



Department Name: Mayor and City Commission

Fiscal Year: 2011/12

Date Prepared/Updated: 5/5/11

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### **Department Mission/Purpose Statement**

"We are dedicated to developing policy and providing direction to meet the needs of constituents by providing leadership that enhances and improves the quality of life for those who live, work and play in the City of Miami Beach."

### **Department Description**

Miami Beach operates as a "Council/City Manager" form of government. The Miami Beach City Commission consists of a Mayor and six Commissioners who serve as the Legislative branch of the City of Miami Beach government. On a rotating basis, the Commission selects one its members to serve as Vice Mayor for a three month term. Voters elect the Mayor and Commissioners as city-wide representatives through non-partisan elections held in odd-numbered years with the Mayor elected to serve two-year terms with a limit of three consecutive terms. Commission terms are staggered so that not all Commissioners are up for reelection at the same time.

As elected officials, the Mayor & Commissioners respond to citizens who seek their assistance in matters involving the governance and operation of the City of Miami Beach. Through the enactment of ordinances and resolutions, the review and approval of bids and contracts, and the awarding of certificates and proclamations, the City Commission works to improve quality of life, economic development, and enhanced communication between city government and the community.

Working to complement the efforts of the City Commission, office personnel serves to bridge elected officials to their constituency as well as working directly with the City Administration to address the problems and issues brought forth by the community. Customer service and timely responsiveness are the key responsibility of all staff members.

See attached Table of Organization

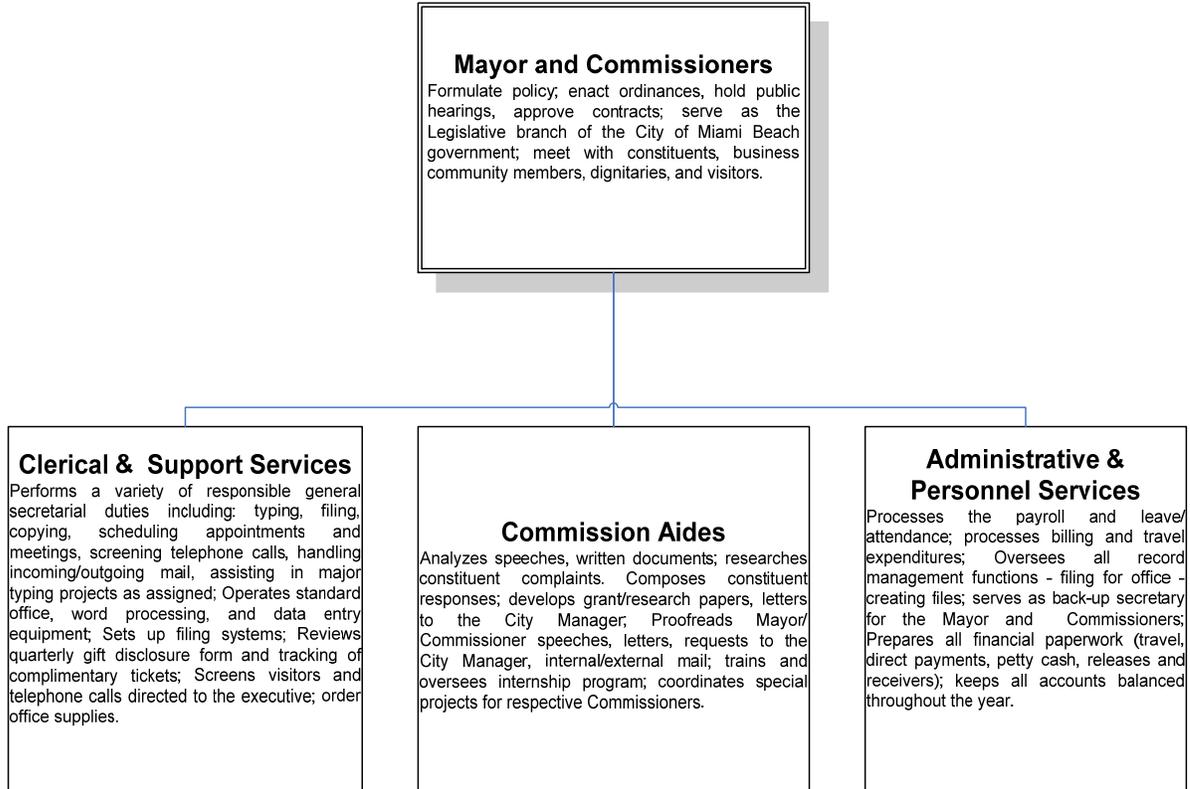


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**Fiscal Environment:**

The Office of the Mayor and Commission is supported by General Fund.

**Business Environment:**

The Office of the Mayor and Commission holds Commission Meetings and Commission Workshops to discuss and decide on issues facing the City of Miami Beach. Commissioners also serve on the Commission Committees (Neighborhoods Committee, Finance and Citywide Projects Committee, and Land Use & Development Committee), and discuss referral items as well as gather community input.

The Mayor and Commissioners additionally work on issues affecting the City of Miami Beach and Miami-Dade County as a whole by serving on Non-City Commission Committees including Miami-Dade League of Cities, Metropolitan Planning Organization, Miami-Dade Tourist Development Council, Greater Miami Convention and Visitors Bureau, South Florida East Coast Corridor Coalition, International Women's Forum, and Citizens Oversight Committee



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### **Significant Prior Accomplishments:**

Continued to work toward achieving the City's vision by focusing on the priority areas identified in the City's strategic plan, including the following highlights by vision linkage:

#### **Cleaner and Safer**

- Over 14,000,000 visitors with one drowning death (Rip Current) during duty hours near lifeguard towers
- Lifeguards rescued 647 drowning victims from Rip Currents and did 314,791 preventive actions
- Of the 9 homicides committed in 2010, all subjects have been either arrested or identified, making for a 100 percent clearance rate
- SIU detectives participated in the South Florida Money Laundering Strike Force, during calendar year 2010, this Strike Force confiscated \$15,728,514 in US Currency, 13 weapons, 10 vehicles, 7 kilograms of heroin, and 45.4 kilograms of cocaine.

#### **Beautiful and Vibrant, Mature, Stable Residential Community, Urban and Historic Environment**

- Completed the fifth year's goal for the reforestation plan with over 250 trees planted citywide this fiscal year and bringing the program total to 4,500 trees installed to date
- Completed the engineering, design and installation of shared lane markings along Washington Avenue from South Pointe Drive to Dade Boulevard and initiated an evaluation study of the markings in partnership with the Florida Department of Transportation
- Completed the engineering, design, and installation of traffic calming speed cushions on Sunset Islands 3 and 4 as part of the Traffic Calming Pilot Program
- Launched the Adopt-a-Beach Pilot Program in partnership with ECOMB. Thus far, 24 organizations have committed to cleaning a predefined section of beach at least four times per year
- Completed 8 dune restoration projects with volunteers between 53<sup>rd</sup> and 87<sup>th</sup> Streets
- Completed 3 "No Dumping" storm drain marker installation events, installing a total of 98 markers Citywide



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### **Cultural, Entertainment and Tourism Capital**

- Recommended approximately \$630,000 in cultural grants through the Cultural Arts Council
- Coordinated significant Film and Television projects including: Burn Notice (USA), The Glades (A&E), Real Housewives of Miami (Bravo), Bones/ the Finder (Fox), Charlie's Angels (ABC), Magic City (Starz), Rock of Ages, The Loft and many reality and scripted programs and commercials
- Entered into an agreement with Stage Door Theater to take over the operations of the Byron Carlyle Theater

### **International Center for Innovation in Culture, Recreation and Business**

- Increased on-line Resort Tax registration and remittance to 93% of all monthly filers and 65% of all annual filers
- Implemented the 24 hour walk-thru process for building permits

### **Well Improved Infrastructure**

Completed the following projects:

- Normandy Shores Clubhouse
- Scott Rakow Youth Center Phase II renovations
- Bandshell Renovation Project
- South Pointe Streetscape, Phase II



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### **Critical Success Factors:**

- Focus on Customer Service: Although the City of Miami Beach has a City Manager form of government, the Office of the Mayor & Commission plays an integral role in channeling the concerns and perspectives of the community to the appropriate administrative agencies. The Mayor & Commission Office staff is charged with responding to a large volume of telephone calls, facsimile communications, electronic and written correspondence. These responses are handled by both our elected officials and their office staff, which acts on behalf of individual Commissioners or the Office of the Mayor and Commission as a whole.
- Continued coordination and communication between the Office of the Mayor & Commission and City Manager's Office in order to ensure timely and accurate constituent service, as well as the necessary information for the policymakers to base their decisions on.

### **Future Outlook:**

As it pertains to the handling of constituent concerns, it is the goal of the Office of the Mayor & Commission staff to work with the Administration in order to improve response-related issues, such as response turnover time for incoming communication.

In addition to improving communication with the Administration in order to provide more timely and accurate responses, the Office of the Mayor & Commission staff will also strive to improve internal communication.



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### **Miami Beach Strategic Planning Framework**

The Department Work plan is aligned with Citywide strategic outcomes and initiatives established through extensive community input. The City's strategic planning process provides a framework at a broad level of where we want to go, how we get there, and how we measure our progress along the way. The process ensures increased communications at all levels of City government using consistent terms.

- Our Citywide **Vision** communicates the community's shared vision for the best possible future for the City of Miami Beach:  
*Cleaner and Safer, Beautiful and Vibrant, A Unique Urban and Historic Environment, A Mature, Stable, Residential Community with Well-Improved Infrastructure, A Cultural, Entertainment Tourism Capital and an International Center for Innovation and Business, While Maximizing Value to Our Community for the Tax Dollars Paid*
- Our Citywide **Mission** statement communicates the role of our government in achieving this vision:  
*We are committed to providing excellent public services and safety to all who live, work, and play in our vibrant, tropical, historic community*
- Our **Values** communicate to all levels of our organization the manner in which we expect all decisions, interactions and activities to be performed:  
*We maintain the City of Miami Beach as a world-class city.  
We work as a cooperative team of well-trained professionals.  
We serve the public with dignity and respect.  
We conduct the business of the City with honesty, integrity, and dedication.  
We are ambassadors of good will to our residents, visitors, and the business community*
- Our **Identified Priorities** communicate activities that are essential to help us achieve our vision:  
*Capital Improvement Program, Strategic Planning and Economic Development, Organizational Development, Neighborhood Services, and Investment in Technology*
- We have developed **Key Intended Outcomes** across all City Departments. These are the results the City plans to achieve towards accomplishing its Vision. These outcomes are from the customer/community perspective (e.g. quality of service provided, customer satisfaction).
- **Key Performance Indicators (KPI)** express the City's Key Intended Outcomes in measurable terms. Departments monitor additional performance indicators (*Department Performance Indicators*) that support these Citywide Key Performance Indicators.
- **Initiatives** are undertaken to drive the performance level for a key performance indicator.



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**Citywide Key Intended Outcomes supported by the Department:**

- Increase community satisfaction with City government