



COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: City Clerk Rafael E. Granado

DATE: May 21, 2025

TITLE: A COMMITTEE OF THE WHOLE (COW) MEETING WILL BE HELD DURING THE 12:00 NOON RECESS OF THE CITY COMMISSION MEETING ON WEDNESDAY, MAY 21, 2025, IN THE CITY MANAGER'S LARGE CONFERENCE ROOM, FOURTH FLOOR, CITY HALL, TO DISCUSS THE ANNUAL PERFORMANCE EVALUATIONS OF THE CITY ATTORNEY, CITY CLERK, AND INSPECTOR GENERAL, AND DISCUSS/TAKE ACTION ON POTENTIAL CONTRACT AMENDMENTS.

RECOMMENDATION

BACKGROUND/HISTORY

ANALYSIS

This memorandum is provided in anticipation of the annual evaluations of three of the City's Charter officers: the City Attorney, the City Clerk, and the Inspector General. These evaluations are scheduled to take place during the Committee of the Whole (COW) meeting as part of the May 21, 2025 regular City Commission meeting.

Pursuant to the terms of their respective employment agreements, the City Commission is required to conduct annual performance evaluations for the City Attorney, City Clerk, and Inspector General, including a review of salary and benefits, within thirty (30) to forty-five (45) days of the anniversary date of each contract.¹ As part of their evaluations, the City Commission may determine whether adjustments to salary and/or benefits are warranted. The evaluation process also provides the Mayor and City Commission with an opportunity to offer individual feedback and engage in a discussion with each officer regarding their performance.

Although each of the three Charter Officers has a different contract anniversary date, the City Commission has not yet had the opportunity to conduct their evaluations until now. Proceeding at this time allows the Commission to consider each Charter Officer's performance over a comparable period and to review the evaluations concurrently for efficiency and consistency. For those whose evaluations are past due, any approved salary or benefit adjustments may be approved retroactively to the respective Charter Officer's anniversary date.

The officers subject to evaluation are:

- Ricardo J. Dopico, City Attorney

¹ The City Manager's annual performance evaluation will be conducted on or around July 24, 2025, which is the first anniversary of his Commencement Date as City Manager, as defined in Mr. Carpenter's employment agreement.

- Rafael E. Granado, City Clerk
- Joseph M. Centorino, Inspector General

To assist the City Commission in its review, each Charter Officer has submitted an Annual Report, attached as follows:

Exhibit 1: City Attorney's Annual Report

Exhibit 2: City Clerk's Annual Report

Exhibit 3: Inspector General's Annual Report

Following the meeting, Resolutions will be prepared for each Charter Officer, summarizing any adjustments or contract amendments approved by the City Commission on May 21, 2025. These will be executed as after-the-fact resolutions, memorializing the final actions taken.

FISCAL IMPACT STATEMENT

Not applicable at this time.

Does this Ordinance require a Business Impact Estimate? (FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:

See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

FINANCIAL INFORMATION

CONCLUSION

Applicable Area

Citywide

Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?

No

Is this item related to a G.O. Bond Project?

No

Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying? No

If so, specify the name of lobbyist(s) and principal(s):

Department

City Clerk

Sponsor(s)

Co-sponsor(s)

Condensed Title

12:00 p.m. COW: Evaluations of City Attorney, City Clerk, and Inspector General. CC

Previous Action (For City Clerk Use Only)