



# VILLAGE OF KEY BISCAIYNE

Office of the Village Clerk

*Village Council*

Robert L. Vernon, *Mayor*  
Jorge E. Mendia, *Vice Mayor*  
Michael Davey  
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## MEMORANDUM

*Village Clerk*

Conchita H. Alvarez, *CMC*

November 6, 2008

TO: Honorable Mayor and Members of the Village Council  
FROM: Conchita H. Alvarez, CMC, Village Clerk   
RE: Appointment of Special Magistrates

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Ordinance 92-14 established the Village's Code Enforcement procedures. Ordinance 2007-5 established a Board of Special Magistrates. The Board of Special Magistrates is responsible for the adjudication of code enforcement and building violations. The Board has the power to:

1. Adopt rules for the conduct of the hearings.
2. Subpoena violators and witnesses for hearings; subpoenas shall be served by the Village Police Department or by the Village staff.
3. Subpoena evidence to hearings.
4. Take testimony under Oath.
5. Assess and order the payment of civil penalties including the placement of liens and fines.
6. Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance.

Special Magistrates serve a one year term without compensation. They are appointed by the Mayor with ratification by the Village Council. During the past year, Dennis M. O'Hara, Rosemary Sala, Jennifer D. Leal, Mortimer Fried and Timothy Stickney served as Special Magistrates. Mr. O'Hara is an attorney and was first appointed in 1994. Ms. Sala is also an attorney and was first appointed in 1996. Ms. Leal is an attorney and was appointed in 2001. Mr. Fried is also an attorney and was appointed in 2004. Mr. Stickney is an attorney and was first appointed in 2007. All of these individuals have provided an outstanding service to the Village.

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