


# BAL HARBOUR

- V I L L A G E -

## MEMORANDUM

TO: Honorable Mayor and Council  
FROM: Dwight S. Danie, Village Clerk   
DATE: October 30, 2015  
RE: Village Clerk's Report  
Report Period - October 17, 2015 - October 30, 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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### **Council Directives**

None

### **Village Agendas Prepared**

Resort Tax Committee - October, 22 2015  
Architectural Review Board - November 4, 2015

### **Village Meetings Attended**

General Employee's Pension Board - October 20, 2015  
Regular Council Meeting - October 20, 2015  
Resort Tax Committee - October 22, 2015

### **Village Meeting Minutes Prepared**

Resort Tax Committee - July 16, 2015  
Architectural Review Board - October 7, 2015

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

St. Regis Bal Harbour Resort - Certificate - 5 Star customer service training  
Jack & Susan Gluck - Proclamation - 50<sup>th</sup> Wedding Anniversary  
Winfred Van Workum - Oath of Office - Resort Tax Committee  
Kristopher Taplin - Oath of Office - Resort Tax Committee

## Board Attendance

BAL HARBOUR Architectural Review Committee - VILLAGE - 2015						
	Council Appointment	Council Appointment	Council Appointment	Council Appointment	Council Appointment	Council Appointment
	Stephanie D. de Halfen	Christopher Cawley	Jaya Zebede	Jaime Schapiro	James Howell	
Date Appointed	10-Dec-14	10-Dec-14	10-Dec-14	10-Dec-14	10-Dec-14	10-Dec-14
Wed-Jan-07-15						
Wed-Feb-04-15	Present	Present	Present	Absent	Present	
Wed-Mar-04-15	Present	Present	Present	Absent	Present	
Wed-Apr-01-15	Present	Present	Present	Absent	Present	
Wed-May-13-15	Present	Present	Absent	Present	Present	
Wed-Jun-03-15	Absent	Present	Present	Present	Present	
Wed-Jul-01-15	Present	Present	Absent	Present	Present	
Mon-Aug-05-13	Absent	Present	Absent	Present	Present	
Wed-Sep-02-15	Present	Present	Present	Present	Present	
Wed-Oct-07-15	Absent	Present	Present	Present	Present	
Wed-Nov-04-15						

BAL HARBOUR Resort Tax Committee - VILLAGE - 2015										
	Asst. Mayor Cohen	Councilman Groisman	Mayor Packer	Councilman Salver	Councilman Sanz	Council Appointment	Council Appointment	Councilman Groisman	Council Appointment	Council Appointment
	Buzzy Sklar	Bruce Gelb	Michael Krop	Rose Schreiber	Beth Berkowitz	Kevin Kelly	Angelica Lenox	Kristopher Taplin	Winfred Van Workum	
Date Appointed	16-Jan-15	10-Dec-14	10-Dec-14	15-Dec-14	10-Dec-14	10-Dec-14	10-Dec-14	8-Sep-15	8-Sep-15	
Fri-Feb-13-15	Present	Absent	Absent	Present	Present	Present	Present			
Thu-Apr-16-15	Present	Absent	Present	Present	Present	Absent	Present			
Thu-May-07-15	Present	Absent	Present	Present	Present	Absent	Absent			
Tue-Jun-16-15	Canceled									
Thu-Jul-16-15	Present		Present	Present	Present		Absent			
Thu-Oct-22-15	Present		Present	Present	Present		Present	Present	Absent	

BAL HARBOUR Budget Advisory Committee - VILLAGE - 2015						
	Asst. Mayor Cohen	Councilman Groisman	Mayor Packer	Councilman Salver	Councilman Sanz	
	Ken Tencer	Jose Biton	Matis Cohen	Barbara Swartz	Raj Singh	
Date Appointed	9-Mar-15	10-Dec-14	10-Dec-14	3-Feb-15	10-Dec-14	
Tue-Mar-31-15	Present	Present	Present	Absent	Present	
Mon-Apr-27-15	Present	Present	Present	Present	Present	
Thu-May-28-15	Present	Present	Present	Absent	Present	
Mon-Jun-08-15	Absent	Present	Present	Absent	Present	
Mon-Jun-22-15	Absent	Present	Present	Absent	Present	
Mon-Jul-06-15	Absent	Present	Present	Absent	Present	
Mon-Jun-08-15	Absent	Present	Present	Absent	Present	
Tue-Jun-23-15	Absent	Present	Present	Absent	Present	
Mon-Jul-06-15	Absent	Present	Present	Absent	Present	
Fri-Aug-28-15	Absent	Present	Resigned	Absent	Present	

## Public Notices and Advertisements

E-blast a notice of November 4, 2015 Architectural Review Board and Agenda sent October 28, 2015.

## Public Records Requests

REQUESTOR	DESCRIPTION	DATE RECEIVED	DATE COMPLETED
J.C. Planas	All public records regarding the Bal Harbour Shops from March 1, 2015 to present. (I am summarizing this request and will send to Council separately)	10/27/15	Pending
Fred Phillips	Building Permits for apartment construction and renovation. 2014-2015 permits for 10155 Collins Ave, Apts. 507-510	10/29/15	Pending
Neil Alter	A copy of every recently issued and pending building permit issued for the Bal Harbour Shops as well as the Church By The Sea.	10/30/15	Pending

## Campaign Treasurer's Reports Filed

None

## Architectural Review Board - Certificates of Appropriateness

Applicant	Property	Project	Date of Hearing
Wayne Schuchts	57 Camden Ct.	Schuchts Residence	Jun. 3, 2015
Laura & Ronald Finvarb	268 Park Dr.	Finvarb Residence	Jun. 3, 2015
JNK Real Estate Investments, LLC	256 Bal Bay Dr.	Soffer-Perez Residence	Jul. 7, 2015
JNK Real Estate Investments, LLC	260 Bal Cross Dr.	Kavana Residence	Jul. 7, 2015
Selder Miami Holding	9703 Collins Ave.	Remodel common areas	Jul. 7, 2015
Selder Miami Holdings	9703 Collins Ave.	Loading Dock Screen	Jul. 7, 2015
Bal Harbour 101 Condominium Association	10155 Collins Ave.	Driveway Paver Replacement & Modifications	Jul. 7, 2015
Jeffrey & Merly Galitz	101 Bal Bay Dr.	Exterior Painting	Aug. 5, 2015
Sara Koudari	158 Camden Dr.	New Single Family 2-story Residence	Aug. 5, 2015
Moises & Eliana Gilinski	287 Bal Cross Dr	Revision to Landscaping	Sep. 2, 2015
Devorah & Yaakov Andrusier	150 Camden Dr.	Remodel and Addition	Sep. 2, 2015
Stephan & Nancy Scheinman	234 Bal Cross Dr.	Remodel and Addition	Oct. 7, 2015
David & Natalie Wolf	223 Bal Bay Dr.	Remodel Interior & Exterior	Oct. 7, 2015

## **Lobbyists Registered**

None

## **Conferences/Seminars/Trainings**

I attended an online hands-on training of Peak Agenda Management on October 29, 2015 and reviewed the processes of creating an agenda, recording and timestamping meetings, and meeting minutes.

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.

## **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)