

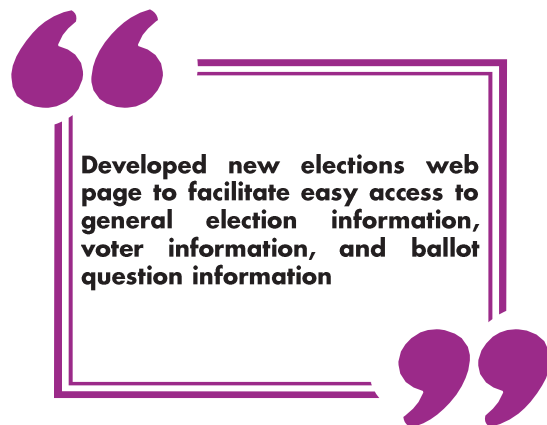
# RAFAEL E. GRANADO, CITY CLERK

## SIGNIFICANT ACCOMPLISHMENTS

### City Clerk Division

- Open and Responsive Government: The Office of the City Clerk ensured: 1) That all required legal postings were distributed in compliance with State law and City policy; 2) The accurate accumulation, accessibility, and preservation of official City documents; 3) The accurate and timely preparation of City Commission and Redevelopment Agency (RDA) meeting after-actions (minutes); and 4) The compliance with the Florida Public Records Act, also known as F.S. 119.

To maximize public access and transparency, the Office of the City Clerk incorporated all meeting notices that are legally required to be published in newspapers, on its publicly accessible website, providing a single point-of-access to this information for both internal and external users.



- Historical Archives: The Office of the City Clerk continued the digitization of the City's historical archives. The project's focus is to digitize and catalog the large and fascinating collection of photographs, postcards, and other visual materials that make up the historical archive held by the City of Miami Beach. A total of 5,212 historical photographs and 23,217 Resolutions were digitized in FY 2019. The link to the Miami Beach historical photographs server is <http://dpanther.fiu.edu/dPanther/collections/mbda>. In 2019, the City's digital collection received 355,187 visits.
- Elections: Successfully managed the City Commission Seat Group IV Vacancy. Commission Seat Group IV was vacated on January 3, 2019, when a Commissioner resigned to run for Congress. The Office of the City Clerk notified the public of the vacant seat and accepted and posted the applications and résumés of 38 candidates online and e-mailed the information to each member of the City Commission.

Successfully conducted the November 5, 2019 General and Special Elections and the November 19, 2019 Run-Off Election. The Office of the City Clerk assisted the Miami-Dade Elections Department in preparing and running Early Voting at City Hall and the North Shore Branch Library locations. This election was particularly demanding in that a manual recount was called after two candidates were found to be within 0.25% of votes of each other. The election had every Commission Group, except the Mayoral Seat, go to a Run-Off election that was held on November 19, 2019. City Clerk staff provided administrative support to the City of Miami Beach General, Special, and Run-Off Elections Canvassing Board.

Produced a 2019 Candidate Information Handbook that was provided to all candidates for City of Miami Beach elected office. The Handbook was designed to be a single source of answers to questions candidates and campaigns might have while running for office in Miami Beach, whether to reference relevant election laws or simply check filing deadlines.

The Office of the City Clerk engaged in outreach efforts with candidates and campaigns by sending periodic communications throughout the election cycle. These emails included status reports about early voting and turnout statistics, highlighted upcoming election deadlines, and provided reminders about relevant election laws.

The City Clerk's helped draft in both English and Spanish, a Voter's Guide for the November 2019 Special Election to provide objective, impartial, and fact-based explanations of the City's ballot questions, so that City voters may, in casting their votes, be more informed with respect to the City issues presented to them at the polls.

Assisted in the Mail-in Special Election for the creation of the Allison Island and Biscayne Beach Special Taxing Districts. The Office of the City Clerk drafted and published ads informing the public of the Mail-in Special Election and posted the results as it was made available by the Miami-Dade County Elections Department.

- City Commission Agenda Preparation: Produced City Commission agenda materials for 27 Commission meetings, retreats/special meetings, and workshops; oversaw the agenda preparation process and updated the City's webpage.
- After-Actions: Produced 27 after-action reports for Commission meetings, retreats, special meetings, and workshops.

# OFFICE OF THE CITY CLERK

## SIGNIFICANT ACCOMPLISHMENTS CONT'D

- Ordinance and Resolution Registry: Maintained a web-based Ordinance and Resolution registry to provide an easy research tool for the public. Processed 94 Ordinances and 561 Resolutions. The information is available at: <https://www.miamibeachfl.gov/city-hall/city-clerk/public-records-request/>
- Public Records Requests: Responded to 2,104 public records requests (PRRs). One thousand three hundred and fifty-five (1,355) of said requests were processed in 7 days or under. The Office coordinated and monitored all Citywide PRRs to ensure prompt response. Improved government transparency through a searchable database of the most frequently requested public records online. Assisted staff with research of official records.
- LaserFiche/Scanning: Scanned, indexed, quality-controlled, and published all LTCs, Lobbyists Affidavits, Board and Committees Applications, Financial Disclosure Forms, Ordinances, and Resolutions into LaserFiche; giving the public web-based access to all these documents.
- Boards and Committees: Maintained records for 39 boards and committees with 484 members. Processed 153 board and committee applications and 172 appointments. Posted on the Office of the City Clerk's webpage a searchable database of all boards and committees on a weekly basis. Created and posted on the Office of the City Clerk's webpage a database of current board and committee openings, to assist residents wishing to become involved in City government. Produced the board and committee quarterly attendance reports and the board and committee biannual reports. Generated the board and committee minority report.  
  
Published a Boards and Committee Handbook, providing guidance to newly appointed members.
- Lobbyists: Registered 304 (for profit and non-for-profit) lobbyists with 310 issues. Generated lobbyist information for elected officials and the administration, collected annual registration fees and per-issue fees totaling \$306,400, and processed annual financial reports as mandated by the City Code.
- Annual Reports: Processed Outside Employment, Gift Disclosure, Financial Disclosures, and Lobbyist Expenditure Forms, as required by the State, the County, and the City.
- Public Notices: Completed and forwarded for newspaper publication the required legal notices within the statutory time requirements for public hearings. Published the following advertisements: 52 meeting notices, 192 public hearings, and 38 election information notices.
- Special Master: Processed 1,421 new Special Master Appeals, Building Cases, Code Cases, Fire Cases, Red Light Camera Cases, and Short-Term Rental Cases. Processed the recording of 160 liens.
- Records Retention: Reviewed and monitored retention schedules; and identified documents eligible for destruction. Destroyed 1,709 cubic feet of records in FY 2019. Assisted the following City departments/divisions with records destruction: Code Compliance, Finance, Fire, Internal Audit, Office of the City Clerk, Parking, Procurement, Property Management, Public Works, and Special Master.
- Meeting Calendar: Maintained electronic calendar of all public meetings. Posted electronically and in nine City Hall bulletin boards records of all meeting notices.
- Staff: Continued supplementing staff by recruiting senior citizen interns.
- LTCs: The Office of the City Clerk has continuously e-mailed and stored LTCs throughout the year. There were 665 LTCs sent in 2019.

## SIGNIFICANT ACCOMPLISHMENTS

### Central Services Division:

- Copier Equipment: Central Services Division operates high speed, high volume photocopiers, and a digital color duplicator that reproduces professional results. These machines not only copy, but also collate and staple finished documents, achieving cost effective digital reproduction of printed materials.
- Printing Production: Central Services Division received 1,360 print jobs in FY 2019 and produced 3,252,000 impressions (black and white/color), at an average of 271,000 impressions per month. These jobs included: Commission meeting agenda books, MB Line magazines, supplementals to the City Code, After-Actions, agenda reviews, Commission Committees meeting agendas, proposed and final capital budget books, open enrollment books/insurance packages, zoning notifications, proclamations, posters, flyers, brochures, maps, business cards, courtesy notices, meeting notices (Board of Adjustments, Planning Board, etc.), permit cards, work permits, unsafe stickers, surveys, vehicle safety and storage receipts, inspection handouts, daily reports,

information logs, Code violation forms, retiree enrollment applications, door hangers, transportation element, residential parking permit application, residential parking permit renewal, players/parents code of conduct, release of liability, rules and regulations, warning signs, off-duty applications, Police Department forms, meter parking forms, etc.

- Recruitment: Actively recruited and filled three (3) vacancies. The Central Services team was reorganized to increase the services provided to City departments. This organizational redesign will provide improved service delivery, employee professional development, and succession management over the next five years. As a result, the average number of days to complete printing jobs per months decreased from 4.28 days to 2.25 days.