



MEMORANDUM

TO: Honorable Mayor and Council
FROM: Dwight S. Danie, Village Clerk 
DATE: September 25, 2015
RE: Village Clerk's Report
Report Period – September 19, 2015 - September 25, 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

Copies of Resolution **2015-955**, supporting the Town of Surfside Florida's resolution urging the State of Florida Legislature, and the Florida Department of Environmental Protection to establish chemical testing standards prior to issuing a Coastal Construction Control Line Permit which authorizes the transfer and placement of evacuated sand seaward of the Coastal Construction Control Line onto a public beach.

Village Agendas Prepared

Architectural Review Board – October 7, 2015

Village Meetings Attended

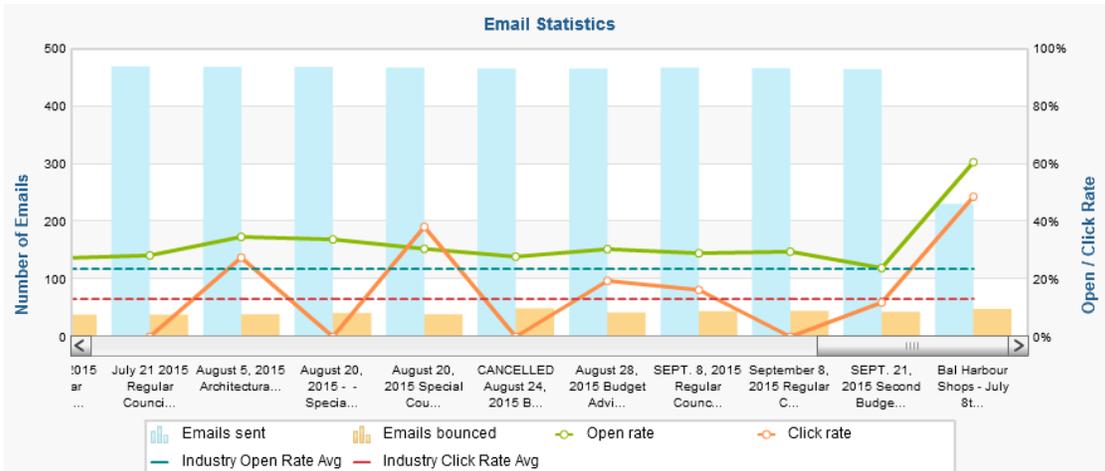
Second Budget Hearing – September 21, 2015

Village Meeting Minutes Prepared

Architectural Review Board – September 2, 2015

Public Notices and Advertisements

A e-mail list of 231 recipients was created for those interested in the Bal Harbour Shops expansion and a notice was sent on September 18, 2015



The notice received a 60.7% open rate, the highest open rate of any e-mail notice sent to date.

Public Records Requests

REQUESTOR	DESCRIPTION	DATE RECEIVED	DATE COMPLETED
Michael Sallah Investigations The Miami Herald	Photographs of Attorney General Eric Holder and Police Chief Tom Hunker	9/21/15	9/21/15 Ongoing
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 Ongoing
Amy Huber ShubinBass	Church By The Sea – permit applications & complete building file	09/18/15	09/18/15 ongoing
Leonard W. Klingen The Barthet Firm	Permits, Applications, etc. relating to 10155 Collins Avenue, Unit 507	09/21/15	09/21/15
David Costa Costa Oil Co.	Request for Contract	09/22/15	09/22/15
Bart Barrett Nelson Forensics	Permit drawing for pool installation 9999 Collins Ave.	09/22/15	Ongoing
Clara Blackburn Manager, Distribution & Quality Assurance Don Meyler Inspections (DMI)	286 Bal Bay Dr. (unit 1C) - Roofing permits	09/23/15	09/25/15

Campaign Treasurer's Reports Filed

The reports for September 2015 will be due October 10, 2015

Lobbyists Registered

None

Conferences/Seminars/Trainings

September 23, 2025 - GoToWebinar - Peak Agenda Management, demonstrating a cloud-based agenda management system geared specifically to government organizations that serve a smaller population base but still wish to reap the benefits of an agenda automation system.

I am planning to attend the Miami-Dade County League of Cities best practices conference on Friday October 9, 2015.

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 September 28, we will be reviewing agenda management module, an extension of our current web-streaming system provided by B.I.S.

Pablo Tamayo, our attorney for Red Light Camera and Code Enforcement hearings has left Weiss Serota Helfman Cole & Bierman to open his own practice. He will be replaced by Jose Arango. We will be meeting with Chief Overton to review our process with Mr. Arango.

Updated Resolutions & Ordinances (ongoing)

Organized Files in Clerk's Office (ongoing)

Goals for September

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