


# BAL HARBOUR

- V I L L A G E -

## MEMORANDUM

TO: Honorable Mayor and Council  
FROM: Dwight S. Danie, Village Clerk   
DATE: November 13, 2015  
RE: Village Clerk's Report  
Report Period - November 7, 2015 - November 13, 2015

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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.

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### **Village Agendas Prepared**

Special Council Meeting - November 12, 2015  
Architectural Review Board (rescheduled) - November 18, 2015

### **Village Meeting Minutes Prepared**

Regular Council Meeting - October 20, 2015

### **Village Meetings Attended**

Special Council Meeting - November 12, 2015

### **Proclamations, Certificates and Oaths of Office**

Jonas Isaac Senker - Bar Mitzvah Day  
Yosef Yehuda Ness - Bar Mitzvah Day  
Stanley Whitman - 97th Birthday

### **Public Notices and Advertisements**

Special Council Meeting - November 12, 2015

### **Business Tax Receipts**

Aquazzura North America Inc. @ the Bal Harbour Shops - November 13, 2015

## **Lobbyists Registered**

<b>Lobbyist</b>	<b>Principal</b>	<b>Date Registered</b>
Evan J. Small, Esq.	Harbour House (Bal Harbour) Condominium Assn. Inc.	11/12/2015

## **Ordinances filed with Municode**

Ordinance No. 2015-584 amending the Police Officers Pension Plan

## **Public Records Requests**

<b>REQUESTOR</b>	<b>DESCRIPTION</b>	<b>DATE RECEIVED</b>	<b>DATE COMPLETED</b>
Amy Huber, Shubin & Bass, P.A.	LTC No.188-2015 Public Records Request & LTC No. 185-2015 Bal Harbour Shops - Expansion Project - Oct. 28, 2015 proposed plan.	11/09/15	11/09/15
Jessica Miller Podhurst Orseck P.A	All Payment records to American Traffic Solutions.	11/05/15	Pending
Jessica Miller Podhurst Orseck P.A	Any and all versions of the Business Rules Questionnaires (BRQs) from American Traffic Solutions submitted to the Village	11/05/15	Pending
Rosemary Phillips, Sensys America, Inc.	All contracts, agreements, or understandings between the Village and American Traffic Solutions	11/10/2015	11/12/2015

## **Goals for November**

Summarize my research regarding the implementation of a web-based public records request tracking system and agenda management system and present to the Manager for a second round of demonstrations with a short list of vendors.

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

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

Organized Files in Clerk's Office (ongoing)