

RAFAEL E. GRANADO

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: 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.

November 5, 2024 Special Election:

- **Efficient Election Coordination:** (November 2024): Successfully collaborated with the Miami-Dade County Elections Department to ensure a smooth and well-organized election process for Miami Beach voters, including early voting, mail-in ballots, and Election Day logistics.
- **Inclusion of Charter Amendments:** Coordinated the inclusion of all proposed Charter Amendments as ballot questions, ensuring residents had the opportunity to vote on significant updates to the City Charter.
- **Enhanced Polling Site Operations:** Supported the operation of City Hall Early Voting sites, providing residents with accessible and secure voting locations.
- **Transparency in Election Information:** Maintained an updated election webpage with real-time information on polling locations, sample ballots, and election night results, enhancing public access and trust in the process.
- **Bilingual Voter Information Guide:** Prepared a Voter Information Guide in both English and Spanish for the November 5, 2024 Special Election, providing voters with general election information, key dates to remember, and methods of voting.

Lincoln Road Business Improvement District Renewal Election:

Successfully conducted the Special Mail Ballot Election to renew the Lincoln Road Business Improvement District (LRBID), which was held from November 12 to December 16, 2024.

- **Election Coordination:** Organized and oversaw the mail-ballot election process, ensuring compliance with relevant statutes, ordinances, and resolutions.
- **Voter Communication:** Created and published official sample ballots and election notices to inform property

owners within the District about the special election details and procedures.

- **Ballot Management:** Handled the distribution, receipt, and secure processing of mail-in ballots to maintain the integrity of the election.
- **Canvassing and Certification:** Convened the Canvassing Board to open, process, and tabulate the received ballots, followed by the official certification of the election results.

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.

Ordinance and Resolution Registry: Maintained a web-based Ordinance and Resolution registry to provide an easy research tool for the public. Processed 109 Ordinances and 582 Resolutions.

City Code: Administered the electronic publication of the City of Miami Beach Code of Ordinances. Submitted Ordinances for codification. The City Code is available at: https://library.municode.com/fl/miami_beach

Public Records Requests: The Office of the City Clerk coordinated and monitored the response to 7,961 citywide public records requests, ensuring timely replies. To enhance government transparency, the office developed a searchable online database featuring the most frequently requested public records and provided staff support in researching official documents.

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: 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 46 boards and committees with 378 members. Processed 201 new board and committee applications and 296 appointments. Posted a searchable database of all boards and committees on the Office of the City Clerk's web page on a weekly basis. Revamped the Boards and Committees webpage to enhance user-friendliness and accessibility, aiming to attract and engage a larger audience. Produced the board and

committee quarterly attendance reports and the board and committee biannual reports. Generated the board and committee minority report.

Lobbyists: Maintained lobbyist registration information. Registered 225 (for-profit and not-for-profit) lobbyists with 421 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 569 Letters to Commission in 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, 164 public hearing notices, and 64 election information notices.

Meeting Calendar: Maintained electronic calendar of public meetings. Posted on the City Clerk's webpage, Miami-Dade County designated website, and in the 4 City Hall digital bulletin boards copies of meeting notices.

Transitioned to Digital Public Notices: Successfully transitioned the publication of public notices from a newspaper of general circulation to a publicly accessible, county-operated website, in compliance with Florida Statutes Chapter 50.0311(6). Legally required advertisements and public notices were published on Miami-Dade County's designated website at: <http://legalads.miamidade.gov/>. These notices are provided in a searchable format and include the date of first publication, enhancing transparency and accessibility for residents. This transition achieved substantial cost savings by eliminating newspaper advertising expenses while maintaining compliance with public notice requirements. The transition ensured equitable access by providing free, 24/7 online availability of public notices in a searchable format, addressing the fact that the majority of residents do not subscribe to a newspaper. For residents without internet access, the Office of the City Clerk physically delivers copies of public notices to City libraries, elderly housing facilities, and senior centers, and maintains extra copies at City Hall. Additionally, the Office offers the option to mail notices upon request and can also provide digital delivery via email for those who prefer it.

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.

Implemented Digital Agenda Management System: Launched a new digital agenda system for the City Commission, Commission Committees, and Land Use Board,

reducing paper usage and improving accessibility for residents and staff.

Implemented SoundSearch Technology: SoundSearch was integrated into the City of Miami Beach's Digital Agenda Management System, significantly improving accessibility and transparency for residents. This innovative platform enables users to locate specific topics, discussions, or speakers within meeting recordings by searching for keywords or phrases and seamlessly linking agenda items to the corresponding sections of meeting videos. The implementation has enhanced public engagement by allowing residents to access information independently.

Implementation of E-Comment Feature for City Commission Meetings: Successfully implemented the e-comment feature on the digital agenda platform as an additional format for public engagement, allowing residents to submit comments on agenda items electronically for City Commission meetings. This new option complements traditional methods of participation, enhancing accessibility and convenience for those unable to attend in person.

Decennial Charter Review and Revision Board Coordination: Successfully coordinated the decennial Charter Review Board, ensuring a comprehensive evaluation of the City Charter in compliance with Section 166.031 of the Florida Statutes and local requirements. The process included facilitating public meetings and discussions to gather input from residents, stakeholders, and legal experts, fostering transparency and community engagement. Administrative support was provided to the Charter Review Board to ensure that proposed amendments aligned with community priorities and adhered to legal and regulatory standards. The recommended amendments were prepared and presented to the City Commission, culminating in their placement on the November 5, 2024, Special Election ballot. All proposed amendments received overwhelming approval from Miami Beach voters, reflecting strong community trust and alignment with municipal goals. This initiative strengthened the governance framework of Miami Beach, ensuring the City Charter reflects best practices, legal compliance, and the evolving needs of the community.

Education: Participated in educational programs through the International Institute of Municipal Clerks and the Florida Association of City Clerks.

Hosted Miami-Dade County City Clerks Association Quarterly Meeting: The Office of the City Clerk successfully hosted the Miami-Dade County City Clerks Association quarterly meeting, providing an educational and networking opportunity for city clerks from across the county. This event facilitated the exchange of best practices, strengthened professional relationships, and supported ongoing development within the municipal clerk community.

Miscellaneous: Provided customer service support and direction, including notary services. If we were unable to assist directly, we ensured individuals were appropriately directed to the relevant department or resources.

ADMINISTRATIVE

SPECIAL MAGISTRATE DIVISION

Processed the following new cases: 733 Special Magistrate Appeals, 519 Building Violations, 569 Code Violations, 83 Code Liens/Releases/Partial Releases, 562 Building Liens/Releases/ Partial Releases, and 80 Red Light Camera Cases.

Introduced and Tested Virtual Translation Program for Special Magistrate Hearings: The Office of the City Clerk has introduced and successfully tested a virtual translation program to assist non-English-speaking residents during Special Magistrate Hearings. Certified translators provide real-time interpretation in languages such as Spanish and Haitian Creole, appearing virtually during hearings. This program, set to be fully implemented in fiscal year 2025, ensures accessibility, inclusivity, and equitable participation for all residents, reflecting Miami Beach's dedication to serving its diverse community.

Creation of a Dedicated Space for Special Magistrate Hearings: The Office of the City Clerk has transformed the First Floor Conference Room near the breezeway of City Hall into a dedicated space for Special Magistrate Hearings by procuring advanced audio and digital equipment to create a functional courtroom environment. This initiative eliminates scheduling conflicts with boards, committees, City Commission meetings, and other events. The convenient location enhances accessibility for participants, while the modern equipment ensures a streamlined and professional hearing process, reflecting the City's commitment to efficiency and accessibility.

RECORDS MANAGEMENT DIVISION

The Office of the City Clerk established a new Records Management Division for the City of Miami Beach, ensuring compliance with Florida Statutes Chapter 119 (Public Records Law) and the Florida Department of State's General Records Schedule. This Division centralized records management operations, streamlining document handling, storage, and retrieval across all City departments. Standardized policies and procedures for records retention and public access were designed and implemented, supporting the City's commitment to transparency and accountability. Additionally, training and resources were provided to City staff on best practices for records management, ensuring alignment with legal requirements and operational standards.

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 1,889 cubic feet of records in FY 2024. Assisted the following City departments/divisions with records destruction: City Clerk, Special Magistrate, Fire, Finance, Code Compliance, Mayor and Commission, City Manager, City Attorney, Public Works, Parking, Housing and Community Services, and Miami Beach Employees Retirement and Pension Office.

CENTRAL SERVICES DIVISION

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 cost-effective digital reproduction of printed materials.

Printing Production: The Central Services Division received 1,279 print jobs in FY 2024 and produced 2,382,844 impressions (black and white/color), at an average of 198,570 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.

Enhanced Printing Capabilities with High-Performance Plotter: The Central Services Division utilized its high-quality plotter in the print shop to provide efficient and cost-effective printing services for multiple City departments. This versatile tool produced high-quality posters, banners, maps, and large-format materials to support a variety of departmental needs, including public outreach, events, and planning projects. By offering in-house services, the Central Services Division streamlined the printing process, reduced reliance on external vendors, and ensured faster turnaround times for City initiatives. This approach delivered significant cost savings across departments, enabling them to focus resources on program delivery rather than outsourcing printing tasks. Additionally, the initiative fostered interdepartmental collaboration by providing custom printing solutions, enhancing the City's ability to communicate effectively with the public.

Upgraded Equipment and Enhanced Operational Efficiency: Replaced and upgraded its paper cutter equipment, enabling the department to efficiently meet the increasing cut sheet demands. Additionally, Central Services excelled in handling growing demands for printing, courier, and incoming and outgoing mail services. These advancements have reinforced the Division's ability to provide convenient, cost-effective in-house services while maintaining a high standard of operational support across all departments.

CRITICAL SUCCESS FACTORS

- Ensure cross-training of staff.
- Monitor that departments respond in a timely manner to public records requests.

- Enhance external/internal communications from and within the Office of the City Clerk.
- Ensure that expenditure trends are sustainable over the long term.
- Provide excellent customer service by responding promptly, accurately, and courteously to all inquiries and requests.

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.