



V I L L A G E O F K E Y B I S C A Y N E

Office of the Village Clerk

Village Council

Franklin H. Caplan, *Mayor*
Mayra P. Lindsay, *Vice Mayor*
Michael W. Davey
Theodore J. Holloway
Michael E. Kelly
Ed London
James S. Taintor

MEMORANDUM

Village Clerk

Conchita H. Alvarez, *MMC*

November 12, 2013

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

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 shall be residents of the Village and shall possess outstanding reputations for civic pride, interest, integrity, responsibility and business or professional ability. They shall serve a one year term without compensation. They are appointed by the Mayor with ratification by the Village Council. During the past year Rosemary Sala, Mark Fried, Timothy Stickney, Nancy Stoner and Michele Estevez served as Special Magistrates. Christina Chartouni and Gabriel Chavarria served as Alternative Special Magistrate. **Magistrates Sala, Fried, Stickney, Stoner and Estevez are seeking re-appointment. Alternates Chartouni and Chavarria are also seeking re-appointment as Alternate Magistrates.** All of these individuals have provided an outstanding service to the Village.

The appointment will be from November 2013 to November 2014.

lcha1480c.mem