

MIAMI BEACH

Commission Meeting / Committee of the Whole Meeting

City Hall, 4th Floor, City Manager's Large Conference Room, 1700 Convention Center Drive

July 17, 2018 - 9:00 AM

Mayor Dan Gelber
Commissioner John Elizabeth Aleman
Commissioner Ricky Arriola
Commissioner Michael Gongora
Commissioner Kristen Rosen Gonzalez
Commissioner Mark Samuelian
Commissioner Micky Steinberg

City Manager Jimmy L. Morales
City Attorney Raul J. Aguila
City Clerk Rafael E. Granado

Visit us at www.miamibeachfl.gov for agendas and video streaming of City Commission Meetings.

ATTENTION ALL LOBBYISTS

Chapter 2, Article VII, Division 3 of the City Code of Miami Beach, entitled "Lobbyists," requires the registration of all lobbyists with the Office of the City Clerk prior to engaging in any lobbying activity with the City Commission, any City Board or Committee, or any personnel as defined in the subject Code sections. Copies of the City Code sections on lobbyists laws are available in the Office of the City Clerk. Questions regarding the provisions of the Ordinance should be directed to the Office of the City Attorney.

To request this material in alternate format, sign language interpreter (five-day notice required), information on access for persons with disabilities, and/or any accommodation to review any document or participate in any City-sponsored proceedings, call 305.604.2489 and select option 6; TTY users may call via 711 (Florida Relay Service).

In order to ensure adequate public consideration, if necessary, the Mayor and City Commission may move any agenda item to an alternate meeting. In addition, the Mayor and City Commission may, at their discretion, adjourn the Commission Meeting without reaching all agenda items.

AGENDA KEY

Consent Agenda:

C2 - Competitive Bid Reports
C4 - Commission Committee Assignments
C6 - Commission Committee Reports
C7 - Resolutions

Regular Agenda:

R2 - Competitive Bid Reports
R5 - Ordinances
R7 - Resolutions
R9 - New Businesses & Commission Requests
R10 - City Attorney Reports

PA - Presentations and Awards

AGENDA

1. CALL TO ORDER

R9 - New Business and Commission Requests

- R9 A DISCUSSION RELATING TO THE CHARTER OFFICIALS' ANNUAL PERFORMANCE EVALUATIONS.

Office of the Mayor and Commission

- R9 B DISCUSS HOLDING A COMMISSION GOALS CONFERENCE.

Commissioner Ricky Arriola

Deferred from June 6, 2018 - R9 K

Notices

1. ADVERTISEMENTS.
2. NOTICE OF COMMITTEE OF THE WHOLE MEETING.

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission
FROM: Office of the Mayor and Commission
DATE: July 17, 2018

SUBJECT: DISCUSSION RELATING TO THE CHARTER OFFICIALS' ANNUAL
PERFORMANCE EVALUATIONS.

Legislative Tracking

Office of the Mayor and Commission

ATTACHMENTS:

Description

- ▣ City Attorney Term Sheet
- ▣ City Clerk Term Sheet



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Raul J. Aguila, City Attorney 

DATE: July 17, 2018

SUBJECT: **CITY ATTORNEY'S ANNUAL PERFORMANCE EVALUATION BY THE
COMMITTEE OF THE WHOLE**

As part of the Committee of the Whole's annual performance review of the City Attorney, I have attached the proposed term sheet for the Mayor and City Commission's consideration.

City Attorney Contract Term Sheet / July 17, 2018

1. MERIT INCREASE

PROPOSED: 3% Merit Increase (retroactive to contract anniversary date, 05/16/18)

Current Base Salary:	\$ 288,186.08
+ 3% merit Increase:	\$ <u>8,645.58</u>
New Base Salary:	<u>\$ 296,831.66</u>

RATIONALE: The FY17/18 annual budget provided for a 3% merit increase for unclassified employees. If approved, the City Attorney's merit increase is already funded from the FY17/18 annual budget, and would not impact the proposed FY18/19 budget.

2. CONTRACT TERM:

PROPOSED: Extension of current contract through March 31, 2022.

RATIONALE: The Employment Contract for the City Attorney expires on May 15, 2020. The City Attorney is requesting that his contract be extended for an additional final term, through and until March 31, 2022, which coincides with the last day of the City Attorney's DROP. It should be noted that this would be a one-time extension since the City Attorney must conclude his employment with the City, and retire, upon conclusion of his DROP.

MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Rafael E. Granado, City Clerk

DATE: July 17, 2018

SUBJECT: **CITY CLERK'S ANNUAL PERFORMANCE EVALUATION BY THE COMMITTEE OF THE WHOLE**

As part of the Committee of the Whole's annual performance evaluation of the City Clerk, below is the proposed term sheet for consideration by the Mayor and Commissioners. A copy of the City Clerk's accomplishments during Contract Year April 30, 2017 through April 30, 2018 is attached hereto.

Contract Term:

A one-year extension of the Employment Agreement, with a new termination date of April 30, 2021.

Merit Increase:

A one-time 3% merit increase of \$6,290.82, effective May 1, 2018; for a new base salary of \$215,985.25.

The FY 17/18 annual budget provided for a 3% merit increase for unclassified employees. If approved, the City Clerk's merit increase is already funded from the FY 17/18 annual budget.

All compensation listed herein shall be paid bi-weekly according to the usual payroll practices of the City.

A copy of the City Clerk's accomplishments during Contract Year April 30, 2017 through April 30, 2018 is attached hereto.

CITY CLERK
Accomplishments During Contract Year 2017/2018

- Elections: Successfully planned and conducted General and Special Elections on November 7, 2017. In conjunction with the 2017 Elections, the Office of the City Clerk drafted and coordinated the following: appropriate election related Resolutions, the 2017 City of Miami Beach Candidate Handbook, election calendar, legal notice publications, and provided access to information through the Office of the City Clerk's webpage, including candidate election forms, and Campaign Treasurer's Reports. Coordinated with the Miami-Dade County Election Department to provide early voting at two Miami Beach locations. Responded to numerous citizen inquiries regarding election procedures, polling place locations, and other election issues.
- Electronic Election Filing System: Implemented an electronic filing system for the Campaign Treasurer's Reports. The new electronic system, which took effect in January 2017, provides for: 1. Automatic auditing of campaign finance reports for completeness and timeliness; 2. Availability of all campaign finance forms required by Florida Statutes for filing; 3. Complete paperless reporting capability; 4. The use of email notifications; 5. Direct data entry or capability of uploading data from third party vendor software; and 6. Internet web-based search capability for the public, media, candidates, PCs, and ECOs regarding reported campaign finance data.

The Personnel Board selected three employees from the Office of the City Clerk - Regis Barbou, Patrick Camm, and Rafael E. Granado as the recipients of the City Betterment Award for their work in implementing the new electronic election filing system.

- City Commission Agenda Preparation: Produced City Commission agenda materials for 24 Commission meetings, retreats/special meetings, and workshops; oversaw the agenda preparation process and updated the City's webpage.
- After-Actions: Produced 24 after-action reports for Commission meetings, retreats/special meetings, and workshops; generated log notes for Commission meetings, Special meetings, and workshops; and created audio CDs of the meetings for archival purposes.
- Automated Agenda System: The Office of the Clerk implemented NovusAGENDA, an automated paperless agenda software. This automated agenda process saves the City both time and money, and provides easy access to City government for the residents and visitors of Miami Beach. The Office of the City Clerk provides training in the NovusAGENDA to City departments as needed. The electronic agenda is uploaded to the City's website and available to the public at least 7 days in advance of each Commission meeting and at least 5 days in advance of each Presentations & Awards meeting. Through the use of the NovusAGENDA, the number of paper agenda packets printed by the Office of the City Clerk has been reduced by six, saving approximately 109,000 sheets of paper per year.
- Agenda Video Indexing: Implemented indexing of video content for each agenda item, which provides the public with 24-hour, 365-day access to meetings of the City Commission. This feature allows the public to easily access and view videos of the item that is of interest to them, rather than stream through the entire meeting. The video indexing of the items is accomplished within 24 hours from the time the meeting ends.

CITY CLERK
Accomplishments During Contract Year 2017/2018

- Ordinance and Resolution Registry: Maintained a web-based Ordinance and Resolution registry to provide an easy research tool for the public. Processed 97 Ordinances and 428 Resolutions. The information is available at:

Ordinance:

<http://docmgmt.miamibeachfl.gov/weblink/0/edoc/216543/Ordinances%202016-present.pdf>

Resolutions:

<http://docmgmt.miamibeachfl.gov/weblink/0/edoc/216828/Resolutions%20Registry%202016-present.pdf>

- Public Records Requests: Responded to 1,583 public records requests (PRRs). Ninety-two and one-half percent (92.5%) of the public records requests received for records maintained by the Office of the City Clerk were processed in 7 days or less. 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.
- Webpage: Over a period of 4 months, the Office of the City Clerk collaborated with the staff from the Information Technology Department to develop the new City Clerk webpage, which includes easily accessible information relating to: agenda archives, board and committees, election information, frequently used forms, Letters To Commission (LTC), lobbyist information, meeting notices, public records/Laserfiche, Special Master information, historical images, and voter registration information. The Office of the City Clerk placed a high priority in kicking off this project and remaining involved, ensuring that public records are easily available on the City's website.
- 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.
- City Code Updates: Coordinated with Municipal Code Corporation publication of City Code supplements (both in paper and in electronic forms), reviewed supplements for corrections, and disbursed supplement subscriptions to all City departments.
- Historical Archives: The Office of the City Clerk, pursuant to City Commission direction, collaborated with the Florida International University (FIU) to digitize the City's historical archives. A total of 181,138 historical photographs were digitized in FY 2016/2017. The link to the Miami Beach historical photographs server is <http://dpanther.fiu.edu/dPanther/collections/mbda>. In 2017, the project was expanded to include the digitalization of historical Ordinances, from 1915 to the 1989, and the digitalization of historical Resolutions, from 1915 to 1971. To date, 10,988 pages of Ordinance and 4,628 pages of Resolutions have been scanned.
- Lobbyists: Processed 281 lobbyist registrations, 334 lobbying issues and maintained the lobbyists' annual disclosure records.

CITY CLERK
Accomplishments During Contract Year 2017/2018

- Boards and Committees: Implemented an online board and committee application process that provides for a simpler user experience, and dramatically reduces the internal manual process. Maintained records for 29 boards and committees with 377 members. Processed 136 board and committee applications and 169 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 report and the board and committees biannual report. Generated the board and committee minority report.
- Personnel Board: Conducted employee election for the Personnel Board.
- Annual Reports: Processed Outside Employment, Gift Disclosure, Financial Disclosures, and Lobbyist Expenditure Forms, as required by the State, County, and City.
- Public Notices: Completed and forward for newspaper publication the required legal notices within the statutory time requirements for public hearings. Published the following advertisements: 49 meeting notices, 362 public hearings, and 25 election information notices.
- Special Master: Processed 1,057 new Special Master Appeals, Building Cases, Code Cases, Fire Cases, Red Light Camera Cases, and Short-Term Rental Cases. Held 26 Code and Fire Special Master Hearings; 45 Building and Appeals Special Master Hearings; 9 Historic Preservation Board/Design Review Board Special Master Hearings; 5 Red Light Camera Hearings; and 3 Short-Term Rental Special Master Hearings. Processed the recording of 362 liens and the recording of 367 releases of lien.
- Records Retention: Destroyed 963 cubic feet of records in FY 16/17. Upgraded the automated records system to simplify destroying records and tracking boxes once they are sent to GRM Offsite Records Storage. Assisted the following City departments/divisions with records destruction: Central Services, Finance, Marketing, and Communications, Office of the Mayor and Commission, Parking, Procurement, and Public Works.
- Meeting Calendar: Maintained electronic calendar of all public meetings. Posted electronically and in nine City Hall bulletin boards records of all meeting notices.
- Additional Key Facts:
Number of contracts processed: 628
Number of Letters to Commission (LTC) processed: 614
Election documents scanned: 2,662
- Staff: Continued supplementing staff by recruiting senior and student interns.

CITY CLERK
Accomplishments During Contract Year 2017/2018

Central Services Division

- Mail Equipment: Implemented a package tracker that follows packages from the time they arrive at the Central Services Division, until they are delivered and signed for by the intended recipient, eliminating lost packages and wasted time searching for packages.
- 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 approximately 1,200 print jobs in FY 2016/17, and produced approximately 3,500,000 impressions (black and white/color), at an average of 292,000 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.

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission
FROM: Commissioner Ricky Arriola
DATE: July 17, 2018

SUBJECT: DISCUSS HOLDING A COMMISSION GOALS CONFERENCE.

ANALYSIS

Please place this item on the July 17, 2018 Committee of the Whole agenda.

Legislative Tracking

Commissioner Ricky Arriola

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission
FROM: Rafael E. Granado, City Clerk
DATE: July 17, 2018

SUBJECT: ADVERTISEMENTS.

Legislative Tracking
Office of the City Clerk

ATTACHMENTS:

Description

▣ Ad

MIAMI BEACH

CITY OF MIAMI BEACH
NOTICE OF COMMITTEE OF THE WHOLE MEETING
JULY 17, 2018

NOTICE IS HEREBY that the Miami Beach City Commission, sitting as the Committee of the Whole, will meet in the City Manager's Large Conference Room, Fourth Floor, City Hall, on Monday, July 17, 2018, at 9:00 a.m., or as soon thereafter, to discuss:

- 1) The Charter Officials' annual performance evaluations; and
- 2) Holding a Commission Goals Conference.

INTERESTED PARTIES are invited to appear at this meeting, or be represented by an agent, or to express their views in writing addressed to the City Commission, c/o the City Clerk, 1700 Convention Center Drive, 1st Floor, City Hall, Miami Beach, Florida 33139. This item is available for public inspection during normal business hours in the Office of the City Clerk, 1700 Convention Center Drive, 1st Floor, City Hall, Miami Beach, Florida 33139. This meeting, or any item herein, may be continued, and under such circumstances, additional legal notice need not be provided.

Pursuant to Section 286.0105, Fla. Stat., the City hereby advises the public that if a person decides to appeal any decision made by the City Commission with respect to any matter considered at its meeting or its hearing, such person must ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by law.

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Rafael E. Granado, City Clerk
City of Miami Beach

Ad No. 071718-01

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission
FROM: Rafael E. Granado, City Clerk
DATE: July 17, 2018

SUBJECT: NOTICE OF COMMITTEE OF THE WHOLE MEETING.

ANALYSIS

CITY OF MIAMI BEACH NOTICE OF COMMITTEE OF THE WHOLE MEETING

JULY 17, 2018

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Rafael E. Granado, City Clerk
City of Miami Beach

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Office of the City Clerk