

BAL HARBOUR

- V I L L A G E -

MEMORANDUM

TO: Honorable Mayor and Council
FROM: Dwight S. Danie, Village Clerk 
DATE: October 13, 2015
RE: Village Clerk's Report
Report Period – September 26, 2015 - October 16, 2015

The following is a summary of my essential tasks during the above listed time period. Thank you for your continued support and input.

Council Directives

None

Village Agendas Prepared

General Employee's Pension Board – October 20, 2015
Regular Council Meeting – October 20, 2015

Village Meetings Attended

Architectural Review Board – October 7, 2015

Village Meeting Minutes Prepared

General Employees Retirement Board – March 24, 2015
First Budget Hearing – September 8, 2015
Regular Council Meeting – September 8, 2015
Second Budget Hearing – September 21, 2015

Public Notices and Advertisements

Public Notice in the Daily Business Review regarding the Second Reading of the Ordinance amending the Police Officer's Pension Plan.

E-blast a notice of October 20, 2015 Regular Council Meeting and Agenda sent October 13, 2015.

Public Records Requests

REQUESTOR	DESCRIPTION	DATE RECEIVED	DATE COMPLETED
Beth Berkowitz	All the property owners/lots, within the 375 ft of Bal Harbour Shops Revised Proposed Plans 07.08.15.	09/18/15	9/25/15 10/7/15
Amy Huber ShubinBass	Church By The Sea – permit applications & complete building file	09/18/15	09/18/15 Documents available for review
Beth Berkowitz	Copies of all correspondence regarding ShubinBass request.	09/25/15 10/5/15	09/21/15 10/7/15 10/8/15
Clara L Blackburn Don Meyler Inspections	Re-roof permit for 286 Bal Bay Dr. (unit 1C)	9/28/15	Documents available for Review
Bart Barrett Nelson Forensics	Permit drawing for pool installation 9999 Collins Ave.	09/22/15	Pending
Allison F. Smith	Payroll Records, personnel file, Plan Summary for Police Officer's Pension Plan. Peccioli v. Waisman Subpoena	10/01/14	9/24/15
Barbara Taggart barbarataggart@wpb-law.com	Photographs of Case #13-3483 Bicycle Accident	9/27/15 9/28/15	9/28/15
Michael Duchon	10295 Collins Avenue #2605, site plan, orig. construction, structural, electrical, elevation, mechanical, plumbing	10/2/15	Pending
Andy Williams Tax and Lien Search	Code Violations/Citations/or monies due or any open/pending/expired permits for 10275 Collins Ave, Apt. 1503	10/7/15	10/14
larrydoc@aol.com	Requested for Village to return Red Light Cameral fine. (we provided a citation for class action suit and contact information for Village Attorney)	10/12/15	10/12/15
Linda Christian Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A.	Information regard a BTR for a client opening a space in the Bal Harbour Shops	10/12/15	10/12/15 Pending
Agnes Coray Hollywood FL	Permit Records for 9999 Collins Ave. #15A	10/9/15	Pending

Campaign Treasurer's Reports Filed

Citizens for the Future of Bal Harbour, Inc. – Original filing - June 12, 2015

Report	Date Filed	Filing Period	Total Contributions	Total Expenditures
M9	10/08/15	09/01/15 - 09/30/15	\$190,000.00	\$63,672.00

Code Enforcement Special Master Orders

Police Case No	Civil Violation Number	Respondent	Type	Fine
15-0094	15-001	Daniel Berkenstadt	Order Certifying Civil Penalty	\$2,330.00
15-0095	15-002	Daniel Berkenstadt	Order Certifying Civil Penalty	\$1,330.00
15-1091	15-013	WestQuality Inc	Order Imposing Civil Penalty	\$3,500.00
15-3419	15-022	Bal Harbour Quarzo LLC	Order Imposing Civil Penalty	\$7,500.00

Lobbyists Registered

None

Conferences/Seminars/Trainings

I attended the Miami-Dade County League of Cities best practices conference on Friday October 9, 2015. I attended breakout sessions for Comprehensive Transportation Planning, The Future of Taxing Districts and Strategies for Sign Regulation.

Note: The Miami-Dade League of Cities will be conducting an Ethics for Elected Officials briefing on December 4, 2015 at the City of Doral. The course that they provide takes approximately two hours. Details will follow.

Miscellaneous

On October 28, we met with representatives from B.I.S. to review the current status of our recorder, microphones and public address system; specifically to address the audio problem we experienced during the October 8 Council Meeting.

Goals for October

Continue expanding the website page to provide information regarding Village Elections Lobbyists information and 2016 Elections.

Continue conducting research regarding the implementation of a web-based public records request tracking system and agenda management system.

Coordinate public records management throughout Village departments utilizing Iron Mountain's online inventory system.

Organized Files in Clerk's Office (ongoing)