



**COMMISSION MEMORANDUM**

TO: Honorable Mayor and Members of the City Commission

FROM: City Clerk Rafael E. Granado

DATE: November 20, 2024

TITLE: HOW A PERSON MAY PARTICIPATE DURING THE HYBRID CITY COMMISSION MEETING / COMMISSION MEETING PROCEDURES.

**RECOMMENDATION**

Please call the Office of the City Clerk at 305.673.7411 if you have any questions.

**BACKGROUND/HISTORY**

**HOW A PERSON MAY PARTICIPATE DURING THE  
NOVEMBER 20, 2024 HYBRID CITY COMMISSION MEETING**

On November 20, 2024, commencing at 8:30 a.m., the City of Miami Beach will host a Hybrid Commission Meeting. During the Hybrid Commission Meeting, the City Commission will be physically present in the Commission Chamber at 1700 Convention Center, 3rd Floor, Miami Beach, Florida, 33139.

**Providing Spoken Public Comment:**

Applicants and members of the public who wish to attend this Commission Meeting or provide public comment in person may appear at the Commission Chamber. Applicants and members of the public who wish to participate or provide comment virtually during the Commission Meeting may join the webinar at: <https://miamibeachfl-gov.zoom.us/j/81392857671> or via telephone at: 1.305.224.1968 (U.S.) or 888.475.4499 (Toll-Free). Webinar ID: 81392857671#. Applicants and members of the public wanting to speak virtually on an Item during the meeting must click the "raise hand" icon if using the Zoom app or press \*9 on the telephone to raise their hand.

**Observing the Commission Meeting:**

The Commission Meeting will be broadcast live on Miami Beach TV (MBTV), viewable on the City's website at, <https://www.miamibeachfl.gov/government/mbtv/> as well as on Breezeline Cable channel 660, AT&T U-verse channel 99, Hotwire Communications channel 395, and ROKU device on PEG.TV channel. Closed captioning displays of the audio portion of the Commission Meeting are available in English and Spanish on MBTV. The Commission Meeting will also be broadcast live on social media at [facebook.com/cityofmiamibeach](https://facebook.com/cityofmiamibeach). Closed captioning displays of the audio portion of the Commission Meeting are available in English on Facebook.

**Submitting Written Public Comment Before the Commission Meeting:**

The public may submit written comments by sending an email to [CityClerk@miamibeachfl.gov](mailto:CityClerk@miamibeachfl.gov) by 5:00 p.m. the day before the Commission Meeting. Please identify the Agenda Item Number in the email subject line. Emails received will be forwarded to the Mayor and Commissioners and will be included as a part of the meeting record.

## **DR. STANLEY SUTNICK CITIZEN'S SPEAKERS FORUM**

The times for the public comment period, known as the Dr. Stanley Sutnick Citizen's Forum, are 8:30 a.m. and 1:00 p.m., or as soon as possible thereafter. Approximately thirty minutes will be allocated to each session, with individuals being limited to no more than two minutes or for a period established by the Mayor. No appointment or advance notification is needed to speak to the Commission during this Forum. During the Dr. Stanley Sutnick Citizen's Forum, the public may address any issues and/or concerns.

## **AUDIO/VISUAL PRESENTATIONS**

Audio/visual (AV) materials relating to Agenda Items at City Commission meetings may be presented by utilizing the City's AV equipment, provided that materials are submitted to the Department of Marketing and Communications by 8:30 a.m., one (1) business day before the meeting. Advance submittal of a presentation will allow the Communications Department to plan for the use of the appropriate AV equipment. AV materials must be submitted via email at [communications@miamibeachfl.gov](mailto:communications@miamibeachfl.gov). The body of the email must include a notation listing the name or group, contact person, daytime telephone number, email address, description/title of the presentation, and Agenda Item Title as well as the Agenda Item Number. Please reference "Audio/Visual Material" in the email subject line. Acceptable formats for electronic submission are .pdf, .ppt, .pptx, .pps, .ppsx, .wmv, .avi, and .mov. (Note that .pdf is the preferred format for PowerPoint presentations.)

Before every Commission meeting, an Agenda and backup materials are published by the Administration. The Agenda and backup materials are available on the City's website: <https://www.miamibeachfl.gov/city-hall/city-clerk/agendas> the Thursday before a regularly scheduled Commission Meeting. Interested parties are invited to take part in this meeting or be represented by an agent. This meeting, or any Item therein, may be continued, and under such circumstances, additional legal notice need not be provided.

To request this material in an 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).

To review the Business Impact Estimates for proposed Ordinances in this meeting, please visit <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notices/>

### **Parking:**

Meeting attendees can park at the City Hall Garage, 1755 Meridian Avenue, Miami Beach, Florida, 33139.

Rafael E. Granado, City Clerk  
City of Miami Beach  
[CityClerk@miamibeachfl.gov](mailto:CityClerk@miamibeachfl.gov)  
305.673.7411

## **ANALYSIS**

N/A

## **FISCAL IMPACT STATEMENT**

N/A

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

The Business Impact Estimate (BIE) was published on . See BIE at:  
<https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

**FINANCIAL INFORMATION**

N/A

**CONCLUSION**

N/A

**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)**