MEMORANDUM

TO: Honorable Mayor and Council

FROM: Dwight S. Danie, Village Clerk

DATE: September 18, 2015

RE: Village Clerk's Report
             Report Period – September 2, 2015 - September 18, 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 **2015-278,** urging the Florida Delegation to the 114th U.S. Congress, were mailed to the honorable members of the House and Senate Leadership and members of the Florida House and Senate Delegations to the 114th Congress on September 16, 2015.

Village Agendas Prepared

Architectural Review Board – August 5, 2015
Regular Council Meeting – September 8, 2015
First Budget Hearing – September 8, 2015
Second Budget Hearing – September 21, 2015

Village Meetings Attended

Architectural Review Board – September 2, 2015
Regular Council Meeting – September 8, 2015
First Budget Hearing – September 8, 2015
Red Light Camera Hearing – September 9, 2015
Special Magistrate Hearing – September 9, 2015

Public Notices and Advertisements

September 10, 2015 – Daily Business Review – Notice of Public Hearings for September 21, 2015

September 11, 2015 – Miami Herald – Notice of Proposed Tax Increase and Budget Summary for the September 21, 2015 Second Budget Hearing

Public Records Requests

REQUESTOR	DESCRIPTION	DATE RECEIVED	DATE COMPLETED
Officer James Balikes	Review the personnel file for Officer Waisman	8/31/15	8/31/15
Ree Kelly Stoppa	Updated Lobbyist Report	09/03/15	09/03/15
Michael Sallah Investigations The Miami Herald	Records regarding former Bal Harbour Police Chief Tom Hunker, Credit Card transaction summaries and e-mails	08/03/15	09/01/15 09/08/15 09/10/15 ongoing
John Wien, Esq. and Alison B Wasserman, Esq.	Complete employee file pertaining to Officer Ramon Fernandez	09/01/15	09/11/15
Ramiro Garcia	Public Records Request -Permit # DR8159399 - 10155 Collins Avenue - Windows & Doors	09/03/15	09/03/15
City of Aventura	A copy of the Village's anti-BDS Resolution	09/09/15	09/09/15
Beth Berkowitz	Bal Harbour Shops Final Plan Submitted July 2015	09/11/15 09/17/15	09/11/15 09/17/15

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
M8	09/04/15	08/01/15 - 08/31/15	$190,000.00	$63,672.62

Lobbyists Registered

Lobbyist	Principle	Date Registered
Jeffrey Bercow	Mark Fisher	Sept. 15, 2015
Michael Marrero	Mark Fisher	Sept. 15, 2015

Conferences/Seminars/Trainings

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

Miscellaneous

The campaign treasurer's reports for Citizens for the Future of Bal Harbour, Inc. have been posted on our website under a new location entitled "Village Clerk".
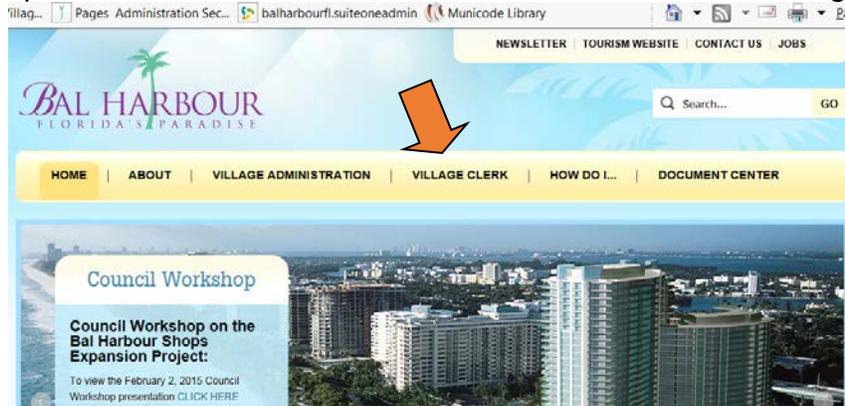
We lost audio during the last few minutes of the September 8th Regular Council meeting, so I have met with our IT Support and our provider, B.I.S., to make modifications to the audio/video system in the Council Chamber. We will be meeting with our account manager on September 28 to fine-tune our current audio/video system, and to explore possible enhancements.

Meeting videos are now being bookmarked using software provided by B.I.S. under our current contract. Bookmarking allows easier navigation through public meetings posted on our website.
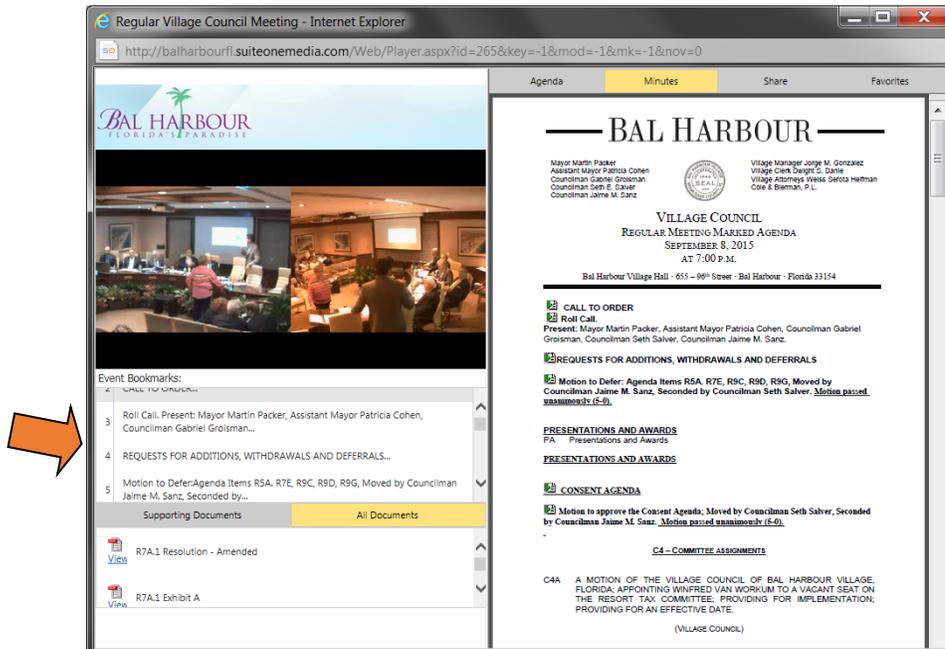
On September 28, we will also be reviewing agenda management module, an extension of our current web-streaming system provided by B.I.S.

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.