



MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 284-2006

LETTER TO COMMISSION

TO: Mayor David Dermer and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: November 28, 2006

SUBJECT: 2006 Commission Orientation Handbook

The purpose of this LTC is to provide you with a copy of the 2006 Commission Orientation Handbook provided to Commissioner Michael Gongora.

The purpose of this handbook is to provide an overview of the Administration, the City's policies and procedures as well as information regarding on-going projects.

If you have any questions or need any additional information, please contact me.

JMG/DM

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MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

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OFFICE OF THE CITY MANAGER
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November 28, 2006

Commissioner Michael Gongora
Office of the Mayor and Commission
1700 Convention Center Drive
Miami Beach, FL. 33139

Dear Commissioner Gongora:

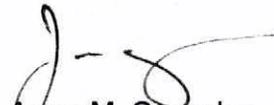
Congratulations on your election to the Miami Beach City Commission and welcome to City Hall. Enclosed please find the 2006 Commission Orientation Handbook which has been prepared for you in order to summarize important information regarding some of the City's various policies, procedures and on-going projects.

I hope that the information provided to you in this handbook serves as a valuable tool to you as you represent the many stakeholders in our community. I would like to meet with you at your earliest convenience in order to further discuss the issues facing the City of Miami Beach, and to answer any questions you may have as you begin your tenure as one of our new City Commissioners.

Along with this handbook, I am providing you with the following: (1) FY06/07 Proposed Operating Budget Book, (2) FY06/07 Proposed Capital Budget book, (3) 2005 Community Satisfaction Executive Survey Results, and (4) a set of the Elected Officials Handbooks published by the International City/County Management Association (ICMA) which includes useful information on setting goals for action; building a policy-making team; setting policies for service delivery; setting policies for internal management; and pursuing personal effectiveness. The Adopted Budget book will be provided to you and your fellow Commissioners at the end of December.

Attached please find a comprehensive table of contents for the 2006 Commission Orientation Handbook. Once again, congratulations on your election, and I look forward to working with you to continue providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

Sincerely,


Jorge M. Gonzalez
City Manager

c: Mayor and City Commissioners

Commission Orientation Handbook

Table of Contents

- I. General Information
 - a. City Hall General Information
 - b. Benefits Summary for Mayor and Commissioners
 - c. City Charter
 - d. Miami Beach Ethics Legislation
 - i. Representative Appearance before agency, board or committee by former member prohibited for one (1) year, Miami Beach Section 2-26
 - ii. Division 2. Officers, Employees, and Agency Members
 1. Certain (board member) appearances prohibited, Miami Beach Code Section 2-459
 - iii. Division 3, Lobbyists, Miami Beach Code Sections 2-481-2-485.1
 - iv. Division 4, Procurement, Miami Beach Section 2-486
 - v. Article VIII, Quasi-Judicial Proceedings, Miami Beach Sections 2-511-2.513
 - e. Miami-Dade County Ethics Legislation
 - i. Conflict of Interest and Code of Ethics Ordinance, Miami Dade County Code Section 2-11.1.
 - f. Florida Statutes regarding Ethics
 - i. Section 112.311, Legislative Intent and Declaration of Policy
 - ii. Section 112.312, Definitions
 - iii. Section 112.313, Standards of Conduct for public officers, employees of agencies and local government attorneys
 - iv. Section 112.3143, Voting Conflicts
 - g. ICMA Code of Ethics with Guidelines
- II. Commission Overview
 - a. General Information (including definitions, meeting dates, Commission Committees, etc.)
 - b. Boards and Committees
 - c. Non-City Commission Committee Assignments
 - d. 2007 Proposed Commission Meeting Dates
 - e. Commission Retreat After Actions
- III. Administrative Overview
 - a. LTC No. 215-2005 Organizational Enhancements; including Organizational Chart
 - b. Contact List
 - c. City Manager's 2005-2006 Annual Report and Performance Evaluation

- IV. Excellence Miami Beach
 - a. LTC No. 046-2005 Excellence Miami Beach
 - b. Strategic Plan (front flap)
 - c. City of Miami Beach Mission, Vision and Values
 - d. Customer Service Standards
- V. Strategic Planning and Management
 - a. Miami Beach Excellence Model
 - b. FY 06/07 Citywide Initiatives
 - c. Performance Measurement and Management
 - d. Department Work Plans/Linkages
 - e. 2005 Community Satisfaction Surveys- Executive Summary of Results
- VI. Economic/Financial Overview
 - a. FY 2006-2007 City Manager's Budget Message
 - b. Environmental Scan 2000-2006
 - c. Economic Indicators
 - d. Benchmark Data
- VII. Upcoming or Pending City Projects
- VIII. Legislative Priorities
 - a. Contact Information for State and Federal Lobbyists
 - b. 2007 Preliminary Florida Legislative Session
 - c. 2006-2007 Federal Legislative Agenda