

The City of Aventura



19200 West Country Club Drive Aventura, FL

City Commission Workshop Meeting

July 17, 2013

Immediately following 9 am Special Commission Meeting
Executive Conference Room

AGENDA

1. *Puerto Aventura Residences Request to Amend Declaration of Restrictions **
2. *Arts & Cultural Center Advisory Board (City Manager)**
3. *City Clerk Review (Commissioner Joel)**
4. *Adjournment*

*** Back-up Information Exists**

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 305-466-8901, not later than two days prior to such proceeding.

Eric M. Soroka

From: Jeffrey Bercow <jbercow@brzoninglaw.com>
Sent: Tuesday, June 25, 2013 12:42 PM
To: Eric M. Soroka
Cc: Mickey Marrero; Joanne Carr
Subject: City Commission Workshop - July 17, 2013

Dear Eric:

This email will serve to confirm that we will be making a presentation on behalf of our client at the next Aventura City Commission workshop, July 17, 2013 at 10 a.m.

Here are the relevant details regarding this project:

- **Project name:** Puerto Aventura Residences
- **Location:** NW corner of Miami Gardens Drive and NE 28th Court, Aventura, Florida
- **Applicant Name:** Chateau Aventura, LLC

Our client will be seeking an amendment to an existing declaration of restrictions that limits the height for the project to 19 stories, in order to construct a 25 story building. There will be no increase to the approved 205 residential units, but we are proposing a design change for a narrower building with better view corridors and aesthetics. We will be presenting a model of the proposed building at the Commission workshop.

Please let me know if you need any other information.

Sincerely,

Jeff Bercow

Jeffrey Bercow
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CITY OF AVENTURA

COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: City Commission

FROM: Eric M. Soroka, ICMA-CM
City Manager

BY: Joanne Carr, AICP
Community Development Director

DATE: July 1, 2013

SUBJECT: Puerto Aventura Development Proposal
Northwest corner of NE 185 Street and NE 28 Court
Current Development Application Information
Planning & Zoning History of the Site

July 17, 2013 City Commission Workshop

I. THE REQUEST

The owner's attorney has requested that this item be placed on the workshop agenda for discussion of a proposed increase in height for the residential condominium building from 19 stories or 186'6" feet to 24 stories or 241'7". Note that the architectural plans show 25 as the top story number, however, no 13th story is labeled.

II. CURRENT DEVELOPMENT APPLICATION INFORMATION

The owner applied for administrative site review in September, 2011. The application was for a 24, 241'7" high condominium building with 205 units. The first staff review was issued on November 1, 2011. The applicant resubmitted its plans and the second staff review was issued on January 27, 2012. Along with other technical comments on the plans, staff advised the applicant that it was concerned with the height increase and could not recommend approval of this increase to the City Commission.

The applicant has retained a new architect and has resubmitted plans on May 6, 2013. These plans have not yet been reviewed by staff due to the ongoing discussion regarding height. The building is still proposed at 24 stories or 241'7" tall with 205 units. Along with this new administrative site plan submittal, the applicant has submitted an application for variance to allow reduced number of loading spaces and reduced driveway width. There may be other variances required after staff review is conducted.

III. PLANNING & ZONING HISTORY OF THE SITE

This development site is located at the corner of NE 185 Street and NE 28 Court. On our original zoning map adopted in July of 1999, it was zoned B2, Community Business District. At that time, NE 185 Street ended at NE 27 Avenue, at the east limit of the Walgreens/Pier 1 development. It then continued east of NE 28 Court.

In 2003, the owner of the site applied to the City for comprehensive plan amendment, rezoning and administrative site plan approval. Through approval of Ordinances No. 2003-09 and 2003-10, the property's future land use was changed from Business and Office to Medium-High Density Residential and the zoning was changed from B2 to RMF4 with a density restriction of 45 dwelling units per acre. The RMF4 district, at that time, allowed a maximum of 60 dwelling units per acre and a maximum height of 30 stories or 300 feet.

The master site plan approval, issued in January of 2004, included the construction of the extension and connection of NE 185 Street, which then divided the landholding into northerly and southerly parcels. The development consisted of three parcels referred to as the "townhome parcel" with a 64 unit, 3 story townhome development on the southwest portion, which is built and is known as "Terzetto Villas"; the "loft parcel" with a 138 unit, 13 story, 206'10" high loft condominium on the southeast portion, which is now approved for construction of a synagogue and a future residential building; and the "condominium parcel" with a 205 unit, 19 story, 186'6" high residential condominium on the northwest portion. The part of NE 28 Court that ran southerly from NE 185 Street was abandoned to the owner as part of the development approval and now serves as a private driveway for the two southerly parcels.

The "condominium parcel" on the northwest corner of NE 28 Court and NE 185 Street is the subject of this report. An aerial photograph of the property is attached, with the parcel limits highlighted in yellow.

The owner agreed to the restricted heights and, as part of the development approval in 2003, entered into a Development Agreement with the City that set out its obligation to construct NE 185 Street through the property and to dedicate it to the City as public road. That agreement also specified the approved development type, maximum height and maximum number of units on each of the parcels. The development agreement expired in 2012. In addition to the 2003 Development Agreement and in order that each of the residential units could be sold separately in the future, a Restrictive Covenant in Lieu of Unity of Title was also signed and recorded. The covenant specifically refers to the master site plan approved in 2004 and was revised in 2012 to recognize the synagogue development on the loft parcel. That Restrictive Covenant is still in effect.

To date, the approval for the residential condominium parcel remains at 19 stories or 186'6" according to the recorded Restrictive Covenant in Lieu of Unity of Title.

Although the RMF4 zone allowed, in 2003, for heights up to 30 stories or 300 feet, this development was approved at 3 stories for the townhomes, 13 stories for the loft condominium and 19 stories for the residential condominium. These heights were deemed compatible with existing development in the immediate neighborhood.

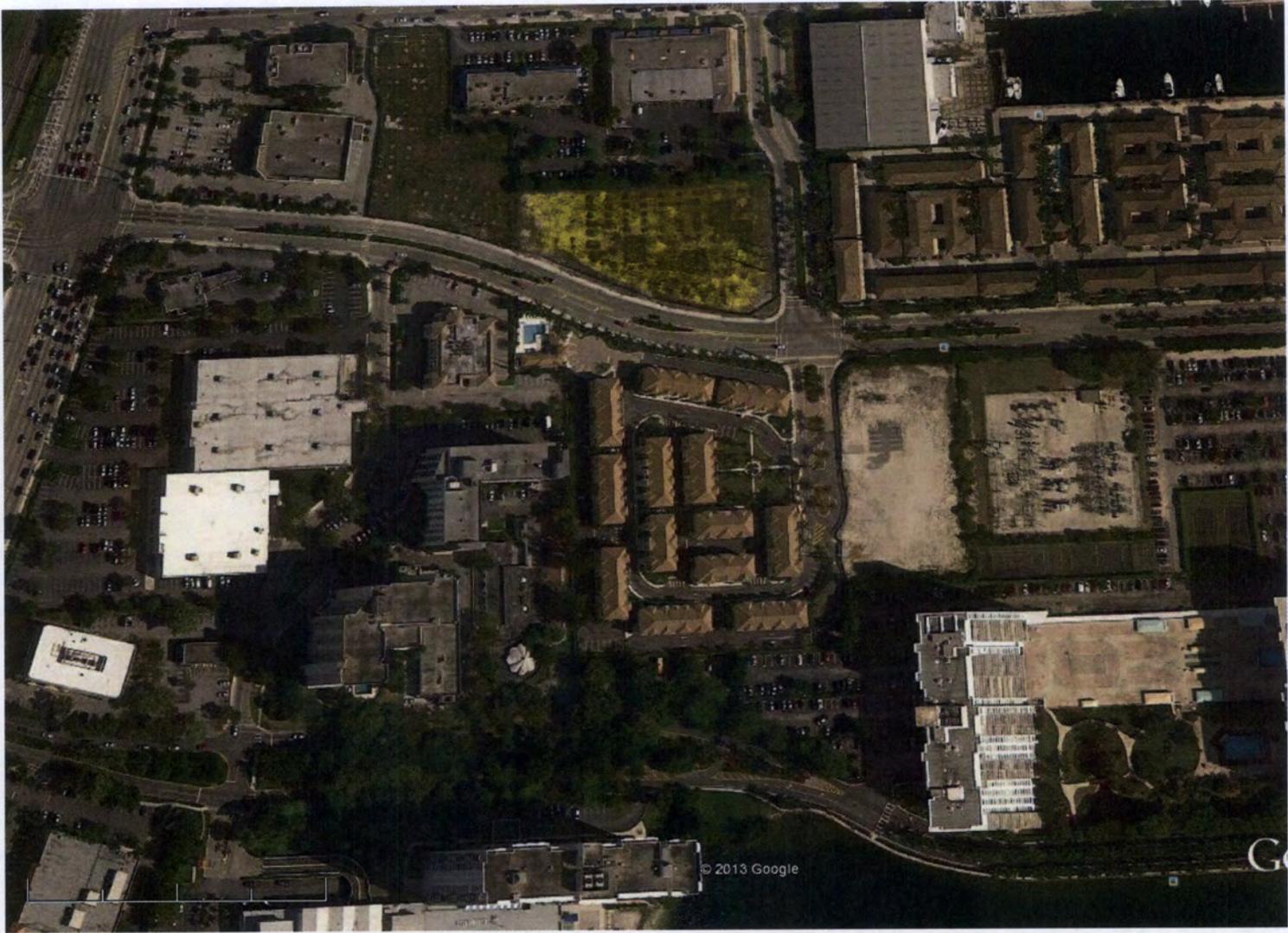
For City Commission's information, staff has listed the heights of existing buildings in the immediate vicinity of the northwest parcel:

Adjacent Residential Developments

The Venture	7 stories (west building) and 11 stories (east building)
Imperial Club	14 stories
The Sterling	8 stories
Admirals Port	21 stories
Commodore Plaza	21 stories
Aventi	3 stories (immediately adjacent to east)
Alaqua	4 stories at streetfront to 7 stories at waterfront
Aventura Bay Villas	3 stories
Terzetto Villas	3 stories (immediately adjacent to south)

Adjacent Business Developments

Miami Off Center	1 story (immediately adjacent to north)
Walgreens/Pier 1	1 story
Aloft Hotel	8 stories (immediately adjacent to west)
Gateway Center	3 stories
Town Center Aventura	1 story



Google earth



CITY OF AVENTURA
OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: City Commission
FROM: Eric M. Soroka, ICMA-CM, City Manager
DATE: July 11, 2013
SUBJECT: **Arts & Cultural Advisory Board**



The current terms of the members of the Arts & Cultural Advisory Board expired on July 1, 2013. I have attached the Minutes from the last four meetings. As you can see, for the past three meetings, due to the lack of attendance by the members, we did not achieve a quorum.

I have also included the Ordinance that established the Board for your information. I feel it is important to have community input via an advisory board on programming options at the Center. However, it is also important to have members that consistently participate and attend meetings.

I have placed this item on the Workshop Agenda to discuss options with the City Commission to modify the Board's composition to address the current lack of attendance prior to re-appointing or selecting new members to the Board.

EMS/act

Attachment

CCO1806-13



MINUTES
ARTS AND CULTURAL CENTER
ADVISORY BOARD MEETING
May 16, 2013 – 2 p.m.

Aventura Government Center
19200 W. Country Club Drive
Aventura, Florida 33180

I. **Call to Order/Roll Call:** The meeting was called to order by Chairperson Gloria Muroff.

Members present: Gladys Mezrahi
Gloria Muroff

Members absent: Amit Bloom
Nancy Gillen Doyle
Judy Scott Lotwin
Dr. Jules Oaklander
Amy Pinzur
Lenore Toby Simmons
Erin Yavner

As there was no quorum, no formal action was taken. However, the meeting commenced.

II. **Approval of Minutes:** October 12, 2011; May 9, 2012; January 23, 2013; No quorum.

III. **Staff Reports:** City Manager Eric M. Soroka, Cultural Arts Center Director Steve Clark and representatives of PACA discussed the 2012/13 activity report and provided an update on the upcoming season.

IV. **Other Business:** None.

V. **Adjournment:** There being no further business to come before the Board at this time, after motion made, seconded and unanimously passed, the meeting adjourned.

Teresa M. Soroka, MMC, City Clerk

Approved by the Board on _____.

Anyone wishing to appeal any decision made by the City Commission with respect to any matter considered at a meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



MINUTES
ARTS AND CULTURAL CENTER
ADVISORY BOARD MEETING
January 23, 2013 – 10:30 a.m.

Aventura Government Center
19200 W. Country Club Drive
Aventura, Florida 33180

I. **Call to Order/Roll Call:** The meeting was called to order by Chairperson Gloria Muroff.

Members present: Gladys Mezrahi
Gloria Muroff
Dr. Jules Oaklander

Members absent: Amit Bloom
Nancy Gillen Doyle
Judy Scott Lotwin
Amy Pinzur
Lenore Toby Simmons
Erin Yavner

As there was no quorum, no formal action was taken. However, the meeting commenced.

II. **Approval of Minutes:** October 12, 2011; May 9, 2012 - No quorum.

III. **Staff Reports.** City Manager Eric M. Soroka, Cultural Arts Center Director Steve Clark and representatives of PACA discussed marketing strategies, attendance at past programs and possible future programs for the Center. It was the consensus of those in attendance to concentrate on Founder Day festivities in lieu of a Curtains Up event.

IV. **Other Business:** None.

V. **Adjournment:** There being no further business to come before the Board at this time, after motion made, seconded and unanimously passed, the meeting adjourned at 11:30 a.m.

Teresa M. Soroka, MMC, City Clerk

Approved by the Board on _____.

Anyone wishing to appeal any decision made by the City Commission with respect to any matter considered at a meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



MINUTES
ARTS AND CULTURAL CENTER
ADVISORY BOARD MEETING
May 9, 2012 – 9:30 a.m.

Aventura Government Center
19200 W. Country Club Drive
Aventura, Florida 33180

I. **Call to Order/Roll Call:** The meeting was called to order by Chairperson Gloria Muroff.

Members present: Amit Bloom
Gladys Mezrahi
Gloria Muroff
Dr. Jules Oaklander

Members absent: Nancy Gillen Doyle
Judy Scott Lotwin
Amy Pinzur
Lenore Toby Simmons
Erin Yavner

As there was no quorum, no formal action was taken. However, the meeting commenced.

II. **Approval of Minutes:** October 12, 2011 - No quorum.

III. **Staff Reports.** City Manager Eric M. Soroka recognized Cultural Arts Center Director Steve Clark who discussed and showed a brief highlights reel of the 2011/12 activity at the Center. Representatives from PACA were also present and participated in the discussion. Preliminary programming for the upcoming 2012/13 season was introduced. A sub-Committee meeting to discuss the Curtains Up Event will be formed in the near future.

IV. **Other Business:** None.

V. **Adjournment:** There being no further business to come before the Board at this time, after motion made, seconded and unanimously passed, the meeting adjourned at 10:25 a.m.

Teresa M. Soroka, MMC, City Clerk

Approved by the Board on _____.

Anyone wishing to appeal any decision made by the City Commission with respect to any matter considered at a meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



MINUTES
ARTS AND CULTURAL CENTER
ADVISORY BOARD MEETING
October 12, 2011 – 10:30 a.m.
LAST QUORUM

Aventura Government Center
19200 W. Country Club Drive
Aventura, Florida 33180

I. **Call to Order/Roll Call:** The meeting was called to order by Chairperson Gloria Muroff.

Members present: Amit Bloom
Gladys Mezrahi
Gloria Muroff
Amy Pinzur
Erin Yavner

Members absent: Nancy Gillen Doyle
Judy Scott Lotwin
Dr. Jules Oaklander
Lenore Toby Simmons

As a quorum was determined to be present, the meeting commenced.

II. **Approval of Minutes:** A motion to approve the minutes of the July 20, 2011 meeting was offered by Mrs. Bloom, seconded by Mrs. Yavner and unanimously passed.

III. **Staff Reports.** Cultural Arts Center Director Steve Clark and City Manager Eric M. Soroka reviewed the recent Curtains Up Event. Board members offered suggestions for increased attendance next year including, but not limited to, reducing the hours of the event, using food trucks, increasing the marketing, placement of banners and other signage, and providing a known entertainer. Mr. Clark and representatives from PACA provided an overview of the 2011/2012 proposed season. Board members suggested that other markets be contacted such as Israeli, Latin and Russian. Mr. Soroka noted that the revenue total for the preceding fiscal year was \$200,000.

IV. **Other Business:** None. No future meeting date scheduled at this time.

V. **Adjournment:** There being no further business to come before the Board at this time, after motion made, seconded and unanimously passed, the meeting adjourned at 11:20 a.m.

Teresa M. Soroka, MMC, City Clerk

Approved by the Board on _____.

Anyone wishing to appeal any decision made by the City Commission with respect to any matter considered at a meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ORDINANCE NO. 2011-04

AN ORDINANCE OF THE CITY OF AVENTURA, FLORIDA, AMENDING DIVISION 5 "ARTS AND CULTURAL CENTER ADVISORY BOARD" OF ARTICLE III "ADVISORY BOARDS" OF CHAPTER 2 "ADMINISTRATION" OF THE CITY CODE BY AMENDING SECTION 2-191 "CREATION, COMPOSITION AND QUALIFICATIONS," SECTION 2-192 "APPOINTMENT OF BOARD MEMBERS PROCESS", SECTION 2-193 "ADVISORY CAPACITY ", SECTION 2-194 "RULES OF PROCEDURE; QUORUM", AND SECTION 2-195 "MISSION; JURISDICTION AND DUTIES"; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF AVENTURA, AS FOLLOWS:

Section 1: Section 2-191 of the City Code is hereby amended as follows:¹

Sec. 2-191. Creation, composition and qualifications.

- A. There is hereby created and established the City of Aventura Arts and Cultural Center Advisory Board (the "Board") consisting of a minimum of seven (7) and a maximum of nine (9) members who shall be appointed by the Mayor, subject to the approval of the City Commission. Five (5) members of the Board shall be residents of the City and the ~~four (4)~~ remaining members may be from within or outside the City limits. Members of the Board shall be appointed in accordance with procedures established herein and shall hold office at the pleasure of the City Commission. Members of the Board shall

^{1 1} Underlined text has been added; ~~struck-through~~ text has been deleted from existing language.

serve without compensation and shall not be reimbursed for travel, mileage, or per diem expenses. Members shall serve for a two year term and may be reappointed in accordance with the process outlined herein.

- B. (i) Each one of the five (5) resident members of the Board shall be a qualified elector of the City of Aventura who has continuously resided within the City for the six-month period immediately prior to the appointment, and shall not be an employee of the City. Any member of the Board who ceases to reside within the City, and has been selected as a resident appointment shall be deemed to have resigned as of the date of his or her change of residence.
- (ii) The remaining ~~four~~ (4) members shall be selected without preference to residence, but shall have resided at their residence for a continuous period of six months immediately prior to appointment.
- (iii) In the event of the resignation or removal of any member of the Board, the Mayor shall appoint a person to fill the vacancy on such Board for the unexpired portion of the term of the member vacating such office, subject to approval of

the City Commission in accordance with procedures established herein.

- C. In the event that a member of the Board shall be absent and unexcused from a duly-called meeting of the Board for three consecutive meetings, then in that event such member shall automatically be removed as a member of the Board by the City Manager. An excused absence shall be requested in writing via email, fax or letter prior to the Board meeting.
- D. The City Manager or his designee shall provide necessary staff support for the Board.

Sec. 2-192. Appointment of Board Members Process.

- A. Individuals wishing to be a member of the Arts and Cultural Center Advisory Board shall make application to the City Manager on the forms provided by the City. The City Manager shall interview all applicants and make recommendation to the Mayor. The Mayor shall appoint to the Board members from the list of applicants recommended by the City Manager, subject to the approval of the City Commission.
- B. In recommending members of the Board, the following guidelines shall be considered:
 - (i) The membership of this Board should be representative of the broad spectrum of the arts and have specific experience

and a strong commitment to performing arts including music, dance, the dramatic arts, the visual arts and the cultural arts.

(ii) All efforts should be made for the membership of this Board to be representative of all age groups.

Sec. 2-193. Advisory capacity.

The powers and duties of the Board shall be solely of an advisory nature to the City Manager and Arts & Cultural Center Director ~~Director~~ General Manager. The City Manager shall be responsible for communicating to the City Commission the actions of the Board.

Sec. 2-194. Rules of procedure; Quorum

A. The Board shall adopt rules of procedure not inconsistent with the ordinances of the City and the laws of the State of Florida and shall utilize Robert's Rules of Order recently revised 1990 Edition for the rules of procedure for the conduct of meetings of the Board. The Board may create additional rules for the conduct of its internal proceedings.

B. During the first meeting of the Board and annually thereafter, the members shall elect one of their members to act as Chairperson and may elect a Vice-Chairperson, both of whom shall serve for one-year and may be re-elected.

C. Five members shall constitute a quorum for the transaction of business of the Board. Official action shall be taken by the Board only upon the

concurring vote of a majority of the members present at an official meeting of the Board, except that at least five (5) affirmative votes shall be required for official action.

Sec. 2-195. Mission; Jurisdiction and Duties.

- A. The Mission of the Board is to assist the City in ~~developing~~ maintaining a facility that offers a wide range of quality entertainment year-round and cultivates partnerships with other local and regional organizations to enhance the quality of life for Aventura by providing a variety of performing arts and relevant cultural programming for audiences of all ages.
- B. The jurisdiction of the Board shall be solely advisory. Action of the Board shall be in the form of a written recommendation of advice to the City Manager and/or Arts & Cultural Center ~~Director~~ General Manager. The following matters shall be within the advisory jurisdiction of the Board:
 - (1) Promote the mission of the Arts & Cultural Center and broad spectrum of performing arts.
 - (2) ~~Review the various programs to be held at the Arts & Cultural Center as recommended by the Arts & Cultural Center Director.~~ Provide input on programming options as requested by the City Manager and Arts & Cultural Center General Manager. Final programming decisions shall rest with the Arts & Cultural Center ~~Director~~ General Manager.

- (3) Recommend fundraising and sponsorship opportunities and assist with the implementation of same to support the Center's operations and programming. The Board may accept donations on behalf of the Center in a manner as approved by the City Manager.
 - (4) Review polices and regulations ~~that have been recommended~~ as requested by the City Manager and Arts & Cultural Center Director General Manager as it relates to the Arts & Cultural Center.
 - (5) Assist in the promotion of the Arts & Cultural Center programs and assist in organizing the annual "Curtains Up" event.
- C. The Board shall meet quarterly or more frequently as determined by the City Manager.

Section 2. **Section 2.** **Conflicts.** All Ordinances or parts of Ordinances and all Resolutions or parts of Resolutions in conflict herewith are repealed to the extent of such conflict.

Section 3. **Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. Effective Date. This Ordinance shall be effective immediately upon adoption on second reading.

The foregoing Ordinance was offered by Commissioner Weinberg, who moved its adoption on first reading. The motion was seconded by Commissioner Joel and, upon being put to a vote, the vote was as follows:

Commissioner Zev Auerbach	yes
Commissioner Teri Holzberg	yes
Commissioner Billy Joel	yes
Commissioner Michael Stern	yes
Commissioner Luz Urbaez Weinberg	yes
Vice Mayor Bob Diamond	yes
Mayor Susan Gottlieb	yes

The foregoing Ordinance was offered by Vice Mayor Diamond, who moved its adoption on second reading. This motion was seconded by Commissioner Joel, and upon being put to a vote, the vote was as follows:

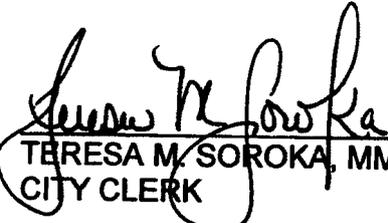
Commissioner Zev Auerbach	yes
Commissioner Teri Holzberg	yes
Commissioner Billy Joel	yes
Commissioner Michael Stern	yes
Commissioner Luz Urbaez Weinberg	yes
Vice Mayor Bob Diamond	yes
Mayor Susan Gottlieb	yes

PASSED AND ADOPTED on first reading this 5th day of April, 2011.

PASSED AND ADOPTED on second reading this 14th day of April, 2011.

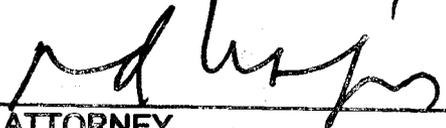


SUSAN GOTTLIEB, MAYOR



TERESA M. SOROKA, MMC
CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY:



CITY ATTORNEY

City of
Council
Vice Mayor
Mayor

CITY OF AVENTURA
OFFICE OF THE CITY COMMISSION

MEMORANDUM

TO: City Commission
FROM: Commissioner Billy Joel 
DATE: July 9, 2013
SUBJECT: **City Clerk Evaluation**

On August 12, 2013, Teresa will celebrate her 17th year as our City Clerk and her 27th year in south Florida local government. I know that we all agree that we are fortunate to have her in that position. She has once again performed exceptionally well this past year. This year I utilized the formal evaluation process similar to that that which we adopted for assessing the performance of the City Manager. The performance categories were prepared for the duties of the City Clerk.

Each criterion was rated based on the following rating system:
1=Needs Strengthen/Improvements
2=Meets Expectations
3=Excellent

The following represents the Performance Categories and my ratings for this past year:

1. **Corporate Secretary:** - Records and maintains the official actions of the City Commission and its Advisory Boards. Custodian of the City seal. Administers the publication of the Code Book and supplements thereto. Provides for publication and distribution of public notices and legal advertisements as required by state law. Schedules Code Enforcement Hearings and provides administrative support to the Special Masters. Prepares and distributes agenda packages and recaps of Commission meetings. Assists City Manager's Office with special projects. Provides clerical support to City Commission, including mail, correspondence, travel and conference registration, preparation of proclamations and certificates. **Score 3**
2. **Elections Supervisor:** Coordinates municipal Elections. Served as the Elections Supervisor, in conjunction with the Miami-Dade County Elections Department, for the 2012 Candidate Election. Maintained candidate campaign account reports, advised candidates on local, county and state election laws, coordinated early voting and election day voting with Miami-Dade County.

Monitored Canvassing Board actions. At the request of Miami-Dade County Commissioner Sally Heyman, worked with the County to resolve election day issues and public concerns. Planned and coordinated the Commission Inaugural Ceremony. **Score 3**

3. **Official Records Custodian:** Maintains custody of City records, including Ordinances, Resolutions, Minutes, Agendas, contracts, agreements and other documents. Establishes and coordinates the City's records management program in compliance with state law. Coordinated destruction of 589.79 cu ft of City records in 2012 in accordance with state statutes. Responds to information requests from City Commissioners, Administration and the public in a timely and effective manner. As records custodian, directed by the Commission to design a display of the City's History from pre-incorporation to date. **Score 3**
4. **Professional Skills and Status:** Knowledge of current developments affecting the municipal clerk's office. Respected by local and state elected and appointed officials and colleagues. Demonstrates a capacity for innovation and creativity. Carries out the directives of the City Commission. Informs the Commission where necessary of current issues and administrative developments in a timely manner. Receptive to constructive criticism and advice. Enforces the city's policies and ordinances. Offers workable alternatives to the governing body for changes where necessary. **Score 3**
5. **Citizen and Community Relations:** Responsive to complaints and requests from citizens. Has the capacity to listen to others and to recognize their interests and works well with others. Cooperates with neighboring communities. Selected and served on the City of Miami Beach City Clerk Selection Committee, as well as many other cities in past years. Cooperates and works well with other governmental agencies in the local and states areas.
6. **Personal:** Invests sufficient effort toward being diligent and thorough in the discharge of duties. Exercises good judgment. Is enthusiastic, cooperative and willing to adapt. She is a self-starter and possesses the necessary mental and physical stamina. Her composure, appearance and attitude are fitting for an individual in this position.

Based on the foregoing, I recommend a \$10,000 net bonus be given to her (the same as last year), COLA increase as will be given to all employees in October and no other increase in salary or benefits.

BJ/tms