



## CITY OF SOUTH MIAMI

### CITY COMMISSION MEETING AGENDA

WEDNESDAY, SEPTEMBER 3, 2025, 7:00 PM

CITY HALL/COMMISSION CHAMBERS

6130 SUNSET DRIVE

SOUTH MIAMI, FL 33143

THE CITY OF SOUTH MIAMI HAS A SIGNIFICANT GOVERNMENTAL INTEREST IN CONDUCTING EFFICIENT AND ORDERLY COMMISSION MEETINGS. SPEAKERS PLEASE TAKE NOTICE THAT SECTION 2-2.1(K)(2) OF THE CODE OF ORDINANCES PROVIDES THAT "ANY PERSON WHO MAKES SLANDEROUS OR INTENTIONALLY RUDE, UNCIVIL OR OTHERWISE IMPERTINENT REMARKS, AND WHO REFUSES OR FAILS TO DESIST FROM MAKING SUCH REMARKS AFTER BEING INSTRUCTED TO DO SO, OR WHO SHALL BECOME BOISTEROUS IN THE COMMISSION CHAMBER AND WHO REFUSES OR FAILS TO DESIST FROM SUCH CONDUCT AFTER BEING INSTRUCTED TO DO SO MAY BE FORTHWITH REMOVED FROM THE PODIUM AND FROM CITY HALL FOR THE DURATION OF THAT MEETING AT THE DIRECTION OF THE PRESIDING OFFICER, UNLESS OVERRULED BY A MAJORITY VOTE OF THE COMMISSION. NO CLAPPING, APPLAUDING, HECKLING, OR VERBAL OUTBURSTS SHALL BE PERMITTED FOR ANY REASON, INCLUDING FOR THE PURPOSE OF SUPPORTING OR OPPOSING ANY MATTER, ANY SPEAKER OR A SPEAKER'S REMARKS. NO SIGNS OR PLACARDS SHALL BE ALLOWED TO BE DISPLAYED IN ANY MANNER OTHER THAN WHEN USED FROM THE PODIUM TO EXPRESS AN OPINION OR DISPLAY FACTS. SIGNS TO BE USED AT THE PODIUM MUST BE BROUGHT INTO THE COMMISSION CHAMBERS IN A MANNER SO AS NOT TO UNNECESSARILY DISPLAY THEIR CONTENT UNTIL THE SIGN IS BROUGHT TO THE PODIUM IMMEDIATELY BEFORE THE SIGN IS DISPLAYED FROM THE PODIUM IN THE COMMISSION CHAMBER. PERSONS EXITING THE COMMISSION CHAMBER SHALL DO SO QUIETLY. THE USE OF ACOUSTIC MOBILE COMMUNICATION DEVICE, SUCH AS PHONES, IN THE COMMISSION CHAMBER IS NOT PERMITTED WHILE THE COMMISSION IS IN SESSION. PHONE RINGERS AND OTHER DEVICES THAT EMIT SOUND MUST BE SET TO SILENT MODE TO AVOID DISRUPTION OF PROCEEDINGS. INDIVIDUALS MUST EXIT THE CHAMBER TO ANSWER INCOMING CALLS. NO CAMERA FLASH OPTIONS SHALL BE USED BY THE PUBLIC DURING ANY PORTION OF THE MEETING EXCEPT DURING RECOGNITION AND AWARD CEREMONIES."

#### VIRTUAL PARTICIPATION

Members of the public may also join the meeting via Zoom at (<https://zoom.us/j/3056636338>) and participate. In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom, may listen to and participate in the meeting by dialing +1-786-635-1003 Meeting ID: 3056636338. The public may merely view the meeting live on the City's website: (<https://www.southmiamifl.gov/102/Agendas-Minutes>) ("Granicus") as well as Channel 667.

#### A. SILENCE OR TURN OFF ALL CELL PHONES

#### B. ROLL CALL

#### C. PRAYER/MOMENT OF SILENCE

#### D. PLEDGE OF ALLEGIANCE

#### E. PRESENTATIONS

E1. Proclamation - Childhood Cancer Awareness Month

E2. Proclamation - Miami Enigmas Special Olympic Volleyball Team

- E3. Legislative Update- Jared Rosenstein and Erica Chanti
- E4. Envisio Platform Overview, Brandon Diaz
- E5. Proclamation - Hunger Action Month - September 2025

**F. ADD-ON ITEM(S)**

- F1. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, URGING THE FLORIDA HOUSE OF REPRESENTATIVES' SELECT COMMITTEE ON PROPERTY TAXES TO RECOMMEND FOR PLACEMENT ON A FUTURE BALLOT A REAL PROPERTY TAX EXEMPTION TO FULLY EXEMPT HOMESTEADED PROPERTIES OWNED BY INDIVIDUALS WHO ARE 65 YEARS AND OLDER AND WHO HAVE LIVED IN THEIR HOME FOR NOT LESS THAN 25 YEARS; PROVIDING FOR TRANSMITTAL, CORRECTIONS, AND AN EFFECTIVE DATE. 3/5 (MAYOR FERNÁNDEZ)  
[4BU6822-Memo-Property Tax Exemption Add-On.DOCX](#)  
[Resolution Urging Property Tax Exemption](#)

**G. LOBBYIST(S) ADDRESSING THE CITY COMMISSION TONIGHT MUST HAVE BEEN REGISTERED WITH THE CITY CLERK**

**H. APPROVAL OF MINUTES**

- H1. 08.19.25  
[08.19.25.docx](#)

**I. CITY MANAGER'S REPORT**

- I1. CITY MANAGER'S REPORT  
[CM's Report\\_Sept 3 2025.docx](#)

**J. CITY ATTORNEY'S REPORT**

[City Attorney reminder: Remarks are limited to those matters that are not quasi-judicial. Any comment on a quasi-judicial matter may be made when the item is called and the speaker is under oath.]

**K. PUBLIC REMARKS**

**L. COMMISSION REPORTS, DISCUSSION & REMARKS**

(25 minutes)

**M. DISCUSSION ITEM(S)**

- M1. Proposed Rooftop Activations (Municipal Garage): Soccer, Proposer - ParentVest LLC and Padel, Proposer: van Veggel Ventures  
[Memo \(1\).docx](#)  
[Rooftop-Soccer-City-of-South-Miami 8.19.25.pdf](#)

[Rooftop-Padel Courts.pdf](#)

M2. Solid Waste Responses for Discussion item.

[Presentation-1.pptx](#)

[4BQ9333-Solid\\_Waste\\_Analysis\\_CAV2-1 \(2\).docx](#)

M3. Eminent Domain for Fire Access for Dante Fascell Park Building

[Memo\\_re\\_Eminent\\_Domain\\_for\\_Fire\\_Access\\_for\\_Dante\\_Fascell\\_Park\\_building.docx](#)

[Exhibit B to Easement - Legal description and sketch.pdf](#)

[South Miami Dante Fascell 5 factors report scope.docx](#)

## **N. BOARDS AND COMMITTEES, APPOINTMENTS, ETC.**

N1. Manuel Alonso has been appointed by Commissioner Rodriguez, to the Charter Review Committee, as per City Charter Art. II, Sec. 8 A.

[Manny Alonso Charter Review Board.pdf](#)

N2. Justin Puente has been appointed by Commissioner Bonich, to the Charter Review Committee, as per City Charter Art. II, Sec. 8 A.

[Justin J. Puente..pdf](#)

N3. Agustin Barrera has been appointed by Vice Mayor Corey, to the Charter Review Committee, as per City Charter Art. II, Sec. 8 A.

[Agustin Barrera..pdf](#)

N4. Manuel Chica has been appointed by Mayor Fernández, to the Charter Review Committee, as per City Charter Art. II, Sec. 8 A.

[Manuel Chica.pdf](#)

## **O. CONSENT AGENDA**

1. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING AND AUTHORIZING THE WAIVER OF EVENT-RELATED FEES AND COSTS IN AN AMOUNT NOT TO EXCEED \$2,177.88 PURSUANT TO SECTION 15B-6 OF THE CITY CODE FOR A SPECIAL EVENT KNOWN AS THE "SOMI SLINGSHOT MARKETPLACE" PRESENTED BY THE KEY BISCAIYNE COMMUNITY FOUNDATION, INC. TO BE HELD OCTOBER 11, 2025, AT SW 58TH AVENUE BETWEEN SW 73RD STREET AND 74TH STREET; PROVIDING FOR APPLICABILITY OF OTHER CODE REQUIREMENTS; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, AND AN EFFECTIVE DATE. 3/5 (COMMISSIONER CALLE)

[Memo\\_-\\_SoMi\\_Slingshot\\_Marketplace final.docx](#)

[4BS4186-Resolution.docx](#)

[Application - SoMi Slingshot Marketplace.pdf](#)

[Waiver Letter - SoMi Slingshot Marketplace.pdf](#)

[Budget - SoMi Slingshot Marketplace.pdf](#)

[City Service Estimate - SoMi Slingshot Marketplace.pdf](#)

[Resolution #002-25-16294 - Special Event Fee Waiver Policy.pdf](#)

## **P. RESOLUTION(S)**

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING AND ACCEPTING A MATCHING STATE-FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE SOUTH MIAMI CULVERT REPLACEMENT PROJECT IN THE AMOUNT OF \$900,000; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, SEVERABILITY AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER - PUBLIC WORKS DEPT.)  
[Memo-SFGA\\_with\\_FDOT.1\\_\\_Update\\_\(2\).docx](#)  
[4BS8985-Resolution\\_Approving\\_Grant\\_with\\_FDOT\\_for\\_Manor\\_Lane\\_Culvert\\_Replacement\\_Project.d](#)  
[Exhibit A to Resolution - Grant Agreement SFGA\\_080525.docx](#)  
[Exhibit A to Grant-SFGA W FDOT.doc](#)  
[Exhibit B to Grant-SFGA W FDOT.doc](#)  
[Exhibit D to Grant-SFGA W FDOT.docx](#)  
[Exhibit F to Grant-SFGA W FDOT.docx](#)  
[Exhibit H to Grant- SFGA W FDOT.doc](#)  
[Exhibit C to Grant-SFGA W FDOT.doc](#)  
[Exhibit J to Grant-SFGA W FDOT.docx](#)  
[Exhibit O to Grant-SFGA.pdf](#)
  
3. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING THE AWARD AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR CONSTRUCTION WITH AD RESTORATION & WATERPROOFING. LLC FOR THE SOUTH MIAMI MUNICIPAL GARAGE WATERPROOFING AND REPAIRS PROJECT, IN THE AMOUNT OF \$468,210.00; PROVIDING FOR AUTHORIZATION, IMPLEMENTATION AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER - PUBLIC WORKS DEPT.)  
[4BS834002-CC\\_Memo\\_-](#)  
[\\_Authorize\\_Contract\\_to\\_AD\\_Restoration\\_Garage\\_Waterproofing\\_Repairs\\_CAv2\\_\\_updated\\_](#)  
[4BT1514-Reso Authorizing Contract to AD Restoration - Garage Waterproofing and Repairs](#)  
[Project CAv2.DOCX](#)  
[CSM Garage - Waterproofing \(Proposal\).pdf](#)  
[4BT2225-Contract for Construction - AD Restoration Garage Waterproofing & Repairs](#)  
[CAv2.DOCX](#)  
[City of South Miami Municipal Garage Phase 2-Second Proposal.pdf](#)  
[2023-09-27 CSM Municipal Parking Garage - Condition Assessment Report. FINAL.pdf](#)
  
4. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, SELECTING AND AWARDED A CONSTRUCTION CONTRACT TO RG UNDERGROUND ENGINEERING, INC. FOR THE SW 59TH PLACE DRAINAGE IMPROVEMENTS PROJECT IN THE AMOUNT OF \$413,807.60; AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE PROJECT; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER - PUBLIC WORKS DEPT.)  
[Memo-SW\\_59th\\_Place\\_Drainage\\_Improvements\\_\(1\).docx](#)  
[Reso Awarding Contract for 59th Place Drainage Improvements Project CAv2.DOCX](#)  
[FINAL Addendum No. 1 SW 59 PL Drainage Improvements 6.3.25.pdf](#)  
[FINAL Addendum No. 2 SW 59 PL Drainage Improvements 7.2.25.pdf](#)  
[FINAL ITB Drainage Improvements SW 59 Place 6.2.25.pdf](#)  
[FINAL Addendum No. 3 SW 59 PL Drainage Improvements 7.3.25.pdf](#)  
[ITB PW2025-05 Bid Tabulation 7.9.25.pdf](#)

**Q. RESOLUTION(S) PUBLIC HEARING(S)**

5. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING THE PROPOSAL AND TWO-YEAR COVERAGE AGREEMENT WITH PUBLIC RISK MANAGEMENT OF FLORIDA FOR RENEWAL OF PROPERTY AND CASUALTY AND LIABILITY INSURANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$667,696 FOR FISCAL YEAR 2025-2026; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE AGREEMENT FOR SERVICES; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER)

[Manager\\_Memo\\_-\\_Liability\\_Insurance\\_for\\_Fiscal\\_Year\\_\\_FY\\_\\_2025-26.docx](#)

[Resolution Authorizing Engagement of PRM for Property and Casualty Insurance 2025-26.DOCX](#)

[Exhibit A - PRM Proposal FY 2025-26.pdf](#)

6. QUASI-JUDICIAL WARNING:

THE FOLLOWING MATTER IS CONSIDERED TO BE QUASI-JUDICIAL. PLEASE REVIEW THE RESTRICTIONS THAT ARE MORE FULLY SET FORTH AT THE END OF THIS AGENDA.

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, [GRANTING APPROVAL OF/DENYING] A VARIANCE APPLICATION PURSUANT TO SECTION 20-5.9 OF THE LAND DEVELOPMENT CODE SEEKING A REDUCTION OF THE PERMANENT GENERATOR SIDE SETBACK REQUIREMENT FOR A PROPERTY WITHIN THE LOW DENSITY SINGLE-FAMILY RESIDENTIAL (RS-3) ZONING DISTRICT LOCATED AT 6071 SW 85 STREET; PROVIDING FOR CONDITIONS; CORRECTIONS; SEVERABILITY; AND AN EFFECTIVE DATE. 4/5 (CITY MANAGER - DEVELOPMENT SERVICES DEPT.)

[CC\\_6071\\_SW\\_85\\_Street\\_Variance\\_Staff\\_Report.docx](#)

[Resolution Variance Generator Side Setback 6071 SW 85 Street - CAv2.DOCX](#)

[PB-2025-006 Application Documents.pdf](#)

**R. ORDINANCE(S) SECOND READING(S) PUBLIC HEARING(S)**

7. QUASI-JUDICIAL WARNING:

THE FOLLOWING MATTER IS CONSIDERED TO BE QUASI-JUDICIAL. PLEASE REVIEW THE RESTRICTIONS THAT ARE MORE FULLY SET FORTH AT THE END OF THIS AGENDA.

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, AMENDING THE ZONING MAP OF THE CITY OF SOUTH MIAMI TO CHANGE THE ZONING DISTRICT OF THE PROPERTY LOCATED AT 6540 MANOR LANE FROM "DUPLEX RESIDENTIAL" (RT-6) TO "TOWNHOUSE RESIDENTIAL" (RT-18); PROVIDING FOR CORRECTIONS; SEVERABILITY; CONFLICTS; IMPLEMENTATION; AND AN EFFECTIVE DATE. 4/5 (CITY MANAGER - PLANNING AND ZONING DEPT.)

[CC\\_6540\\_Manor\\_Lane\\_Rezoning\\_Staff\\_Report\\_08-25-2025.docx](#)

[Ordinance\\_6540\\_Manor\\_Lane\\_Rezoning.docx](#)

[Exhibit A - 6540 Manor Lane Rezoning Map.pdf](#)

[Covenant 6540 Manor Lane - rev5-5-25.pdf](#)

[PB-2025-001 Application Documents.pdf](#)  
[6540 Manor Lane Boundary Survey.pdf](#)  
[6540 Manor Lane Plans - 05-21-2025.pdf](#)  
[Ad.pdf](#)  
[AD.pdf](#)  
[Public Hearing Ad.pdf](#)  
[Ad.pdf](#)

## **S. ORDINANCE(S) FIRST READING(S) PUBLIC HEARING(S)**

8. AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING THE SECOND AMENDMENT TO THE LEASE AGREEMENT WITH THE GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, INC. IN CONNECTION WITH AN EXISTING FRANCHISE PROVIDING FOR THE CONTINUED USE OF THE PROPERTY LOCATED AT 6609 SW 60 STREET AND KNOWN AS THE LITTLE HOUSE RESERVE PARK; AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, SEVERABILITY AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER - PARKS & RECREATION DEPT.)  
[4BT0566-CC\\_Memo\\_Second\\_Amend\\_to\\_Lease\\_-\\_Girl\\_Scouts\\_CAv2 \(2\).DOCX](#)  
[4BT0524-Ordinance Approve Second Amend to Lease Girl Scouts CAV2.DOCX](#)  
[Exhibit A - Second Amendment to Lease Agreement-CLEANUP 8.12.25.docx](#)  
[SURV- 269961 EXHIBIT B-signed.pdf](#)

## **T. ORDINANCE(S) FIRST READING(S)**

9. AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING THE CONVEYANCE OF THE PROPERTY LOCATED AT 6179 SW 62 TERRACE; AUTHORIZING THE MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THE CONVEYANCE; DIRECTING THE CITY MANAGER AS TO THE USE OF PROCEEDS DERIVED FROM THE CONVEYANCE; PROVIDING FOR CORRECTIONS; SEVERABILITY; IMPLEMENTATION AND AN EFFECTIVE DATE. 3/5 (MAYOR FERNANDEZ)  
[Memo For Conveyance of 6179 SW 62 Ave.DOCX](#)  
[Ordinance - Conveyance of 6179 SW 62 Terr CAV4.DOCX](#)  
[6179 SW 62 Terrace - MDC Property Appraiser Info.pdf](#)
10. AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, AMENDING SECTION 15A-17 "RESERVED" OF CHAPTER 15A "PARKING" OF THE CODE OF ORDINANCES TO PROVIDE PROCEDURES FOR REQUESTS FOR PERMANENT REMOVAL OF ON-STREET PARKING; PROVIDING FOR CORRECTIONS; SEVERABILITY; CONFLICTS; IMPLEMENTATION AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER)  
[Memo - Procedures for Removal of On-street Spaces.docx](#)  
[Ord - Procedures for Removal of On-Street Parking Spaces CAV3.DOCX](#)

## **U. ADJOURNMENT**

PURSUANT TO FLORIDA STATUTE 286.0105, THE CITY HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS BOARD, AGENCY OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, AFFECTED PERSON 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. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE CITY FOR THE INTRODUCTION OR ADMISSION OR OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

PURSUANT TO RESOLUTION No. 246-10-13280, "ANY INVOCATION THAT MAY BE OFFERED BEFORE THE START OF REGULAR COMMISSION BUSINESS SHALL BE THE VOLUNTARY OFFERING OF A PRIVATE CITIZEN, FOR THE BENEFIT OF THE COMMISSION AND THE CITIZENS PRESENT. THE VIEWS OR BELIEFS EXPRESSED BY THE INVOCATION SPEAKER HAVE NOT BEEN PREVIOUSLY REVIEWED OR APPROVED BY THE COMMISSION, AND THE COMMISSION DOES NOT ENDORSE THE RELIGIOUS BELIEFS OR VIEWS OF THIS, OR ANY OTHER SPEAKER."

**QUASI-JUDICIAL WARNING FOR CITY COMMISSION MEMBERS:**

ANY AGENDA ITEM THAT HAS A QUASI-JUDICIAL WARNING IS CONSIDERED TO BE A QUASI-JUDICIAL MATTER. MEMBERS OF THE CITY COMMISSION MAY NOT HAVE ANY VERBAL COMMUNICATION WITH ANYONE, OTHER THAN AT THE MEETING SCHEDULED TO RESOLVE THE MATTER, UNTIL THE MATTER IS RESOLVED AT A PUBLIC MEETING AND THE MEETING IS ADJOURNED. YOU ARE PROHIBITED FROM MAKING ANY INDEPENDENT INVESTIGATION OF THIS MATTER OTHER THAN A SITE VISIT OR MAKING WRITTEN REQUESTS FOR INFORMATION FROM CITY EMPLOYEES AND RECEIVING WRITTEN RESPONSES FROM THEM IN THEIR OFFICIAL CAPACITY. ALL WRITTEN REQUESTS FOR INFORMATION AND RESPONSES THERETO MUST BE FILED WITH THE CLERK AND A COPY MUST ALSO BE SENT TO THE PLANNING AND ZONING DIRECTOR IF THE MATTER INVOLVES A LAND RELATED ISSUE. YOU MAY NOT HAVE ANY VERBAL COMMUNICATION WITH CITY EMPLOYEES REGARDING THIS MATTER. YOU MAY NOT ENTER ONTO SOMEONE'S PROPERTY WITHOUT THEIR PERMISSION. FURTHERMORE, YOU MAY NOT DISCUSS THE MATTER WITH THE PROPERTY OWNER OR ANYONE ELSE, INCLUDING NEIGHBORS. YOU MUST, IN WRITING, ADVISE THE CLERK OF THE DATE AND TIME OF YOUR SITE VISIT AND, IF THIS MATTER INVOLVES LAND USE, YOU MUST ALSO SEND A COPY TO THE PLANNING AND ZONING DIRECTOR. ALL INFORMATION THAT YOU OBTAIN ON THIS MATTER, OTHER THAN YOUR PERSONAL OBSERVATIONS AT A SITE VISIT AND WRITTEN INFORMATION PROVIDED BY STAFF, MUST BE PRESENTED TO YOU AT THE DULY NOTICED PUBLIC MEETING DURING WHICH THE APPLICANT SHALL BE GIVEN AN OPPORTUNITY TO PRESENT THE APPLICATION AND ANY EVIDENCE IN SUPPORT OF THE APPLICATION. IF THERE IS A BREAK IN THE MEETING, YOU MAY NOT ALLOW OTHERS TO SPEAK TO YOU ABOUT THE MATTER OR ALLOW THEM TO PROVIDE YOU WITH ANY INFORMATION ABOUT THE MATTER. IF THE MATTER REQUIRES MORE THAN ONE HEARING, YOU MAY NOT DISCUSS THE MATTER WITH ANYONE, UNTIL THE MATTER IS RESOLVED BY A FINAL WRITTEN RESOLUTION OR, IF APPLICABLE, ORDINANCE, AND, EVEN THEN, NOT UNTIL THE MEETING IS ADJOURNED. IF YOU RECEIVE AN EMAIL OR ANY WRITTEN OR PRINTED INFORMATION ABOUT THE MATTER BEFORE THE ADJOURNMENT OF THE HEARING AT WHICH A FINAL DECISION IS MADE FROM ANYONE OTHER THAN CITY EMPLOYEES ACTING IN THEIR OFFICIAL CAPACITY, YOU MAY READ IT BUT YOU ARE NOT ALLOWED TO RESPOND TO IT AND YOU ARE REQUIRED TO IMMEDIATELY PROVIDE A COPY OF ANY WRITTEN COMMUNICATION OR DOCUMENT YOU RECEIVE CONCERNING THIS MATTER TO THE CITY CLERK, AND A COPY MUST ALSO BE SENT TO THE PLANNING AND ZONING DIRECTOR IF THE MATTER INVOLVES A LAND RELATED ISSUE. IN ADDITION, IF YOU RECEIVE ANY VERBAL, OR WRITTEN COMMUNICATION (OTHER THAN WHAT HAS ALREADY BEEN DELIVERED TO THE CLERK AND THE PLANNING AND ZONING DIRECTOR) YOU ARE REQUIRED TO DISCLOSE IT AT THE PUBLIC MEETING AND, IF IT WAS VERBAL, YOU ARE REQUIRED TO WRITE A MEMORANDUM THAT INCLUDES THE INFORMATION RECEIVED AND THE NAME AND ADDRESS OF THE PERSON PROVIDING THE INFORMATION, AS WELL AS THE DATE, TIME AND PLACE WHERE THE COMMUNICATION TOOK PLACE. THIS DOCUMENT MUST BE DELIVERED AS SOON THEREAFTER AS POSSIBLE TO THE CITY CLERK, AND IF APPLICABLE TO A LAND RELATED ISSUE, A COPY MUST ALSO BE DELIVERED TO THE PLANNING AND ZONING DIRECTOR.

**WARNING REGARDING EX PARTE COMMUNICATIONS:**

"EX PARTE COMMUNICATIONS" ARE WRITTEN OR VERBAL EXCHANGES BETWEEN AN ELECTED OR APPOINTED PUBLIC OFFICIAL, AND AN APPLICANT, HIS OR HER REPRESENTATIVES, OR A CITIZEN OR OTHER THIRD-PARTY OUTSIDE OF THE PUBLIC QUASI-JUDICIAL HEARING WHICH IS THE SUBJECT OF THE EXCHANGE. THE FLORIDA LEGISLATURE BY THE ADOPTION OF SECTION 286.0115(1), FLORIDA STATUTES, HAS AUTHORIZED THE ADOPTION OF LOCAL ORDINANCES ALLOWING EX PARTE COMMUNICATIONS IF CERTAIN PROCEDURES ARE FOLLOWED TO ENSURE THAT THE WRITTEN OR VERBAL EXCHANGE IS MADE PUBLIC, WHICH IS DESIGNED TO REMOVE ANY PRESUMPTION OF PREJUDICE THAT WOULD OTHERWISE RESULT IF THE EXCHANGE WERE KEPT PRIVATE AND NOT DISCLOSED. EX PARTE COMMUNICATIONS MUST BE PUBLICLY DISCLOSED PRIOR TO OR AT THE QUASI-JUDICIAL HEARING AT WHICH THE DECISION IS TO BE MADE. ALL DECISIONS MADE AT A QUASI-JUDICIAL HEARING MUST BE BASED ON COMPETENT SUBSTANTIAL EVIDENCE. VERBAL EX PARTE COMMUNICATIONS ARE HEARSAY, ARE NOT COMPETENT EVIDENCE, AND MAY NOT FORM THE SOLE BASIS FOR MAKING ANY QUASI-JUDICIAL DECISIONS, BUT THEY MAY BE USED TO SUPPORT OR EXPLAIN OTHER COMPETENT EVIDENCE.

PURSUANT TO ORDINANCE §2-2.1, CITY CODE, THE SOUTH MIAMI CITY COMMISSION HAS ADOPTED THESE PROCEDURES TO ALLOW THE USE OF EX-PARTE COMMUNICATIONS AS FOLLOWS:

1. THE ELECTED OR APPOINTED PUBLIC OFFICIAL SHALL DISCLOSE IN WRITING THE SUBJECT OF THE COMMUNICATION AND THE IDENTITY OF THE PERSON, GROUP, OR ENTITY WITH WHOM THE COMMUNICATION TOOK PLACE, AS SOON AS PRACTICABLE AFTER THE COMMUNICATION TAKES PLACE, WITH THE CITY CLERK AND MADE A PART OF THE RECORD AT THE HEARING BEFORE FINAL ACTION ON THE MATTER.
2. A LOCAL PUBLIC OFFICIAL MAY READ A WRITTEN COMMUNICATION FROM ANY PERSON. ANY WRITTEN COMMUNICATION THAT RELATES TO QUASI-JUDICIAL ACTION PENDING BEFORE A LOCAL PUBLIC OFFICIAL, SHALL NOT BE PRESUMED PREJUDICIAL TO THE ACTION, PROVIDED SUCH WRITTEN COMMUNICATION IS DISCLOSED AND MADE A PART OF THE RECORD BEFORE FINAL ACTION ON THE MATTER.

3. PUBLIC OFFICIAL MAY CONDUCT INVESTIGATIONS, MAKE SITE VISITS AND RECEIVE EXPERT OPINIONS REGARDING QUASI-JUDICIAL ACTION PENDING OR IMPENDING BEFORE HIM OR HER PROVIDED THAT SUCH ACTIVITIES AND THE EXISTENCE OF SUCH INVESTIGATIONS, SITE VISITS OR EXPERT OPINIONS IS MADE A PART OF THE RECORD BEFORE FINAL ACTION IS TAKEN ON THE MATTER.
4. DISCLOSURE MADE PURSUANT TO PARAGRAPHS 1, 2 AND 3 ABOVE MUST BE MADE BEFORE OR DURING THE PUBLIC MEETING AT WHICH A VOTE IS TAKEN ON SUCH MATTERS SO THAT PERSONS WHO HAVE OPINIONS CONTRARY TO THOSE EXPRESSED IN THE EX PARTE COMMUNICATION ARE GIVEN A REASONABLE OPPORTUNITY TO REFUTE OR RESPOND TO THE COMMUNICATION.

IT IS POSSIBLE THAT IF THE STATUTE OR ORDINANCE DISCUSSED ABOVE, OR A QUASI-JUDICIAL ACTION PENDING BEFORE THE COMMISSION OR BOARD ARE CHALLENGED, THAT A COURT MIGHT FIND THAT NEITHER THE LEGISLATURE NOR THE CITY COMMISSION HAD AUTHORITY TO ENACT THESE PROCEDURES CONCERNING EX PARTE COMMUNICATIONS, WHICH COULD RESULT IN THE ACTION TAKEN BEING REVERSED. YOU THUS PROCEED AT YOUR OWN RISK IN ENGAGING IN SUCH COMMUNICATIONS, AND THEY ARE NOT ENCOURAGED. THEY ARE, HOWEVER, THE POLICY OF THE LEGISLATURE AND CITY COMMISSION, AND UNTIL DETERMINED OTHERWISE BY THE LEGISLATURE OR THE COURTS, ARE LEGALLY PERMITTED BUT NOT WITHOUT POSSIBLE ADVERSE LEGAL CONSEQUENCES TO THE DETRIMENT OF THE CITY AND OTHER PARTIES.