



VILLAGE OF PALMETTO BAY
 9705 E. HIBISCUS STREET
 PALMETTO BAY, FLORIDA 33157
 (305) 259-1234 Fax: (305) 259-1290

Approved
19 for Silva
 Edward Silva, Village Manager
 1/6/20
 Date

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 12-23-19
 NAME: Paul Frank
 COMPANY: _____
 ADDRESS: _____
 PHONE: _____ FAX: _____
 EMAIL: dolphin59@gmail.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

** Please see attached email for a description of request*

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-412

DATE FORWARDED: 12-26-19

ASSIGNED DEPT: Administration

DATE REQUEST FILLED: _____

NUMBER OF COPIES: _____

ESTIMATED TIME (IF APPLICABLE): _____

ESTIMATED COST: _____

HOW WAS REQUEST FILLED? _____

IF NOT FILLED, REASON: _____

BY: _____

Melissa Dodge

From: Missy Arocha
Sent: Monday, December 23, 2019 1:28 PM
To: Melissa Dodge
Subject: FW: Public Records Request

Please log, acknowledge, and process.

Respectfully,



Missy Arocha

Village Clerk / Passport Acceptance Facility Manager
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
www.palmettobay-fl.gov

PLEASE NOTE: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

From: Paul Frank <dolphinskid59@gmail.com>
Sent: Monday, December 23, 2019 11:55 AM
To: Sandy Riffle <sriffle@edgewood-fl.gov>
Subject: Public Records Request

CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.

Good morning:

I would like to request the below information which can be provided by your Human Resources department. I am conducting research on two separate governmental professions with reference to salary and essential job duty functions. I appreciate your help with this matter in advance and wish you a very happy holiday season.

Purchasing/Procurement Department Related Questions:

1. Do you have a Procurement/Purchasing Department?
2. If so, how many staff work in this department?

3. If you have a procurement specialist, purchasing agent, buyer, contract administrator or same, currently on staff could you clarify as to which position specifically along with a copy of HR's starting salary and job description/functions for this position?

Social Media/Public Information Officer/Communications:

1. Do you have someone on staff who handles social media, press releases, tv/video recordings and such?
2. If so, how many staff work in this department?
3. If you have a Social Media/Public Information Officer or same, currently on staff could you clarify as to which position specifically along with a copy of HR's starting salary and job description/functions for this position?

Please note, if you are unable to provide the simple answers to these questions, then a copy of HR's salary and job description for these positions in question sent to my email will suffice.

Thank you!

Respectfully,

Paul Frank

Admin Temp

From: Jessica Mak
Sent: Monday, January 6, 2020 10:43 AM
To: Admin Temp
Cc: Karla Morales-Maestre; Olga Cadaval
Subject: RE: Public Records Request 2019-412
Attachments: PublicRecRequest-2019-412.pdf; HR Public Information Officer.pdf; VM - Procurement Specialist.pdf

Good morning Yani:

In response to PR Request No. 2019-412, please see attached position descriptions noting that the pay grades have since changed due to COLAs that were processed in 2018 and 2019. Currently, both salary ranges have an minimum of \$20.76/hour (\$43,187.54/Annually) and a maximum of \$33.22/hour (\$69,099.58/Annually).

Please let me know if you need anything else.

Thank you,

Jessica Mak, SHRM-CP

HR & Communications Department

Village of Palmetto Bay

9705 East Hibiscus Street

Palmetto Bay, Florida 33157

(P) 305-259-1234 – (F) 305-259-1293

From: Admin Temp <admintemp@palmettobay-fl.gov>
Sent: Monday, December 30, 2019 9:47 AM
To: Olga Cadaval <ocadaval@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Melissa Dodge <mdodge@palmettobay-fl.gov>; Idalmy Vidaurre <ividaurre@palmettobay-fl.gov>; Karla Morales-Maestre <kmorales@palmettobay-fl.gov>; Jessica Mak <jmak@palmettobay-fl.gov>
Subject: FW: Public Records Request

Good morning Olga,

Please see the attached request and forward the response to my attention and cc' Karla.

Thank you!

Yanara Modroño
Executive Assistant
Office of the Village Manager
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
T: 305-259-1234
F: 305-259-1290

From: Melissa Dodge <mdodge@palmettobay-fl.gov>
Sent: Thursday, December 26, 2019 5:34 PM
To: Admin Temp <admintemp@palmettobay-fl.gov>; Olga Cadaval <ocadaval@palmettobay-fl.gov>
Cc: Missy Arocha <marocha@palmettobay-fl.gov>; Edward Silva <esilva@palmettobay-fl.gov>
Subject: FW: Public Records Request

Good Afternoon,

Attached is Public Record Request No. 2019-412 received from Mr. Paul Frank. Please forward to the appropriate department.

Sincerely,

Melissa Dodge

Administrative Assistant/Passport Acceptance Agent
Office of the Village Clerk
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Ph: 305-259-1234
Fax: 305-259-1290

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From: Missy Arocha <marocha@palmettobay-fl.gov>
Sent: Monday, December 23, 2019 1:28 PM
To: Melissa Dodge <mdodge@palmettobay-fl.gov>
Subject: FW: Public Records Request

Please log, acknowledge, and process.

Respectfully,



Missy Arocha

Village Clerk / Passport Acceptance Facility Manager
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
www.palmettobay-fl.gov

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Thank you!

Respectfully,

Paul Frank



Village of Palmetto Bay

Position Description

POSITION TITLE:	Public Information Officer (PIO)
FUNCTIONAL AREA:	Human Resources & Communications Department
PAY GRADE:	PG 20
PAY RANGE:	Min.: \$19.86 Hourly/ \$3,442.40 Monthly/ \$41,308.80 Annually
	Max.: \$31.78 Hourly/ \$5,508.53 Monthly/ \$66,102.40 Annually
CLASSIFICATION:	Full-Time; Exempt
APPROVED/UPDATED:	Aug. 2015/ April 2018

General Purpose

Position is responsible for journalistic and public relations work, which involves research, writing and editing public relations and public information material for or about the Village of Palmetto Bay, including the creation of promotional campaigns and the implementation of marketing strategies for community events, public meetings of interest and Village initiatives. Also prepares and uploads material for the Village’s television station, Village website and social media channels.

Supervision Received and Exercised

Works under the general supervision of the HR & Communications Director or designee. Applies journalistic and public relations practices and techniques, exercising a great deal of independent judgment and discretion.

Essential Duties and Responsibilities

- ◆ Researches, writes and edits accurate, meaningful and readable material for Village news releases, press releases, publications, website, and public television programming.
- ◆ Prepares, produces and/or edits programming and content to populate the Village’s public television station and other media channels; uploads appropriate content and regularly updates programming schedule; may serve as the anchor for the village’s televised news segments.
- ◆ Works with the local media to develop relations and generate positive news coverage of the Village; arranges newspaper, television and radio new coverage and interviews for the Village spokesperson and/or applicable personnel.
- ◆ Works with the department director to disseminate information to the media and the general public about matters of importance to Village residents and implements plans as designed.
- ◆ Manages and maintains media platforms, including social media, website and local television station with information is relevant, easily accessible and up to date.
- ◆ Develops and coordinates promotional campaigns for new Village initiatives and services, town halls, public meetings of interest, community events, etc..., to include the creation of promotional materials and/or procurement of supplies.
- ◆ Develops and implements marketing strategies; assisting other Village departments when required.
- ◆ Attends Village and other public meetings and events, as required, in order to produce news and stories for the Village; may serve as the official host for Village events.
- ◆ Manages AV system during Village meetings for live broadcasting on various media as applicable and after meetings for on-demand viewing; ensures the system is being properly maintained. Works with IT staff to monitor system functions and order upgrades and maintenance when necessary.
- ◆ Prepares and submits metric, analysis and other such reports and studies regularly and also when requested by the department director to assess public engagement and reliability of the type of media that is being employed for public outreach.



Village of Palmetto Bay

Position Description

- ◆ Ensures that information disseminated to the media and/or to the general public is accurate and relevant.
- ◆ Monitors relative departmental expenditures and processes purchase orders and invoices; assists in the preparation of the departmental budget
- ◆ Assists other departmental staff with special projects when necessary.
- ◆ Performs other related duties as necessary.

Minimum Qualifications

Education & Experience

- ◆ A Bachelor's Degree in Journalism, Marketing, Communications, and Broadcast Media or related field from an accredited college.
- ◆ A minimum of five (5) years prior work experience in journalism and/or public relations; broadcasting experience a plus.
- ◆ Prior experience working in a government setting preferred.
- ◆ Must hold a valid Florida Driver's License.

Other Required Competencies

- ◆ Computer proficiency and familiarity with website management and content design.
- ◆ Skill in the use of photography and video equipment.
- ◆ Proficiency in oral and written communications. Bilingual (English/Spanish) preferred.
- ◆ Organizational and management skills and experience.
- ◆ Creative ability to produce graphic designs.
- ◆ Remains informed of cutting edge technologies and advancements in the media
- ◆ Ability to maintain effective and courteous working relationships with the local media, general public, co-workers, and elected officials.
- ◆ Ability to maintain high ethical and professional standards.
- ◆ Must be prepared and available to work during a hurricane in the Village's Emergency Operations Center
- ◆ Position requires working evenings, weekends, and some holidays.

Working Conditions and Physical Factors:

- ◆ Work is primarily performed indoors in an office environment, but may also periodically work outdoors on special assignments in different climate conditions with full exposure to the elements.
- ◆ Requires the physical capability and sensory skills to effectively use and operate various office equipment, including a desktop and/or laptop computer, calculator, copier, fax machine, telephone, etc...
- ◆ May require bending, twisting, walking, climbing, reaching, carrying, kneeling, crawling, standing, pushing or pulling; may also walk on slippery and/or uneven surfaces.
- ◆ Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to hear clearly even in a noisy environment.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

HR Approval:  Dept. Director Approval: (HR)

Village Manager Approval: 5/2/18

Date Approved By the Village Manager: 



Village of Palmetto Bay

Position Description

POSITION TITLE:	Procurement Specialist
FUNCTIONAL AREA:	Office of the Village Manager
PAY GRADE:	20
PAY RANGE:	Min.: \$19.86 Hourly/ \$3,442.40 Monthly/ \$41,308.80 Annually Max.: \$31.78 Hourly/ \$5,508.53 Monthly/ \$66,102.40 Annually
CLASSIFICATION:	Full-Time; Non-Exempt
APPROVED/UPDATED:	May 2015/ April 2016

General Summary

This is a highly specialized administrative position, responsible for coordinating, processing and overseeing all procurement activities for the Village, performing research, and analyzing results for matters relative to procurement. This position is also responsible for grant management and reporting.

Supervision Received and Exercised

This position is supervised by the Village Manager or his/her designee and exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- ◆ Prepares specifications and/or scope of work information, as applicable, for all procurement documents, including Invitations to Bid, Requests for Proposals, Requests for Qualifications, etc... with the assistance of departmental staff and/or project consultants, when authorized.
- ◆ Manages all grant contracts for the Village, and monitors grant-funded projects for consistency with grant scope; prepares and submits grants reports and contract amendments on schedule.
- ◆ Schedules, advertises, facilitates and records required pre-bid/pre-proposal meetings and organizes evaluation committee's and committee presentations.
- ◆ Prepares bid tabulations and reviews all competitive documents received to ensure compliance with the requirements of the procurement solicitation and the Village's procurement code; investigates sole source purchases and makes award recommendations.
- ◆ Reviews and processes all departmental requisitions for goods and services, including routine and emergency requests.
- ◆ Reviews contracts for consistency with the approved Village resolution(s), and the applicable solicitation, policies and ordinances in advance of the contract execution; confers with the Village attorney when necessary.
- ◆ Regularly conducts market analyses and assesses market conditions and trends to identify and recommend sources and products that are financially advantageous to the Village.
- ◆ Analyzes in-house purchasing patterns throughout all departments to determine the potential for large scale purchases to reduce costs.
- ◆ Maintains a database of Village-approved vendors and evaluates vendor performance as needed; tracks all outstanding contracts and coordinates renewal when necessary with departments.



Village of Palmetto Bay

Position Description

- ◆ Assists with inventory activities, organizes the disposition of surplus property and equipment as directed, and participates in the year-end closing process.
- ◆ Guides and assists staff, vendors, contractors and members of the general public in matters dealing with the Village's procurement policies and processes.
- ◆ Recommends administrative policies and procedures to facilitate the purchasing process in accordance with all applicable codes and laws.
- ◆ Performs other related duties as required by the supervisor.

Minimum Qualifications

Education & Experience

- ◆ Bachelor's Degree in Public Administration, Business Administration or Finance/Accounting, and 3 years of procurement experience in the public sector; OR an Associate's Degree and 5 years of procurement experience in the public sector.
- ◆ Current certification as a CPPO (Certified Public Purchasing Officer) and/or CPPB (Certified Professional Public Buyer) is preferred.

Other Required Competencies

- ◆ Proficiency with Word and Excel.
- ◆ Valid Florida Driver's License.
- ◆ Knowledge of public procurement principles, methods and procedures.
- ◆ Ability to prepare bid specifications and project scope of work; and tabulate and analyze bids.
- ◆ Familiarity with construction or construction related supplies, services and products.
- ◆ Ability to communicate well orally and in writing.
- ◆ Must possess excellent customer service skills, and be able to deal with people effectively, courteously, and enthusiastically.
- ◆ Ability to work independently and understand and follow oral and written instructions.

Working Conditions and Physical Requirements

- ◆ Work is primarily performed indoors in an office environment.
- ◆ Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the general public through the use of the telephone, email and personal contact.
- ◆ Requires the physical capability to effectively use and operate different office equipment, such as but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.
- ◆ Requires intermittent sitting, standing, walking, bending, crouching, and repetitive motion; occasional lifting of light objects.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

HR Approval:  Dept. Director Approval: N/A, VM Village Manager Approval: 

Date Approved By the Village Manager: 4/14/16