



CITY OF DORAL MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY

TABLE OF CONTENTS

- I. Scope
- II. Purpose
- III. Budget
- IV. Procedures
- V. Event Criteria
- VI. Limitations and Prohibitions
- VII. City Logo
- VIII. Promotion of Event

I. SCOPE

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

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

II. PURPOSE

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



CITY OF DORAL

MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY

III. BUDGET

A. "Rentals/Leases" Line-Item Budget.

Each Councilmember will be allotted \$5,000.00 per fiscal year (contingent upon annual city budget approval), to cover the Rental Costs for those events initiated and hosted by the Councilmember, provided the event otherwise complies with this Policy. The line-item budget description shall be titled "Rentals/Leases".

B. Limitations on Use of "Rentals/Leases" Funds.

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

C. Rental Fees and Staff Costs

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

IV. PROCEDURES

- A. Councilmembers shall complete a facility rental application and comply with all applicable terms and conditions contained therein, including the requirement that outside vendors shall be required to meet the City's minimum insurance requirements.
- B. The facility rental application shall be submitted by the Councilmember to the Director of the Parks and Recreation Department (the "Department"), with a carbon copy to the City Manager.



CITY OF DORAL

MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY

V. BUDGET

A. "Rentals/Leases" Line-Item Budget.

Each Councilmember will be allotted \$5,000.00 per fiscal year (contingent upon annual city budget approval), to cover the Rental Costs for those events initiated and hosted by the Councilmember, provided the event otherwise complies with this Policy. The line-item budget description shall be titled "Rentals/Leases".

B. Limitations on Use of "Rentals/Leases" Funds.

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

C. Rental Fees and Staff Costs

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

VI. PROCEDURES

- C. Councilmembers shall complete a facility rental application and comply with all applicable terms and conditions contained therein, including the requirement that outside vendors shall be required to meet the City's minimum insurance requirements.
- D. The facility rental application shall be submitted by the Councilmember to the Director of the Parks and Recreation Department (the "Department"), with a carbon copy to the City Manager.



CITY OF DORAL

MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY

- E. City staff shall process a Councilmember's facility rental application in the same manner as if a member of the public had submitted the same.
- F. If the City Manager or designee determines that the facility is unavailable on the proposed date, or that there is insufficient staffing or space to accommodate the proposed event, the City Manager shall promptly advise the Councilmember of the City Manager's determination, and the Councilmember shall work with the City Manager or his/her designee in proposing an alternative date or location.
- G. As part of the aforementioned application process, the City Manager or designee shall advise the Councilmember of the facility rental fee associated with the facility requested, as well as the costs associated with staff's time.

VII. EVENT CRITERIA

Each Councilmember and their respective offices shall be responsible for ensuring that the following criteria are adhered to:

- A. The event must serve a municipal purpose.
- B. The event cannot benefit private or non-profit organizations.
- C. The event shall be open to the public.
- D. The event shall not be used for any political or campaign purposes, including but not limited to being affiliated with, in support of, or in opposition to, a political party, candidate for any political office, or political group.
- E. The event shall not be religiously oriented, nor should it be of such a nature that it could be perceived to be religiously oriented.

VIII. LIMITATIONS AND PROHIBITIONS

- A. Staff support for Council Initiated Events shall be solely limited to (1) accepting and processing the facility rental application, (2) set up of available chairs/tables in accordance with the Department's prefixed layout options, (3) break down of chairs/tables, and (4) disposal of trash.
- B. Councilmembers shall be strictly prohibited from utilizing staff, or directing staff, to do any tasks other than those specifically set forth in Section (V)(A), above. Therefore, Councilmembers shall not request that staff assist in the creation of flyers, dissemination of flyers, coordination of or assistance with vendors, or for the purchasing of any goods or services for the event, etc.
- C. In no event shall a member of the Council utilize this Policy to organize an event with, or for, an organization in a manner to circumvent the provisions of Section 2-79 of the City's Code of Ordinances (i.e., the Municipal Sponsorship Ordinance).



CITY OF DORAL MAYOR AND COUNCILMEMBER INITIATED EVENTS POLICY

- D. A facility use request/application may be made no more than 6 months in advance and no less than 2 weeks prior to date.
- E. A member of the Council who is not eligible to run for re-election by virtue of the limitations on lengths of service set forth in Section 2.03 of the City Charter shall be prohibited, during the six months prior to the date he or she is scheduled to leave office, from requesting an event pursuant to this Policy. A member of the Council who has qualified as a candidate for any elective office, or has submitted an irrevocable resignation pursuant to section 99.012, Florida Statutes and Section 14-20 of the City Code, shall also be prohibited from proposing an event pursuant to this Policy during the time that is the later of the date the elected official has qualified as a candidate for elective office, submitted his/her irrevocable resignation, or six months prior to the date he or she is scheduled to leave office.
- F. A member of the Council who is termed-out and is not seeking reelection for elective office, or for the Mayor or Council seat, may request an event pursuant to this Policy.

IX. CITY LOGO

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

If a member of the Council is proposing an event and covering all expenses (rental fees, staff time, and chairs/table rentals) for said event from personal funds, the member of the City Council may use the City logo in their official capacity.

X. PROMOTION OF EVENT

If requested by the organizing Councilmember, the City's public affairs department shall advertise and promote the event in the same method and manner as other City events, provided however, that any fliers, advertisements, or social media content related to the event shall be prepared by the Councilmember and their office. All events organized pursuant to this Policy shall specifically identify the Councilmember who initiated the event.

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