant writing or administering grant funded programs, or related to grants involving a community based organization (“CBO”). Members shall be chosen from the following experience categories: governmental agency, health-related agency, an area school, a public safety entity, a college or university, and a legislative aide or staff person.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

Each appointee shall serve a term consistent with the duration of the term of the appointing Commissioner and without compensation at the pleasure of the City Commission of the City of Dania Beach.

Any member missing three (3) consecutive meetings shall automatically be removed from the Board and replaced in the same manner in which that member was originally appointed.

## **ORGANIZATION**

The Board shall meet from time to time under rules and regulations which it shall promulgate.

The Board shall elect a Chairperson and Vice-Chairperson at their first meeting.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities the Board shall be to:

- (a) assist City administration in finding grant opportunities that would benefit the City;
- (b) recommend to the City Commission applications for grant opportunities that the Board finds to be advantageous to the City;
- (c) assist CBO's in identifying grant opportunities;
- (d) assist CBO's in applying for grants;
- (e) assist and guide residents in establishing a CBO, the purpose of which would be to meet the goals and needs of the Dania Beach community;
- (f) assist in helping CBO's to become self-supportive through partnerships with other CBO's, the business community, governmental entities, and volunteers.

The Chairperson of the Board shall be afforded the opportunity to request that the City Commission place on its agenda for discussion any recommendations or suggestions made by the Board.

## **GREEN ADVISORY BOARD**

(5 Members – 1 per Commissioner – Term consistent with the duration of the term of the appointing Commissioner)

The Green Advisory Board was established by Resolution #2009-026 on February 11, 2009. Resolution #2013-047, amending the membership to include two (2) Alternate Members was adopted by the Commission on May 14, 2013.

### **PURPOSE**

The purpose of this Board is to assist City administration in identifying and creating policies and action plans that pertain to energy efficiency and help to mitigate the effects of climate changes.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of five (5) Regular members and two (2) Alternate members appointed by the City Commission.

Members must be registered voters within the City of Dania Beach, and each member shall have been a resident of the City of Dania Beach for a minimum of six (6) months prior to appointment.

The Board members shall have experience, expertise or training in the areas of energy demandside management, LEED or green building standards, renewable energy technologies or related fields.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

Each appointee shall serve a term consistent with the duration of the term of the appointing Commissioner and without compensation at the pleasure of the City Commission of the City of Dania Beach.

Any member missing three (3) consecutive meetings shall automatically be removed from the Board and replaced in the same manner in which that member was originally appointed.

## **ORGANIZATION**

The Board shall meet from time to time under rules and regulations which it shall promulgate.

The Board shall elect a Chairperson and Vice-Chairperson at their first meeting.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Board shall be to:

- (a) assist City administration in finding green opportunities that would benefit the City;
- (b) develop a “menu of options” implementable by the City, with the goal of reducing per capita energy consumption in the City. Topics for consideration should include, but not be limited to: energy efficiency standards for new construction; incentives for energy efficiency in private sector construction; land use planning; transportation; renewable energy options and public education;
- (c) examine ways that the City can implement measures to conserve and protect natural resources;
- (d) coordinate the activities of the City with those activities of the citizens, residents and local businesses in order to promote environmental awareness throughout the City;
- (e) serve as a liaison between the citizens, residents, neighborhood associations, local businesses and the City on environmental issues;
- (f) develop recommendations regarding programs which may be created to enhance environmental awareness within the City;
- (g) develop proposed actions, including proposed legislation at the state and federal level, which may be taken in support of environmental programs within the City;
- (h) identify and advise the City on ways to attract state and federal programs and grants in direct support of environmental programs with the City in conjunction with the Grant Advisory Board;
- (i) contact businesses and vendors to provide professional skills, materials, or educational support for the various environmental programs and initiatives;

(j) coordinate information and programs with the other established advisory boards within the City; and

(k) coordinate with appropriate City staff regarding parks, open space and facilities within the City for utilization of such facilities to promote environmental awareness in the City.

The Chairperson of the Board shall be afforded the opportunity to request that the City Commission place on its agenda for discussion any recommendations or suggestions made by the Board.

## **MARINE ADVISORY BOARD**

(15 Members – 3 per Commissioner – 2 Year Term)

The City Commission adopted Ordinance #16-91, establishing the Marine Advisory Board to serve in an advisory capacity to the City Commission, on May 14, 1991. This Ordinance created Chapter 2, Article VI, of the City of Dania Beach Code of Ordinances.

### **PURPOSE**

The purpose of this Board is to consider any subject matter pertaining to the waterways within the City this it considers appropriate, and make recommendations to the City Commission.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of fifteen (15) regular members appointed by the City Commission. Each Commissioner shall appoint three (3) members who have been residents of the City for at least six (6) months; one of whom is engaged in a marine related business.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

Members shall serve without compensation for a term of two (2) years. The terms of this Board shall expire in March of each biennial General Municipal Election year.

Any member missing three (3) meetings without obtaining excused absences from the Board shall automatically be removed from the Board and replaced in the same manner in which that member was originally appointed. (Resolution #2005-187)

### **RULES AND PROCEDURES**

1. The Board shall select its own Chairperson and Secretary, unless the Chairperson is designated by the City Commission.
2. It is suggested that the Board meet not less than once a month, and more frequently if business requires. Notice of the meetings shall be given by the Chairperson or his/her representative.

3. Unexcused absence by any Board member from two (2) consecutive meetings, or any three (3) consecutive absences shall constitute an automatic resignation of such member.
4. Seven (7) members of the Board shall constitute a quorum at any meeting of the Board, but no action shall be binding when taken by the Board except at a meeting as provided in the Code of Ordinances, Chapter 2, Article VI, Section 2-121, and recorded in the minutes of the meeting.
5. A record of the Board's proceedings shall be made and kept by the Secretary and shall be open to inspection at all times.
6. All meetings shall be open to the press and general public and all persons desiring to appear before the Board shall be given reasonable time to present their views on any matter being considered by the Board.
7. The Chairperson shall act as presiding officer at all meeting of the Board, but may designate another member to preside as Chairman Pro Tem during the Chairman's absence.
8. A written report shall be submitted to the City Commission not less than once each three (3) month period setting for the matters considered by the Board along with the Board's recommendations to the City Commission. A copy of the minutes of each meeting shall be submitted to the City Manager.

### **DUTIES AND RESPONSIBILITIES**

The Board may consider any relevant marine related subject matter it considers appropriate, and is specifically directed to consider and make recommendations on the following subjects:

1. Conditions of waterways and needed corrections, including a study of the most feasible and economical method of maintaining the depths of waterways within the City.
2. Waterway safety and traffic control on waterways.
3. Activities of waterways patrol.
4. Operation of privately owned marinas.
5. Operation of small boat docking areas.
6. Hurricane procedures.
7. Instructional Schools.

8. Relations with the Coast Guard.
9. Regulation of waterskiing and surfboarding.
10. Operation of excursion boats.
11. Operation of the Charter Fishing fleet.
12. Regulation of boat docking in public navigable waters.
13. Regulation of water and boat shows and boat races.
14. Service operation of City Marinas, boat launching, docks, etc.
15. Traffic conditions under bridges.
16. Sanitation problems and proposed laws governing effluents from boats.
17. Advertising and publicity.
18. Dania marine business enhancement.

## **NUISANCE ABATEMENT BOARD**

(5 Regular Members – 1 per Commissioner, and 2 Alternate Members - 2 Year Term)

The City Commission adopted Ordinance #21-99 creating the Nuisance Abatement Board on September 28, 1999. This Ordinance created Chapter 17, Article VII, of the City of Dania Beach Code of Ordinances.

### **PURPOSE**

The Nuisance Abatement Board is an Administrative Board with authority to impose administrative fines and other non-criminal penalties or requirements in order to provide an equitable, expeditious and effective method to assist in the enforcement of laws pertaining to prostitution, the sale of controlled substances, and criminal street gang activity. The Board provides opportunities to reduce crime and simultaneously promote, protect and improve the health, safety and welfare of the citizens of Dania Beach.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of five (5) regular members and two (2) alternate members who shall be residents of the City of Dania Beach. Members will serve without compensation at the pleasure of the City Commission.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

The term of each member shall automatically terminate and expire at 12:00 noon on the first Tuesday following each Biennial General Municipal Election.

The presence of three (3) or more members shall constitute a quorum.

### **DUTIES**

1. Pursuant to Section 893.138 of the Florida Statutes, as amended from time to time and incorporated by this reference, the Nuisance Abatement Board shall hear complaints regarding nuisances described in Section 893.138 of the Florida Statutes. Any employee, officer or resident of the City may bring a complaint before the Board after giving not

less than three (3) days written notice of the complaint to the owner of the place or premises where the nuisance is allegedly occurring, such notice to be delivered or sent to the owner's last known address. The complaint shall be filed with the Broward Sheriff's Office District II and the Broward Sheriff's Office shall agenda the case for a hearing before the Board. The City shall provide ten (10) days' advance written notice of the Board Hearing to the property owner. If notice is provided by mail, an additional five (5) days shall be afforded for notice to be received.

2. After a hearing before the Board in which the Board may consider any evidence, including pertinent evidence of the general reputation of the subject place or premises, at which hearing the owner shall have an opportunity to present evidence in defense, the Board may declare the place or premises to be a public nuisance in accordance with the provision of Section 893.138 of the Florida Statutes.
3. If the Board declares a place or premises to be a public nuisance pursuant to subsection (2) above, it may enter an order requiring the owner to adopt such procedures as may be appropriate under the circumstances to abate any such nuisance or it may enter an order:
  - (a) Prohibiting the maintaining of the nuisance;
  - (b) Prohibiting the operation or maintenance of the place or premises, including the closure of the place or premises or part of it. However, any such order of the Board issued under this subparagraph (3)(b) shall not become final until approved by motion of the City Commission;
  - (c) Prohibiting the conduct, operation or maintenance of any business or activity on the premises or part of the premises which is conducive to such nuisance;
  - (d) Requiring the owner to pay a fine in an amount up to Two Hundred Fifty Dollars (\$250.00) per day for a public nuisance, or up to Five Hundred Dollars (\$500.00) per day for a recurring public nuisance. The total amount of fines imposed pursuant to this subparagraph shall not exceed Fifteen Thousand Dollars (\$15,000.00).
4. Any order entered under subsection (3) above may establish continuing jurisdiction for a period of one (1) year over any place or premise that has been or is declared to be a nuisance or provide for the payment of reasonable costs by the owner of the City's attorney fees associated with investigations of and hearings on public nuisances or both; provided, however, that each order shall expire after one (1) year or at such earlier time as stated in the order.
5. An order entered under subsection (3) above may be enforced pursuant to procedures contained in Section 120.69 of the Florida Statutes as amended from time to time, which is incorporated by this reference. This subsection does not subject the City or the Board to any other provision of Chapter 120 of the Florida Statutes.

6. The Board may, upon approval of the City Commission, bring a complaint under Section 60.05 of the Florida Statutes seeking temporary or permanent injunctive relief against a nuisance described in Section 893.138 of the Florida Statutes.
7. All orders of the Board may be recorded in the Public Records of Broward County, Florida, and each shall constitute a lien on the real property which is the subject of the order. Such liens may be foreclosed in the manner prescribed by law for foreclosure of liens and shall include costs and reasonable attorney fees associated with the recording of the orders and foreclosure. However, no lien created pursuant to this section may be foreclosed on real property which is a homestead under Section 4, Article X, of the Florida State Constitution.

Where an action is based on a stolen property nuisance against a property owner operating an establishment where multiple tenants on one (1) site conduct their own retail business, the property owner shall not be subject to a lien against his or her property or the prohibition of its operation, if the property owner evicts the business declared to be a nuisance within ninety (90) days after notification by registered mail to the property owner of a second stolen property conviction of the tenant.

8. The Board shall meet not less than once per month if there is one (1) or more cases pending, on dates agreed upon by the Board, except the Board may decide not to meet during one month a year.

## **APPEALS**

An aggrieved party, including the City, may appeal a final administrative order of the Nuisance Abatement Board to the Circuit Court of the 17<sup>th</sup> Judicial Circuit. Such appeal shall not be a hearing de novo, but shall be limited to appellate review of the record created before the Board. An appeal shall be filed within thirty (30) days of the issuance of the written Board order.

## **PARKS, RECREATION AND COMMUNITY AFFAIRS ADVISORY BOARD**

(10 Regular Members – 2 per Commissioner - 2 Year Term)

The City Commission adopted Resolution #58-99, which abolished the Community Affairs Advisory Board and the Parks and Recreation Board, and created the Parks, Recreation and Community Affairs Advisory Board on March 23, 1999. Resolution #2007-098, adopted May 22, 2007, added review and recommendations to be made to the City Commission of requests for use and fee waivers for city parks and park facilities. Resolution #2009-090 amended Resolution #58-99 to add duties formerly performed by the I.T. Parker Community Center Advisory Board.

### **PURPOSE**

The purpose of this Board is to make recommendations and suggestions to the City Commission of the City of Dania Beach on matters concerning the use of parks and park facilities (including P.J. Meli, C.W. Thomas and Frost Parks), and including recommendations pertaining to requests for use of facilities and fee waivers, for the general purpose of promoting harmony and goodwill throughout the City of Dania Beach in connection with the use and enjoyment of such facilities and to encourage and arrange for a variety of cultural events to be held within the City. In addition, the Board shall make recommendations and suggestions to the City Commission on matters concerning the operations and management of the I.T. Parker Community Center, including, but not limited to, recommendations on requests made by persons or organizations for waivers or reductions in rent, fees or both for use of the Center.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of ten (10) members appointed by the City Commission. The members must be registered voters and residents of the City of Dania Beach for a minimum of six (6) months prior to appointment.

### **FINANCIAL DISCLOSURE**

Members of this Board are not required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

The term of each member of any Board or Committee appointed by the City Commission shall automatically terminate and expire at 12:00 a.m. midnight on the day following each biennial General Municipal Election; provided, however, that all appointees shall continue to serve for a period not exceeding one hundred twenty (120) days after such election, unless new appointments are made by City Commissioners after such election and within such one hundred

twenty day period. The foregoing provision shall not apply to members whose terms are set by Florida Statutes or City Ordinances, or to persons who are members of an Ad Hoc Committee. (Resolution #2006-203)

Any member missing three (3) meetings without obtaining excused absences from the Board shall automatically be removed from the Board and replaced in the same manner in which that member was originally appointed. (Resolution #2005-187)

### **ORGANIZATION**

The Board shall meet from time to time under rules and regulations which it may promulgate.

A Chairperson shall be elected at the first meeting of the Board.

Five (5) members shall constitute a quorum for meetings of the Board.

### **DUTIES AND RESPONSIBILITIES**

The Board shall make recommendations and suggestions to the City Commission on issues concerning the operation and management of the Nyberg/Swanson House; and to encourage and arrange a variety of cultural events to be held within the City of Dania Beach. The Board shall make recommendations to the City Commission on issues concerning parks, park facilities and recreation programs, including recommendations pertaining to requests for use of facilities and fee waivers. The Board may also advise the Parks and Recreation Director on matters concerning community recreation facilities and programs.

## **PLANNING AND ZONING BOARD**

(5 Members – 1 per Commissioner - 2 Year Term – 2 Alternates)

The City Commission adopted Ordinance #06-95, establishing the Planning and Zoning Board, on June 27, 1995. Ordinance #2010-029 amended Article 1, City Planning and Zoning Board, Section 1, by adding 2 alternate members (as approved by referendum ballot on March 8, 2011).

### **PURPOSE**

The purpose of the Board is to act in an advisory capacity to the City Commission on matters relating to zoning.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of five (5) members, and two (2) alternate members, to be appointed by the City Commission, and shall serve without compensations and at the pleasure of the City Commission.

Members shall be residents and qualified voters of the City of Dania Beach.

In addition, the School Board of Broward County, Florida, is authorized to appoint a designee to serve as an ex-officio (non-voting) member of the Board. Such appointee is not required to be either a resident or qualified voter of the City.

### **FINANCIAL DISCLOSURE**

Members of this Board are required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

The term of each member of any Board or Committee appointed by the City Commission shall automatically terminate and expire at 12:00 a.m. midnight on the day following each biennial General Municipal Election; provided, however, that all appointees shall continue to serve for a period not exceeding one hundred twenty (120) days after such election, unless new appointments are made by City Commissioners after such election and within such one hundred twenty day period. The foregoing provision shall not apply to members whose terms are set by Florida Statutes or City Ordinances, or to persons who are members of an Ad Hoc Committee. (Resolution #2006-203)

Any member missing three (3) meetings without obtaining excused absences from the Board shall automatically be removed from the Board and replaced in the same manner in which that member was originally appointed. (Resolution #2005-187)

## **ORGANIZATION**

The Board shall elect a Chairperson and Vice-Chairperson from its members. The Chief Planning Official and City Attorney shall attend all board meetings.

Regular meetings of the Board shall be held monthly at times specified, and minutes of Board meetings shall be kept and preserved, but special meetings may be called more frequently, if desired.

## **DUTIES AND RESPONSIBILITIES**

1. To act in an advisory capacity to the City Commission on questions relating to zoning, and to conduct investigations and hearings on matters of proposals to change zoning regulations, and report findings and recommendations on such proposals to the City Commission.
2. To study any existing City Plan, with the view to improving same so as to provide for the development, general improvement, and probable future growth of the City, and from time to time make recommendations to the City Commission for changes in the existing City Plan so as to incorporate new developments, or for the adoption of a new City Plan.
3. To investigate and approve or disapprove all new plats to be presented to the City Commission for approval.
4. To perform such other duties as may from time to time be assigned to the Board by the City Commission.
5. The Planning and Zoning Board may make exceptions to the terms of Zoning Ordinances of the City that will not be contrary to the public interest, and shall recommend their findings for special exceptions to the City Commission for their approval.

## **POLICE AND FIRE PENSION BOARD**

(9 Members – 4 Year Term)

The City Commission adopted Ordinance #132 on February 22, 1977, providing for a Board of Trustees known as the Police and Fire Pension Board (Dania Beach Code of Ordinances, Chapter 18, Article IV, Section 18-46). Ordinance #2009-012 amended Section 18-46 by providing for four (4) year term limits.

### **PURPOSE**

The purpose of the Board is to administer and manage the Pension Plan and serve as Trustees of the Plan.

### **MEMBERSHIP AND QUALIFICATIONS**

The Board shall consist of nine (9) persons as follows:

1. Four (4) legal residents of the City appointed by the City Commission, one (1) of whom shall be a member of the City Commission, as selected by the City Commission.
2. Two (2) active Firefighters or Firefighters who are in the DROP, elected by a majority of the Firefighters who are members of the system.
3. Two (2) active Police Officers or Police Officers who are in the DROP, elected by a majority of the Police Officers who are members of the system or a retired member when active Police Officer membership falls below ten (10), elected by a majority of the Police Officers, active or retired, who are members of the system.
4. A ninth person chosen by a majority of the previous eight (8) members of the Board of Trustees. The name of the ninth person shall be submitted to the City Commission which shall, as a ministerial duty, appoint the person to the Board.

The elected employee Firefighters and Police Officers shall be elected in the following manner:

1. By vote of all actively employed members of each the Fire Department and Police Department at meetings to be held at places designated by the Board.
2. All qualified members entitled to vote shall be notified in person or by written notice, ten (10) days in advance of the time and place of meeting.

3. The candidates receiving the highest number of votes from the Firefighter members and Police Department members shall be declared elected and shall take office immediately upon commencement of the term of office, or as soon thereafter as they may qualify.
4. An election shall be held not more than thirty (30) and not less than ten (10) days prior to commencement of the terms.
5. If there are no active or retired members remaining in the system or capable of serving, the remaining Board members may elect an individual to serve in the Trustee position, who the City Commission shall, as a ministerial duty, appoint to the Board of Trustees.

### **FINANCIAL DISCLOSURE**

Members of this Board are required to file a Financial Disclosure Form.

### **TERMS OF OFFICE**

Each resident member shall serve for a period of four (4) years, unless sooner replaced by the City Commission.

Each member elected by other members of the system shall serve for a period of four (4) years, unless they leave the employment of the City as a Firefighter or Police Officer, whereupon his or her successor shall be chosen to complete the term in the same manner as the trustee originally chosen.

### **ORGANIZATION**

The Board shall by majority vote elect a Chairman, Vice-Chairman and a Secretary. The Secretary shall keep a complete minute book of the actions, proceedings or hearings of the Board.

The Board shall meet at least once during each calendar quarter of each year.

Each member shall serve without compensation, but they may be reimbursed from the fund for all necessary expenses which they may actually expend through service on the Board in accordance with Section 112.061, Florida Statutes.

Each member shall within ten (10) days after their appointment, take an Oath of Office before the City Clerk. The Oath shall be filed in the Office of the City Clerk.

Each member shall be entitled to one (1) vote on the Board. Five (5) affirmative votes shall be necessary for a decision by the Board at any meeting. The Chairperson shall be entitled to one (1) vote only.

The Board shall establish uniform rules and regulations for the administration of its business, including provisions for expulsion due to non-attendance of its members. The Board may recommend removal of a member who neglects the duties of their office with seven (7) concurring votes. The recommendation shall be submitted to the body which was responsible for the appointment or election of the member.

### **DUTIES AND RESPONSIBILITIES**

The Board of Trustees shall engage such actuarial and other services as shall be required to transact the business of the Retirement System. The compensation of all persons engaged by the Board of Trustees and all other expenses of the Board necessary for the operation of the Retirement System shall be paid at such rates and in such amounts as the Board of Trustees shall agree. Funds may be disbursed by the City Finance Department or other disbursing agent as determined by the Board, but only upon written authorization by the Board of Trustees.

The duties and responsibilities of the Board of Trustees shall include, but not be limited by, the following:

1. To construe the provision of the System and determine all questions which may arise.
2. To determine all questions relating to eligibility and participation.
3. To determine and certify amount of all retirement allowances or other benefits.
4. To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the System.
5. To distribute at regular intervals to employees, information concerning the System.
6. To receive and process all applications for participation and benefits.
7. To authorize all payments from the Fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the System and Fund.
8. To have performed actuarial studies and annual actuarial valuations, and make recommendations regarding any and all changes in the provision of the System.
9. To perform such other duties as are specified in the Plan.



## CITY OF DANIA BEACH ADVISORY BOARD AND COMMITTEE INTEREST FORM

Please complete the following information in order to be considered for appointment to a City Board. Boards listed below with an asterisk (\*) require a Financial Disclosure Form to be filed with the Supervisor of Elections Office within 30 days after appointment. Political party affiliation will not determine a Board appointment. **(Form should be sent to the City Clerk's Office, 100 West Dania Beach Boulevard, Dania Beach, FL 33004, or fax to (954) 921-2604.)**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DESCRIBE YOUR OCCUPATION AND BRIEF BACKGROUND: (RÉSUMÉ MAY BE ATTACHED)

NUMBER OF YEARS AS A DANIA BEACH RESIDENT: \_\_\_\_\_

ARE YOU A REGISTERED VOTER? \_\_\_\_\_

EXPLAIN WHY YOU ARE INTERESTED IN SERVING ON A CITY BOARD:

LIST COMMUNITY/CIVIC ASSOCIATIONS IN WHICH YOU ARE INVOLVED:

PLEASE INDICATE THE BOARD(S) IN WHICH YOU HAVE AN INTEREST:

\_\_\_\_ AIRPORT ADVISORY BOARD

\_\_\_\_ CHARTER REVIEW BOARD

\_\_\_\_ CIVIL SERVICE BOARD

\_\_\_\_ CREATIVE ARTS COUNCIL ADVISORY  
BOARD

\_\_\_\_ DANIA BEACH HOUSING AUTHORITY\*

\_\_\_\_ EDUCATION ADVISORY BOARD

\_\_\_\_ GENERAL EMPLOYEES PENSION BOARD\*

\_\_\_\_ GRANT ADVISORY BOARD

\_\_\_\_ GREEN ADVISORY BOARD

\_\_\_\_ MARINE ADVISORY BOARD

\_\_\_\_ NUISANCE ABATEMENT BOARD

\_\_\_\_ PARKS, RECREATION AND  
COMMUNITY AFFAIRS ADVISORY  
BOARD

\_\_\_\_ PLANNING AND ZONING BOARD\*

\_\_\_\_ POLICE AND FIRE PENSION BOARD\*



**CITY OF DANIA BEACH**  
**100 W. DANIA BEACH BOULEVARD**  
**DANIA BEACH, FL 33004**

**Phone: (954) 924-6800 ext. 3624 • Fax: (954) 921-2604**

**BOARD MEMBER INFORMATION FORM**

Please complete and return to the City Clerk's Office  
(Please Print)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

ALTERNATE PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

BOARD APPOINTED TO: \_\_\_\_\_

Florida Statutes, Section 760.80, requires the City to report the number of Board appointments made each year from each minority and non-minority group. In addition, information must include the number of physically disabled persons appointed to City Boards. Please complete the following information to assist us in providing this information to the Florida Department of State.

GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

PHYSICALLY DISABLED: Yes \_\_\_\_\_ No \_\_\_\_\_

RACE:

African-American \_\_\_\_\_ Asian-American \_\_\_\_\_ Hispanic-American \_\_\_\_\_

Native-American \_\_\_\_\_ Caucasian \_\_\_\_\_ Other: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_