



CITY OF SOUTH MIAMI

CITY COMMISSION MEETING AGENDA

TUESDAY, OCTOBER 7, 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 - Recoveco

E2. Federal Lobbying Update, Omar Franco

F. ADD-ON ITEM(S)

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

H. APPROVAL OF MINUTES

- H1. a) 09.03.25 Special Meeting, b) 09.03.25, c) 9.16.25 Special Meeting, & d) 9.16.25
[09.03.25 First Budget Hearing.docx](#)
[09.03.25.docx](#)
[09.16.25 Final Budget Hearing.docx](#)
[09.16.25.docx](#)

I. CITY MANAGER'S REPORT

- I1. City Manager's Report
[CM's Report_October 7_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. 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](#)
- M2. Mayor Fernandez - Affordable Housing
[Affordable Housing Memorandum - 10.3.2025 \(w Exhibits\).pdf](#)

N. BOARDS AND COMMITTEES, APPOINTMENTS, ETC.

O. CONSENT AGENDA

1. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING A PROPOSAL AND PROJECT AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES RELATING TO THE LITTLE HOUSE RESERVE PARK PROJECT AT 6609 SW 60TH STREET IN AN AMOUNT NOT TO EXCEED \$104,773.50; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER-PARKS,

RECREATION & CULTURE DEPT.)

[Memo-Contract_Design_Plans-Parking_Lot_Improvements \(1\).DOCX](#)

[Resolution Approving Proposal and Project Agreement - Kimley-Horn - Little House Reserve Parking Project'.DOCX](#)

[Project Agreement - Kimley-Horn - Little House Reserve Park Project - Parking.DOCX](#)

[Exhibit A-Proposal-Kimley Horn & Associates, Inc..pdf](#)

[PSA - Res No 056-22-15809.pdf](#)

P. RESOLUTION(S)

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING THE PROPOSAL AND PROJECT WORK/PURCHASE ORDER WITH EXP US SERVICES, INC. TO PROVIDE PROJECT MANAGEMENT SERVICES AND ADVISORY ON-CALL AND PROJCT-SPECIFIC SUPPORT SERVICES; AUTHORIZING EXPENDITURE OF FUNDS; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, SEVERABILITY, AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER-PUBLIC WORKS & ENGINEERING DEPT.)

[Memo-EXP_Services-Project_Management_Services_and_Advisory_On-Call__1.2.docx](#)

[Resolution Approving Proposal and PO with EXP US for Project Management Services.](#)

[PM Services and Advisory On Call Services_091825.docx](#)

[Exhibit "B" - Project Work Order - EXP US - Project Management Services.DOCX](#)

[Project Management Services_PT_091825.xlsx](#)

[P0015319 EXP US Services 5.8.25.pdf](#)

Q. RESOLUTION(S) PUBLIC HEARING(S)

3. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, ACCEPTING THE "FINDING OF NECESSITY FOR PROPOSED SOUTH MIAMI COMMUNITY REDEVELOPMENT (CRA) AREA" REPORT ATTACHED AS EXHIBIT "A," FOR THE CRA AREA GENERALLY BOUND BY SW 57TH AVENUE TO THE EAST, SW 76TH STREET TO THE SOUTH, SW 62ND AVENUE TO THE WEST, AND SW 62ND STREET TO THE NORTH, AS MORE PARTICULARLY DEPICTED IN THE REPORT; REQUESTING MIAMI-DADE COUNTY TO FIND AND DECLARE THAT THE CONDITIONS IN SAID AREA MEET THE CRITERIA DESCRIBED IN SECTIONS 163.340(7) AND/OR (8), AS SET FORTH IN SECTION 163.355, FLORIDA STATUTES, AND TO DELEGATE REDEVELOPMENT POWERS TO THE CITY OF SOUTH MIAMI IN ACCORDANCE WITH PART III OF CHAPTER 163, FLORIDA STATUTES, SO AS TO PERMIT THE CITY OF SOUTH MIAMI TO ESTABLISH A CRA FOR THE AFORESAID AREA; PRELIMINARILY APPROVING THE COMMUNITY REDEVELOPMENT PLAN FOR THE CRA, ATTACHED HERETO AS EXHIBIT "B"; AND APPROVING THE INTERLOCAL AGREEMENT RELATING TO THE ESTABLISHMENT AND OPERATION OF THE CRA, ATTACHED HERETO AS EXHIBIT "C"; PROVIDING FOR TRANSMITTAL, AUTHORIZATION, IMPLEMENTATION, CORRECTIONS, AND AN EFFECTIVE DATE. 3/5 (CITY COMMISSION)

[Memo_FONCRA_Plan_Interlocal_10.1.25_-_CLEAN.docx](#)

[4C15551-Resolution for CRA FON, Plan and Interlocal Agreement CAV3.DOCX](#)

[Exhibit A - FON South Miami Business Flare.pdf](#)

[Exhibit B - Final SMCRA Plan 2025 Business Flare.pdf](#)

[Exhibit C-CRA Interlocal Cooperation Agreement - 10-1-25 CAV3.DOCX](#)

[Ad.pdf](#)

4. 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, [APPROVING/DENYING] A SPECIAL EXCEPTION APPLICATION PURSUANT TO SECTION 20-8.7 OF THE CITY OF SOUTH MIAMI LAND DEVELOPMENT CODE, FOR A LARGE SCALE DEVELOPMENT PROJECT FOR A MIXED-USE MEDICAL OFFICE BUILDING WITH RESIDENTIAL DWELLING UNITS KNOWN AS "MED SQUARE" ON THE ENTIRE CITY BLOCK LOCATED ON THE WEST SIDE OF SW 62ND AVENUE BETWEEN SW 68TH STREET AND SW 69TH STREET; PROVIDING FOR CONDITIONS, ENFORCEMENT OF CONDITIONS, CORRECTIONS, SEVERABILITY, AND AN EFFECTIVE DATE. 4/5 (CITY MANAGER-DEVELOPMENT SERVICES DEPT.)

[MedSquare_South_Miami_Revised_Staff_Report_for_Commission_09-29-2025.docx](#)
[Resolution Approving Large Scale Development Special Exception-Med Square-Draft v2.DOCX](#)

[PB-2025-007 Application Documents.pdf](#)

[Med Square South Miami Traffic Study_June 2025.pdf](#)

[PB-2025-007 Plans - 07-24-2025.pdf](#)

[Ad.pdf](#)

5. A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING A DEVELOPMENT AGREEMENT WITH SOUTH MIAMI REAL ESTATE PARTNERS, LLC FOR A MIXED-USE MEDICAL OFFICE BUILDING WITH RESIDENTIAL DWELLING UNITS KNOWN AS "MED SQUARE" ON THE ENTIRE CITY BLOCK LOCATED ON THE WEST SIDE OF SW 62ND AVENUE BETWEEN SW 68TH STREET AND SW 69TH STREET, PURSUANT TO SECTION 20-8.7 OF THE LAND DEVELOPMENT CODE; AUTHORIZING THE CITY MANAGER TO EXECUTE THE DEVELOPMENT AGREEMENT; PROVIDING FOR CORRECTIONS, IMPLEMENTATION, AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER-DEVELOPMENT SERVICES DEPT.)

[4C09966-CA Memo re Development Agreement for Med Square.DOCX](#)

[4AZ9140-Resolution Approving Development Agreement - Med Square.DOCX](#)

[MedSquare Development Agreement-v5 - clean.docx](#)

[Ad.pdf](#)

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

6. 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. 4/5 (MAYOR FERNÁNDEZ)

[CC Memo Ordinance Approving Conveyance of 6179 SW 62 Terrace - 2nd read CAV2.DOCX](#)

[Ordinance Approving Conveyance of 6179 SW 62 Terrace - 2nd read CAV2.DOCX](#)

[6179 SW 62 Terrace - MDC Property Appraiser Info.pdf](#)

[Ad.pdf](#)

7. AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, RELATING TO THE SOUTH MIAMI PENSION PLAN BY AMENDING CHAPTER 16 "PENSIONS", ARTICLE II "CITY PENSION PLAN", SECTION 16-12 "DEFINITIONS" IN ORDER TO EFFECTUATE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND POLICE BENEVOLENT ASSOCIATION AND THE FRATERNAL ORDER OF POLICE; PROVIDING FOR CORRECTIONS; SEVERABILITY; CONFLICTS; IMPLEMENTATION, AND AN EFFECTIVE DATE. 3/5 (CITY MANAGER)

[Memo_2 - Ordinance Adopting Pensionable Items.docx](#)

[4BW3881-Pension Ordinance Implementing MOU for Compensation_rev_8.25.25.docx](#)

[2025.06.17-SouthMiami_June2025 - Projections_Police.pdf](#)

[2025.09.23-ActuarialImpactStatement\(P&F\)-SouthMiami.pdf](#)

[BUSINESS IMPACT ESTIMATE - Police Pensionable Compensation .docx](#)

[Ad.pdf](#)

8. 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 \(2\).docx](#)

[Ord - Procedures for Removal of On-Street Parking Spaces CAV4.DOCX](#)

[BUSINESS IMPACT ESTIMATE-Parking Ord.docx](#)

[Ad.pdf](#)

9. AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, APPROVING A LEASE AGREEMENT WITH SOUTH MIAMI CHILDREN'S CLINIC, INC. IN CONNECTION WITH AN EXISTING FRANCHISE; PROVIDING FOR THE CONTINUED USE OF THE PROPERTY LOCATED AT 6655 SW 58TH PLACE; AUTHORIZING THE CITY MANAGER TO EXECUTE THE LEASE AGREEMENT; PROVIDING FOR IMPLEMENTATION, CORRECTIONS, AND AN EFFECTIVE DATE. 4/5 (CITY MANAGER)

[4C16005-](#)

[South_Miami_Children_s_Clinic_Inc_and_the_City_of_South_Miami_Lease_Agreement_Memo Ordinance Miami Children's Clinic.DOCX](#)

[RED-LINE version of the Lease.pdf](#)

[Lease Agreement South Miami Children's Clinic CAV5.DOCX](#)

[BUSINESS_IMPACT_ESTIMATE-Clinic.docx](#)

[Ad.pdf](#)

[Ad.pdf](#)

10. 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_09-25-2025 \(1\).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](#)
[Ad.pdf](#)

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

T. ORDINANCE(S) FIRST READING(S)

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.