



To: Honorable Mayor and Village Council

Date: July 2, 2012

From: Ron E. Williams, Village Manager

Re: FY 2012-2013 Maximum
Millage Rate, and Budget Hearings

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO AD-VALOREM TAXES; ESTABLISHING THE PROPOSED MAXIMUM MILLAGE RATE AND SETTING THE DATES, TIMES AND LOCATION FOR THE FIRST AND SECOND BUDGET HEARINGS FOR FY 2011-2012; FURTHER DIRECTING THE VILLAGE CLERK TO FILE SAID RESOLUTION WITH THE MIAMI-DADE COUNTY PROPERTY APPRAISER; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS:

The procedures and timetables for taxation and the establishment of the Village budget are governed by a series of rules of both the State of Florida and Miami-Dade County. These rules are generally referred to as TRIM (Truth in Millage) rules. This resolution deals with three (3) important TRIM rules – establishment of the maximum millage rate, rollback millage rate, and scheduling of formal budget public hearings.

Maximum Millage Rate:

A primary source of revenue for municipal government is the property or ad valorem tax base. Property taxes apply to commercial and residential real property, and also commercial personal property. The rate at which property is taxed is referred to as the millage rate. The amount of taxes paid by a property owner is determined by multiplying the millage rate times each \$1,000.00 of assessed property value.

Local jurisdictions are required, at the beginning of the budget process, to establish a maximum millage rate. This rate will be advertised by the Village and also mailed by the Miami-Dade Property Appraiser. The initial maximum rate may be decreased by the Village Council during the budget process, but it cannot be increased except under extraordinary circumstances.

The Miami-Dade County Property Appraiser has estimated the Taxable Value within the Village of Palmetto Bay at approximately \$2,414,961,782. This valuation represents a 2.38% increase over Fiscal Year 2011-12 level of \$2,358,676,121.

It is important to highlight that while the total market value of property within the Village might have increased, this is not necessarily reflected in an individual homeowner's assessment. Homeowners are taxed based on the assessed value of their home, as compared to the appraised or fair market value of their home. Changes in the overall assessment are due primarily to three factors: new construction, resale of existing homes, and increased value of commercial property now capped at 10%. A Palmetto Bay homeowner may have realized a 2.38% increase in the market value of their home this past year, but the assessed value can still go up by the lesser of 3% or the Consumer Price Index (CPI), which happens to be also 3% as of December 2011. The Save Our Home (SOH) recapture clause, allows the assessed value to increase as long as the market value is not exceeded. Palmetto Bay homeowners that have owned their property for a long time generally have a larger spread between their assessed value and market value, and therefore might still see an increase in the assessed value.

Budget Hearing Schedule:

The Village is required to hold two formal Budget Public Hearings. There are guidelines on when these hearings must be held. Additionally, a local municipality cannot hold a budget hearing on the same date as either the County or the School Board. There are also special advertising requirements for these hearings. The Village Charter requires that the budget be adopted no later than September 30.

It is recommended, given these constraints, that the following schedule be established:

First Budget Hearing	Monday, September 10, 2012 7:00 PM	Village of Palmetto Bay Municipal Center 9705 E Hibiscus Street Palmetto Bay, FL 33157
Second Budget Hearing	Monday, September 24, 2012 7:00 PM	Village of Palmetto Bay Municipal Center 9705 E Hibiscus Street Palmetto Bay, FL 33157

RECOMMENDATION:

The Administration is recommending using the current millage rate of 2.447 as the maximum millage for the Village of Palmetto Bay for Fiscal Year 2012-2013.

Approval is recommended.

1 RESOLUTION NO. _____

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3 A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF
4 THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO
5 AD VALOREM TAXES; ESTABLISHING THE PROPOSED
6 MAXIMUM MILLAGE RATE AND SETTING THE DATES,
7 TIMES AND LOCATION FOR THE FIRST AND SECOND
8 BUDGET HEARINGS FOR FY 2012-2013; FURTHER DIRECTING
9 THE VILLAGE CLERK TO FILE SAID RESOLUTION WITH
10 THE MIAMI-DADE COUNTY PROPERTY APPRAISER; AND
11 PROVIDING FOR AN EFFECTIVE DATE.
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13 WHEREAS, the Village has received the Certification of Taxable Value from the
14 Miami-Dade County Property Appraiser; and,
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16 WHEREAS, the Village is required under State Statutes to establish and furnish to the
17 Property Appraiser the proposed maximum millage rate and the dates, times and location(s) at
18 which public hearings will be held to consider the FY 2012-2013 millage rate and budget; and,
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20 NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE
21 COUNCIL OF THE VILLAGE OF PLAMETTO BAY, FLORIDA, AS FOLLOWS:
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23 Section 1. The proposed maximum millage rate for the Village of Palmetto Bay for
24 FY 2012-2013 is established at 2.447 mills, which is \$2.447 for each \$1,000.00 of assessed
25 property within the Village of Palmetto Bay.
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27 Section 2. The proposed date and place of the first and second public hearings are
28 scheduled as follows:
29

30 First Budget Hearing	Monday, September 10, 2012	Village of Palmetto Bay
	7:00 PM	Municipal Center
		9705 E Hibiscus Street
		Palmetto Bay, FL 33157

35 Second Budget Hearing	Monday, September 24, 2012	Village of Palmetto Bay
	7:00 PM	Municipal Center
		9705 E Hibiscus Street
		Palmetto Bay, FL 33157

40 Section 3. The Village Clerk is directed to file the original certification of Taxable
41 Value and a certified copy of this resolution to the Property Appraiser.
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43 Section 4. This Resolution shall take effect immediately upon enactment.
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PASSED and ADOPTED this 9th day of July, 2012.

Attest: _____
Meighan Alexander, CMC
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve A. Boutsis
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____
Council Member Howard Tendrich _____
Council Member Joan Lindsey _____
Vice Mayor Brian Pariser _____
Mayor Shelley Stanczyk _____

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO ADVISORY BOARDS; CREATING RULES AND REGULATIONS FOR ALL ADVISORY BOARDS; PROVIDING AN EFFECTIVE DATE. (Sponsored by Councilman Howard Tendrich.)

WHEREAS, the Village Council of the Village of Palmetto Bay has created numerous advisory committees and boards; and,

WHEREAS, it is appropriate to review the procedures followed by the advisory committees and boards to reflect the changing needs of the committees and boards and to ensure compliance with Chapter 119 and 286, Florida Statutes; and

WHEREAS, the Village Council desires to amend and create uniform rules and regulations applicable to all its committees.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The above whereas clauses are incorporated by reference.

Section 2. The Mayor and Village Council adopts the Advisory Board Rules and Regulations attached hereto and incorporated herein as Exhibit "A".

Section 3. The Advisory Rules and Regulations adopted in this Resolution shall apply uniformly to all non-statutorily created Advisory Committees and Boards. In the event of a conflict between any existing Committee or Board rules and regulations, the attached Advisory Board Rules and Regulations shall apply. Any Committee or Board created subsequent to the adoption of this Resolution shall also adhere to these Advisory Board Rules and Regulations.

Section 4. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this ___ day of July, 2012.

Attest: _____
Meighan Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve A. Boutsis,
Village Attorney

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2
3 FINAL VOTE AT ADOPTION:
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5 Council Member Patrick Fiore _____
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7 Council Member Howard Tendrich _____
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9 Council Member Joan Lindsay _____
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11 Vice-Mayor Brian W. Pariser _____
12
13 Mayor Shelley Stanczyk _____

ADVISORY BOARD RULES AND REGULATIONS

The Advisory Rules and Regulations ("Rules") shall apply uniformly to all Village Boards and Committees. The Board and Committee Rules are intended to supplement matters not covered in existing Resolutions or Ordinances creating any Village of Palmetto Bay advisory committees.

For the purpose of these Rules, "Boards" or "Committees" shall include all non-statutory committees and advisory boards established by the Village Council to make recommendations, advise the Council, and initiate programs in the Village.

Section 1. Public Meetings.

All meetings and business of the Committees shall comply with the requirements of Chapters 119 and 286, Florida Statutes. All meetings of the Boards and Committees shall be open to the public at all times. Meetings shall be conducted in accordance with Robert's Rules of Order.

Approval of the minutes of the previous meeting shall be included in each agenda of a regular committee meeting and the draft minutes shall be presented to the Village Clerk's Office for dissemination to each committee member no later than three (3) business days prior to the meeting. Regular committee meetings will be canceled by the Village Clerk if the meeting minutes of the prior regular committee meeting (or any other previously pending minutes at the time of approval of these rules, regulations & procedures) are not submitted for committee approval by the established deadline.

Rescheduling of canceled regular committee meetings shall take place upon the submission of minutes of the prior meeting for approval.

Section 2. Regular Meetings.

Each Committee shall hold at least one regular publicly noticed meeting each quarter at a location open to the public within the Village.

During the initial (organizational) meeting of a committee and during the first meeting of a committee of each calendar year, the committees shall, by a majority vote, set a meeting schedule for regular meetings throughout the fiscal year. The committee meeting schedule shall include the date, time, and location of the meetings and must receive approval from the Village Clerk.

Section 3. Special Meetings.

Special meetings may be held upon the call of the Chairperson or a majority of the advisory board or committee. Notice of special meetings shall be by sent via e-mail to the Committee member's e-mail address on file with the Village Clerk's Office and shall be received by the committee member with a minimum of 24 hours' notice before the meeting. Special meetings shall be publicly noticed in compliance with Ch. 286 F.S. and held at a public location within the Village, as set by the Chairperson with coordination by the Village Clerk.

Section 4. Agenda.

The agenda for all meetings of the Committee shall be prepared by the Chairperson or in the absence of the Chairperson, the Vice Chairperson. Additional agenda items may be proposed at any time by any member of the Committee either during a committee meeting or by request to the Village Clerk's Office. If requested through the Village Clerk's office, the Village Clerk's office will notify the Chairperson and other committee members of the request to add an agenda item and the item will be added.

Items proposed after the agenda is distributed may only be heard under "New Business" and upon an affirmative vote of the majority of the Committee members present at the meeting. Public comment shall be allowed at the end of the meeting.

All agenda materials including back-up material and minutes shall be provided to the Village Clerk's Office no later than three (3) business days prior to a regularly scheduled committee meeting.

Section 5. Quorum.

Fifty percent (50%) of the Committee members appointed to the Committee shall constitute a quorum. Provided there is a quorum, a majority of those present and voting shall be required to adopt any motion or take any action. No actions may be taken without a quorum present although those in attendance may still have discussion.

Section 6. Voting.

Each Committee member shall be entitled to one (1) vote on matters coming before the Committee. The Committee shall act as a body in making its decisions. No member present at a meeting may abstain from voting except in cases of a conflict of interest, as provided in Florida Statutes and the Miami-Dade County Code of Ethics. A member must be present to vote. Proxy votes shall not be permitted.

Section 7. Attendance.

In the event a Committee member fails to attend three (3) regularly scheduled meetings in one calendar year, the Committee member will automatically be removed from the Committee and the Council will be notified of the vacancy.

Section 8. Appointments. Vacancies and Resignations.

Each person appointed to a Committee shall be appointed consistent with the Village Charter.

Section 9. Residency Requirement.

Members of Committees shall either:

- a. be a resident of the Village; or
- b. be employed in the Village; or
- c. own a business located in the Village.

Section 10. Membership Limitation.

No individual shall serve on more than one (1) Committee at the same time. All Committee members shall serve without compensation and shall not otherwise obtain direct or indirect financial gain from their service in the Committee.

Section 11. Oath Requirement.

All Committee members shall be required to subscribe to an oath or affirmation to be filed by the Village Clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the State, the Charter and all ordinances of the Village of Palmetto Bay and in all respects to faithfully discharge their duties.

Section 12. Applicability and Explanation of Laws.

All Committee members shall be subject to the State of Florida and Miami-Dade County Code of Ethics. Upon appointment, a Village representative shall provide Committee members with a copy of the applicable ethics laws and provide an explanation of the State of Florida and Miami-Dade County Code of Ethics (sunshine law, public records law, conflict of interest policy), and the Committee Rules to the Committee member.

Section 13. Officers and Elections.

Every Committee shall elect a Chairperson, Vice Chairperson and Secretary annually, or as vacancies occur, at the first meeting conducted to serve for a term of one (1) year.

Section 14. Records.

Minutes of all Committee meetings shall be recorded by the Secretary and shall be available for public inspection. The Secretary shall forward all approved minutes to the Village Clerk's Office within five (5) days following the meeting. Once approved, the Village Clerk shall archive all meeting minutes and post same on the Village's website until at least three months post sunsetting of the committee.

Section 15. Committee Reports.

The Chairperson or his/her designee shall present a quarterly report to the Village Council, which shall be submitted in writing to the Village Clerk's Office. All reports shall be approved by the Committee prior to submission to the Village Clerk's Office or presentation to the Village Council. The quarterly report shall be part of the Village Council official Agenda, under Item 8, Board and Committee Reports. Complete inclusion of all minutes to date may be sufficient for presentation, or the Committee chair or his/her designee may supplement the report through oral presentation to the public and Village Council at the regular council meeting.

In any event, no committee shall be permitted to meet or otherwise conduct business during any period that the committee is not in compliance with all document requirements and is up to date on its minutes and/or quarterly reports to the Village Council. The only exception to this is any action required to bring minutes and/or quarterly reports up to date and to have such documents properly transmitted to the Village Clerk and Village Council.

ADVISORY BOARD RULES AND REGULATIONS

The Advisory Rules and Regulations ("Rules") shall apply uniformly to all Village Boards and Committees. The Board and Committee Rules are intended to supplement matters not covered in existing Resolutions or Ordinances creating any Village of Palmetto Bay advisory committees.

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Rescheduling of canceled regular committee meetings shall take place upon the submission of minutes of the prior meeting for approval.

All advisory boards shall provide for public comments. If a board member rebuts a comment made by the public speaker, or engages in discussion on an item made by the public, the person making the original public comment shall be provided a one minute "rebuttal" period.

Section 2. Regular Meetings.

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Each Committee member shall be entitled to one (1) vote on matters coming before the Committee. The Committee shall act as a body in making its decisions. No member present at a meeting may abstain from voting except in cases of a conflict of interest, as provided in Florida Statutes and the Miami-Dade County Code of Ethics. A member must be present to vote. Proxy votes shall not be permitted.

Section 7. Attendance.

In the event a Committee member fails to attend three (3) regularly scheduled meetings in one calendar year, the Committee member will automatically be removed from the Committee and the Council will be notified of the vacancy.

Section 8. Appointments. Vacancies and Resignations.

Each person appointed to a Committee shall be appointed consistent with the Village Charter.

Section 9. Residency Requirement.

Members of Committees shall either:

- a. be a resident of the Village; or
- b. be employed in the Village; or
- c. own a business located in the Village.
- d. specialized skill or training whether a Village resident, or not.
- e. No person appointed to a committee shall be related to the Village Council members. Related shall mean: spouse, child, sister, brother, or parent.

Section 10. Membership Limitation.

No individual shall serve on more than one (1) Committee at the same time. All Committee members shall serve without compensation and shall not otherwise obtain direct or indirect financial gain from their service in the Committee.

Section 11. Oath Requirement.

All Committee members shall be required to subscribe to an oath or affirmation to be filed by the Village Clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the State, the Charter and all ordinances of the Village of Palmetto Bay and in all respects to faithfully discharge their duties.

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Dade County Code of Ethics (sunshine law, public records law, conflict of interest policy), and the Committee Rules to the Committee member.

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Section 15. Committee Reports.

The Chairperson or his/her designee shall present a quarterly report to the Village Council, which shall be submitted in writing to the Village Clerk's Office. All reports shall be approved by the Committee prior to submission to the Village Clerk's Office or presentation to the Village Council. The quarterly report shall be part of the Village Council official Agenda, under Item 8, Board and Committee Reports. Complete inclusion of all minutes to date may be sufficient for presentation, or the Committee chair or his/her designee may supplement the report through oral presentation to the public and Village Council at the regular council meeting.

In any event, no committee shall be permitted to meet or otherwise conduct business during any period that the committee is not in compliance with all document requirements and is up to date on its minutes and/or quarterly reports to the Village Council. The only exception to this is any action required to bring minutes and/or quarterly reports up to date and to have such documents properly transmitted to the Village Clerk and Village Council.

Exhibit "A"

ADVISORY BOARD RULES AND REGULATIONS

The Advisory Rules and Regulations ("Rules") shall apply uniformly to all Village Boards and Committees. The Board and Committee Rules are intended to supplement matters not covered in existing or future Resolutions or Ordinances creating any Village of Palmetto Bay advisory committees.

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Rescheduling of canceled regular committee meetings shall take place upon the submission of minutes of the prior meeting for approval.

Section 2. Regular Meetings.

Each Committee shall hold at least one regular publicly noticed meeting each quarter at a location open to the public within the Village.

During the initial (organizational) meeting of a committee and during the first meeting of a committee of each calendar year, the committees shall, by a majority vote, set a meeting schedule for regular meetings throughout the ~~fiscal~~ year. The committee meeting schedule shall include the date, time, and location of the meetings and must receive approval from the Village Clerk to avoid scheduling conflicts. Changes in the schedule may be made and will be properly published in accordance with the Sunshine Law.

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Section 3. Special Meetings.

Special meetings may be held upon the call of the Chairperson or a majority of the advisory board or committee. Notice of special meetings shall be by sent via e-mail to the Committee member's e-mail address on file with the Village Clerk's Office and shall be received by the committee member with a minimum of 24 hours' notice before the meeting. Special meetings shall be publicly noticed in compliance with Ch. 286 F.S. and held at a public location within the Village, as set by the Chairperson with coordination by the Village Clerk.

Section 4. Agenda.

The agenda for all meetings of the Committee shall be prepared by the Chairperson or in the absence of the Chairperson, the Vice Chairperson. Additional agenda items may be proposed at any time by any member of the Committee either during a committee meeting or by request to the Village Clerk's Office. If requested through the Village Clerk's office, the Village Clerk's office will notify the Chairperson and other committee members of the request to add an agenda item and the item will be added.

Items proposed after the agenda is distributed may only be heard under "New Business" and upon an affirmative vote of the majority of the Committee members present at the meeting. Public comment shall be allowed at ~~the end of the all~~ meetings.

All agenda materials including back-up material and minutes shall be provided to the Village Clerk's Office no later than three (3) business days prior to a regularly scheduled committee meeting.

Section 5. Quorum.

Fifty percent (50%) of the Committee members appointed to the Committee shall constitute a quorum. Provided there is a quorum, a majority of those present and voting shall be required to adopt any motion or take any action. No actions may be taken without a quorum present although those in attendance may still have discussion.

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Each Committee member shall be entitled to one (1) vote on matters coming before the Committee. The Committee shall act as a body in making its decisions. No member present at a meeting may abstain from voting except in cases of a conflict of interest, as provided in Florida Statutes and the Miami-Dade County Code of Ethics. A member must be present to vote. Proxy votes shall not be permitted.

Section 7. Attendance.

In the event a Committee member fails to attend three (3) regularly scheduled meetings in one calendar year, without excuse and without prior notice to the chairperson, the Committee member will automatically be removed from the Committee and the Council will be notified of the vacancy.

Section 8. Appointments, Vacancies and Resignations.

Each person appointed to a Committee shall be appointed consistent with the Village Charter resolution authorizing the committee.

Section 9. ~~Residency~~ Membership Requirement.

Members of Committees shall either:

- a. be a resident of the Village; or
- b. be employed in the Village; or
- c. own a business located in the Village.
- d. be an individual with special qualification, knowledge, experience or expertise not available in the above as defined by the resolution creating the committee.

Section 10. Membership Limitation.

No individual shall serve on more than one (1) Committee at the same time. All Committee members shall serve without compensation and shall not otherwise obtain direct or indirect financial gain from their service in the Committee.

Section 11. Oath Requirement.

All Committee members shall be required to subscribe to an oath or affirmation to be filed by the Village Clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the State, the Charter and all ordinances of the Village of Palmetto Bay and in all respects to faithfully discharge their duties.

Section 12. Applicability and Explanation of Laws.

All Committee members shall be subject to the State of Florida, ~~and~~ Miami-Dade County Code of Ethics and all rules, resolutions and regulations present and future of Palmetto Bay regarding committees including decorum, ban on political activity and advocacy in committees and public comment.

. Upon appointment, a Village representative shall provide Committee members with a copy of the applicable ethics laws and provide an explanation of the State of Florida and Miami-Dade County Code of Ethics (sunshine law, public records law, conflict of interest policy), and the Committee Rules to the Committee member.

Section 13. Officers and Elections.

Every Committee shall elect a Chairperson, Vice Chairperson and Secretary annually, or as vacancies occur, at the first meeting conducted to serve for a term of one (1) year.

Section 14. Records.

Minutes of all Committee meetings shall be recorded by the Secretary and shall be available for public inspection. The Secretary shall forward all approved minutes to the Village Clerk's Office within five (5) days following the meeting. Once approved, the Village Clerk shall archive all meeting minutes and post same on the Village's website until at least three months post sunseting of the committee.

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In any event, no committee shall be permitted to meet or otherwise conduct business during any period that the committee is not in compliance with all document requirements and is up to date on its minutes and/or quarterly reports to the Village Council. The only exception to this is any action required to bring minutes and/or quarterly reports up to date and to have such documents properly transmitted to the Village Clerk and Village Council.



To: Honorable Mayor, Vice Mayor
& Village Council

Date: July 2, 2012

From: Ron E. Williams, Village Manager

Re: Special Events Advisory
Committee

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF
THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO
THE BOARDS AND AGENCIES; CREATING THE SPECIAL
EVENTS ADVISORY COMMITTEE; AND, PROVIDING AN
EFFECTIVE DATE.**

BACKGROUND AND ANALYSIS:

At the Village Council's Committee of the Whole Meeting of June 11, 2012, Councilwoman Lindsay suggested a Resolution be drafted to create a Special Events Committee. The consensus of the Council was to form this Committee in order to offer input and recommendations to the Council and Village staff with regard to currently budgeted and future events in the Village.

FISCAL IMPACT:

This is an advisory committee and there is, therefore, no anticipated fiscal impact for formation of the Committee. However, the budget and fiscal impact of any Committee recommendation would be evaluated at the time of recommendation.

RECOMMENDATION:

Council direction.

1 RESOLUTION NO. _____
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3 A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE
4 VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE
5 BOARDS AND AGENCIES; CREATING THE SPECIAL EVENTS
6 ADVISORY COMMITTEE; AND, PROVIDING AN EFFECTIVE DATE.
7

8 WHEREAS, pursuant to Article III, Section 3.9 of the Village Charter and as further
9 defined in Section 2-46 of the Code of Ordinances, the Village Council is empowered to establish
10 boards and agencies as it deems advisable; and
11

12 WHEREAS, the Council desires to create a Special Events Advisory Committee to assist in
13 the planning and organization of future Village events; and
14

15 WHEREAS, the Village Council, pursuant to section 2-46(c), desires to create an advisory
16 committee of five (5) members to provide input and recommendations to the Village's Parks and
17 Recreation, if necessary; and,
18

19 NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE
20 COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:
21

22 **Section 1.** The Special Events Advisory Committee is established. This, and all,
23 Advisory Committee is subject to the Florida Sunshine Laws, including the public meeting law and
24 public records law.
25

26 **Section 2.** Scope: The committee shall meet with the Director Parks and Recreation
27 and/or her liaison to discuss and offer assistance with regard to community events defined in the
28 Village Budget; and, provide input and recommendations to the Village Council for improvement, if
29 necessary, and recommend future events.
30

31 **Section 3.** The Committee shall consist of five (5) members who shall meet regularly to
32 address the scope of the Committee. The Committee shall prepare and present to the Council
33 written reports and recommendations as they deem appropriate. Committee members shall serve
34 without compensation.
35

36 **Section 4.** Each member of the Village Council shall appoint one resident of Palmetto
37 Bay to serve on the Special Events Advisory Committee.
38

39 PASSED and ADOPTED this _____ day of July, 2012.
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43 Attest: _____
44 Meighan J. Alexander
45 Village Clerk
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Shelley Stanczyk
Mayor

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APPROVED AS TO FORM:

Eve A. Boutsis,
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____
Council Member Howard J. Tendrich _____
Council Member Joan Lindsay _____
Vice-Mayor Brian W. Pariser _____
Mayor Shelley Stanczyk _____



To: Honorable Mayor and Village Council

Date: July 2, 2012

From: Ron E. Williams, Village Manager

Re: Recommendation for
Approval to Negotiate
RFP-2012-PR-004

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION AND RFP-2011-PR-004; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF GENERAL MOW D/B/A GROUNDSKEEPER'S INC. AS THE MOST RESPONSIVE PROPOSER IN PROVIDING LANDSCAPING/GROUNDS MAINTENANCE SERVICES AT VILLAGE PARKS; AND FURTHER AUTHORIZING THE MANAGER TO INITIATE NEGOTIATIONS FOR FORMULATION OF A GOVERNING CONTRACT; WITH SUBSEQUENT RECOMMENDATION FOR AWARD CONTINGENT UPON TERMS AND CONDITIONS AGREEABLE BY BOTH PARTIES; AUTHORIZATION OF SAID NEGOTIATIONS BY THE VILLAGE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS:

In an effort to secure landscape/grounds maintenance services for Village parks, RFP-2012-PR-004 was issued in accordance with established guidelines. Upon receipt of proposals, an evaluation committee appointed by Village Manager critiqued and analyzed proposals in terms of quality, experience, financial stability and cost; and determined a ranking of proposals for review and consideration by the Village Manager. As noted below, General Mow d/b/a Groundskeeper's Inc., was ranked as the most responsive proposer meriting a recommendation to further negotiations.

<u>Proposer</u>	<u>Total Score</u>	<u>Ranking</u>
General Mow d/b/a Groundskeeper's	544	1
Orchidman Landscape Artisan	533	2
ValleyCrest Landscape Maintenance	511	3
Mitchell's Lawn Maintenance	508	4
Elan Lawn and Landscape Services	505	5
Lawn Keeper's of So. Fl., Inc	376	6

(Noted: Four proposers were deemed as non-responsive: Tip-Top Enterprise, Turf Management, BCLS and Mesis. South Florida Maintenance was not considered due to the high cost of services as proposed)

General Mow d/b/a Groundskeeper's proffered the lowest responsive cost for the basic services (mow, edge, weed-eat, pruning shrubbery, weed and leaf control) at \$56,000; while at the same time, displaying a commitment to the Village in providing quality service with trained personnel. Additional costs for optional services were also provided; and include the mowing of athletic fields, aerating, top-dressing and stump grinding. The term of a subsequent contract, contingent upon review and ratification by the Village Council, was proposed for a period of three years, with provisions for a two one-year extensions.

It is recommended that the Village Manager be authorized to enter into negotiations with General Mow d/b/a Groundskeeper's Inc. as the most responsive proposer; and contingent upon successful negotiations, bring this item back before Council for formal review and ratification of the governing contract for services.

FISCAL/BUDGETARY IMPACT:

\$56,000 for the cost of basic services, plus the cost of any optional services subsequently recommended by Village Manager and as authorized by the forthcoming governing agreement. (Parks and Recreation operating budgets).

RECOMMENDATION: Approval of this item is recommended.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION AND RFP-2012-PR-004; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF GENERAL MOW D/B/A GROUNDSKEEPER'S INC. AS THE MOST RESPONSIVE PROPOSER IN PROVIDING LANDSCAPING/GROUNDS MAINTENANCE SERVICES AT VILLAGE PARKS; AND FURTHER AUTHORIZING THE MANAGER TO INITIATE NEGOTIATIONS FOR FORMULATION OF A GOVERNING CONTRACT; WITH SUBSEQUENT RECOMMENDATION FOR AWARD CONTINGENT UPON TERMS AND CONDITIONS AGREEABLE BY BOTH PARTIES; AUTHORIZATION OF SAID NEGOTIATIONS BY THE VILLAGE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in an effort to procure landscaping/grounds maintenance services for Village parks pursuant to the forthcoming termination of the current services, RFP-2012-PR-004 was proffered in accordance with established guidelines; and

WHEREAS, the Village received eleven (11) proposals for RFP-2012-PR-004, entitled "Landscape/Grounds Maintenance Services"; and

WHEREAS, the Village Manager appointed a six-member evaluation committee comprised of the Parks and Recreation Director, the Parks and Recreation Manager, the Finance Director, the Facility/Grounds Maintenance Supervisor, the Facility /Grounds Maintenance Worker and the Public Works Ground Maintenance Worker; and

WHEREAS, the evaluation committee, following interviews and deliberations, recommended General Mow d/b/a Groundkeeper's, Inc. as the most qualified and responsive proposer to merit further negotiations for subsequent award of contract.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The Village Manager is hereby authorized to enter into contract negotiations with General Mow d/b/a Groundkeeper's, Inc.

Section 2. Should said negotiations be successful, the Village Manager shall bring the item back before the Village Council for review and ratification of recommended contract.

Section 3. This Resolution shall become effective immediately.

PASSED AND ADOPTED this _____ day of July, 2012.

Attest: _____
Meighan J. Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve A. Boutsis
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Howard J. Tendrich _____

Council Member Joan Lindsay _____

Vice-Mayor Brian W. Pariser _____

Mayor Shelley Stanczyk. _____



To: Ron E. Williams, Village Manager

Date: June 15th, 2012

From: Fanny Carmona Gonzalez
Parks & Recreation Director

Re: RFP #2012-PR-004
Evaluation Committee Findings

Pursuant to the Village's receipt of proposals submitted in response to RFP #2012-PR-004 for Landscape/Grounds Maintenance Services, the evaluation committee met on June 5th, 2012, with the task of analyzing the data submitted to determine the proposal's compliance with RFP requirements, qualifications of proposer(s), accuracy of information provided and the whether the subject proposal may be deemed as responsible and merit a recommendation for award by the Village Manager. There were eleven proposals that had been timely received by the Village.

The evaluation committee determined that two of the Eleven Proposals were not responsive; Tip Top Enterprise did not complete the bid sheet correctly, did not provide the financial statement, criminal history or the litigation history as specified in the RFP; and Turf Management did not provide the right amount of copies requested as per the RFP. Further discussion and review found that another three proposals were not acceptable; BCLS, did not provide several of the required forms; Mesis did not meet the minimum 3 year experience; and SFM the cost was exceeding that of the other proposals. It was then determined unanimously by the Committee that interviews should be conducted of the remaining six proposers; Orchidman Landscape Artisans, Lawn Keepers of So. FL, Inc., Mitchell's Lawn Maintenance, Elan Lawn and Landscape Services, Inc., ValleyCrest Landscape Maintenance, and Groundkeepers, Inc.

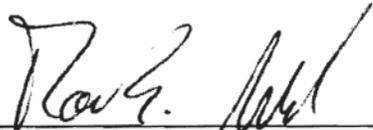
Subsequently, interviews were conducted on June 7th, 2012 at the Edward and Arlene Feller Community Room. The primary purpose of this memorandum is to advise you of the final rankings as determined by the evaluation committee, presented for your review and consideration for recommendation to the Village Council, as follows:

<u>Proposer</u>	<u>Total Score</u>	<u>Ranking</u>
Groundkeepers, Inc.	544	1
Orchidman Landscape Artisan	533	2
ValleyCrest Landscape Maintenance	511	3
Mitchell's Lawn Maintenance	508	4
Elan Lawn and Landscape Services, Inc.	505	5
Lawn Keepers of So. FL., Inc.	376	6

As per the findings of the committee, Groundkeepers, Inc. proffered the lowest cost for services, while at the same time, displaying a commitment to the Village in providing quality service with certified personnel.

Based on your review and forthcoming recommendation, I will prepare the necessary resolution for presentation to the July 2012 Village Council meeting; approving the selection of Groundkeepers, Inc., and approval to initiate negotiations for formulation of a governing contract.

Approved


Mr. Ron E. Williams, Village Manager

6-18-12
Date

**VILLAGE OF PALMETTO BAY
 BID OPENING - REQUEST FOR PROPOSALS RFP#: 2012-PR-004
 LANDSCAPE/GROUNDS MAINTENANCE SERVICES**

Bidder:

Total Price:

Orchidman Landscape Artisans

\$ 103,008.00

Mesis Landscape Services, Inc.

\$ 83,250.00

Lawn Keepers of So. FL, Inc.

\$ 100,374.00

Tip Top Enterprises, Inc.

\$ 54,960.00

SFM Services, Inc.

\$ 168,186.00

Mitchell's Lawn Maintenance

\$ 84,318.10

Elan Lawn + Landscape Services, Inc.

\$ 83,856.00

BCLS Landscaping Group Inc.

\$ 72,847.50

Turf Management

\$ 96,179 year 1 \$ 103,029 year 3
\$ 99,545 year 2

Valley Crest Landscape Maintenance

\$ 96,690.00

Groundkeepers, Inc.

\$ 57,000

Opening conducted and verified by:

Melghar J. Alexander

Melghar J. Alexander
 Village Clerk

05-18-12 P02:00 IN

Witnesses:

[Signature]

Print Name:

Amanda Wheeler

[Signature]

Print Name:

Josie Bober



VILLAGE OF PALMETTO BAY

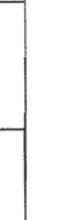
Parks Landscape/Grounds Maintenance Services

RFP - 2012-PR-004

Evaluation Summary Sheet of Total Scores and Rankings

Proposer	Desmond Chin	Steven Diaz	Val Garcia	Luis Urquia	Fanny C. Gonzalez	Kirk Hearin	Total Points	Ranking
MITCHELLI	75	100	72	92	85	84	508	4
ELAN	69	100	88	87	83	78	505	5
LAWN KEEPER	50	55	62	81	57	71	376	6
ORCHIDMAN	80	90	98	93	88	84	533	2
VALEYCREST	71	85	94	90	88	83	511	3
GROUNDKEEPERS	80	100	96	91	93	84	544	1

Attested: Desmond Chin 
 Val Garcia 
 Fanny C. Gonzalez 

Steven Diaz 
 Luis Urquia 
 Kirk Hearin 

9705 East Hibiscus Street, Palmetto Bay, FL 33157
 Tel: (305) 259-1234 ♦ www.palmettobay-fl.gov



VILLAGE OF PALMETTO BAY

Landscape/Grounds Maintenance Services
RFP - 2012-PR-004
Evaluation Sheet

- Points
- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing landscape/grounds maintenance services for the Village.
- 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
- 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
- 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
- 20 Cost of Services
- 100 Total Available Points

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation	Total Points	Price
Mitchells	20	20	20	20	100	20
Elan	20	20	20	20	100	20
Lawn Keepers	10	5	10	15	55	15
Orchid man	15	20	20	20	90	15
valleycrest	15	20	20	15	85	15
Ground Keepers	20	20	20	20	100	20
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Evaluator: (Print) Steven Diaz Date: 6/7/12
 Signature of Evaluator: Steven Diaz



VILLAGE OF PALMETTO BAY

Landscape/Grounds Maintenance Services
RFP - 2012-PR-004
Evaluation Sheet

- Points
- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing landscape/grounds maintenance services for the Village.
 - 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
 - 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
 - 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
 - 20 Cost of Services
 - 100 **Total Available Points**

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation		Total Points
				Enk. View	Cost	
Mitchell's Lawn	18	18	20	18	16	72
ELAN LAWN	18	18	20	16	16	88
LAWN Keepers	10	10	16 (16)	10	16	62
Orchidman Land	20	18	20	20	20	98
Valley Crest	20	18	20	18	18	94
Ground Keeper's	20	20	20	18	18	96
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Evaluator: (Print) Valentin Garcia Date: 6-7-12
 Signature of Evaluator: [Signature]



VILLAGE OF PALMETTO BAY

Landscape/Grounds Maintenance Services
RFP – 2012-PR-004
Evaluation Sheet

- Points
- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing landscape/grounds maintenance services for the Village.
- 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
- 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
- 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
- 20 Cost of Services
- 100 Total Available Points

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation		Total Points
					COST	
MITCHELL'S	18	19	20	18	17	92
ELAN	18	18	20	12	19	87
LAWN KEEPERS	17	15	20	13	16	81
ORCHID MAN	20	18	20	20	15	93
VALLEY CREST	19	14	20	20	17	90
GROUND KEEPERS	17	16	20	18	20	91

Evaluator: (Print) LUIS URQUIA

Date: 6-7-2012

Signature of Evaluator: *[Handwritten Signature]*



VILLAGE OF PALMETTO BAY

Landscape/Grounds Maintenance Services
RFP - 2012-PR-004
Evaluation Sheet

Points

- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing landscape/grounds maintenance services for the Village.
- 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
- 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
- 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
- 20 Cost of Services
- 100** **Total Available Points**

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation	Total Points <i>COST</i>	<i>TOTAL</i>
Mitchell's	16	18	15	18	17	84
Edan	15	17	15	14	17	78
LAWN KEEPER	14	14	15	14	14	71
ORCHIDMAN	20	16	15	18	15	84
VALLEY WEST	18	18	15	17	15	83
GRAND KEEPER	15	16	15	18	20	84

Evaluator: (Print) Kirk Herrin Date: 4/7/12
 Signature of Evaluator: [Signature]



VILLAGE OF PALMETTO BAY

Landscape/Grounds Maintenance Services
RFP - 2012-PR-004
Evaluation Sheet

- Points**
- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing landscape/grounds maintenance services for the Village.
 - 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
 - 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
 - 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
 - 20 Cost of Services
 - 100** **Total Available Points**

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation		Total Points
					COST	
Mitchell's Lawn	17	14	18	18	18	85
Elon Lawn + Landscape	17	14	18	15	19	83
Lawn Keepers of So. Fl.	16	5	5	15	16	57
Archiduron Landscape	19	16	19	19	15	88
Valley Crest Landscape	19	18	15	19	17	88
Ground keepers, Inc.	17	19	18	19	20	93

Evaluator: (Print) Fanny C Gonzalez Date: 6/7/12
 Signature of Evaluator: [Signature]



VILLAGE OF PALMETTO BAY

Landscape/Grounds Maintenance Services

RFP - 2012-PR-004

Evaluation Sheet

Points

- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing landscape/grounds maintenance services for the Village.
- 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
- 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
- 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
- 20 Cost of Services
- 100 **Total Available Points**

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation	Total Points	
20 ^{100,374} LAWN KEEPER	20	10	20	10	5	50
2-33 ^{83,856} ELWAN	20	15	20	15	9	69
25 ^{54,318} MITCHELLS	20	10	20	20	5	75
25 ^{105,008} ORCHID MAN	20	15	20	20	5	80
25 ^{96,690} VAN DYKE CREST	20	20	20	20	6	71
20 ^{57,000} GROUND KEEPER	20	20	20	20	10	80

Evaluator: (Print) DESMOND CHAN Date: 6/7/12.
 Signature of Evaluator: *D Chan*



To: Honorable Mayor and Village Council

Date: July 2, 2012

From: Ron E. Williams, Village Manager

Re: Recommendation for
Approval to Negotiate:
RFP-2012-PR-003

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND RECREATION AND RFP-2011-PR-003; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF PLATINUM GROUP SECURITY AS THE MOST RESPONSIVE PROPOSER IN PROVIDING SECURITY GUARD SERVICES AT VILLAGE PARKS; AND FURTHER AUTHORIZING THE MANAGER TO INITIATE NEGOTIATIONS FOR FORMULATION OF A GOVERNING CONTRACT; WITH SUBSEQUENT RECOMMENDATION FOR AWARD CONTINGENT UPON TERMS AND CONDITIONS AGREEABLE BY BOTH PARTIES; AUTHORIZATION OF SAID NEGOTIATIONS BY THE VILLAGE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS:

In an effort to secure quality security guard services, RFP-2012-PR-003 was issued in accordance with established guidelines. Upon receipt of proposals, an evaluation committee appointed by Village Manager critiqued and analyzed proposals in terms of quality, experience, financial stability and cost; and determined a ranking of proposals for review and consideration by the Village Manager. As noted below, Platinum Group Security was ranked as the most responsive proposer meriting a recommendation to further negotiations.

<u>Proposer</u>	<u>Total Score</u>	<u>Ranking</u>
Platinum Group Security	273	1
Paramount Security	250	2
PM Security	249	3

Platinum Group Security proffered the lowest cost of services, while at the same time, displayed a commitment to the Village in providing quality service with certified personnel. The term of a subsequent contract, contingent upon review and ratification by the Village Council, shall be for a period of three years, with provisions for a two one-year extensions.

It is recommended that the Village Manager be authorized to enter into negotiations with Platinum Group Security as the most responsive proposer, and upon successful negotiations, bring this item back before Council for formal review and ratification of the governing contract for services.

FISCAL IMPACT:

Regarding contracted events, Village will assume no monetary/expenditure liability, as vendor/renter will be responsible for payment of required security guard services. For all Village security guard needs, costs shall be incorporated into respective event/operational budgets.

RECOMMENDATION:

Approval of this item is recommended

1 RESOLUTION NO. _____
2

3 A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE
4 VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS AND
5 RECREATION AND RFP-2012-PR-003; APPROVING THE VILLAGE
6 MANAGER'S RECOMMENDATION OF PLATINUM GROUP
7 SECURITY AS THE MOST RESPONSIVE PROPOSER IN PROVIDING
8 SECURITY GUARD SERVICES AT VILLAGE PARKS; AND FURTHER
9 AUTHORIZING THE MANAGER TO INITIATE NEGOTIATIONS FOR
10 FORMULATION OF A GOVERNING CONTRACT; WITH
11 SUBSEQUENT RECOMMENDATION FOR AWARD CONTINGENT
12 UPON TERMS AND CONDITIONS AGREEABLE BY BOTH PARTIES;
13 AUTHORIZATION OF SAID NEGOTIATIONS BY THE VILLAGE
14 COUNCIL; AND PROVIDING AN EFFECTIVE DATE.
15

16 **WHEREAS**, in an effort to procure the availability of security guard services for selected
17 parks and/or Village facilities, as well as various park events as may be required, RFP-2012-PR-
18 003 was proffered in accordance with established guidelines; and
19

20 **WHEREAS**, the Village received three (3) proposals for RFP-2012-PR-003, entitled
21 'Security Guard Services'; and
22

23 **WHEREAS**, the Village Manager appointed a three-member evaluation committee
24 comprised of the Department Director for Parks and Recreation, the Parks and Recreation
25 Manager, and Program and Event Coordinator; and
26

27 **WHEREAS**, the evaluation committee deliberated and recommended Platinum Group
28 Security as the most qualified and responsive proposer to merit further negotiations for
29 subsequent award of contract.
30

31 NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE
32 COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:
33

34 **Section 1.** The Village Manager is hereby authorized to enter into contract negotiations
35 with Platinum Group Security.
36

37 **Section 2.** Should said negotiations be successful, the Village Manager shall bring the
38 item back before the Village Council for review and ratification of recommended contract.
39

40 **Section 3.** This resolution shall take effect immediately upon adoption
41

42
43 PASSED and ADOPTED this _____ day of July 2012.
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Attest: _____
Meighan Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve A. Boutsis,
FIGUEREDO & BOUTSIS, P.A., as Office
of the Village Attorney

FINAL VOTE AT ADOPTION:

- Council Member Patrick Fiore _____
- Council Member Howard J. Tendrich _____
- Council Member Joan Lindsay _____
- Vice-Mayor Brian W. Pariser _____
- Mayor Shelley Stanczyk. _____



VILLAGE OF PALMETTO BAY
BID OPENING - REQUEST FOR PROPOSALS RFP#: 2012-PR-003
SECURITY GUARD SERVICES

Bidder

PM Security
Platinum Group Security
Paramount Security

Price Security / marked patrol
\$17.75/hr. / car \$35/call
\$16.50/hr.
\$26.95/hr.

Opening conducted and verified by:

Meighan J. Alexander
Meighan J. Alexander
Village Clerk

Witnesses:

William Kress
Print Name:

William Kress

Josette C. Bober
Print Name:

Josette C. Bober



VILLAGE OF PALMETTO BAY

Parks Security Guard Services
RFP - 2012-PR-003
Evaluation Summary Sheet of Total Scores and Rankings

Proposer	Mary Fernandez	Fanny C. Gonzalez	Kirk Hearin	Total Points	Ranking
PM Security	82	85	82	249	3
Paramount Security	87	86	77	250	2
Platinum Group Security	89	91	93	273	1

Attested: Mary Fernandez

Fanny C. Gonzalez

Kirk Hearin

6705 East Hibiscus Street, Palmetto Bay, FL 33157
Tel: (305) 259-1234 ♦ www.palmetto-bay-fl.gov



VILLAGE OF PALMETTO BAY

Security Guard Services
RFP - 2012-PR-003
Evaluation Sheet

Points

- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing security guard service for the Village.
20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
20 Cost of Services
100 Total Available Points

Table with 6 columns: Proposers, Quality of Proposal, Experience; Comparable Contracts; Past Performance, Financials; Litigation; Arrest/ Criminal History, Presentation, Total Points. Includes handwritten entries for 'Palmetto Group Security', 'PM Security', and 'Palmetto Security' with scores and a 'Total' column.

Evaluator: (Print) KIRK HEARIN Date: 6/1/12
Signature of Evaluator: [Handwritten Signature]



VILLAGE OF PALMETTO BAY

Security Guard Services

RFP - 2012-PR-003

Evaluation Sheet

Points

- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing security guard service for the Village.
- 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
- 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
- 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
- 20 Cost of Services
- 100** **Total Available Points**

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation	Total Points	Cost
PM Security	16	15	15	15	82	18
Paramount	18	18	15	18	87	18
Platinum	18	15	19	18	89	19

Evaluator: (Print) May Fernandez Date: 6/1/12
 Signature of Evaluator: [Handwritten Signature]



VILLAGE OF PALMETTO BAY

Security Guard Services

RFP - 2012-PR-003

Evaluation Sheet

Points

- 20 The quality of the firm's proposal pursuant to this RFP/Q and Agreement, and the likelihood that the proposer is the best overall fit in providing security guard service for the Village.
- 20 The firm's past experience and performance on comparable contracts; including any Agreement terminations, voids, proposals deemed non-responsive and/or non-compliance/performance notices.
- 20 The firm's Financial Stability, Financial Statements, Litigation History and Criminal History
- 20 Presentation and interviews, (if requested by selection committee, otherwise should be based upon written presentation only).
- 20 Cost of Services
- 100 **Total Available Points**

Proposers	Quality of Proposal	Experience; Comparable Contracts; Past Performance	Financials; Litigation; Arrest/ Criminal History	Presentation Cost	Total Points
PM Security	15	18	18	17	85
Panamant Security	18	20	15	18	86
Platinum Group Security	18	15	20	20	91

Evaluator: (Print) Fanny C Gonzalez Date: 6/1/12
 Signature of Evaluator: [Handwritten Signature]



To: Ron E. Williams, Village Manager

Date: June 4, 2012

From: Fanny Carmona Gonzalez 
Parks & Recreation Director

Re: RFP #2012-PR-003
Evaluation Committee Findings

Pursuant to the Village's receipt of proposals submitted in response to RFP #2012-PR-003 for the Security Guard Services, the evaluation committee met on June 1, 2012, with the task of analyzing the data submitted to determine the proposal's compliance with RFP requirements, qualifications of proposer(s), accuracy of information provided and the whether the subject proposal may be deemed as responsible and merit a recommendation for award by the Village Manager. There were three proposals that had been timely received by the Village.

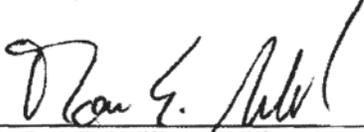
The purpose of this memorandum is to advise you of the final rankings as determined by the evaluation committee, presented for your review and consideration for recommendation to the Village Council, as follows:

<u>Proposer</u>	<u>Total Score</u>	<u>Ranking</u>
Platinum Group Security	273	1
Paramount Security	250	2
PM Security	249	3

As per the findings of the committee, Platinum Group Security proffered the lowest cost for services, while at the same time, displaying a commitment to the Village in providing quality service with certified personnel.

Based on your review and forthcoming recommendation, I will prepare the necessary resolution for presentation to the July 2012 Village Council meeting; approving the selection of Platinum Group Security and approval to initiate negotiations for formulation of a governing contract.

Approved


Mr. Ron E. Williams, Village Manager

6-5-12
Date