



## **MEMORANDUM**

TO: HONORABLE MAYOR AND COUNCIL  
FROM: DWIGHT S. DANIE, VILLAGE CLERK  
DATE: SEPTEMBER 1, 2015  
RE: VILLAGE CLERK'S REPORT

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

### **Village Agendas Prepared**

Regular Council Meeting – July 21, 2015  
Architectural Review Board – August 5, 2015  
Special Council Meeting – August 20, 2015  
Architectural Review Board – September 2, 2015  
Regular Council Meeting – September 8, 2015  
Special Magistrate Hearing – September 9, 2015

### **Village Meetings Attended**

Regular Council Meeting – July 21, 2015  
Resort Tax Committee Meeting – July 16, 2015  
Architectural Review Board – August 5, 2015  
Special Council Meeting – August 20, 2015  
Budget Advisory Committee – August 28, 2015

### **Village Meeting Minutes Prepared**

Regular Council Meeting – July 21, 2015  
Special Council Meeting – August 20, 2015  
Architectural Review Board – May 13, 2015  
Architectural Review Board – July 1, 2015  
Architectural Review Board – August 5, 2015  
Budget Advisory Committee – April 27, 2015  
Budget Advisory Committee – May 28, 2015  
Budget Advisory Committee – June 8, 28, 2015  
Budget Advisory Committee – June 22,, 2015  
Budget Advisory Committee – July 6, 2015

## **Conferences/Seminars/Trainings**

**BIS Online training – DCR2 – July 29, 2015:** DCR2 is a digital, audio/video recording system used to document the proceedings of meetings. The Village already has an agreement with BIS, to utilize this software. My training included the utilization of modules (i.e. bookmarking meetings) that had not been used before but will be useful for navigating recorded meetings.

**MCCI Webinar – Electronic Records Management – Laserfiche – August 12, 2015:** Laserfiche Records Management enables the electronic management of public records, with web-based forms and workflow. We already have an agreement with MCCI for a very-stripped down version of Laserfiche. This webinar gave an overview of a complete deployment full showing most recent enhancements.

**MCCI Webinar – Automating Open Records Requests with JustFOIA – August 18, 2015** – MCCI our current vendor for Municode and Laserfiche also offers this web-based module that allows the electronic management and tracking of public records requests.

**Florida Dept. of Revenue Webinar Truth in Millage (TRIM) Advertising – August 17, 2015 –**

**St. Regis Hotel - Customer Service Training – August 27, 2015**

## **Public Notices and Advertisements**

August 12, 2015 – Daily Business Review – RFP Fully Insured Single Source Group Health Plan

August 17, 2015 – Miami Herald – Notices of public hearings for Security and Landscaping Special Assessments and Solid Waste and Recyclable Materials Service Special Assessments.

August 19, 2015 – Daily Business Review – Notice of Special Council Meeting for August 20, 2015

August 28, 2015 – Miami Herald – Notice of First Budget Hearing for September 8, 2015

August 30, 2015 – Miami Herald – Notice of Public Hearings for September 8, 2015

## Public Records Requests

REQUESTOR	DESCRIPTION	DATE RECEIVED	DATE COMPLETED
Brian Mulheren	WSH-Law... invoices to the Village of Bal Harbour	06/23/15	07/14/15
Robert Hollander	Bal Harbour Village: Copy of the current 10/1/14-15 Florida Municipal Insurance Trust (FMIT) Property insurance Policy, including all policy endorsements.	07/09/15 07/14/15 07/17/15	07/17/15 07/27/15
Hartman & Cornely, P.A.	Approval of QDRO for Raul Martinez	8/17/15	8/31/15
Beth Berkowitz	Landscaping and Security Assessment Revenue Fund including source of construction Fees. 2. Landscaping and Security Assessment Expenditure Fund 3. General Fund ( competed or current proposed expenditures )	07/22/15 08/18/15 08/26/15	07/24/15 07/27/15 08/27/15
Podhurst Orseck P.A.	All records relating to all red-light camera system vendors, including audits, surveys and reports concerning the Village's red-light camera program	07/22/15	ongoing
Daytona Beach News-Journal.	A listing of officer-involved shootings in your department in 2013 and 2014, whether fatal or non-fatal	07/22/15	07/23/15
Cole, Scott & Kissane Building	Suites # 500 & 502 located at 9703 Collins Avenue, Bal Harbour, FL 33054. Structural and architectural plans, plan reviews, permitting, inspections, special and threshold inspector plans and certification.	07/29/15	07/29/15 08/04/215 08/17/15
Amber Riviere, CFO Bal Harbour Village	Pension Plan election paperwork approved by the Pension Board for Philmore Ricks	07/29/15	07/30/15
Alejandro Uribe, WSH-Law	Ordinance No. 492 (10-19-2004); Ordinance No. 529 (10-21-2008).	07/28/15	07/28/15
Law Offices of Cindy S. Vova, P.A.	Subpoena of employee records for J. Oldenburg	07/30/15	07/31/15
Michael Sallah Investigations The Miami Herald	Records regarding former Bal Harbour Police Chief Tom Hunker	08/03/15	ongoing
	the Occupational License and the Building Card for the Sea View Hotel, 9909 Collins Ave	08/04/15	08/04/15
Town of Golden Beach	Village Manager's and Village Clerk's contracts	08/05/15	08/05/15
Ree Kelly Stoppa	Full draft of the proposed (draft) of bond to be floated for the replacement of the sewer system in Bal Harbour. Additionally the name of the company who will be handling the float?	08/07/15	8/11/15
Friedman, Rodman, & Frank, P.A.	Offense Incident report and photos – Jose Acoy	08/03/15	08/07/15
Michael Sallah Investigations The Miami Herald	Police chief Tom Hunker's emails dating back to 2005 until he left office in 2013. We are also requesting all his credit card charge statements from village-issued credit	08/12/15	ongoing

REQUESTOR	DESCRIPTION	DATE RECEIVED	DATE COMPLETED
	cards as well as debit cards or check cards between 2007 and 2013		
Podhurst Orseck P.A.	Notices of Violations or Uniform Traffic Citations issued to and paid by Joseph Brancoccio and Julian Yuken	08/17/15	8/19/15
Ree Kelly Stoppa	July 21, Village Council Minutes from 1946 to Present (certified copies)	08/17/15	08/18/15 Modified request
Town of Surfside	Miami Christmas Lights RFP and Response And contract (once finalized)	08/24/15	08/24/15 08/27/15

### **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
M6	07/09/15	06/01/15 - 06/30/15	\$50,000.00	\$0.00
M6	08/10/15	06/01/15 - 06/30/15	\$50,000.00	\$83.62
M7	08/10/15	07/01/15 - 07/31/15	\$190,000.00	\$39,317.62

### **Miscellaneous**

I have implemented bookmarking of public meetings on our website.

Updated Resolutions & Ordinances (ongoing)

Organized Files in Clerk's Office (ongoing)

I have updated my hardcopy Code of Bal Harbour Village with supplements

### **Goals for September**

Create a website page to post campaign reports and provide information regarding Village Election related information.

Conduct 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.