

OFFICE OF THE CITY CLERK

DEPARTMENT MISSION STATEMENT

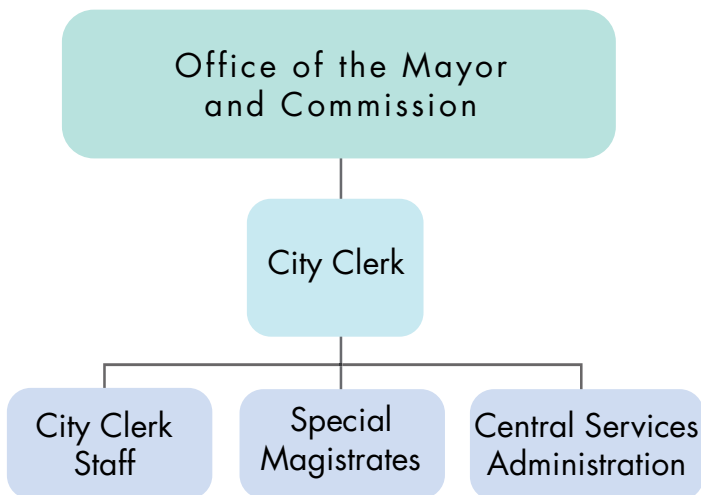
We are dedicated to performing as the secretary and custodian of the City Seal, compiling official City Commission, Redevelopment Agency (RDA), and North Beach Community Redevelopment Agency (NBCRA) agendas and after-action reports (minutes), providing quality print, copy, and mail services, and serving as a facilitator in providing public records and information expeditiously to the City Commission, the public, City staff, and other governmental agencies.

DEPARTMENT DESCRIPTION

The Office of the City Clerk provides a high level of customer service professionally and courteously, making public information easily accessible using the latest technology, and making the experience a satisfying one. The Office of the City Clerk’s responsibilities are reflected in the ensuing Table of Organization.

Central Services provides a high level of internal customer service professionally and courteously while performing the following tasks: sorting, processing, and distributing U.S. Mail and inter-office mail, delivery services, printing, copying, and binding services.

The Clerks of the Special Magistrate serve as the official secretary to the Special Magistrates. The Special Magistrates issue orders having the force of law commanding whatever steps are necessary to bring a violation into compliance. The Special Magistrates hear cases brought before them by the Building, Code Compliance, Parking, Parks and Recreation, Police/Marine Patrol, and Fire Departments. In addition, the Special Magistrates hear Historic Preservation Board Appeals, License Revocation Hearings, Short-Term Rentals, and Red-Light Camera Violations.



FISCAL ENVIRONMENT

The Office of the City Clerk is supported by the General Fund. The General Fund charges an administrative fee to Enterprise and Special Revenue Fund departments, the Redevelopment Agency (RDA), the North Beach Community Redevelopment Agency (NBCRA), and the Resort Tax Fund to cover the cost of various administrative support functions provided by the General Fund.

The following fees collected by the Office of the City Clerk also support the costs of the Office: lobbyist registration, domestic partnership, Special Magistrate revenues, public record requests and copying, and City candidate qualifying fees.

Central Services is an internal service funded division. Services provided are charged to departments based on the specific services provided.

BUSINESS ENVIRONMENT

The Office of the City Clerk and Special Magistrates have numerous responsibilities that are derived from the City Charter, City Code, or administratively. The Office interacts with other departments in the City and the public via face-to-face contact, telephone, email, virtually, and through our website.

Central Services’ customers are all City departments, and their goal is to provide excellent in-house services such as sorting and distributing U.S. Mail, copying, printing, binding, delivery, and inter-office mail processing. Central Services is the principal courier package-processing center for City departments. Central Services provides vehicle pool services for any department needing to use a City vehicle.



OFFICE OF THE CITY CLERK

SIGNIFICANT ACCOMPLISHMENTS

City Clerk

- 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, Redevelopment Agency (RDA), and North Beach Community Redevelopment Agency (NBCRA) meeting after-actions (minutes); and 4) The compliance with the Florida Public Records Act, also known as F.S. 119
- Provided support to the City Commission as they work to serve the residents of Miami Beach: Every division within the Office of the City Clerk strives to support the Mayor and City Commission as they work to serve the residents of Miami Beach. One important way this was accomplished was by providing public access to information relating to the legislative process. Over the next year, the Department will continue to accomplish this goal by focusing on the finalization of the implementation of a new agenda automated system that will enhance the current level of service and information provided to the public.
- Elections: Successfully conducted the November 7, 2023 General and the November 21, 2023 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.
- Produced a 2023 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 is rolling out a new agenda management software called PrimeGov, which among other things, will allow residents to provide feedback on the agenda items for each City Commission meeting.

SIGNIFICANT ACCOMPLISHMENTS CONT'D

- 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.
- Prepared a Voter Information Guide in both English and Spanish for the November 7, 2023 General Election and the November 21, 2023 Run-Off Election providing voters with general election information, key dates to remember, and methods of voting
- Engaged in outreach efforts with Political Committees and Electioneering Communication Organizations interested in participating in the 2023 Miami Beach Elections including reminders for the Campaign Finance Report due dates and answering questions regarding forms and submittals
- Designed a new webpage for the 2023 General and Run-Off Elections to provide the public with access to information, including candidate election forms and financial reports. All election-related documents, including candidate qualification papers, campaign finance reports, and certified election results were promptly made available for public access on the Elections webpage.
- Coordinated and posted to the City's website election documents for candidates and citizens' information, including: Candidate Forms; Candidate Reports, Election Calendar; Legal Notices; Polling Places and Precinct Map; Sample Ballots; and Accepted Qualifying documents for 10 candidates
- City Commission Agenda Preparation: Produced and posted City Commission agenda materials for 22 Commission meetings, retreats/special meetings, and workshops; oversaw the agenda preparation process and updated the City's webpage. Provided timely, thorough, and easy access to Commission meeting agendas, staff reports, and supporting documents.
- After-Actions: Accurately recorded, produced, transcribed, and preserved 22 detailed after-action reports (minutes) for Commission meetings, retreats, special meetings, and workshops
- Zoom: The Office of the City Clerk continues to utilize Zoom as a platform for residents and customers to participate in meetings

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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 47 Ordinances and 415 Resolutions
- City Code: Administered the electronic publication of the City of Miami Beach Code of Ordinance. Submitted Ordinances for codification. Maintained Code of Ordinances supplement subscriptions. The City Code is available at https://library.municode.com/fl/miami_beach/codes/code_of_ordinances.
- Public Records Requests: Responded to 173 public records requests (PRRs) directed at the Office of the City Clerk. The Office coordinated and monitored the response to 6,596 Citywide PRRs to ensure a prompt response. The Office of the City Clerk improved government transparency through a searchable database of the most frequently requested public records online and assisted staff with the research of official records.
- Laserfiche/Scanning: Scanned, indexed, quality-controlled, and published all LTCs, Lobbyists' Affidavits, Ordinances, and Resolutions into Laserfiche; giving the public web-based access to all these documents
- Board and Committees: Developed a revamped and user-friendly board and committee webpage designed to enhance resident experience. The new webpage features a database of the current board and committee openings to assist residents wishing to become involved in City government.
- Coordinated all board and committee appointments by the City Commission, continued to maintain technology to make civic participation easier through the online application process, monitored attendance of all members, and updated the Board and Committee Handbook
- Maintained records for 41 boards and committees with 330 members. Processed 154 new board and committee applications and 228 appointments. Posted a searchable database of all boards and committees on the Office of the City Clerk's web page on a weekly basis.
- Produced the board and committee quarterly attendance reports and the board and committee biannual reports. Generated the board and committee minority report.

SIGNIFICANT ACCOMPLISHMENTS CONT'D

- Lobbyists: Maintained lobbyist registration information. Registered 147 (for-profit and not-for-profit) lobbyists with 417 new issues. Generated weekly lobbyist information for elected officials and the administration, collected annual registration fees and per-issue fees, and processed annual financial reports as mandated by the City Code.
- Letter to Commission (LTC): The Office of the City Clerk processed, emailed, and digitized 570 Letters to Commission in 2023 and over 155 from January through April, 2024
- 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: Ensured that legal noticing requirements were met. Generated, proofed, and placed legal advertisements in local newspapers as required by law. Published the following advertisements: 52 meeting notices, 122 public hearing notices, and 64 election information notices. 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.
- Special Magistrate: Processed the following new cases: 857 Code Violation Appeals, 600 Short-term Rental Appeals, 35 Noise Violation Appeals, 415 Building Violations, 501 Code Violations, 76 Code Liens/Releases/Partial Releases, 331 Building Liens/Releases/ Partial Releases, 61 Red Light Camera Cases, and 52 Short Term Rental Liens/Releases/ Partial Releases
- Records Retention: Coordinated the records retention and destruction program for all City departments. Reviewed and monitored retention schedules and identified documents eligible for destruction. Destroyed 223 cubic feet of records in FY 2023. Assisted the following City departments/divisions with records destruction: City Clerk, Special Magistrate, Fire, Finance, and Code Compliance.
- Meeting Calendar: Maintained electronic calendar of all public meetings. Posted on the City Clerk's webpage and in the 4 City Hall digital bulletin boards copies of meeting notices.
- Webpage: Enhanced communications with residents by improving and continuously updating the Office of the City Clerk's website content related to the Commission and Committee Meetings, Elections, Boards and Committees, Public Hearings, Public Records, and the City Calendar

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SIGNIFICANT ACCOMPLISHMENTS CONT'D

- Education: Participated in educational programs through the International Institute of Municipal Clerks and the Florida Association of City Clerks
- Charter Review and Revision Board: The City Clerk served as the staff liaison for the Charter Review and Revision Board. Under Section 8.01 of the Miami Beach Charter, a review of the Charter shall occur, every ten years. The Charter Review and Revision Board has been formed to review the City Charter, seek public input thereon, and eventually present its recommendations to the City Commission.
- Miscellaneous: Provided customer service response and direction. Provided notary services.

Central Services

- Copier Equipment: The Central Services Division operates high-speed, high-volume black and white and color production printers that produce professional results. These machines not only copy but also collate, bind, and staple finished documents, achieving low cost and cost-effective digital reproduction of printed materials. Central Services also operates Wide Format Plotter printing that creates professional low-cost posters and banners.
- Printing Production: The Central Services Division received 1,347 print jobs in FY 2023 and produced 2,762,592 impressions (black and white/color), at an average of 230,200 impressions per month. These jobs included: Commission meeting agenda books, supplementals to the City Code, 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 logs, storage receipts, inspection handouts, daily reports, information logs, Code violation forms, retiree enrollment applications, door hangers, 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.

CRITICAL SUCCESS FACTORS

- Ensure cross-training of staff
- Monitor that departments respond timely to public records requests.
- Enhance external/internal communications from and within the Office of the City Clerk
- Ensure expenditures trends are sustainable over the long term

FUTURE OUTLOOK

The Office of the City Clerk will continue to pursue opportunities that will enhance the Department's ability to provide accurate and timely information to the Mayor and City Commission, City Manager, City Attorney, all City departments, and the public.