

**RESOLUTION NO.        2023-32680**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AUTHORIZING THE ADMINISTRATION TO VIDEO-RECORD AND AIR ON MBTV THE MAYOR AND GROUPS IV, V, AND VI COMMISSION CANDIDATE VIDEO PRESENTATIONS FOR THE NOVEMBER 7, 2023 GENERAL ELECTION AND AFFIRMING AS ITS POLICY STATEMENT THE PUBLIC PURPOSE OF EDUCATING THE CITY'S VOTERS AS TO QUALIFIED CANDIDATES SEEKING ELECTION IN THE CITY'S NOVEMBER 7, 2023 GENERAL ELECTION.**

**WHEREAS**, pursuant to Resolution No. 2001-24626, the City Commission adopted the recommendation of the Community Affairs Committee to arrange a presentation whereby each qualified candidate for a City of Miami Beach elected office be given up to five minutes of airtime on the City's Government Channel, now MBTV, to allow each such candidate to present himself/herself and his/her platform, with the presentation to be publicly advertised, recorded, and aired on MBTV; and

**WHEREAS**, expenditures related to such video presentations concerning the City's November 7, 2023 General Election have been budgeted inasmuch as such expenditures will serve the public purpose by educating the voters as to each qualified candidate's position, thereby resulting in a more informed electorate vote, benefiting the public good; and

**WHEREAS**, the following are the 2023 City of Miami Beach Candidate Presentation Guidelines:

1. To offer Miami Beach viewers an informative and organized presentation, the Candidates' Video Presentation will be recorded live and replayed multiple times on MBTV. Once the recording of a qualified candidate begins, the camera will not be turned off until the earlier of when the candidate indicates they are finished, or the five-minute time limit has been reached. Each candidate shall have two opportunities for live recording, with the second recording to occur immediately following the first recording. After the recordings, candidates will be emailed a link where they must choose within the stated time established therein, which recording they would like aired. In the event a candidate fails to timely select their preferred recording, the second recording will be chosen to air by default. NOTE: All individual candidate recorded presentations are public records pursuant to Chapter 119, Florida Statutes, and as such may not be edited or redacted for any reason.
2. Candidates will be offered the use of the City's teleprompter and a one-hour rehearsal session before the date of the recording. Candidates that wish to use the City's teleprompter must provide their script at the time of each session (rehearsal and recording) as a Microsoft Word document saved in "Rich Text Format" saved on a USB flash drive. Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.
3. To have an organized presentation of candidates and issues, it is important that a strict timetable be developed and adhered to. Each candidate will be given a scheduled time slot for their rehearsal and final video recording schedule. It is the sole responsibility of the candidate to make sure they are available when it is their

time to speak. Any candidate who misses their assigned time slot will forfeit their opportunity to present. The City Clerk is authorized to take any action not otherwise inconsistent with this Resolution, including but not limited to altering the days and times of the rehearsal and/or final video recording if necessary due to an unforeseen event, with the City Clerk immediately reporting the change to the Mayor and Commissioners via a Letter to Commission (LTC).

4. The Candidate Video Presentations will be shown multiple times on MBTV. The scheduled air times will be published in The Miami Herald Neighbors Section, El Nuevo Herald, local Spanish language newspapers (depending on publishing dates), and on MBTV.
5. Candidates must arrive at the Office of the City Clerk at least 10 minutes before their assigned time slot. This will ensure an orderly transition from candidate to candidate.
6. The time slots will be assigned in the order of ballot presentation: Mayor and the three Commission Groups, and within each corresponding Group alphabetically by candidates (as their names will appear on the ballot). It is the sole responsibility of the candidate to be available at their designated time.
7. Before the candidates begin speaking, the moderator will give an introduction stating the purpose and explaining the format of the Candidate Presentation.
8. Each candidate will be allocated a maximum of five minutes of airtime on MBTV. To maintain equitable time for each candidate who elects to participate in the Candidate Video Presentation, when the candidate's five minutes have elapsed (or earlier if the candidate makes clear that they have completed the presentation), the candidate will be cut off, even if in mid-sentence. As all Candidate Video recordings are public records, the candidates' recorded presentations shall not be edited or redacted.
9. The moderator will introduce each candidate. The introduction will be limited to the Mayor or Commission Group Number and the corresponding name of the candidate (example: "Mayoral candidate; candidate's name" or "Commission Group IV, V, or VI candidate; candidate's name.") The candidate will be introduced by their name, as it will appear on the ballot.
10. Only the candidate may speak on their behalf, not a representative.
11. No pre-recorded videos will be used.
12. No background music, special backgrounds, or special effects will be allowed.
13. The Administration will be given a time slot at the end of the Candidate Video Presentations to provide general voter information about the General Election (and Run-Off Election, if required).

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA,** that the Mayor and City Commission hereby affirm the public purpose of educating the City's voters as to qualified candidates seeking election in the City's November 7, 2023 General Election, and thus approve the expenditure of

related budgeted funds for this public purpose, and thus further authorize, subject to the guidelines stated in this Resolution, the Administration to video-record and air on MBTV the Mayor and Groups IV, V, and VI Commission Candidate Video Presentations for the City of Miami Beach's November 7, 2023 General Election.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of July, 2023.

**ATTEST:**



\_\_\_\_\_  
Rafael E. Granado, City Clerk



\_\_\_\_\_  
Dan Gelber, Mayor

JUL 28 2023



APPROVED AS TO  
FORM & LANGUAGE  
& FOR EXECUTION



\_\_\_\_\_  
City Attorney *PAZ*

7-18-23  
Date

# MIAMI BEACH

## COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission  
FROM: Rafael E. Granado, City Clerk  
DATE: July 26, 2023

SUBJECT: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AUTHORIZING THE ADMINISTRATION TO VIDEO-RECORD AND AIR ON MBTV THE MAYOR AND GROUPS IV, V, AND VI COMMISSION CANDIDATE VIDEO PRESENTATIONS FOR THE NOVEMBER 7, 2023 GENERAL ELECTION AND AFFIRMING AS ITS POLICY STATEMENT THE PUBLIC PURPOSE OF EDUCATING THE CITY'S VOTERS AS TO QUALIFIED CANDIDATES SEEKING ELECTION IN THE CITY'S NOVEMBER 7, 2023 GENERAL ELECTION.

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### **RECOMMENDATION**

Adopt the Resolution.

### **ANALYSIS**

Immediately preceding the City's 2001 General Election, the City Commission authorized the Administration to video-record and replay on the City's Government Channel, now MBTV, a candidate forum sponsored by a local organization. The 2001 City Commission also referred to the Community Affairs Committee, now the Public Safety and Neighborhood Quality of Life Committee, the issue of selecting two additional forums to be recorded and aired. On September 25, 2001, the Community Affairs Committee considered the issue of candidate forums. The Committee was not comfortable in selecting only two additional forums to air. It was believed that selecting only two would be unfair because other organizations may be left out. After much discussion, the Committee recommended arranging a Candidate Presentation where each qualified candidate is given up to five minutes of airtime on the City's Government Channel to present themselves and their platform. Pursuant to Resolution No. 2001-24626, the City Commission approved the recommendation of the Community Affairs Committee. Subsequently, in 2003, 2005, 2006, 2007, 2009, 2011, 2013, 2015, 2017, 2019, 2021, and 2022, the City Commission authorized the Administration to video-record and replay on the City's Cable Channel the five-minute Candidate Presentations.

The Office of the City Clerk and the Office of Marketing and Communications, using the Candidate Presentation Guidelines, attached hereto as Exhibit "A," will coordinate the Candidate Presentations for those candidates who have qualified to run for election in the City's upcoming November 7, 2023, General Election. The rehearsal dates will be September 18, 2023, and September 19, 2023. The final video recording will be on September 21, 2023, and

if necessary, depending on the number of candidates, an additional recording session will be held on September 22, 2023. Upon approval of this Resolution by the City Commission, and after receipt of the qualifying documents during the Qualifying Period, each qualified candidate will be asked to confirm their attendance and will receive a copy of the Presentation Guidelines and their designated timeslots. A sample Rehearsal/Final Video Recoding Schedule is attached as Exhibit "B." The City Clerk will finalize the Rehearsal/Final Video Recording Schedule after the conclusion of the Qualifying Period.

Upon adoption of this Resolution, a "Save the Dates" memorandum will be sent to the candidates. A sample of the Save the Dates memorandum is attached hereto as Exhibit "C."

**SUPPORTING SURVEY DATA**

N/A

**FINANCIAL INFORMATION**

No additional funding is required to video-record and air on MBTV the Mayor and Groups IV, V, and VI Commission Candidate Video Presentations, as the Administration will use funds budgeted and appropriated in FY 22/23 for MBTV.

**CONCLUSION**

It is recommended that the City Commission authorize the video recording and airing on MBTV of the Mayor and Groups IV, V, and VI Commission Candidate Presentations for the November 7, 2023 General Election.

**Applicable Area**

Citywide

**Is this a "Residents Right to Know" item, pursuant to City Code Section 2-14?**

No

**Does this item utilize G.O. Bond Funds?**

Yes

**Legislative Tracking**

Office of the City Clerk/Marketing and Communications

**ATTACHMENTS:**

**Description**

- ▢ Exhibit A - Candidate Presentation Guidelines
- ▢ Exhibit B - Sample Schedule
- ▢ Exhibit C - Save the Dates
- ▢ Resolution

**2023 – City of Miami Beach Candidate Presentation Guidelines**

1. To offer Miami Beach viewers an informative and organized presentation, the Candidates' Video Presentation will be recorded live and replayed multiple times on MBTV. Once the recording of a qualified candidate begins, the camera will not be turned off until the earlier of when the candidate indicates they are finished, or the five-minute time limit has been reached. Each candidate shall have two opportunities for live recording, with the second recording to occur immediately following the first recording. After the recordings, candidates will be emailed a link where they must choose within the stated time established therein, which recording they would like aired. In the event a candidate fails to timely select their preferred recording, the second recording will be chosen to air by default. NOTE: All individual candidate recorded presentations are public records pursuant to Chapter 119, Florida Statutes, and as such may not be edited or redacted for any reason.
2. Candidates will be offered the use of the City's teleprompter and a one-hour rehearsal session before the date of the recording. Candidates that wish to use the City's teleprompter must provide their script at the time of each session (rehearsal and recording) as a Microsoft Word document saved in "Rich Text Format" saved on a USB flash drive. Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.
3. To have an organized presentation of candidates and issues, it is important that a strict timetable be developed and adhered to. Each candidate will be given a scheduled time slot for their rehearsal and final video recording schedule. It is the sole responsibility of the candidate to make sure they are available when it is their time to speak. Any candidate who misses their assigned time slot will forfeit their opportunity to present. The City Clerk is authorized to take any action not otherwise inconsistent with this Resolution, including but not limited to altering the days and times of the rehearsal and/or final video recording if necessary due to an unforeseen event, with the City Clerk immediately reporting the change to the Mayor and Commissioners via a Letter to Commission (LTC).
4. The Candidate Video Presentations will be shown multiple times on MBTV. The scheduled air times will be published in The Miami Herald Neighbors Section, El Nuevo Herald, local Spanish language newspapers (depending on publishing dates), and on MBTV.
5. Candidates must arrive at the Office of the City Clerk at least 10 minutes before their assigned time slot. This will ensure an orderly transition from candidate to candidate.
6. The time slots will be assigned in the order of ballot presentation: Mayor and the three Commission Groups, and within each corresponding Group alphabetically by candidates (as their names will appear on the ballot). It is the sole responsibility of the candidate to be available at their designated time.
7. Before the candidates begin speaking, the moderator will give an introduction stating the purpose and explaining the format of the Candidate Presentation.
8. Each candidate will be allocated a maximum of five minutes of airtime on MBTV. To maintain equitable time for each candidate who elects to participate in the Candidate Video Presentation, when the candidate's five minutes have elapsed (or earlier if the candidate makes clear that they have completed the presentation), the candidate will be cut off, even if in mid-sentence. As all Candidate Video recordings are public records, the candidates' recorded presentations shall not be edited or redacted.

9. The moderator will introduce each candidate. The introduction will be limited to the Mayor or Commission Group Number and the corresponding name of the candidate (example: "Mayoral candidate; candidate's name" or "Commission Group IV, V, or VI candidate; candidate's name.") The candidate will be introduced by their name, as it will appear on the ballot.
10. Only the candidate may speak on their behalf, not a representative.
11. No pre-recorded videos will be used.
12. No background music, special backgrounds, or special effects will be allowed.
13. The Administration will be given a time slot at the end of the Candidate Video Presentations to provide general voter information about the General Election (and Run-Off Election, if required).

**SAMPLE SCHEDULE**

EXHIBIT "B"

Schedule to be adjusted after qualifying.

<b>REHEARSAL</b>			
<b>Monday, September 18, 2023</b>			
Seat	Arrival *	Start	End
<b>Mayor</b>			
Candidate 1	8:30 AM	8:45 AM	9:45 AM
Candidate 2	9:45 AM	10:00 AM	11:00 AM
Candidate 3	11:00 AM	11:15 AM	12:15 PM
Candidate 4	1:15 PM	1:30 PM	2:30 PM
<b>Group IV</b>			
Candidate 5	2:30 PM	2:45 PM	3:45 PM
<b>Group V</b>			
Candidate 6	3:45 PM	4:00 PM	5:00 PM
<b>Tuesday, September 19, 2023</b>			
Continued	Arrival *	Start	End
<b>Group VI</b>			
Candidate 7	8:30 AM	8:45 AM	9:45 AM
Candidate 8	9:45 AM	10:00 AM	11:00 AM
Candidate 9	11:00 AM	11:15 AM	12:15 PM
	1:15 PM	1:30 PM	2:30 PM
	2:30 PM	2:45 PM	3:45 PM
	3:45 PM	4:00 PM	5:00 PM

<b>RECORDING</b>			
<b>Thursday, September 21, 2023</b>			
Seat	Arrival *	Expected Record time	Must Leave Studio by
<b>Mayor</b>			
Candidate 1	8:45 AM	9:00 AM	9:25 AM
Candidate 2	9:15 AM	9:30 AM	9:55 AM
Candidate 3	9:45 AM	10:00 AM	10:25 AM
Candidate 4	10:15 AM	10:30 AM	10:55 AM
<b>Group IV</b>			
Candidate 5	10:45 AM	11:00 AM	11:25 AM
<b>Group V</b>			
Candidate 6	11:15 AM	11:30 AM	11:55 AM
<b>Group VI</b>			
Candidate 7	11:45 AM	12:00 PM	12:25 PM
Candidate 8	12:15 PM	12:30 PM	12:55 PM
Candidate 9	12:45 PM	1:00 PM	1:25 PM
<b>Friday, September 22, 2023</b>			
Seat	Arrival *	Expected Record time	Must Leave Studio by
Reserved for Recording			

\* Candidates are to report to the Office of the City Clerk at the scheduled arrival time. The City Clerk's Office is located at 1700 Convention Center Drive, 1st Floor, Miami Beach, FL.



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

OFFICE OF THE CITY CLERK  
Rafael E. Granado, City Clerk  
Telephone: 305.673.7411  
Email: [RafaelGranado@miamibeachfl.gov](mailto:RafaelGranado@miamibeachfl.gov)

EXHIBIT "C"

TO: Prospective Candidates for Mayor or Commissioner  
FROM: Rafael E. Granado, City Clerk  
DATE: \_\_\_\_\_, 2023  
SUBJECT: **SAVE THE DATES – MBTV CANDIDATE PRESENTATION REHEARSAL AND LIVE VIDEO RECORDING SCHEDULES**

On July 26, 2023, the Miami Beach City Commission authorized the Administration to video-record and air on MBTV the Mayor and Groups IV, V, and VI Commission Candidate Video Presentations for the November 7, 2023 General Election. (A copy of the materials provided to the City Commission is attached hereto.)

## **SAVE THE DATES**

**Candidate Video Presentation Rehearsal Schedule** – A one-hour rehearsal session will be offered to each candidate on September 18, 2023 or September 19, 2023.

**Candidate Video Presentation Live Video Recording Schedule** – The live video recording of the candidate's *five-minute* presentation will occur on September 21, 2023 or September 22, 2023.

**Finalization of Schedule** – The rehearsal and video recording schedules will be finalized after the conclusion of the City's Qualifying Period. Each qualified candidate will be sent an email requesting confirmation of their attendance at the Candidate Video Presentation rehearsal and live video recording session, along with a copy of the Presentation Guidelines and their rehearsal/video recording designated time slots.

It is the sole responsibility of the candidate to make sure they are available when it is their time to rehearse and/or live video-record. The assigned date and time cannot be changed, and as such, any candidate who misses their assigned time slot will forfeit their opportunity.

**Teleprompter Use** – A candidate that wishes to use the City's teleprompter must provide their script at the time of the rehearsal and recording sessions as a Microsoft Word document saved on a USB flash drive in "**Rich Text Format.**" The Office of Marketing and Communications will not retain speech copies.

Candidates may practice delivering their speeches using the teleprompter application by downloading a free 10-day trial version at:

<https://ikancorp.com/shop/teleprompters/teleprompter-software-apps/ikan-prompterpro-4-prompterpro-4-teleprompting-software-for-pc-mac/>

Once on the webpage, scroll down to "10 Day Trial" and press the link that reads "**Activate Trial Code Here.**" The Code to activate the 10-day trial is: **prompterpro4\_trial**

**Assistance** - Candidates are highly encouraged to bring a person to assist them with the teleprompter and any personal needs (makeup, hair, etc.) they may have.

If you have any questions, please feel free to contact me at 305.673.7411.