

R5 X AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF THE CITY OF MIAMI BEACH, ENTITLED "ADMINISTRATION," ARTICLE III, "AGENCIES, BOARDS AND COMMITTEES," DIVISION 1, "GENERALLY," BY AMENDING SECTION 2-22, "GENERAL REQUIREMENTS," TO REQUIRE THAT ALL APPLICANTS FOR APPOINTMENT TO A CITY AGENCY, BOARD, OR COMMITTEE SUBMIT A RÉSUMÉ OR CURRICULUM VITAE (CV), AS WELL AS A STATEMENT OF INTEREST, AND THAT APPLICANTS FOR POSITIONS WITH PROFESSIONAL OR EMPLOYMENT QUALIFICATIONS SUBMIT EVIDENCE OF LICENSURE OR OTHER RELEVANT EXPERIENCE; AND PROVIDING FOR REPEALER, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.
Applicable Area:

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: City Attorney Ricardo J. Dopico

DATE: May 21, 2025 11:00 a.m. First Reading Public Hearing

TITLE: AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF THE CITY OF MIAMI BEACH, ENTITLED "ADMINISTRATION," ARTICLE III, "AGENCIES, BOARDS AND COMMITTEES," DIVISION 1, "GENERALLY," BY AMENDING SECTION 2-22, "GENERAL REQUIREMENTS," TO REQUIRE THAT ALL APPLICANTS FOR APPOINTMENT TO A CITY AGENCY, BOARD, OR COMMITTEE SUBMIT A RÉSUMÉ OR CURRICULUM VITAE (CV), AS WELL AS A STATEMENT OF INTEREST, AND THAT APPLICANTS FOR POSITIONS WITH PROFESSIONAL OR EMPLOYMENT QUALIFICATIONS SUBMIT EVIDENCE OF LICENSURE OR OTHER RELEVANT EXPERIENCE; AND PROVIDING FOR REPEALER, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

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ANALYSIS

The Ordinance amends Chapter 2 of the City Code, entitled "Administration," at Article III, "Agencies, Boards, and Committees," to amend the City's requirements applicable to members of City agencies, boards, and committees.

Specifically, the Ordinance requires applicants for appointment to a City agency, board, or committee to provide the following information as part of the application process:

- A current résumé or curriculum vitae. The résumé or CV shall include a summary of the applicant's educational background, employment history, relevant experience, and civic or community involvement.
- A written statement describing the applicant's interest in seeking appointment, relevant qualifications, and how the applicant intends to contribute to the work of the agency, board, or committee.
- For any city agency, board, or committee seat that requires specific professional or occupational qualifications, the applicant shall provide documentation substantiating their qualifications. This may include copies of professional licenses; evidence of membership in, or certifications from professional or trade organizations; written verification from employers or clients regarding relevant experience; or any other documents demonstrating qualifications or experience.

FISCAL IMPACT STATEMENT

N/A

Does this Ordinance require a Business Impact Estimate? No
(FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

FINANCIAL INFORMATION

CONCLUSION

Applicable Area

Citywide

**Is this a “Residents Right to Know” item,
pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond
Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481,
includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

Department

City Attorney

Sponsor(s)

Commissioner Tanya K. Bhatt

Co-sponsor(s)

Condensed Title

11:00 a.m. 1st Rdg PH, Require Agency/Board/Committee Applicants Submit Resume, etc. (TB)
CA

Previous Action (For City Clerk Use Only)

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF THE CITY OF MIAMI BEACH, ENTITLED "ADMINISTRATION," ARTICLE III, "AGENCIES, BOARDS AND COMMITTEES," DIVISION 1, "GENERALLY," BY AMENDING SECTION 2-22, "GENERAL REQUIREMENTS," TO REQUIRE THAT ALL APPLICANTS FOR APPOINTMENT TO A CITY AGENCY, BOARD, OR COMMITTEE SUBMIT A RÉSUMÉ OR CURRICULUM VITAE (CV), AS WELL AS A STATEMENT OF INTEREST, AND THAT APPLICANTS FOR POSITIONS WITH PROFESSIONAL OR EMPLOYMENT QUALIFICATIONS SUBMIT EVIDENCE OF LICENSURE OR OTHER RELEVANT EXPERIENCE; AND PROVIDING FOR REPEALER, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Mayor and City Commission wish to ensure transparency and rigor in the process for appointing individuals to city boards and committees; and

WHEREAS, requiring all applicants to submit a résumé or *curriculum vitae*, as well as a statement of interest, will provide the City Commission with greater insight into the qualifications, professional experience, and civic engagement of each applicant; and

WHEREAS, for positions that require professional credentials or relevant experience, it is in the public interest that applicants submit supporting documentation to confirm their eligibility.

NOW, THEREFORE, BE IT DULY ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. That Section 2-22 of Chapter 2 of the Miami Beach City Code is hereby created to state as follows:

**CHAPTER 2
ADMINISTRATION**

* * *

Article III. Agencies, Boards and Committees

* * *

Sec. 2-22. General requirements.

Except as otherwise specifically provided:

* * *

(25) Application, resume, and documentation requirements.

- a. Each applicant for appointment to a city agency, board, or committee shall be required to submit a current résumé or *curriculum vitae* (CV) as part of the application process. This document shall include a summary of the applicant's educational background, employment history, relevant experience, and civic or community involvement.

- b. Each applicant shall also be required to submit a written statement describing the applicant's interest in seeking appointment, relevant qualifications, and how the applicant intends to contribute to the work of the agency, board, or committee.
- c. For any city agency, board, or committee seat for which specific professional or occupational qualifications are established by ordinance, resolution, or memorandum, the applicant shall also submit appropriate documentation substantiating such qualifications. This may include:
1. Copies of current professional licenses issued by the State of Florida or other government body or accreditation organization;
 2. Membership in, or certifications from professional or trade organizations;
 3. Written verification from employers or clients regarding relevant experience;
or
 4. Other documents to establish the applicant's qualifications or experience.

SECTION 2. REPEALER.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. SEVERABILITY.

If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

SECTION 4. CODIFICATION.

It is the intention of the Mayor and City Commission of the City of Miami Beach, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of the City of Miami Beach, Florida. The sections of this ordinance may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect on _____.

PASSED and **ADOPTED** this ____ day of _____, 2025.


ATTEST:

Rafael E. Granado, City Clerk

(Sponsored by Commissioner Tanya K. Bhatt)
Underline denotes additions

Steven Meiner, Mayor

APPROVED AS TO
FORM AND LANGUAGE
& FOR EXECUTION



City Attorney

5/7/2025

Date