VILLAGE OF PALMETTO BAY

Mayor Karyn Cunningham
Vice Mayor Leanne Tellam
Council Member Patrick Fiore (Seat 1)
Council Member Steve Cody (Seat 2)
Council Member Marsha Matson (Seat 3)

Village Manager Nick Marano
Village Attorney John C. Dellagloria
Village Clerk Missy Arocha

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter, or hearing impaired to participate in this proceeding should contact the Village Clerk at (305) 259-1234 for assistance no later than four days prior to the meeting.

AGENDA
REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 6, 2023 – 7:00 PM
(PROCLAMATIONS, AWARDS, & PRESENTATIONS WILL BEGIN AT 6:30 PM)

VILLAGE HALL MUNICIPAL CENTER
9705 EAST HIBISCUS STREET, PALMETTO BAY, FL 33157
(305) 259-1234

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1. **CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE, AND DECORUM STATEMENT, IN THAT ORDER:** Any person making impertinent or slanderous remarks, or who becomes boisterous, while addressing the Council may be barred from further appearance before the Council by the Mayor, unless permission to continue or again address the Council is granted by a majority vote of the Council. Applauding speakers shall be discouraged. Heckling or verbal outbursts in support or opposition to a speaker, or his or her remarks, shall be prohibited. No signs or placards shall be allowed in the Council meeting. Persons exiting the Council meeting shall do so quietly. All cellular telephones and beepers are to be silenced during the meeting.

   A. Invocation: Rabbi Zalman Gansburg (Chabad of Palmetto Bay)

2. **PROCLAMATIONS, AWARDS, PRESENTATIONS**

   A. Proclamation: The SMART Ride Weekend in the Village of Palmetto Bay

   B. Proclamation: November being Alzheimer's Caregiver Month in the Village of Palmetto Bay (Alzheimer's Association)

C. Recognition: Eagle Scout Troop 336, celebrating the accomplishments of Alexander Bao, Joseph Medina, and Braden Watson

D. Recognition: 20th Anniversary of Village and Policing Unit Employees (Olga Cadaval, Fanny Carmona, Danny Casals, Jimmy Pruneda, Lieutenant Antonio Rodriguez, Officer Keith White, Officer Roberto Dominguez, and Officer Julissa Zuleta)

E. Recognition: Gold Level of the President's Volunteer Service Award for Turtle Team (Ricardo Alvarez-De La Hoz, Isaiah Ali, Nico Cerda, Lucas Cerda, Alba Crespo, Samuel Montero, Angelina Rodriguez, Morgan Shapiro, Logan Shapiro, Hunter Sosa)

3. APPROVAL OF MINUTES

A. Special Council Meeting (July 17, 2023)

B. Emergency Special Council Meeting (July 26, 2023)

4. REQUESTS, PETITIONS AND PUBLIC COMMENTS Individuals wishing to speak on matters on the agenda and on items pertinent to the Village may do so by speaking during this section of the agenda. The Mayor will recognize those persons who wish to speak. Each speaker must sign-in prior to speaking on the designated public commentary sign-in sheet. Items for public hearing provided for within the agenda shall not be a topic of discussion during this section of the agenda. Please limit your comments to three (3) minutes or less. Public comments made by members of the public are important to the Village Council. Speakers will address the Village Council with respect.

5. VILLAGE MANAGER'S REPORT

A. Classification and Compensation Study Presentation (Evergreen Solutions)

B. Departmental Updates

C. Police Commander Report

6. VILLAGE ATTORNEY'S REPORT

A. Litigation Update

7. VILLAGE CLERK'S REPORT

A. Update: Calendar for the month of November 2023

B. Update: Vote-by-Mail Request for 2023-2024

8. BOARD AND COMMITTEE REPORTS

A. Notice: Member Solicitation (Art-in-Public Places Advisory Board)

B. Parks & Recreation Committee Meeting (May 11, 2023)

C. Parks & Recreation Committee Meeting (June 1, 2023)

D. Youth Community Involvement Task Force Meeting (September 29, 2023)

9. EMERGENCY ORDINANCES WITH PUBLIC HEARING

10. ORDINANCES FOR SECOND READING AND PUBLIC HEARING

A. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AMENDING THE CODE OF ORDINANCES AT DIVISION 3, ADVISORY BOARDS AND COMMITTEES", AT SECTION 2-58 STYLED "MEMBERSHIP LIMITATIONS"; AT SECTION 2-59, STYLED "TERM OF OFFICE" AND AT SECTION 2-65, STYLED "AGENDA"; PROVIDING FOR CODIFICATION AND AN EFFECTIVE DATE. *(Sponsored by Mayor Karyn Cunningham) (Passed on First Reading on October 2, 2023-Regular Council Meeting)*

11. ORDINANCES FOR FIRST READING WITH PUBLIC COMMENTS

12. CONSENT AGENDA

A. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO SPECIAL EVENTS; APPROVING THE PARTICIPATION OF THE VILLAGE OF PALMETTO BAY AS A SPONSOR OF THE WEST PERRINE DR. MARTIN LUTHER KING, JR., ANNUAL CELEBRATION; AUTHORIZING THE VILLAGE MANAGER TO DISBURSE UP TO $1,000 (ONE THOUSAND DOLLARS) AS PART OF THE VILLAGE'S SPONSORSHIP CONTRIBUTION; PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Public Services Director, Dionisio Torres)*

13. RESOLUTIONS REQUIRING PUBLIC HEARING

14. RESOLUTIONS WITH PUBLIC COMMENT

A. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, EXPRESSING THE VILLAGE'S COMMITMENT TO THE STATE OF ISRAEL AS IT DEFENDS ITSELF AGAINST THE UNPROVOKED ATTACKS BY THE TERRORIST GROUP HAMAS; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Steve Cody)*

B. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ESTABLISHING A "SLEEP SAFELY" PROGRAM TO PROVIDE BED RAILS FOR SENIOR RESIDENTS, WHICH COUNCILMEMBER MARSHA MATSON WILL DELIVER TO THEM, TO PROVIDE A MEASURE OF SECURITY AND PREVENTION FROM FALLING FROM A BED; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*

C. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING THE EDUCATION ADVISORY COMMITTEE; AMENDING SECTION 4 OF RESOLUTION NO. 2013-81, "COMMITTEE QUALIFICATIONS', AND PROVIDING AN EFFECTIVE DATE.

(Sponsored by Mayor Karyn Cunningham)

D. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO LOBBYIST SERVICES; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE A CONTRACT NOT EXCEEDING FIFTY THOUSAND ($50,000.00) DOLLARS FOR THE HIGHEST RANKED PROPOSER TO PROVIDE LOBBYIST SERVICES; FURTHER AUTHORIZING THE VILLAGE MANAGER TO APPROVE A CONTRACT FOR THESE SERVICES FOR THE NEGOTIATED AMOUNT; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Village Manager, Nick Marano)*

E. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, DIRECTING THE VILLAGE MANAGER TO COLLABORATE WITH MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD TO DEVELOP A “BIKE CARAVAN” PROGRAM FOR THE SECOND SEMESTER OF THE 2023-2024 SCHOOL YEAR; TO INCLUDE ROUTE PLANNING, STAFF COORDINATION, AND POLICE ESCORT, PROVIDING A COST ESTIMATE, AND IDENTIFYING POTENTIAL SOURCES OF FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*

F. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ESTABLISHING THE VILLAGE "SAFER TOGETHER" CAMPAIGN TO PROMOTE SAFE STREETS WITHIN THE VILLAGE; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Steve Cody)*

G. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH STANTEC CONSULTING SERVICES, INC. TO PROVIDE DESIGN, PERMITTING, BIDDING, AND LIMITED CONSTRUCTION SERVICES SUPPORT FOR THE PUBLIC SERVICES PARKING LOT LOCATED AT 9495 SW 180TH STREET; FURTHER AUTHORIZING THE VILLAGE MANAGER TO ISSUE A PURCHASE ORDER AND APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND NINE HUNDRED TEN DOLLARS ($70,910); AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Public Services Director, Dionisio Torres)*

15. OTHER BUSINESS

16. COUNCIL COMMENTS

17. NEXT MEETING AND ADJOURNMENT

WE, THE VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, HEREBY COMMIT OURSELVES TO MAINTAINING CIVILITY IN OUR PUBLIC AND POLITICAL DISCOURSE AND PLEDGE TO THE FOLLOWING PRINCIPLES:

- We will respect the right of all citizens in our community to hold different opinions;
- We will avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours;

- We will strive to understand differing perspectives;
- We will choose our words carefully;
- We will speak truthfully without accusation and we will avoid distortion;
- We will speak out against violence, prejudice, and incivility in all of their forms, whenever and wherever they occur.

NOTICE OF APPEAL RIGHTS

Pursuant to Florida Statutes 286.0105, the Village hereby advises the public that if a person decides to appeal any decision made by the Council with response to any matter considered at its meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, the affected person may need to ensure that verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the Village for the introduction or admission of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed.

AMERICAN DISABBILITIES ACT OF 1990

This meeting is open to the public. In accordance with the American Disabilities Act of 1990, persons needing special accommodation or a sign language interpreter to participate in this proceeding should contact the Village Clerk at (305) 259-1234 no later than four (4) days prior to the meeting. Hearing Assistance Devices are available with the Village Clerk.

AGENDA ITEM NO. 3.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha
ITEM TYPE:	Minutes
AGENDA SECTION:	APPROVAL OF MINUTES
SUBJECT:	Special Council Meeting (July 17, 2023)
SUGGESTED ACTION:	

ATTACHMENTS:
Minutes-2023-07-17-Special
Exhibit A

MINUTES
SPECIAL COUNCIL MEETING
MONDAY, JULY 17, 2023 – 6:00 PM

VILLAGE HALL MUNICIPAL CENTER
9705 EAST HIBISCUS STREET, PALMETTO BAY, FL 33157

1. CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE, AND DECORUM STATEMENT, IN THAT ORDER: Any person making impertinent or slanderous remarks, or who becomes boisterous, while addressing the Council may be barred from further appearance before the Council by the Mayor, unless permission to continue or again address the Council is granted by a majority vote of the Council. Applauding speakers shall be discouraged. Heckling or verbal outbursts in support or opposition to a speaker, or his or her remarks, shall be prohibited. No signs or placards shall be allowed in the Council meeting. Persons exiting the Council meeting shall do so quietly. All cellular telephones and beepers are to be silenced during the meeting.

The Special Council Meeting was called to order at 6:02 p.m.

The following members of the Village Council were present during roll call:
Mayor Karyn Cunningham
Vice Mayor Leanne Tellam
Councilmember Patrick Fiore
Councilmember Steve Cody
Councilmember Marsha Matson

The following Charter Officers were present during the roll call:
Village Manager Nick Marano
Village Attorney John Dellagloria
Village Clerk Missy Arocha

Councilmember Patrick Fiore led the invocation.

Village Manager Nick Marano led the pledge of allegiance.

2. REQUEST, PETITIONS, AND PUBLIC COMMENT

Village Clerk Missy Arocha read the public comments submitted by form. All public comments submitted by form are attached as “Exhibit A”.

3. ORDINANCES FOR SECOND READING AND PUBLIC HEARING

A. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO BUILDING PERMITS; AMENDING CHAPTER 5 BUILDING AND BUILDING REGULATIONS ARTICLE I; CREATING SECTION 5-1 BUILDING PERMIT EXEMPTIONS; CREATING SECTION 5-2 ZONING PERMITS; AUTHORIZING THE VILLAGE MANAGER TO IMPLEMENT BUILDING PERMIT EXEMPTIONS CONSISTENT WITH THE FLORIDA BUILDING CODE; AUTHORIZING THE VILLAGE MANAGER TO CREATE A ZONING PERMIT PROCEDURE FOR CERTAIN ITEMS THAT DO NOT REQUIRE A BUILDING PERMIT; PROVIDING FOR ORDINANCES IN CONFLICT, CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE. *(Sponsored by Councilmember Patrick Fiore) (Passed on First Reading on June 5, 2023-Regular Council Meeting)*

Item 3B was moved by Councilmember Steve Cody. Seconded by Councilmember Patrick Fiore.

There were no public comments for the item.

Councilmember Patrick Fiore provided the staff report and explained that the Village shall implement building permit exemptions at the discretion of the Building Official consistent with the Florida Building Code.

There was no Council discussion.

The question was called in favor of the Ordinance on Second Reading via a roll call vote:

- Councilmember Marsha Matson - YES
- Councilmember Patrick Fiore - YES
- Councilmember Steve Cody - YES
- Vice Mayor Leanne Tellam - YES
- Mayor Karyn Cunningham - YES

All voted in favor (5-0). The Ordinance passed unanimously.

B. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE FISCAL YEAR 2022-2023 BUDGET; AMENDING ORDINANCE NUMBER 2022-10; AMENDING THE VILLAGE'S BUDGET FOR THE 2022-2023 FISCAL YEAR; AUTHORIZING THE VILLAGE MANAGER TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS ORDINANCE; PROVIDING FOR ORDINANCES I N CONFLICT, CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE. *(Sponsored by Administration) (Passed on First Reading on June 5, 2023 – Regular Council Meeting)*

Item 3B was moved by Councilmember Steve Cody. Seconded by Councilmember Patrick Fiore.

Desmond Chin, Finance Director provided the staff report and explained the mid-point staffing changes (i.e., Account Clerk that resigned to be reinstated, including the Administrative Assistant position in Public Service, and the part-time Alarm Clerk in Finance).

There was no Council discussion.

The question was called in favor of the Ordinance on Second Reading via a roll call vote:

- Councilmember Marsha Matson - YES
- Councilmember Steve Cody - YES
- Councilmember Patrick Fiore - YES
- Vice Mayor Leanne Tellam - YES
- Mayor Karyn Cunningham - YES

All voted in favor (5-0). The Ordinance passed unanimously.

4. ORDINANCES FOR FIRST READING WITH PUBLIC COMMENTS

A. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS; ADOPTING "THE TREE MEMORIAL PROGRAM;" ADDING SECTION 20-92 TO CHAPTER 20 OF THE CODE OF ORDINANCES OF THE VILLAGE OF PALMETTO BAY STYLED "PARKS AND RECREATION; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*

Item 4A was moved by Councilmember Steve Cody. Seconded by Councilmember Patrick Fiore.

Public comment:

- Henry Clifford (8875 SW 171 Street) – spoke in support of the Ordinance.

Councilmember Marsha Matson explained the purpose and intent of the Ordinance and reported that the Village should establish the Memorial Tree Program to be administered by the Parks Department with the advice of the Tree Advisory Board. The program aims to allow the Village, families, or organizations to honor individuals, loved ones, or special occasions by planting a tree accompanied by a permanent plaque such as metal or bronze to preserve its significance.

Vice Mayor Leanne Tellam explained that she supported the Ordinance but requested to know the fiscal impact of the item before staff is directed with the initiative.

Councilmember Marsha Matson reported that she emailed the Village Attorney regarding a scripnous error on the Ordinance (i.e., page 3 of 4, line 7, in Section 6 should say, above). The Council made no objections regarding the scripnous error.

Village Manager Nick Marano offered the Council the following consideration for the Ordinance on page 2, section 3, lines 14 and 15: if the Council does pass the Ordinance on First Reading, to look between the Parks Department and the Public Services Department. He explained that the Department of Public Services has a second Tree Maintenance Worker and an Arborist and that the department can administer the program. He also explained that some of the trees, specifically the maintenance and upkeep, require the input of those workers.

Mayor Karyn Cunningham spoke in support of the Ordinance but requested to know the cost to administer the program.

The question was called in favor of the Ordinance on First Reading via a roll call vote:

- Councilmember Marsha Matson - YES
- Vice Mayor Leanne Tellam - YES
- Councilmember Steve Cody - YES
- Mayor Karyn Cunningham - YES
- Councilmember Patrick Fiore - YES

All voted in favor (5-0). The Ordinance passed unanimously.

B. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PLANNING AND ZONING FEES; AMENDING APPENDIX A OF THE CODE OF ORDINANCES; PROVIDING FOR ORDINANCES IN CONFLICT, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE. *(Sponsored by Administration)*

Item 4B was moved by Vice Mayor Leanne Tellam. Seconded by Councilmember Patrick Fiore.

Village Clerk Missy Arocha read the public comment submitted by form. All public comments submitted by form are attached as “Exhibit A”.

Heidi Siegel, Community and Economic Development Director, explained the purpose and intent of the Ordinance and reported that under Appendix A, the existing Planning and Zoning Fee Schedule dates to incorporation and has not been properly updated-it refers to applications of the Miami Dade County Code, references application types that are not correlated to the Village’s Zone Code, and references County zoning district designations as opposed to Village zoning designations. She explained that staff conducted a study of six municipalities similar in size to the Village to do the comparison and that the final fee structure for the Village is streamlined to reflect the applications in the Zoning Code and accounts for staff time reviewing the applications, including creating a fee for special events and special event banners, adjusted public notice mailing fees, and establishes a fee for short term rental annual inspections.

Councilmember Marsha Matson questioned the park impact currency fee and asked if those fees were legal, including the accommodation for potential loss of revenue.

Director Siegel responded that the Ordinance does not change or approve impact fees- only Planning and Zoning hearing items, although it happens to be on the same section code. She explained that she will only be able to answer the questions related to the impact fee once the Village completes a study.

Attorney John Dellagloria reported that the Village must conduct a study of what occurred in the past regarding the collected fees related to the park impact currency fee, and if the Village has improperly committed under the statute and code collected fees, there could be a financial impact to the Village.

Councilmember Matson questioned why 30-year vs. 40-year buildings were not implemented on the Ordinance.

Director Siegel responded that it falls under the Building Code, not the Planning and Zoning Code and that by reference, the Village accepts the Florida Building Code, administrative rules from Miami Dade County, and that the Village does not have its own building code relating to condo 30-year inspections.

Discussion ensued regarding the fees for childcare, private schools, and religious facilities on the proposed fee sheet between members of the Council and Director Siegel.

The question was called in favor of the Ordinance on First Reading via a roll call vote:

- Councilmember Patrick Fiore - YES
- Mayor Karyn Cunningham - YES
- Councilmember Steve Cody - YES
- Vice Mayor Leanne Tellam - YES
- Councilmember Marsha Matson - YES

All voted in favor (5-0). The Ordinance passed unanimously.

C. AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING HEALTH BENEFITS; PROVIDING TWO YEARS OF HEALTH BENEFITS TO ALL CURRENT AND FUTURE COUNCILMEMBERS FOR EACH FOUR YEARS SERVICE ON THE COUNCIL, WITH THE BENEFIT TO BE RECEIVED FOLLOWING THE END OF THEIR SERVICE; REPEALING ORDINANCE 2017-21; AND PROVIDING FOR CODIFICATION; AND AN EFFECTIVE DATE. *(Sponsored by Administration)*

Item 4C was moved by Councilmember Patrick Fiore. Seconded by Councilmember Steve Cody.

The following persons spoke in support of the Ordinance:

- Beverly Gerald (14271 SW 74th Court)
- Henry Clifford (8875 SW 171 Street)
- Gary Pastorella (6940 SW 142 Terrace)

Village Manager Nick Marano reported that the Village's fiscal impact is approximately $12,000 for two years.

Vice Mayor Leanne Tellam made a **motion** to amend section 3 of the Ordinance to read as follows: All current and future Council Members shall receive a benefit of two years of health benefits for each four years of service on the Council following their service completion. The motion was **seconded** by Councilmember Marsha Matson. **All voted in favor (5-0). The motion passed unanimously.**

The question was called in favor of the amended Resolution. **All voted in favor (5-0). The motion passed unanimously.**

5. RESOLUTIONS WITH PUBLIC COMMENTS

A. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, NAMING A VILLAGE WILDLIFE ANIMAL; CREATING A VILLAGE-WIDE CONTEST FOR CHOSING AND NAMING A VILLAGE WILDLIFE ANIMAL; PROVIDING FOR A WILDLIFE ANIMAL LOGO AND COSTUME FOR VILLAGE EVENTS TO INCREASE AWARENESS OF THE IMPORTANCE OF WILDLIFE IN PALMETTO BAY; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*

Item 5A was moved by Councilmember Marsha Matson. Seconded by Councilmember Patrick Fiore.

Councilmember Marsha Matson provided an explanation on the purpose and intent of the Resolution and reported that the Village shall select a wildlife animal to represent the Village's commitment to wildlife by means of a village-wide context in which the animal receiving the most votes from a list developed by the Village shall be named Village wildlife animal. She also reported that all residents shall be eligible to vote for their favorite wildlife animal from a fauna living in Palmetto Bay and the ballot would be distributed Village-wide on social media, all schools, parks, and buildings to bring the community together.

There were no Council questions.

The question was called in favor of the Resolution via a roll call vote:

Councilmember Marsha Matson	-	YES
Councilmember Patrick Fiore	-	NO
Vice Mayor Leanne Tellam	-	NO
Mayor Karyn Cunningham	-	NO
Councilmember Steve Cody	-	YES

The Resolution failed (2-3).

B. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO EMPLOYEE BENEFITS; APPROVING A ONE-YEAR CONTRACT EXTENSION WITH RISK MANAGEMENT ASSOCIATES,

INC. D/B/A PUBLIC RISK INSURANCE ADVISORS TO PROVIDE AGENT-OF-RECORD SERVICES TO THE VILLAGE OF PALMETTO BAY AT A COST OF $22,500 PER YEAR; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE APPLICABLE DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.
(Sponsored by Administration)

Item 5B was moved by Vice Mayor Leanne Tellam. Seconded by Councilmember Patrick Fiore.

Human Resources Director, Olga Cadaval provided an explanation on the purpose and intent of the Resolution and reported that the existing contract allows for contract extensions on an annual basis and that the current contract will expire in August 2023. The proposed Resolution authorizes a one-year extension to the existing contract, under the same terms and conditions of the contract, and that the extension would run through August 2024.

The question was called in favor of the Resolution. **All voted in favor (5-0). The Resolution passed unanimously.**

Vice Mayor Leanne Tellam made a **motion** to recess the Special Council Meeting until the adjournment of the Zoning Hearing and to continue with agenda items 5C, 5D, and 5E when the meeting reconvened. The motion was **seconded** by Councilmember Patrick Fiore. **All voted in favor (5-0). The motion passed unanimously.**

The recess was held at 6:59 p.m.

The Special Council meeting reconvened at 8:18 p.m., immediately following the Zoning Hearing.

C. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING PARKS AND RECREATION; AUTHORIZING THE USE OF THALATTA ESTATE AT NO COST ON MARCH 6, 2024, TO BAPTIST HEALTH SOUTH FLORIDA INC., FOR THE PURPOSE OF CONDUCTING AN EMPLOYEE SERVICE AWARD EVENT; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Administration)*

Item 5C was moved by Councilmember Steve Cody. Seconded by Councilmember Patrick Fiore.

Parks and Recreation Director Fanny Carmona explained the purpose and intent of the Resolution and reported that it is estimated that the formal revenue loss from renting the needed park space would not exceed $2,725, and the estimated staff cost to work the event will not exceed $260.

Councilmember Marsha Matson opposed the Resolution and urged the Council to adopt a policy regarding the limitations of fee waivers.

Vice Mayor Leanne Tellam spoke in support of the Resolution and reported that the

Village has a policy on fee waivers and why the Resolution is before the Council for approval.

Councilmember Patrick Fiore reported that Baptist is hosting their event for an employee service award. After what healthcare providers went through during the pandemic, he supports the cause.

Councilmember Steve Cody reported that Baptist has been a sponsor for the Village of Palmetto Bay in the past for several village-wide events and was in support of the Resolution.

The question was called in favor of the Resolution. **The Resolution passed (4-1)**; Councilmember Marsha Matson voted opposed.

D. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING PARKS AND RECREATION; AUTHORIZING THE USE OF LUDOVICI PARK BY VOLUNTEERING MIAMI INC., FOR THE PURPOSE OF HOSTING A "VOLUNTEER FAIR 2023" EVENT; WAIVING ALL ASSOCIATED RENTAL FEES AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Administration)*

Item 5D was moved by Councilmember Steve Cody. Seconded by Councilmember Patrick Fiore.

Parks and Recreation Director Fanny Carmona explained the purpose and intent of the Resolution and reported it is estimated that the formal revenue loss from renting the needed park space would not exceed $1,400, and staff costs to work the event will not exceed $85. Police officer service fees will not exceed $1,400.

Councilmember Marsha Matson opposed the Resolution and questioned the fee waiver for police services.

Director Carmona responded that due to the number of attendees expected to attend the event, two off-duty police officers would be required at $100 an hour for 7 hours.

The question was called in favor of the Resolution. **The Resolution passed (4-1)**; Councilmember Marsha Matson voted opposed.

E. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING PARKS AND RECREATION; AUTHORIZING THE USE OF THALATTA ESTATE PARK BY MIAMI-DADE COUNTY COMMISSION FOR WOMEN, FOR THE PURPOSE OF HOSTING A "RAISE AWARENESS FUNDRAISER" EVENT; WAIVING ALL ASSOCIATED RENTAL FEES AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Administration)*

Item 5E was moved by Councilmember Steve Cody. Seconded by Vice Mayor Leanne Tellam.

The following persons spoke in support of the Ordinance:

- Beverly Gerald (14271 SW 74th Court)
- Gary Pastorella (6940 SW 142 Terrace)

Councilmember Marsha Matson spoke opposed to the Resolution and reported that the organizer submitted an incomplete event/facility request application.

Director Carmona responded that the Village would be able to gather all the answers and information prior to the event.

Vice Mayor Leanne Tellam reported that the Village is not providing a rental fee if it won't capture it as an income as it is not giving up regular nights to be revenue-generating evenings. She supported the Resolution and urged the Council to support it.

Councilmember Steve Cody spoke in support of the Resolution.

The question was called in favor of the Resolution. **The Resolution passed (4-1)**; Councilmember Marsha Matson voted opposed.

6. COUNCIL COMMENTS: None.

7. ADJOURNMENT

Councilmember Steve Cody motioned to adjourn the meeting. The motion was seconded by Vice Mayor Leanne Tellam. All voted in favor (5-0). The motion passed unanimously, and the meeting adjourned at 8:38 p.m.

The meeting minutes were approved this 6th day of November, 2023.

Attest:

_____	_____
Mayor Karyn Cunningham	Village Clerk Missy Arocha

From: noreply@civicplus.com
To: Melissa Dodge; Missy Arocha
Subject: [EXT] Online Form Submittal: Public Comments Form
Date: Monday, July 17, 2023 4:26:58 PM

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

Public Comments Form

Online Public Comments Form	Meeting Agenda
Meeting Date	July 17, 2023
Meeting Type	Special Council Meeting
The box below must be checked for Zoning Hearings ONLY	*Field not completed.*
Name	Eric Tullberg
Email Address	e341@bellsouth.net
Address	7884 SW 179 Tr.
City	Palmetto Bay
State	Miami-Dade
Zip Code	33157
Meeting Agenda Link	Agenda Center
	(Section Break)
General Public Comments -"Requests, Petitions & Public Comments Submitted"	2. The Council unamimously adopted the Updated Bicycle & Pedestrian Master Plan last month. All new construction or major revisions should be required to install sidewalks or paths in front of their properties where they are missing per the BPMP. Planning & Zoning should check the BPMP for needed sidewalks or paths before signing of on any new construction. Get the Developer to install the required sidewalks or path so we do not have to at our expense. Especially important on SW 98 Av.
	(Section Break)
Agenda Item No.	4B

Comments (type your comments in the box below)	Site plans should be $200 per unit, not $200 per 10 units or fraction. Similarly the Site plan should be $250 per unit not $250 per 10 units. School review is way too low. Why are we charging residents top dollar and letting developers etc. pay only nominal fees?
Agenda Item No.	*Field not completed.*
Comments (type your comments in the box below)	*Field not completed.*
Agenda Item No.	*Field not completed.*
Comments (type your comments in the box below)	*Field not completed.*
Agenda Item No.	*Field not completed.*
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Agenda Item No.	*Field not completed.*
Comments (type your comments in the box below)	*Field not completed.*

Email not displaying correctly? View it in your browser.

From: noreply@civicplus.com
To: Melissa Dodge; Missy Arocha
Subject: [EXT] Online Form Submittal: Public Comments Form
Date: Monday, July 17, 2023 4:51:16 PM

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

Public Comments Form

Online Public Comments Form	Meeting Agenda
Meeting Date	July 17, 2023
Meeting Type	Regular Council Meeting
The box below must be checked for Zoning Hearings ONLY	Check here if you affirm that the information provided herein is true and accurate
Name	Kelli Willis
Email Address	Kellicuts@aol.com
Address	8460 sw 180st
City	Palmetto Bay
State	Florida
Zip Code	33157
Meeting Agenda Link	Agenda Center
	(Section Break)
General Public Comments -"Requests, Petitions & Public Comments Submitted"	Hello and Good Evening. I'm writing to say how disappointed I was that only Steve Cody Supported 13C last week for FWC working with our Village Wildlife Management Plan. FWC is law and we as neighbors to two national parks need to do what right for the ecosystem and protecting these animal species form Biscayne and Everglades National Park not only protecting quality of life for residents from the nuisances, health threats, road hazards flying in front of motorists here in our Village and all the property damages we residents suffer daily. We must do what right, not what a few residents want because of their feelings and love for non native animals.. Please bring back FWC guidelines and recommendations. Time is critical and we must stop the spread of non native invasive species. I support FWC

	and you should to.
	(Section Break)
Agenda Item No.	*Field not completed.*
Comments (type your comments in the box below)	*Field not completed.*
Agenda Item No.	*Field not completed.*
Comments (type your comments in the box below)	*Field not completed.*
Agenda Item No.	*Field not completed.*
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Comments (type your comments in the box below)	*Field not completed.*

Email not displaying correctly? View it in your browser.

AGENDA ITEM NO. 3.B

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Clerk's Office
ITEM TYPE:	Minutes
AGENDA SECTION:	APPROVAL OF MINUTES
SUBJECT:	Emergency Special Council Meeting (July 26, 2023)
SUGGESTED ACTION:	

ATTACHMENTS:
2023-07-26-Emergency Special-Minutes

MINUTES
EMERGENCY SPECIAL COUNCIL MEETING
WEDNESDAY, JULY 26, 2023 – 6:30 PM

VILLAGE HALL MUNICIPAL CENTER
9705 EAST HIBISCUS STREET, PALMETTO BAY, FL 33157

1. CALL TO ORDER, ROLL CALL, INVOCATION, PLEDGE OF ALLEGIANCE, AND DECORUM STATEMENT, IN THAT ORDER: Any person making impertinent or slanderous remarks, or who becomes boisterous, while addressing the Council may be barred from further appearance before the Council by the Mayor, unless permission to continue or again address the Council is granted by a majority vote of the Council. Applauding speakers shall be discouraged. Heckling or verbal outbursts in support or opposition to a speaker, or his or her remarks, shall be prohibited. No signs or placards shall be allowed in the Council meeting. Persons exiting the Council meeting shall do so quietly. All cellular telephones and beepers are to be silenced during the meeting.

The Emergency Special Council Meeting was called to order at 6:31 p.m.

The following members of the Village Council were present during roll call:
Mayor Karyn Cunningham
Councilmember Patrick Fiore
Councilmember Steve Cody
Councilmember Marsha Matson

Vice Mayor Leanne Tellam arrived at the meeting at approximately 6:38 p.m.

The following Charter Officers were present during the roll call:
Village Manager Nick Marano
Village Attorney John Dellagloria
Village Clerk Missy Arocha

Councilmember Patrick Fiore led the invocation.

Village Manager Nick Marano led the pledge of allegiance.

2. REQUEST, PETITIONS, AND PUBLIC COMMENT

There were no public comments.

3. EMERGENCY RESOLUTION WITH PUBLIC COMMENT

Mayor Karyn Cunningham reported that the Village does not host public meetings during August and explained the need to call an Emergency Special Council Meeting due to the timeliness of the agreement.

Village Manager Nick Marano explained that one of the funding sources for the Village is the local option fuel tax and explained that local counties are permitted to impose up to a six-cent local option gas tax (per gallon) of motor and diesel fuels sold in each such county and that are distributed to the local county and municipalities. The proceeds generated from this can be used towards transportation purposes, that include funding activities for the Department of Transportation and Public Works (DTPW) as well as municipal transportation functions. This item approves the amended and restated interlocal agreement between the County and municipalities that reestablishes the disbursement formula of the six-cent local option gas tax currently being used to distribute local option fuel tax proceeds between the County and eligible municipalities for the 30-year period including January 1, 2024, through December 31, 2053. He also explained that the interlocal agreement would account for approximately $420,000 for the 2023-2024 fiscal year budget for the public services fund.

A. A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO TRANSPORTATION; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE AN AMENDED INTERLOCAL AGREEMENT BETWEEN MIAMI-DADE COUNTY AND THE VILLAGE OF PALMETTO BAY FOR THE DISTRIBUTION OF THE LOCAL OPTION FUEL TAX PROCEEDS LEVIED BY MIAMI-DADE COUNTY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE. *(Sponsored by Administration)*

   Item 3A was moved by Councilmember Steve Cody. Seconded by Vice Mayor Leanne Tellam

   There were no in-person or written public comments.

   There was no Council opposition to the Resolution.

   The question was called in favor of the Resolution via a roll call vote:

   - Mayor Karyn Cunningham - YES
   - Vice Mayor Leanne Tellam - YES
   - Councilmember Patrick Fiore - YES
   - Councilmember Steve Cody - YES
   - Councilmember Marsha Matson - YES

   All voted in favor (5-0). The Resolution passed unanimously.

4. COUNCIL COMMENTS: None.

5. ADJOURNMENT

Vice Mayor Leanne Tellam motioned to adjourn the meeting. The motion was seconded by Councilmember Steve Cody. **All voted in favor (5-0). The motion passed unanimously**, and the meeting adjourned at 6:40 p.m.

The meeting minutes were approved this 6th day of November, 2023.

Attest:

_____	_____
Mayor Karyn Cunningham	Village Clerk Missy Arocha

AGENDA ITEM NO. 5.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Nick Marano, Village Manager's Office
ITEM TYPE:	Presentation
AGENDA SECTION:	VILLAGE MANAGER'S REPORT
SUBJECT:	Classification and Compensation Study Presentation (Evergreen Solutions)
SUGGESTED ACTION:	

ATTACHMENTS:
Presentation-Evergreen Solutions

Classification and Compensation Study
Village of Palmetto Bay, FL





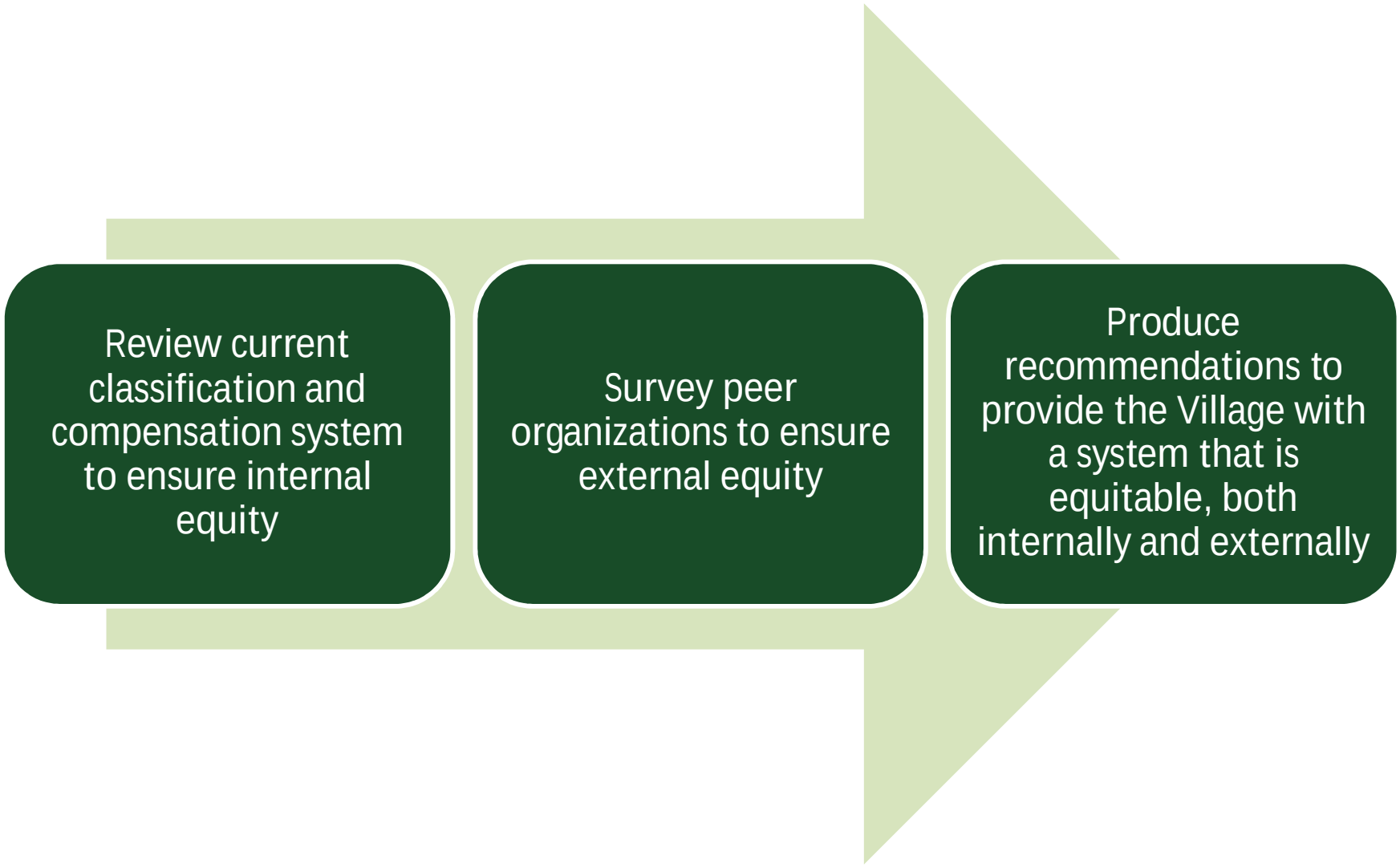
October 26, 2023

Evergreen Solutions, LLC

Overview

- Study Goals
- Project Phases
- Recommendations

Study Goals



Evergreen Solutions, LLC

Study Initiation

Project Kick-Off Meeting

- February 22, 2023

Data Collection

- Employee Database
- Salary Schedules
- Job Descriptions
- Organizational Charts
- Personnel Policies and Procedures
- Benefits Information

Assessment of Current Conditions

The Village administers one open range pay plan.

- 1. 18 Occupied pay grades.
- 2. Range Spreads between 53% and 63%
- 3. Midpoint progressions vary between -3% and 21%.

Significant Findings

1. Approximately 51% of employee salaries fall below the midpoint of their grade.
2. Based on tenure, 27% of employee's salaries fall more than 5% below their projected salary.

Evergreen Solutions, LLC

Employee Outreach

On-site Interviews and Focus Groups

- April 12, 2023
- Met with several employees from various departments and classifications, as well as management levels.

Positive Feedback

- Employees appreciate the Benefits offered.
- They enjoy the location/convenience and the work that they do.

Areas of Concern

- Hiring salaries are too low, not competitive.
- Salaries not keeping up with growth, rising cost of living and increased workloads.

Evergreen Solutions, LLC

Job Assessment Tool (JAT)

Released April 17, 2023

Provided data on roles and responsibilities by classification

Produced classification scores based on five (5) factors:

- Leadership
- Working Conditions
- Complexity
- Decision Making
- Relationships

Multiple verification steps:

- Employee Input
- Supervisor Review
- Reviewed by Evergreen
- Reviewed by HR

Evergreen Solutions, LLC

Classification Analysis

The classification component of this study focused on resolving any inconsistencies related to job requirements or job titles and to ensure that all jobs are appropriately categorized and aligned with the work currently performed.

Position classification is the process of grouping jobs together according to their similarity in duties, responsibilities, and skills required.

- The purpose of position classification is to ensure that jobs are classified accurately and consistently.
- Classification decisions should be made based solely on the work being performed, NOT on the person performing the work.

Titles and descriptions should adequately depict the work being performed.

- The analysis identified inconsistencies related to positions performing similar work but possessing different titles.

Update the current classification structure to better capture current naming conventions and work performed.

- Recommendations were made to modify some classifications; by organizing similar work under a singular title provides the Village with a more organized system of grouping types of work performed.

Market Survey

Data was solicited from 20 peers:

- City of Aventura, FL
- City of Coral Gables, FL
- City of Dania Beach, FL
- City of Doral, FL
- City of Florida City, FL
- City of Hallandale Beach, FL
- City of Homestead, FL
- City of Marco Island, FL
- City of Miami Springs, FL
- City of Naples, FL
- City of North Miami Beach, FL
- City of Opa-locka, FL
- City of Parkland, FL
- City of South Miami, FL
- City of Sunny Isles Beach, FL
- Town of Cutler Bay, FL
- Town of Key Biscayne, FL
- Town of Miami Lakes, FL
- Village of Pinecrest, FL
- Miami-Dade County, FL

Evergreen Solutions, LLC

Market Salary Survey

- 47 classifications used as benchmarks
- 785 data points collected
- Results finalized in July 2023

Market Comparison at the 50th Percentile			
At the Minimum 11.8% Below	At the Midpoint 9.3% Below	At the Maximum 7.8% Below	Average Range Spread: 53.9%

Evergreen Solutions, LLC

Benefits Survey

Health Insurance

On average, the Village covers a larger percentage of health premiums than peers for employee only coverage.

Dental and Vision Insurance

On average, the cost to Village employees is comparable to peers for both Dental and Vision Coverage.

Paid Time Off

Of the peer respondents, only 16.7% offer Paid Time Off, the majority offer Annual and Sick Leave accruals.

Paid Holidays

On average, the Village observes 16.5 days, compared to a peer average of 11.7 days.

Evergreen Solutions, LLC

Salary Plan Considerations

- Based on being competitive at the 55th percentile.
- Created new pay plan.
- Consistent Range Spreads at 60%.
- Allow for flexibility to meet future needs.

Proposed Salary Plan

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	$ 31,200.00	$ 40,560.00	$ 49,920.00	60.0%	-
102	$ 33,540.00	$ 43,602.00	$ 53,664.00	60.0%	7.5%
103	$ 36,055.50	$ 46,872.15	$ 57,688.80	60.0%	7.5%
104	$ 38,759.66	$ 50,387.56	$ 62,015.46	60.0%	7.5%
105	$ 41,666.64	$ 54,166.63	$ 66,666.62	60.0%	7.5%
106	$ 44,791.63	$ 58,229.13	$ 71,666.62	60.0%	7.5%
107	$ 48,151.01	$ 62,596.31	$ 77,041.61	60.0%	7.5%
108	$ 51,762.33	$ 67,291.03	$ 82,819.73	60.0%	7.5%
109	$ 55,644.51	$ 72,337.86	$ 89,031.21	60.0%	7.5%
110	$ 59,817.85	$ 77,763.20	$ 95,708.55	60.0%	7.5%
111	$ 64,304.18	$ 83,595.44	$ 102,886.70	60.0%	7.5%
112	$ 70,734.60	$ 91,954.98	$ 113,175.37	60.0%	10.0%
113	$ 77,808.06	$ 101,150.48	$ 124,492.90	60.0%	10.0%
114	$ 85,588.87	$ 111,265.53	$ 136,942.19	60.0%	10.0%
115	$ 94,147.76	$ 122,392.08	$ 150,636.41	60.0%	10.0%
116	$ 103,562.53	$ 134,631.29	$ 165,700.05	60.0%	10.0%
117	$ 113,918.79	$ 148,094.42	$ 182,270.06	60.0%	10.0%
118	$ 125,310.66	$ 162,903.86	$ 200,497.06	60.0%	10.0%
119	$ 137,841.73	$ 179,194.25	$ 220,546.77	60.0%	10.0%
120	$ 151,625.90	$ 197,113.68	$ 242,601.45	60.0%	10.0%
UNG	-	-	-	-	-

Evergreen Solutions, LLC

Implementation Options

Option	Explanation
Bring to Minimum	Realigns employees who are below the minimum of their recommended pay range by bringing them up to the minimum, with no further adjustments made.
Hybrid Parity	Realigns employees along their salary range on the basis of their "hybrid years." A hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for the amount of time they have spent in any other classification. This is done on a total 30-year basis.

Implementation Costs by Option

Implementation Option	Total Salary-Only Cost	Number of Employees Adjusted	Average Adjustment for Impacted Employees	Average Percentage Adjustment	Projected Implementation
Across the Board COLA Increase	$ 176,402.90	75	$ 2,352.04	4.0%	10/1/2023
Across the Board MERIT Increase	$ 137,594.26	75	$ 1,834.59	3.0%	10/1/2023
Bring to Minimum	$ 33,303.90	16	$ 2,081.49	3.4%	11/1/2023
Hybrid Parity (Secondary Implementation)	$ 120,023.11	35	$ 3,429.23	6.8%	10/1/2024

Phase I – Positions by Department

Community & Economic Development

- Permit Clerk

Human Resources

- Human Resources Manager

Information Technology

- Information Technology (IT) Director

Parks & Recreation

- Park Service Aide
- Recreation Attendant
- Senior Park Service Aide
- Parks and Recreation Supervisor

Evergreen Solutions, LLC

Phase II – Positions by Department

Community & Economic Development

- Permit Clerk
- Office Manager (Building & Permitting)
- Code Compliance Supervisor
- Sustainability and Resiliency Planner

Human Resources

- Human Resources Manager
- Human Resources & Communications Director

Information Technology

- Information Technology (IT) Director

Evergreen Solutions, LLC

Phase II – Positions by Department

Parks & Recreation

- Park Service Aide
- Recreation Attendant
- Senior Park Service Aide
- Parks and Recreation Supervisor

Parks Administrative

- Maintenance Worker I – Parks
- Parks and Recreation Director

Public Services

- Bus Operator
- Maintenance Worker I – Grounds
- Maintenance Worker I – Facilities
- Maintenance Worker II
- Public Services Operations Manager

Evergreen Solutions, LLC

Recommendations

Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues and make changes to pay grade assignments if necessary.

Conduct a comprehensive classification and compensation study every three to five years subject to budget constraints and as market conditions are warranted.

Review and revise, as appropriate, existing pay practice guidelines including those for determining salaries of newly hired employees, progressing employee salaries through the pay plans, and determining pay increase for employees who have been promoted to a different classification.

Thank You!

Stasey Whichel, Project Manager
Evergreen Solutions, LLC

Jennifer Boswell, Senior Consultant
Evergreen Solutions, LLC
2528 Barrington Circle, Suite 201
Tallahassee, Florida 32308
850.383.0111 phone
850.383.1511 fax
www.ConsultEvergreen.com

AGENDA ITEM NO. 5.B

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE: November 6, 2023

SUBMITTED BY: Nick Marano, Village Manager's Office

ITEM TYPE: Report

AGENDA SECTION: VILLAGE MANAGER'S REPORT

SUBJECT: Departmental Updates

SUGGESTED ACTION:

ATTACHMENTS:
Manager's Report - November 6, 2023.pdf

Manager's Report

FINANCE

September

- The expenditures in September 2023 were $ 844,239, 4.5% of the total budget, compared to budgeted expenditures of $1,560,130, a surplus of 3.83 % for the month. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is $1,560,130 or 8.33% per month. This does not consider the timing of expenditures such as Police, which is billed quarterly, annual bond payment or seasonal events such as Summer Camp or Village events.
- YTD the Village has spent $11,690,852 or 62.39 % compared to budgeted expenditures of $18,721,566 or 100%. Please note these totals are as of October 11 and not fiscal year 2023 final numbers.

Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
9/1/2023	42750	Metro Express, Inc.	SIDEWALK IMPROVEMENTS - 2022-2023	$61,586.25
9/1/2023	42769	Lott & Levine	LEGAL SERVICES-VETERANS PARK	$17,085.37
9/8/2023	42785	BEEFREE, LLC.	FREEBEE RIDES AUGUST 2023	$21,473.10
9/8/2023	42804	LUX SOLAR, INC.	CROSSWALK LIGHTS ON SW 148TH DR & 82ND AVE	$23,778.00
9/8/2023	42809	MUSCO SPORTS LIGHTING LLC	INSTALLATION FOR PALMETTO BAY PARK BASKETBALL	$33,250.00
9/8/2023	42819	STANTEC CONSULTING SERVICES	COMPREHENSIVE PLAN UPDATE 2023	$40,870.00
9/11/2023	42822	THE BANK OF NEW YORK MELLON	SERIES 2021A VILLAGE OF PALMETTO BAY - DEBT SERVICE INTEREST	$498,808.37
9/11/2023	42823	HANCOCK BANK	09/04/23 LIBRARY LOAN 33000401901	$89,963.49

9/15/2023	42827	CIVICPLUS INC.	CIVICGOV PERMITTING	$19,000.00
9/15/2023	42860	ROSE WOOD LANDSCAPE LLC	LANDSCAPE AT 87TH AVE AND 168TH TRAFFIC CRICLE	$12,569.00
9/15/2023	42875	WEISS SEROTA HELFMAN	17777 OLD CUTLER ROAD, LLC - PETITION FOR WRIT	$17,631.25
9/22/2023	42884	ALPHA SECURITY & FIRE ALRM SVC	INSTALLATION OF CLOUD BASED SECURITY CAMERAS FOR ALL VILLAGE OWNED LOCATIONS	$53,679.89
9/22/2023	42886	CALVIN GIORDANO & ASSOCIATES	PROJECT 0900005001 BUILDING AND CODE MAY 23	$74,996.66
9/22/2023	42886	CALVIN GIORDANO & ASSOCIATES	PROJECT 0900005001 - BUILDING AND CODE JUN 23	$71,687.20
9/22/2023	42886	CALVIN GIORDANO & ASSOCIATES	PROJECT 0900005001- BUILDING AND CODE JUL 23	$55,589.46
9/22/2023	42890	E. Rodriguez Landscaping, Inc.	CLEAR OUT 15FT FROM ROADWAY - THE WOODS	$23,500.00
9/22/2023	42902	STANTEC CONSULTING SERVICES	COMPREHENSIVE PLAN UPDATE 2023	$33,650.00
9/29/2023	42921	CALVIN GIORDANO & ASSOCIATES	PROJECT 0900005001- BLDG AND CODE	$82,006.06

IT DEPARTMENT

September

- Help desk statistics: 129 tickets created, 158 closed.
- Abnormal Email Security malicious email filtering services – live and in production. (Granted to the Village by the State)
- New network infrastructure hardware deployed at Thalatta Estate to support the installation of our new security cameras.
- New certificate authority servers deployed as part of our initiative to improve our cybersecurity posture and private network access methods.

Upcoming Events

- Completion of the security camera project.
- Finalization of our internet circuit plan for all sites.

- Completion of the SharePoint project.

HUMAN RESOURCES

September

- 0 Recruitment Ads
- 9 Applications Review
- 11 Interview scheduled.
    - Accountant (Finance)
    - Tree Trimmer (Public Services)
    - Parks & Recreation Supervisor Parks & Recreation)
- 0 Pre-Employment Meetings
- 2 New Hire
    - 1 – Grants Administrator
    - 1 – park Service Aide

- 13 Job vacancies
    - 1 – Building Official (Comm. & Economic Development)
    - 1 – Office Manager (Comm. & Economic Development)
    - 3 – Code Compliance Officer (Comm. & Economic Development)
    - 1 – Permit Clerk (Comm. & Economic Development)
    - 1 – Admin. Assistant (Village Clerk)
    - 1 – Tree Trimmer (Public Services)
    - 1 – Parks & Recreation Supervisor (Parks & Recreation)
    - 2 – Park Service Aides (Parks & Recreation)
    - 1 – Media Specialist (HR & Communications)
    - 1 – Administrative Aide/Receptionist (Village Manager)

- 2 Training Sessions

- 0 Separations of Employment

- 11 Transfers/Updates/Evaluations

COMMUNICATIONS

September

- 77 FB/Twitter Postings (including event and meeting postings)
- 8,649 FB Followers (likes)
- 46 New FB followers
- 4,453 Instagram Followers
- 98 New IG Followers

- 2,400 Constant Contact Contacts
- 4 Videos Produced
- 3 Village Vibes Bi-Weekly E-Newsletter
    - 9/02 Village Vibes
    - 9/16 Village Vibes
    - 9/30 Village Vibes

- 2 Promotional/Informational Campaigns:
    - National Suicide Prevention Month
    - Childhood Cancer Awareness Month

- Meetings:
    - No meetings in August
    - 9/11 First Budget Hearing
    - 9/11 Regular Council Meeting
    - 9/18 Zoning Hearing
    - 9/27 Second Budget Hearing
- Events:
    - 9/14 50 Years of Miami-Dade County Commission for Women
    - 9/16 Photogenic Nature Workshop
    - 9/30 Mobile Animal Clinic

GRANTS

September

- 1 New grant application(s) prepared – JAG 2024

- 0 Grants Approved

- 0 Grant Closed

- 16 Active grants list with updates:
    - Sub-Basin 61 (Hazard Mitigation Grant Program) – Agreement # 4337-370
    - Safe Routes to School (SRTS) – Perrine Elementary School
    - Safe Routes to School (SRTS) – Coral Reef Elementary School
    - Park and Ride Services (Transportation Planning Organization)
    - Thalatta Shoreline Project (Florida Inland Navigation District)
    - Sub-Basin 61 (State Appropriation) – Agreement # LPA0202
    - Palmetto Bay Park Improvements, Phase 1-Florida Recreation
    - Development Assistance Program (FRDAP)
    - Sub-Basin 43 (State Appropriation)
    - Sub-Basin 43 (Hazard Mitigation Grant Program)
    - Sub-basin 44 (State Appropriation)
    - Tree Inventory, Phase 1 (Urban & Community Forestry Program)
    - Coral Reef Park Trail Renovations-Recreational Trails Program (RTP)
    - JAG (Justice Assistance Grant)-Community – Project # 8C088 – D.A.R.E. Program Workbook Purchase

- Safe Street 4 All (SS4A) – VOPB Street Safety Action Plan Development
- Assessment and Planning for a Resilient Palmetto Bay (comprehensive vulnerability assessment)
- Sub-Basin 57/96 (State Appropriation) – Agreement #LPA0359

October Goals

- Continue to monitor/administer active grants.
- Monitor progress of the SFWMD exemption from Environmental Resource Permit (ERP) request for the CRP-Recreational Trails Program
- Finish the compilation of required NEPA documents for RTP grant for Coral Reef Park (pending approval of the ERP exemption and CRP survey)

PARKS & RECREATION

September

Palmetto Bay Park

- I9 Sports Fall Season on Saturdays and Sundays 8am-1pm
- Ballet At the Park Mondays -Thursdays
- Travel Softball Teams Practice Daily
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays 5:45pm & 7:15pm
- Senior Stretch & Relax Baptist Class – Mondays, at 10:30am & 11:30am – September 11,18 & 25.
- Weekend PE Pickleball Lessons Tuesday/Thursday 4:30pm - 5:30pm
- Total Rentals for Pickleball – 1
- Mobile Animal Clinic – September 30th

Coral Reef Park

- Farmers Market on Saturdays 9:00am – 3:00pm
- Total Rentals for Pickleball in September – 156
- Tennis Orange Ball and Green Ball 4-630pm: Participants 62
- Phoenix Volleyball: Tues and Thurs 5-6:30pm
- Trainers: Baurball and Scott Top Soccer

Perrine Community

- 10 Programs
- 1 Event

Ludovici Park

- 10 Programs
- 1 Event

Thalatta Estate

- 4 - Weddings
- 1 - Event
- 4 - Photoshoots
- 1 – Rehearsals
- 5 - Programs
- 2- Meetings
- 3 - Waivers

Fee Waivers- Requested in September 2023

Group Name	Date	Time	Park/ Request	Description/ Purpose	Total Value	Date of Memo
Vineland K-8 Center	Tuesday, October 3, 2023	9am-1pm	CRP- East Gazebo & Volleyball Courts	Team Building Activity	$ 185.00	9/6/2023
Educational Federal Credit Union	Monday, September 25, 2023	9am-4:30pm	EAF COMMUNITY ROOM	Community Outreach Planning Session	$ 619.00	9/11/2023
Palmetto Branch Library	Friday, October 13, 2023	11am-5pm	EAF COMMUNITY ROOM	Retirement Luncheon	$ 636.00	9/19/2023

November 2023 Upcoming Events/Programs/Projects

Palmetto Bay Park

- Senior Stretch & Relax Baptist Class- Mondays, November 6, 13, 20, & 27
- Weekend PE- Pickleball Clinics Tuesday/Thursday 4:30pm - 5:30pm
- I9 Sports on Saturdays and Sundays 8am-1pm
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays 5:45pm & 7:15pm
- Ballet At the Park Mondays-Fridays

Coral Reef Park

- Farmers Market on Saturdays 9:00am – 3:00pm
- Palmetto Bay Soccer – September 4 – November 11; Practices Mon. Thru. Fri. 4-7pm games on Saturdays 9am – 3pm
- Bay Lions Soccer Club – September 4 – June 1; Practices Mon. thru Fri. 4-7pm and games Saturday afternoon and Sunday mornings
- Phoenix Volleyball: Tues and Thurs 5-6:30pm
- Trainers: Baurball and Scott Top Soccer
- Miggy's Gift Melanoma Wal – November 19th 8am-12pm

Perrine Community House

- Ballet at the Park – Wednesdays, November 6, 13, 20, and 27 at 3:30 PM
- Ballet at the Park – Mondays, November 1, 8, 15, 22, and 29 at 2:30 PM
- ArtSouth Art Class – Saturdays, November 4, 11, and 18 at 10:00 AM

- Senior Fun Day "Thanksgiving Potluck" November 16 at 11 AM
- HOLD – SGT Berry – November 2023

Thalatta Estate

- 10 - Weddings
- 1 – Rehearsals
- 4 - Photoshoot
- 2 - Meeting
- 3 – Programs
  - Yoga - November 5, 12, and 19 at 9:30am

Ludovici Park

- Core and stretch Class – Wednesdays, November 1, 8, 15, 22, and 29 at 10:00 AM
- PBBA – Luncheon Meeting – Thursday, November 2 at 11:00 AM
- HOLD – Alex Valdes Baby Shower – Saturday, November 4
- HOLD – Photogenic Nature Workshop – Saturday, November 11 at 10:00 AM
- Cutler Bay Community Theater – Mondays, November 6 and 20 at 7 PM
- Rotary Club - Tuesdays, November 14 and 21 at 11:30 AM
- Garden Club – Tuesday, November 28 at 6 PM

Park Projects

- **Parks Master Plan** – Bermello Ajamil & Partners
  Approved by Council September 11, 2023
- **Repair/Replacement of Rubberized Trail at Coral Reef Park**
- **Repair Asphalt Trails at Coral Reef Park**
  - SFWMD- ERP (Environmental Resource Permit) Exemption – Approved
  - Need to upload information to SWEPT but have not yet received our login information.
  - Waiting for Grant Agency

- **Palmetto Bay Park Irrigation Redesign** – Calvin Giordano
  - 10/15/23 submittal of irrigation plans with sized pipe, pump, and updated schedule with cost estimate.
  - 11/15/23 submittal package for building department review
  - 12/1/23 submittal of bid document with technical specifications and updated cost estimate
  - 12/15/23 submittal package for bid should be ready pending building department review and comments.

- **Palmetto Bay Park Playground Refurbishing**
  - Purchase order processed for replacement of swings in Southwest quadrant of playground (Gametime). Delivery and scheduling of installation pending.
  - Bliss Products (PO40001) has been procured for the replacement of damaged and/or lifted surfaces (PIP) – Work to start October 11, 2023, the playground will be closed for two days for completion.

- NSP to replace lily pad anchors and install second circular bench (new)- Completed as of October 4, 2023.
- Currently in discussions/negotiations with a Professional Consultant regarding design and specification documents for new playground perimeter fencing.

- **Coral Reef Park – Design-Build Multi-Purpose Facility**
  - Released May 24, 2023
  - Mandatory Pre-Bid Meeting held June 6, 2023
  - One Bid received August 2, 2023
  - Initial meeting of Evaluation Committee August 17, 2023. Presentation of sole bidder scheduled for August 24, 2023; follow-up revision request and meeting September 13, 2023; final review of scope and costs week of September 23, 2023
  - Presented to and approved by Village Council on October 2, 2023

- **ITB for Volleyball Courts at Coral Reef Park** –
  - Released May 9, 2023
  - Mandatory Pre-Bid Meeting held May 23, 2023
  - Bids Due on July 11, 2023
  - No bids received; solicited informal proposals.
  - Evaluated three informal proposals received.
  - Pro-Motion Sports Marketing, Inc. $142,801 recommended
  - Execution of contract/Notice to Proceed – October 6, 2023
  - Timeframe for project start/completion: October 25-December 31, 2023.

- **Coral Reef Park Pineland and The Woods**
  - **Institute for Regional Conservation - Completed Scope of Work for Restoration and Management Plan- RFP**
    - Presented Draft to the Tree Board May, approved plan for CRP.
    - RFP to be released July 28, 2023
    - Pre-Bid Meeting held on August 8, 2023
    - Bids Due: August 28, 2023
    - Bid evaluation and recommendation of the Institute for Regional Conservation $145,200
    - Approved by Village Council September 11, 2023
    - Execution and Notice to Proceed pending.

  - **The Woods**

    IRC – Working on plan as approved.
    - IRC presented a plan to Tree Board; approved Phase/Year 1 for issuance of ITB.
    - ITB in process; to be released October 2023
    - Evaluation anticipated for November/December 2023
    - Projected recommendation to Village Council January 2023

  - **Thalatta Estate Shoreline Stabilization**
    - Project is completed as of 8-14-23.
    - Need to install sign required by grant agency (schedule October 10, 2023) - Completed.
    - Close-out grant documents by 10-15-2023 – In progress.

- **2023-2024 Capital Projects:**
  - Veteran's Park
  - Pickleball Center
  - Thalatta Estate parking lot (resealing/restriping)
  - Thalatta Estate paver replacements
  - Thalatta Estate – Carriage House chair lift
  - Palmetto Bay Park scoreboards
  - Palmetto Bay – new mower
  - Coral Reef Park Dumpster Enclosure

PUBLIC SERVICES

September

- **Freebee Ridership:**
  - 1301 Completed Rides (C.R.)
  - 1515 Total Passengers

  Ridership has decreased by 28 C.R. since July & decreased by -19 C.R. since August

- **IBus Ridership:**
  - 768 A.M. Route
  - 704 P.M. Route **Total: 1472 Riders**

  Ridership has increased by 746 since July & increased by 164 since August.

- **Facilities Maintenance Division**
  - 156 Open Work Orders – *27 more than July / 15 more than August.*
  - 155 Closed Work Orders – *17 more than June / 14 more than August.*

- **Public Works**
  - 5 - Signs Repaired/Installed – *1 more than July / 1 more than August.*
  - 0 - Graffiti Removal – *0 same as July / 0 same as August.*
  - 4 - Pothole/Shoulder Repairs – *0 more than July / 4 more than August.*
  - 38.23 - Tons of Debris/Trash Removal – *1.5 more than July / 20.52 more than August.*
  - 0 - Drain Cleaning/Repairs (inlet tops) – *-6 less than July / -111 less than August.*
  - 0 - Linear feet of sidewalks installed – *-2.681 less than July / -380 less than August.*
  - 0.00 Paving Linear ft – *0.00 same as July / 0.00 same as August.*
  - 11 - Sidewalks inspected – *5 more than July / 1 more than August.*
  - 0 - Drainage Inspection – *0 same as July / 0 same as August.*
  - 1250 -Trees/Shrub Trimming/Removal – *190 more than July / -102 less than August.*

- 56 Tree & Landscaping Inspections – *34 less than June / 11 more than August.*

September Projects Follow-up

- Substantial Completion of SRTS for Coral Reef elementary
- On-going Village wide Storm Drain Cleaning
- Issue NTP for District 1 Tree Inventory Update
- Commenced Golf Cart Traffic Data Collection
- Finalize FY23-24 Traffic Calming Study Location identification.

November Projects

- HVAC System Replacement at Village Hall
- NTP for Drainage Projects, namely Sub-Basins 12, 39, & 42
- November Council Meeting Item for Piggyback for Sidewalk Repair/Replacement Contract
- November Council Meeting Item for SW 143 Street ITB/Contractor Award Recommendation
- Advertise SW 148th Complete Street ITB
- Advertise ITB Drainage Sub-Basin 57/96

POLICE

September

- Southeast Florida Crime Prevention Association Monthly meeting
- Citizen Crime Watch monthly meeting.
- Youth Crime Watch at Howard Drive and Coral Reef Elementary
- Officer Friendly classes start at Howard Drive, Coral Reef, and Henry E. Perrine Elementary Schools
- DARE classes at Henry E. Perrine, Coral Reef and Howard Drive Elementary
- Crimes/Calls for Service:
    - 0 Auto Thefts
    - 0 Commercial Burglaries
    - 0 Residential Burglaries
    - 6 Vehicle Burglaries
    - 2 Robbery
    - 10 Domestic Dispute/Disturbance
    - 5 Baker Acts
    - 59 Crashes

November Upcoming Events

- DARE classes at Henry E. Perrine, Coral Reef, and Howard Drive Elementary schools.
- DARE Graduation at Coral Reef Elementary.

- Officer Friendly classes begin at Howard Drive, Coral Reef, and Henry E. Perrine Elementary schools.
- First Aid refresher class to our officers
- Southeast Florida Crime Prevention Association monthly meeting
- Citizens Crime Watch monthly meeting.
- Youth Crime Watch meetings will be held at Howard Drive and Coral Reef Elementary Schools

PLANNING & ZONING

September

- Met with various property owners and applicants.
- Coordinated and attended meetings with each Council member and the Economic Development Strategic Plan consultant for one-on-one discussions.
- Participated in the evaluation and selection of a design-build team for Coral Reef Park with special focus on the Village's LEED Green Building requirements.
- Met with a representative of Community of Excellence for an overview of the program.
- Drafted RFQ language for Safe Streets for All grant.
- Extensive coordination regarding the implementation of the business tax receipt software.
- Staff continued to work with consultants to update the Comprehensive Plan. A draft of the Comprehensive Plan was presented at the September 18, 2023, Zoning Hearing.
- Director Siegel continued to work on the coordination of the Veterans Park plat.
- Director Siegel continued to provide support to outside legal counsel regarding various litigation matters.
- Director Siegel and Resilience Coordinator attended the Tree Board meeting to solicit feedback on updates to the Landscape Ordinance.
- Director Siegel continued to review existing building and permitting contractual services and restructuring of CED divisions and improving process flow and internal communications.
- Director Siegel continues to work with department staff to identify improvements to internal procedures and development review processes.

Reviews, Applications, and Public Meetings

- Zoning Hearing Applications Received:
    - AV-23-002 / John and Krystina Munoz/ 7921 SW 144 Street / Variance requesting approval of an additional bedroom that consists of the side setback of 12' where 15' is required and rear setback of 20' where 25' is required.

- September 11, 2023 - Regular Council Meeting Items
    - CGA Contract for Building Division Permitting and Inspection Services
    - Second Reading of Zoning Application Fees

- September 18, 2023 – Zoning Hearing
    - V-23-007 Christ Fellowship Sign Variance: Passed
    - RZ-23-007 Palmetto Bay Live Local Act Response: Passed

- Comprehensive Plan Discussion

- September 11, 2023 – Resiliency Committee Meeting
  - Updates on Responsibility Matrices
  - Discussion on potential projects for Committee members

- September 14, 2023 – AIPP Board Meeting
  - Discussion on Old Cutler Traffic Circle Call to Artist
  - Update on Franjo Road Traffic Circle Art
    - Ribbon cutting anticipated for December 2023

- September 18, 2023 – Tree Board Meeting
  - Landscaping code, members will send feedback for next meeting

- Business Tax:
  - Renewal: 0
  - New: 3
  - Closed: 8

- Building Division
  - Received 198 electronic permits
  - 424 residents and contractors visited the Division
  - 683 Building and Roofing Inspections completed

- Code Compliance Division
  - New electronic system currently working and on track
  - Common violations: property maintenance residential and commercial signage
  - New cases: 40
  - Special Master cases: 26

Upcoming Events

- Fall Recycling Drive-Thru: Saturday, October 14 from 10am-1pm
- Employee Recycling Fair: Friday, October 13 from 9am-11am
- Miami-Dade League of Cities Conference: Wednesday, October 11
- Special Master Hearing: Tuesday, October 17, at 2pm
- Energy Efficiency Day for BE305 Ceremony: Wednesday, October 4, 2023
- Evaluation of Lobbyist Services RFP
- Southeast Florida Regional Climate Change Compact Conference: November 16-17

AGENDA ITEM NO. 6.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Attorney's Office
ITEM TYPE:	Report
AGENDA SECTION:	VILLAGE ATTORNEY'S REPORT
SUBJECT:	Litigation Update
SUGGESTED ACTION:	

ATTACHMENTS:
ATTORNEY REPORT OCTOBER 2023

ATTORNEY REPORT OCTOBER 2023

1. Procurement Memo
2. Sidewalk Release
3. Le? ers to Ygrene/Florida Green
4. Review Volleyball Contract
5. Review and Amend Forte Agreement
6. Review and Amend Pine Rockland Agreement
7. Review Global Direct Agreement
8. Amend Cer? fica? on Le? er
9. Water Main Le? ers
10. Review Fairchild File- Mo? on to Dismiss
11. Review and Amend RFP for Water Main Improvements
12. Review All Public Records Request
13. Memo re: Fairchild
14. Medical Marijuana Zoning
15. Sidewalk Release
16. Amend CG&A Project Agreement
17. Review Medical Marijuana Ordinance
18. Review and Amend Sub-Basin Agreement
19. Review Sub-Basin Grant Disclosure
20. Re- Review and Amend Sub-Basin Agreement
21. Amended Israel Resolu? on
22. Amended Educa? on Commi? ee Resolu? on



AGENDA ITEM NO. 7.B

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Clerk's Office
ITEM TYPE:	Report
AGENDA SECTION:	VILLAGE CLERK'S REPORT
SUBJECT:	Update: Vote-by-Mail Request for 2023-2024
SUGGESTED ACTION:	
ATTACHMENTS:	

AGENDA ITEM NO. 8.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Clerk's Office
ITEM TYPE:	Report
AGENDA SECTION:	BOARD AND COMMITTEE REPORTS
SUBJECT:	Notice: Member Solicitation (Art-in-Public Places Advisory Board)
SUGGESTED ACTION:	

ATTACHMENTS:
Notice-AIPP Member Solicitation

MEMBERS WANTED
ART-IN-PUBLIC PLACES ADVISORY BOARD ("AIPP")

Have a knack for art? Join the Art-in-Public Places Advisory Board. The Village of Palmetto Bay is accepting applications for prospective board members.



Purpose:

The purpose of the Village of Palmetto Bay Art in Public Places (AIPP) Program is to promote the general welfare by encouraging pride in the community, increasing property values, enhancing the quality of life through artistic opportunities, uniting the community through shared cultural experiences, and creating a cultural legacy for future generations through the collection and exhibition of high-quality art pieces that reflect diverse styles, chronicling history through the collection of artifacts, documents and memorabilia that will acknowledge the past and create programs and activities that will further these goals

The State of Florida Sunshine Laws and Public Records Law binds this board. The board meets, at a minimum, the second Thursday of every other month at 6:00 p.m. at Village Hall Municipal Center.

Duties:

The board shall review and propose artwork items to be acquired under the village's art in public places program. The board shall issue a recommendation to the village council for all artwork program acquisitions in accordance with this division. The board shall oversee the public education, and curatorial aspects of the program. The board shall screen submissions and will recommend to the village council for final authorization for each acquisition not more than three possible selections, which may be existing works of art or new commissions.



Membership/Term Limits/Qualifications:

The AIPP board shall consist of seven (7) members. Each Councilmember, the Manager, and the Planning and Zoning Director shall each nominate a member, and the Village Council shall vote on the selection of each member.

The board members shall serve for four (4) years, under staggered terms, serving without compensation. Each board member must be knowledgeable in one of the identified fields of: fine art, be employed by any art dealer, art gallery, artists' representative, museum, or other entity which derives income from the sale or display of artwork, be a professional in the field of art, architecture art history, architectural history, urban planning, landscape architecture, interior design, graphic or product design, or possess a minimum of a bachelor's degree in said field from an accredited university, or be involved in an art program within the community.

To ensure a balanced and diverse board it is recommended, but not required, that two of the board members be from the following professions: architect (landscape architect, architect, architectural historian, or urban planner), a skilled professional in the field of fine art (fine art history, art dealer, art gallery, artists' representative, museum curator, etc.), an interior designer, or a professor of art or art history.

Residents interested in applying to serve on the PRCOC must submit an Advisory Board/Committee Application to the Office of the Village Clerk at: clerk@palmettobay-fl.gov.

The application can be obtained from the Village Clerk or the Village website at: www.palmettobay-fl.gov.

For additional information and inquiries, please contact Missy Arocha, Village Clerk, at (305) 259-1234 or at clerk@palmettobay-fl.gov.

AGENDA ITEM NO. 8.B

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Clerk's Office
ITEM TYPE:	Minutes
AGENDA SECTION:	BOARD AND COMMITTEE REPORTS
SUBJECT:	Parks & Recreation Committee Meeting (May 11, 2023)
SUGGESTED ACTION:	

ATTACHMENTS:
Minutes-PRCO-2023-05-11

MINUTES
VILLAGE OF PALMETTO BAY
PARKS & RECREATION COMMITTEE MEETING
Thursday, May 11th, 2023 – 7:00 p.m.

Committee Members in Attendance:

- Leo Llinas - Chair
- Sheila Frazier – Secretary
- David Greenwell
- Ed Feller
- Fanny Carmona, Director of Parks & Recreation Dept.
- Patrick Fiore, Council Liaison

1. **Call to Order and Roll Call –** The meeting began at 7:02 p.m.

2. **Public Comments, including comments from Village Council, Village Manager or staff**

   A. Cathy Jivesh, Cindy Hewitt, Jennifer Santino, Alba Stansu, residents of Palmetto Bay, came to discuss agenda item B, cats in Coral Reef Park.
      i. They and others have been actively involved with the feeding and trapping for medical care of the cats for years at their own expense. It was stated our Village Manager is aware of these activities as they are performed after dark when the park is closed and gave permission though this was not known by all Council Members or this committee.
      ii. David shared there are kittens in the pine rockland area.

   B. Sheila displayed a photograph sent by a resident of dogs in Palmetto Bay Park during Saturday soccer even though there are signs stating no dogs in the parks.

3. **Approval of Minutes:**
   A. Thursday, April 6, 2023, minutes were approved unanimously.

4. **Old Business**
   A. Ed addressed his concern that his suggestion of an open-air pavilion at Thalatta was not known by the Parks Master Plan consultants. Fanny assured him as it is included in their recommendations.

   B. Sheila mentioned the current concern by all about the status of animals in the parks so this might be an apt time to bring forward to the council this committee's recommendation to rescind a prior council's Ordinance 2016-127, to allow dogs in the

parks for special events - example: Farmers Market. Patrick stated he will bring up at the next COW.

5. Discussion of Agenda Items

A. Fanny provided preliminary detailed recommendations in a brochure by the Master Plan consultants. She has a meeting with them next week to finalize what will be presented to the council.

i. Overview: 1 acre Village property by Palmetto Bay Park will become pickleball courts with parking, office, and bathroom.
ii. Palmetto Bay Park would have a small dog park by the Public Service building and Park Dr., a splash pad, and other recommendations by residents. No extra softball fields. The parking issue was raised.
iii. Coral Reef Park: racquetball courts converted to pickleball and a third volleyball court.
iv. Ludovici: new bathroom. Ed suggested reaching out to the schools to promote usage of the bandshell with band recitals and other programs.
v. Thalatta Estate: plans need work per Fanny.
vi. Dog Park would get a bathroom.
vii. The Woods: IRC will remove invasive trees next month.
viii. Veterans Park appeared with lots of foliage. The parking issue was raised. Per Fanny the American Legion agrees to provide extra parking. A presentation at a council meeting is the next step.

B. Cats in the park: Fanny said it is her view that animals in the parks are not to be fed as stated on the signs. She is not aware of any understanding between the Village Manager and residents who addressed this committee earlier. She will get clarification from the Manager and report back at our next meeting.

C. This committee is short of one member. The Vice Mayor has yet to appoint a new member.

6. NEW BUSINESS

A. None

7. REQUESTS FOR ASSISTANCE TO VILLAGE COUNCIL AND VILLAGE MANAGER

A. None

8. Selection and list of discussion items for next meeting June 1, 2023, at 7 p.m.

A. None

9. Adjournment – Time unknown.

The meeting minutes were prepared and written by: Sheila Frazier

AGENDA ITEM NO. 8.C

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Clerk's Office
ITEM TYPE:	Minutes
AGENDA SECTION:	BOARD AND COMMITTEE REPORTS
SUBJECT:	Parks & Recreation Committee Meeting (June 1, 2023)
SUGGESTED ACTION:	

ATTACHMENTS:
Minutes-PRCO-2023-06-01

MINUTES

VILLAGE OF PALMETTO BAY

PARKS & RECREATION COMMITTEE MEETING

Thursday, June 1, 2023 – 7:00 p.m.

Village Hall Municipal Center, 9705 E. Hibiscus Street, Palmetto Bay, FL 33157

Committee Members in Attendance:

Leo Llinas - Chair
Sheila Frazier – Secretary
David Greenwell
Ed Feller
Fanny Carmona, Director of Parks & Recreation Dept.
Patrick Fiore, Council Liaison

1. **Call to Order and Roll Call –** The meeting began at 7:00 p.m.

2. **Public Comments, including comments from Village Council, Village Manager or staff**
   A. There were no public comments.

3. **Approval of Minutes** –
   A. May 11, 2023, Minutes were not available. The minutes will be submitted at next meeting for approval.

4. **Old Business**
   A. Clarification from Fanny the Village Manager's position regarding volunteer residents' interaction with the cats in Coral Reef Park. He agreed to all except feeding.

5. **Discussion of agenda items**
   A. Fanny was able to make changes to the Parks Master Plan which will be submitted to the council in July.
   B. Patrick reminded the committee about budget hearing on June 28, 2023, and suggested funding for pocket parks. He will also address at the COW this committee's recommendation to rescind ordinance 2916-127 which permits dogs in the parks for special events.

6. **NEW BUSINESS**
   A. None

7. **REQUESTS FOR ASSISTANCE TO VILLAGE COUNCIL AND VILLAGE MANAGER**
   A. None

8. **Next Meeting:** Thursday, September 7, 2023, at 7:00 p.m.

9. **Adjournment:** Time unknown. *Prepared by: Sheila Frazier*

AGENDA ITEM NO. 8.D

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Clerk's Office
ITEM TYPE:	Minutes
AGENDA SECTION:	BOARD AND COMMITTEE REPORTS
SUBJECT:	Youth Community Involvement Task Force Meeting (September 29, 2023)
SUGGESTED ACTION:	

ATTACHMENTS:
Minutes-YCITF-2023-09-29

MINUTES
Youth Commuinity Involvement Task Force Meeting
Friday, September 29, 2023

- Roll call & Acknowledgement of visitors
- Approval of Minutes
    a. May 31, 2023- Approved
- Public Comments- No public comments.
- Welcome and Introductions- Everyone introduced themselves
- Selection & appointment of Vice Chair
    - 5 applicants- Madeline Whole, Sophie Davis, Alexandra Morgotto, Jonathan Maddis, Gabriella Alvarez
    - Sophie Davis- appointed as Vice Chair via group majority vote
- Selection & appointment of Vice Secretary-
    - 6 applicants- Natalie Rodriguez, Madeline Whole, Alexandra Morgotto, Brooke Barnett, Jonathan Maddis, Gabriella Alvarez
    - Natalie Rodriguez- Appointed as Vice Secretary via group majority vote
- Member Agreement & Responsibilities
    - Distributed agreement
    - Attendance- Cannot miss more than three meetings unexcused
    - 25 points by May 2024
        - required to complete the program- various ways to acquire points listed in aggreement
    - List of scheduled meetings included in the agreement
    - Turn in to Fanny Carmona both physically and digitally
- Calendar of Events & Meetings
    - Cannot help with the Princial's Welcome Breakfast (during school hours)
    - Next YTCIF meeting- 10/27/23
    -
- Fall Recycling Drive- October 14, 2023 from 10 AM - 1 PM
    - Any business/residence of Palmetto Bay can go for free
    - Recycle anything that may be problematic- electronics, hazardous waste, documents, clothing, etc.
- Water Quality Project- Water quality testing in canals/bay
    - Can reach out to Andrea (Reslience Coordinator for Palmetto Bay)
- 2023 FL League of Cities Youth Council Video Competition (Deadline Nov 10, 2023)
    - Going against other youth councils in Florida
    - Youth board would create a video explaining what makes Palmetto Bay great!

    - Idea- film planned activities (movie night, volunteer fair, etc.)
    - Lorenzo will handle the video editing
    - Go out to these events and help us win!
    - Share other ideas via email chain (reply all) or may recreate whatsapp groupchat
    - Get video content done before October meeting
- Village's Halloween Trick-or-Treat & Movie Night (Saturday, October 28, 2023, and CRP)
    - Volunteers will help decorate the tent, distribute candy to trick-or-treaters
    - Opportunity to earn points
    - Volunteers do not have to be a part of the council
- Volunteer Fair @ Ludovici Park 10-14-23
    - Volunteering Miami hosting
    - 1 - 4 PM
    - Interact with leaders of non-profit organizations
    - Need volunteers to help run the event
    - Makes good connections
- Break Out Groups- Discussion of Projects
  Last year successes:
    - Mangrove Cleanup- very successful
    - Teen Drive-in movie night
    - Kickball Team- fundraiser for cystic fibrosis
  New Ideas- will send a form on whatsapp to vote on top ideas
    - Toy Drive
    - Haunted House
    - Trunk-or-Treat
    - Pickleball teen tournament- favorite of the group
        - $5 per team entry, food trucks, etc.
    - Green Roofs (putting grass on roofs)
    - Community gardens
    - Free tutoring for K-12 students
    - Seminars offered to teenagers for post-highschool issues (financil literacy, home jobs, etc.)
- Old Business- No old business
- New Business- Discussed
- Requests & recommendations to the Village manager
    - Advisory boards built to discuss ideas with directors, who will pass onto the council.
    - People in the Palmetto Bay government may be able to visit and speak with the board!

    - Mayor Cunningham is happy to write letters of recommendations to seniors applying to college
    - Missy can help with any questions on resume-building
- List of Discussion Items for the next meeting scheduled for October 27, 2023, at 4:00 PM
    - Have a draft of the youth council video completed
    - Attend events scheduled before the next meeting- text Lorenzo for any questions
    - 250-word summary for the video
    - Three winning projects
    - Summary of October events that were an option to volunteer for
- Adjournment on Friday, September 29, 2023, at 5:37 PM

AGENDA ITEM NO. 10.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Council
ITEM TYPE:	Ordinance
AGENDA SECTION:	ORDINANCES FOR SECOND READING AND PUBLIC HEARING
SUBJECT:	AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AMENDING THE CODE OF ORDINANCES AT DIVISION 3, ADVISORY BOARDS AND COMMITTEES", AT SECTION 2-58 STYLED "MEMBERSHIP LIMITATIONS"; AT SECTION 2-59, STYLED "TERM OF OFFICE" AND AT SECTION 2-65, STYLED "AGENDA"; PROVIDING FOR CODIFICATION AND AN EFFECTIVE DATE. *(Sponsored by Mayor Karyn Cunningham) (Passed on First Reading on October 2, 2023-Regular Council Meeting)*
SUGGESTED ACTION:	

ATTACHMENTS:

Ord-Amending Division 3-Committee

ORDINANCE NO. 2023-___

AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AMENDING THE CODE OF ORDINANCES AT DIVISION 3, ADVISORY BOARDS AND COMMITTEES", AT SECTION 2-58 STYLED "MEMBERSHIP LIMITATIONS"; AT SECTION 2-59, STYLED "TERM OF OFFICE" AND AT SECTION 2-65, STYLED "AGENDA"; PROVIDING FOR CODIFICATION AND AN EFFECTIVE DATE. (*Sponsored by Mayor Karyn Cunningham*)

WHEREAS, Division 3 of the Code of Ordinances prescribes the rules and scope of the respective advisory boards and committees of the Village; and

WHEREAS, the Council wishes, pursuant to Section 2-65, to establish the authority of the Chairs to set the agenda for meetings; and

WHEREAS, provisions of Section 2-58 and Section 2-59 are in conflict and the Council wishes to establish one procedure to remove a committee or board member.

NOW, THEREFORE, THE FOLLOWING ORDINANCE IS HEREBY ENACTED BY THE VILLAGE OF PALMETTO BAY, FLORIDA:

Section 1. The above recitals are incorporated as if set forth in full.

Section 2. Section 2-59(e) is amended by repeal in its entirety:

~~Section 2-59 (e): If at anytime, a member of the Village Council desires the removal of a member of the committee, said removal shall occur via resolution with majority vote.~~

Section 3. Section 2-65 (b) is amended as follows:

(b): The agenda format for all subsequent meeting, within three business days after the conclusion of an advisory board or committee meeting, the chairperson or secretary of the board or committee shall

Additions shown by underlining and deletions shown by ~~overstriking~~.
"***" indicates portions of code excluded.

submit to the Village Clerk the meeting minutes and the next meeting agenda as prepared by the Chair.

Section 4. Section 2-65 (d) is amended as follows:

(d) The agenda draft period during which items may be added to the agenda on the same date that the Village Clerk emails the minutes and the next meeting agenda to the board or committee members, Village Council and Village Manager. The draft agenda draft period closes at noon on the first business day of the eight business days before the next committee meeting. During the agenda draft period, board and committee members, Village Council and Village Manager may add items to the agenda ~~by submitting the items to the Village Clerk~~ only upon the approval of the Chair, who shall then submit those approved items to the Village Clerk. ~~The Village Clerk will notify the chairperson and add the submitted items to the agenda.~~

Section 5. Codification. It is the intent of the Village Council and is hereby ordained that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the Village of Palmetto Bay, Florida, that sections of this Ordinance may be numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 6. This Ordinance shall become effective on Second Reading.

PASSED on FIRST READING this ____ day of October, 2023.

PASSED AND ADOPTED ON SECOND READING this ____ day of ____, 2023.

Attest: _____ _____

Missy Arocha	**Karyn Cunningham**
Village Clerk	**Mayor**

Additions shown by underlining and deletions shown by ~~overstriking~~.
"***" indicates portions of code excluded.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____

John C. Dellagloria
Village Attorney

VOTE ON FIRST READING:

Mayor Karyn Cunningham ____

Council Member Steven Cody ____

Council Member Marsha Matson ____

Vice-Mayor Leanne Tellam ____

Council Member Patrick Fiore ____

VOTE ON SECOND READING:

Mayor Karyn Cunningham ____

Council Member Steven Cody ____

Council Member Marsha Matson ____

Vice-Mayor Leanne Tellam ____

Council Member Patrick Fiore ____

Additions shown by underlining and deletions shown by ~~overstriking~~.
"***" indicates portions of code excluded.

AGENDA ITEM NO. 12.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Yvonne Picado, Public Services
ITEM TYPE:	Resolution
AGENDA SECTION:	CONSENT AGENDA
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO SPECIAL EVENTS; APPROVING THE PARTICIPATION OF THE VILLAGE OF PALMETTO BAY AS A SPONSOR OF THE WEST PERRINE DR. MARTIN LUTHER KING, JR., ANNUAL CELEBRATION; AUTHORIZING THE VILLAGE MANAGER TO DISBURSE UP TO $1,000 (ONE THOUSAND DOLLARS) AS PART OF THE VILLAGE'S SPONSORSHIP CONTRIBUTION; PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Public Services Director, Dionisio Torres)*
SUGGESTED ACTION:	

ATTACHMENTS:

Memo-2024 MLK Jr. Festivities
Reso-2024 MLK Jr. Festivities
Attachment A-West Perrine 2023 Sponsorship Letter
Attachment B-West Perrine 2023 Sponsorship Package

To: Honorable Mayor and Village Council

Date: November 6, 2023

From: Nick Marano, Village Manager

Re: Sponsorship for Dr. Martin Luther King Jr. 2024 Holiday Celebration

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO SPECIAL EVENTS; APPROVING THE PARTICIPATION OF THE VILLAGE OF PALMETTO BAY AS A SPONSOR OF THE WEST PERRINE DR. MARTIN LUTHER KING, JR., ANNUAL CELEBRATION; AUTHORIZING THE VILLAGE MANAGER TO DISBURSE UP TO $1,000 AS PART OF THE VILLAGE'S SPONSORSHIP CONTRIBUTION, AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Administration)*

BACKGROUND AND ANALYSIS:

The West Perrine Community Development Corporation is making preparations for the 2024 Dr. Martin Luther King Jr., Holiday Parade and Festivities: January 8-15, 2024. The Village of Palmetto Bay has participated as a corporate sponsor to the West Perrine Community Development Corporation for the annual Dr. Martin Luther King Jr., Holiday Parade and Festivities for many years. The Village of Palmetto Bay believes that supporting this annual event remains a worthwhile endeavor.

The annual West Perrine CDC Dr. Martin Luther King Jr. Holiday Celebration consist of four (4) events that take place over the course of the holiday weekend and are as follows:

Annual "Kick-Off" Breakfast
MLK Business Expo
Annual Commemorative Parade
The Marching Band Extravaganza

The Village is eager to provide support for this worldwide event wherein the local communities honor the legacy of Dr. King and celebrate his birthday and remember his teachings of non-violence and the sanctity of human rights for all.

FISCAL/BUDGETARY IMPACT:

Funding is available and budgeted for this item under “General Government Funds”– in an amount not to exceed $1,000 during Fiscal Year 2023-24.

RECOMMENDATION:
Approval is recommended.

ATTACHMENTS (1):
Attachment A- Sponsorship Opportunities for 2024

RESOLUTION NO. 2023-___

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO SPECIAL EVENTS; APPROVING THE PARTICIPATION OF THE VILLAGE OF PALMETTO BAY AS A SPONSOR OF THE WEST PERRINE DR. MARTIN LUTHER KING, JR., ANNUAL CELEBRATION; AUTHORIZING THE VILLAGE MANAGER TO DISBURSE UP TO $1,000 AS PART OF THE VILLAGE'S SPONSORSHIP CONTRIBUTION, AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Administration)*

WHEREAS, West Perrine Community Development Corporation is making preparation for the annual Dr. Martin Luther King Jr., Holiday Parade and Festivities; and

WHEREAS, the Village is eager to provide support for this worldwide event where local communities honor the legacy of Dr. King and celebrate his birthday, and remember his teachings of non-violence and sanctity of human rights for all; and

WHEREAS, the Village of Palmetto Bay believes that supporting this annual event remains a worthwhile endeavor.

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

Section 1: The Village of Palmetto Bay, Florida, expresses its support of the 2024 Dr. Martin Luther King Jr., Holiday Parade and Festivities happening the week of January 8-15, 2024.

Section 2: The Village Manager is authorized to disburse an amount not to exceed $1,000 for the Village to participate as a Corporate Sponsor.

Section 3: This Resolution shall take effect immediately upon the date of its adoption.

PASSED and **ADOPTED** this 6th day of November 2023.

Attest:

_____	_____
Missy Arocha	**Karyn Cunningham**
Village Clerk	**Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
John C. Dellagloria
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Steve Cody _____

Council Member Marsha Matson _____

Vice-Mayor Leanne Tellam _____

Mayor Karyn Cunningham _____

Living the Dream;
Let Freedom Ring!



Remember! Celebrate! Act!
A DAY ON, NOT A DAY OFF!

OFFICERS

CHAIRMAN
Robert L. Spencer

VICE-CHAIRMAN
Edward Hanna, Jr.

SECRETARY/ TREASURER
Joseph L. Tomlin

ADVISORY BOARD
Percy Anderson
Debra Bellamy
Sam Burley
Larry Corbett
Ron Tookes
Horace Turnbull
James Williams
Arthur Whitehead
Dorothy Zeigler

Building A Better Community

WEST PERRINE
COMMUNITY DEVELOPMENT CORPORATION
THE WEST PERRINE DR. MARTIN LUTHER KING, JR. HOLIDAY CELEBRATION
POST OFFICE BOX 570877 • MIAMI FLORIDA 33257
PHONE: (786) 298-6925

August 5, 2023

RE: Sponsorship Opportunities for the 2024 Annual West Perrine Dr. Martin Luther King Jr. Holiday Celebration

Dear Supporter:

The ***West Perrine Community Development Corporation*** is making preparations for the **2024 Dr. Martin Luther King, Jr. Festivities: January 8 – 15, 2024**. The national theme calls on us to remember the work and legacy of Dr. King, to celebrate his birthday as a national holiday and act on his teachings - in keeping with his principles of nonviolence and human rights.

Since 1980, we have made this celebration a family oriented, community awareness and cultural event. What began as a very small parade... made up of a couple of area high school bands has become a major production, consisting of more than four (4) events over the course of the holiday weekend. Past celebrations include the following:

- **Annual "Kick-Off Breakfast held at the Doubletree Hotel**

(Our past guest speakers included: Rev. Dr. Joseph Lowery, Mr. Carl T. Rowan, Dr. Jawanza Kunjufu, Dr. Robert Ingram, Bishop Victor T. Curry, and Mayor Johnny Ford).

- **MLK Business Expo held at Palmetto Bay Village Center**

This event features over 100 businesses displaying their goods and services. Technical support services were provided and networking opportunities.

- **The Annual Commemorative Parade**

The West Perrine MLK Parade has become a quality production that features dignitaries, area businesses, electrifying performances by high school and college bands; and of course, directly from Nassau, Grand Bahamas Island. The Grand Bahamas Junkanoo Band and The Royal Police Band.

- **<u>The Marching Band Extravaganza (A Festival of Bands)</u>**

This event features the distinguished sounds, moves and grooves of some of South Florida's finest high school marching bands and none other than the World-Famous Florida A&M University Marching 100 Rattler Band and The Bethune Cookman University Marching Wildcat Band.

As we plan for the 2024 MLK Celebration, we are in need of your support -*Sponsorship support*. Sponsorship levels vary and each level is accompanied by a generous package. ***Why should you become a part of this event?*** Some of the benefits to supporting this worthwhile celebration include media exposure promotional/publicity opportunities and community presence. Positive cultural activities have positive effects on communities and the cultures that they represent, which is why we are strongly committed to this event and its meaning. (*See Enclosure*).

Please take advantage of this opportunity to be a part of a worthwhile celebration that seeks to unify the communities of Miami-Dade County on a day when we must ***"Remember! Celebrate! Act!"*** and share in Dr. King's dream of a world united together in harmony fostering the spirit of universal love and brotherhood.

All sponsorships must be received by **November 30, 2023** and should be made payable to: **West Perrine Community Development Corporation (WPCDC), PO Box 570877, Miami, FL 33257**.

Ads must be submitted to: **<u>1epress@bellsouth.net</u>** no later than **November 30, 2023** with the following requirements: ***8.5" x 11", 4/0, CMYK, 300 DPI, either PDF or JPEG format***.

If you have any questions or require additional information, please feel free to contact me at (786) 298-6925.

Sincerely,

Edward Hanna, Jr.

Edward Hanna, Jr.
Committee Chairman

Enclosures:

Dr. Martin Luther King Jr. Holiday Celebration
January 8 – 15, 2024

SPONSORSHIP LEVELS

$10,000 – TITLE SPONSOR

Entitlement includes:
5 VIP Tables (50 tickets) to the MLK Unity Kick-Off Breakfast
50 MLK Souvenir Journals
3 Complimentary Parade Entries in the MLK Parade
Ad Front Cover of the MLK Journal
Your company name and logo as "Title Sponsor" classification
on all promotional materials, press releases and publications
Company name mentioned on all TV & Radio promotions as "Title Sponsor"

$7,5OO – PRESENTING SPONSOR

Entitlement includes:
3 VIP Tables (30 tickets) to the MLK Unity Kick-Off Breakfast
30 MLK Souvenir Journals
3 Complimentary Parade Entries in the MLK Parade
Ad Back Cover of the MLK Journal
Your company name and logo as "Presenting Sponsor" classification
on all promotional materials, press releases and publications
Company name mentioned on all TV & Radio promotions as "Presenting Sponsor"

$5,000 – GOLD SPONSOR

Entitlement Includes:
3 VIP Tables (30 tickets) to the MLK Unity Kick-Off Breakfast
30 MLK Souvenir Journals
3 Complimentary Parade Entries in the MLK Parade
Ad Front Inside Cover of the MLK Journal
Your company name and logo as "Gold Sponsor" classification
on all promotional materials, press releases and publications
Company name mentioned on all TV & Radio promotions as "Gold Sponsor"

$2,500 – SILVER SPONSOR

Entitlement Includes:

2 VIP Tables (20 tickets) to the MLK Unity Kick-Off Breakfast
20 MLK Souvenir Journals
2 Complimentary Parade Entries in the MLK Parade
Ad Back Inside Cover of the MLK Journal
Your company name and logo as "Silver Sponsor" classification
on all promotional materials, press releases and publications
Company name mentioned on all TV & Radio promotions as "Silver Sponsor"

$1,000 – CORPORATE SPONSOR

Entitlement includes:

2 VIP Tables (20 tickets) to the MLK Unity Kick-Off Breakfast
20 MLK Souvenir Journals
1 Complimentary Parade Entry in the MLK Parade
Full Page Ad in the MLK Journal
Your company name and logo as "Corporate Sponsor" classification
on all promotional materials, press releases and publications
Company name mentioned on all TV & Radio promotions as "Corporate Sponsor"

$500 – CHAMPION SPONSOR

Entitlement includes:

1 VIP Table (10 tickets) to the MLK Unity Kick-Off Breakfast
10 MLK Souvenir Journals
1 Complimentary Parade Entry in the MLK Parade

AGENDA ITEM NO. 14.A

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Council
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, EXPRESSING THE VILLAGE'S COMMITMENT TO THE STATE OF ISRAEL AS IT DEFENDS ITSELF AGAINST THE UNPROVOKED ATTACKS BY THE TERRORIST GROUP HAMAS; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Steve Cody)*
SUGGESTED ACTION:	

ATTACHMENTS:
Reso-Stand With Israel

RESOLUTION NO. 2023-___

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, EXPRESSING THE VILLAGE'S COMMITMENT TO THE STATE OF ISRAEL AS IT DEFENDS ITSELF AGAINST THE UNPROVOKED ATTACKS BY THE TERRORIST GROUP HAMAS; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Steve Cody)*

WHEREAS, on October 7, 2023, on the Jewish Sabbath and the Jewish holiday of Simchat Torah, Hamas terrorists in Gaza launched a massive, coordinated, unprovoked terror attack on Israel by air, land, and sea, including firing thousands of rockets into Israeli communities, purposefully targeting innocent civilians; and

WHEREAS, this heinous murderous assault took place shortly after the 50th anniversary of the 1973 Yom Kippur War, which was launched against Israel by a coalition of Arab states led by Egypt and Syria; and

WHEREAS, on October 7, 2023, Hamas breached Israel's border and infiltrated and decimated Israeli communities, burning, gunning down and slaughtering innocent babies, children, women, men, entire families, and the elderly – including Holocaust survivors – in their homes, in their cars, and on the streets; decapitating babies,: gunning down young people celebrating peace at a music festival; raping women; mutilating dead bodies; and abducting innocent civilians and tourists of all ages and holding them hostage; and

WHEREAS, since October 7, 2023, Hamas terrorists have launched more than 5,000 rockets into Israel, deliberately targeting innocent civilians; and

WHEREAS, on October 7, 2023, Hamas terrorists have killed at least 1,200 Jewish, Christian, and Muslim people and injured 2,900 others; and

WHEREAS, since October 7, 2023, Hamas terrorists have killed at least 27 American citizens in Israel and at least 14 American citizens remain unaccounted for; and

WHEREAS, Hamas is a U.S. designated Foreign Terrorist Organization; and

WHEREAS, Hamas' stated purpose, as reflected in its Charter, is the annihilation of the Jewish State of Israel and the murder of Jews; and

WHEREAS, the atrocities committed by Hamas are acts of pure evil, constituting the worst attack against the Jewish people since the Holocaust; and

WHEREAS, the Village of Palmetto Bay has a large Jewish-American and Israeli-American community residing in the Village who have been affected by the unprovoked Hamas terror on the State of Israel; and

WHEREAS, The Village of Palmetto stands in solidarity with the Jewish community; and

WHEREAS, the Israeli citizens and families of the slain, abducted, and injured are imploring people around the world to amplify their voices; and

WHEREAS, The Village of Palmetto Bay hereby declares that the Village Council hears them, sees them, and will continue to shed light on this unimaginable horror.

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

Section 1. That the Village of Palmetto Bay stands with Israel as it defends itself against the barbaric, deplorable, and unprovoked war launched by Hamas.

Section 2. That the Village of Palmetto Bay affirms Israel's right and duty to defend herself and to defend and protect its people, as any nation would and should do.

Section 3. That the Village of Palmetto Bay condemns the pro-Hamas protests throughout the country, colleges, and universities.

Section 4. That the Village of Palmetto Bay unequivocally

condemns Hamas for its brutal, evil, and unprovoked attack on Israel.

Section 5. That the Village of Palmetto Bay calls on Hamas to immediately cease its violence and terrorism and swiftly and safely release all hostages.

Section 6. That the Village of Palmetto Bay mourns all those who were killed and injured in Hamas' depraved and unprovoked attack on Israel, and extends its sympathy and compassion to all those who have lost loved ones, family, and friends.

Section 7. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 6th day of November, 2023.

Attest: _____ _____

Missy Arocha	**Karyn Cunningham**
Village Clerk	**Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____

John C. Dellagloria
Village Attorney

FINAL VOTE UPON ADOPTION:

Mayor Karyn Cunningham ___

Council Member Steve Cody ___

Council Member Marsha Matson ___

Vice-Mayor Leanne Tellam ___

Council Member Patrick Fiore ___

AGENDA ITEM NO. 14.B

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Council
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ESTABLISHING A "SLEEP SAFELY" PROGRAM TO PROVIDE BED RAILS FOR SENIOR RESIDENTS, WHICH COUNCILMEMBER MARSHA MATSON WILL DELIVER TO THEM, TO PROVIDE A MEASURE OF SECURITY AND PREVENTION FROM FALLING FROM A BED; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*
SUGGESTED ACTION:	

ATTACHMENTS:
Reso-Sleep Safely

RESOLUTION NO. 2023-___

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ESTABLISHING A "SLEEP SAFELY" PROGRAM TO PROVIDE BED RAILS FOR SENIOR RESIDENTS, WHICH COUNCILMEMBER MARSHA MATSON WILL DELIVER TO THEM, TO PROVIDE A MEASURE OF SECURITY AND PREVENTION FROM FALLING FROM A BED; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*

WHEREAS, the Village of Palmetto Bay has demonstrated its commitment to seniors' wellbeing by providing a variety of activities, exercise classes, and field trips; and

WHEREAS, 18.3% of Palmetto Bay residents are 65 and older, according to the 2022 United States Census, with a projected growth increase by 2027 of 71.3% for ages 65-74 and 80.8% for 75+; and

WHEREAS, according to the Centers for Disease Control, one in four seniors will fall at least one time per year with one in five falls resulting in serious injury like head trauma or broken bones, with falls being the leading cause of injury-related deaths; and

WHEREAS; a hip fracture is one of the most serious injuries from falls, with three-quarters occurring in women; and

WHEREAS; a bed rail is a common solution that protects a senior from injury or death if he/she rolls off the bed while sleeping; and

WHEREAS, a bed rail can also help a senior get out of bed, stand up despite mobility problems, give support as a hand bar, assist with balance, and ease psychological stress about falling; and

WHEREAS, Councilmember Marsha Matson is a senior, who fell from her bed, broke her neck, fractured vertebra, and now desires to help prevent Village seniors from suffering falling injuries with a secure bed rail; and

WHEREAS, in recognition by the Village of the importance of safety for its senior residents, the Village Council authorizes the Village

Manager to spend up to Seven Thousand ($7,000) dollars for the "Sleep Safely" program.

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

Section 1. The above recitals are incorporated as if set forth in full.

Section 2. The Village Council authorizes Seven Thousand ($7,000.00) dollars for the "Sleep Safely" program to provide one (1) bed rail per Palmetto Bay senior resident.

Section 3. Eligibility is based on the senior being sixty-five (65) years of age or older and a resident of the Village of Palmetto Bay.

Section 4. The Village Manager is hereby directed to purchase bed rails up to the appropriated amount, which will be delivered by Councilmember Marsha Matson to senior residents, with one (1) bed rail per senior resident upon proof of age and residence in the Village.

Section 5. A caregiver, neighbor, friend, family member, social service staff member, or faith-based staff member may request (1) bed rail per Palmetto Bay senior upon proof of the senior's age and residence in the Village, upon which Councilmember Marsha Matson will deliver the bed rail to the senior resident.

Section 6. The Manager shall encourage participation in the program through advertisements on the Village's social media and website urging interested persons to contact Councilmember Marsha Matson at 786-454-0075 or mmatson@palmettobay-fl.com for delivery to the senior resident.

Section 7. Effective Date. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this 6th day of November, 2023.

Attest: _____ _____

Missy Arocha **Karyn Cunningham**
Village Clerk **Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
John C. Dellagloria
Village Attorney

FINAL VOTE UPON ADOPTION:

Mayor Karyn Cunningham ___

Council Member Steven Cody ___

Council Member Marsha Matson ___

Vice-Mayor Leanne Tellam ___

Council Member Patrick Fiore ___

AGENDA ITEM NO. 14.C

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Council
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING THE EDUCATION ADVISORY COMMITTEE; AMENDING SECTION 4 OF RESOLUTION NO. 2013-81, "COMMITTEE QUALIFICATIONS', AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Mayor Karyn Cunningham)*
SUGGESTED ACTION:	

ATTACHMENTS:

Reso-EAC Qualifications
Exhibit A-Resolution 2012-12
Exhibit B-Resolution 2013-63
Exhibit C-Resolution 2013-81

RESOLUTION NO. 2023-___

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, REGARDING THE EDUCATION ADVISORY COMMITTEE; AMENDING SECTION 4 OF RESOLUTION NO. 2013-81, "COMMITTEE QUALIFICATIONS', AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Mayor Karyn Cunningham)*

WHEREAS, pursuant to Resolution No. 2012-12 ("Exhibit A"), the Village created the Educational Compact Advisory Committee to explore bringing together the collective resources of the Village and Miami-Dade County Public Schools and those of the Village with the goal of creating an Education Compact; and

WHEREAS, pursuant to Resolution 2013-63 ("Exhibit B"), the Village authorized an Education Compact with Miami-Dade County Public Schools; and

WHEREAS, pursuant to Resolution 2013-81 ("Exhibit C"), the Village created the Education Advisory Committee, which addressed, among other requirements, Committee Composition and Qualifications; and

WHEREAS, the Village wishes to amend the qualifications to provide more direct experience and knowledge about our public schools.

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

Section 1. That the above recitals are incorporated as if set forth in full.

Section 2. Existing Section 4 of Resolution 2013-81 is deleted in its entirety.

Section 4. ~~Committee Qualifications: The prospective committee appointee must be a resident of the Village, be knowledgeable about the Miami-Dade County public school; system,~~

~~may have children in public school- elementary, middle, or senior high; may be involved in the applicable parent-teacher association, or other good cause.~~

Section 3. Section 4 of Resolution 2013-81 is amended as follows:

Section 4. Committee Qualifications- The committee is to be composed of five (5) members, a non-voting Council Liaison, a non-voting Staff Liaison, and a non-voting member of the Youth Community Involvement Taskforce. The members shall have experience, training, or knowledge in the field of Education. Appointees must be residents of the Village, with the exception of registered Dade Partner, and cannot be members of any other Village Board, Committee, or Task Force. Appointees must have at least one criteria from the following categories:

(i) a resident who is a parent with a child currently attending a public school in the Village;

(ii) (ii) a resident who has taught for a minimum of three (3) years in a MDCPS public school in Miami-Dade County;

(iii) (iii) a business owner in the Village that is a registered Dade Partner with a public school in the Village;

(iv) a resident with a Bachelor's Degree, or a Master's Degree in Education, Educational Leadership or related education degree and is currently working in or retired from MDCPS.

Section 5. This Resolution shall take effect immediately upon approval.

PASSED AND ADOPTED this 6th day of November, 2023.

Attest: _____ _____

Missy Arocha	**Karyn Cunningham**
Village Clerk	**Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____

John C. Dellagloria
Village Attorney

FINAL VOTE UPON ADOPTION:

Mayor Karyn Cunningham ___

Council Member Steven Cody ___

Council Member Marsha Matson ___

Vice-Mayor Leanne Tellam ___

Council Member Patrick Fiore ___

RESOLUTION NO. 2012-12

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO AD HOC ADVISORY BOARDS; CREATING THE EDUCATIONAL COMPACT ADVISORY COMMITTEE; PROVIDNG FOR TRANSMITTAL; PROVIDING AN EFFECTIVE DATE. [Sponsored by Mayor Shelley Stanczyk].

WHEREAS, the Village of Palmetto Bay (the "Village") would like to partner with Miami-Dade County Public Schools (the "District") to bring together each organization's collective resources for the benefit of the students and residents within the Village; and,

WHEREAS, to accomplish this goal, the Village Council desires to explore a possible educational compact with the district; and,

WHEREAS, the Village Council also desires to create a committee in order to assist the Village in preparing such a compact within the district; and,

WHEREAS, the Village Council finds that this resolution is in the best interest and welfare of the residents of the Village; and,

WHEREAS, the Mayor and Village Council desire to create the ad hoc Educational Compact Advisory Committee.

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

Section 1. Recitals. The above recitals are true and corrected and are incorporated herein by this reference.

Section 2. Educational Compact Advisory Committee Created. The Village Council creates a citizen committee, to be known as the Educational Compact Advisory Committee, to study, advise, prepare and make recommendations to the Village Council regarding a proposed educational compact with the district. The Committee shall prepare a final report and present the finding to the Village Council.

Section 3. Composition of Committee. The committee shall consist of five (5) citizens of the Village. Each member of the Village Council shall appoint one person to the committee. The Mayor shall act as the ex officio, non-voting member or council liaison to the Committee.

Section 4. Committee Qualifications. The prospective committee appointee must be a resident of the Village, be knowledgeable about the Miami-Dade County public school system; may have children in public school - elementary, middle or senior high; may be involved in the applicable parent-teacher association; or other good cause.

Section 5. Sunset. The Committee shall sunset the sooner of either the creation of the report to the Village Council or eighteen months, whichever date comes first.

Section 6. Board Reports. Unless otherwise provided by the Village Council, the Committee report, which is to be presented to the Council shall include the following components:

(a) Name. The name of the committee making the report, a listing of officers, and an attendance table including members and any other person(s) who attended the meetings, all agendas, minutes, staff reports, and any other documents that were reviewed by the Committee. This information may be compiled in a separate document.

(b) Methodology. The report shall include a description of the way in which the Committee undertook its charge.

(c) Facts found. The report shall include the facts uncovered or information obtained.

(d) Recommendations. The report shall include the recommendations of the Committee, preferably in a form suitable for framing of a motion for the Village Council to consider.

(e) Signatures. All members of the Committee who concur with the report must sign the report. The Chair may sign the report only if a majority of the members of the Committee approve the report and authorize the chair to sign. Those members who do not concur with the report shall be listed as dissenting members. The dissenting members may submit their own report(s) in the same format as presented above.

Section 7. Compliance with Village Ordinances and Sunshine Laws. All Committee meetings shall comply with the Village Ordinances concerning meeting notices and the Florida Sunshine Law, Section 286.011, Florida Statutes. Written minutes shall be promptly prepared and kept of all committee meetings and shall be submitted to the Village Clerk who shall be responsible for the preservation of such minutes. No meetings may be held without proper notice. The Committee shall meet at least once a month.

Section 8. Board Absences. All committee members who are absent from three (3) regularly scheduled meetings of the committee shall be automatically removed from the Committee. Committee members who are removed through this process may be reappointed by the Village Council member that appointed the committee member.

Section 9. A majority of the committee members shall constitute a quorum. No business shall be conducted unless a quorum is present, other than by a workshop process, which may be invoked when a quorum fails to take place. Any action at the workshop shall be preliminary and non-binding and shall be subject to subsequent ratification by a quorum of the committee at a duly held meeting.

Section 10. The Committee meeting shall provide for public commentary at each scheduled meeting. Public Comments shall be maintained at no more than three (3) minutes per

person, unless the Board or Committee authorizes a different amount of time. (B) The Committee shall not engage in political advocacy or expression.

Section 11. Effective Date. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 6th day of February, 2012.

Attest:

Meighan Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve A. Boutsis,
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore	NO
Council Member Howard Tendrich	NO
Council Member Joan Lindsay	YES
Vice-Mayor Brian W. Pariser	YES
Mayor Shelley Stanczyk	YES

RESOLUTION NO. 2013-63

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AUTHORIZING THE MAYOR TO ENTER AN EDUCATION COMPACT WITH THE MIAMI-DADE COUNTY SCHOOL BOARD; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village's Educational Compact Advisory Board, together with Miami-Dade County School District staff, had prepared a draft Education Compact between the Village and the School Board of Miami-Dade County; and

WHEREAS, the draft of the Education Compact was presented at the July 11, 2013 Regular Council Meeting and unanimously approved for transmittal to the School Board of Miami-Dade County; and

WHEREAS, on September 3, 2013, the Superintendent Alberto M. Carvalho of Miami-Dade County Public Schools presented the Education Compact to the School Board of Miami-Dade County at its regular Board Meeting and the Compact was approved.

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

Section 1. The Mayor, on behalf of the Village of Palmetto Bay, is hereby authorized to enter into the attached Education Compact with the School Board of Miami-Dade County.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of September, 2013.

Attest:

Meighan Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve Boutsis
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore	YES
Council Member Tim Schaffer	YES
Council Member Joan Lindsay	YES
Vice-Mayor John DuBois	YES
Mayor Shelley Stanczyk	YES

VILLAGE OF PALMETTO BAY
EDUCATION COMMITTEE DRAFT COMPACT

Following the blueprint set forth by the formation of Education Compacts between Miami-Dade County Public Schools (District) and other local general purpose governments in Miami-Dade County, the District and the Village of Palmetto Bay (Village) will create a partnership to utilize each organization's collective resources for the greater benefit of the students and the citizens of the Village of Palmetto Bay.

The Village is located in Miami-Dade County. The Village was incorporated on September 10, 2002 and has a total area of 8.8 square miles. The Village is located adjacent to Biscayne Bay and bordered by 136th Street to the North, Biscayne Bay to the East, 184th Street to the South and South Dixie Highway (US1) to the West. The Village is a vibrant, family-oriented community of 23,410 residents (according to the 2010 United States Census). It is widely known as the "Village of Parks" with more than 70 acres of land dedicated to parks.

The Village of Palmetto Bay is home to four District facilities: Coral Reef Elementary School, Howard Drive Elementary School, Dr. Henry E. Perrine Academy of the Arts Elementary School, and Southwood Middle School. These schools are part of the Miami Palmetto Senior High School Feeder Pattern; Miami Palmetto Senior High School is also included in this Compact.

Through this Education Compact, the District and the Village will strive to meet the educational needs of youth in the Village and help to enhance the learning opportunities for all. The Education Compact will include programs and/or projects that can be enriched, expedited, or better realized through collaborative efforts.

The areas of focus in this collaboration include, but are not limited to, student achievement, community involvement, facilities and communications. Additionally, this compact will strive to focus attention on health and wellness promotion. The initial activities, intended outcomes and measures associated with each of these major focus areas are listed below.

STUDENT ACHIEVEMENT

Activities:

1. The District will provide the Village available student aggregated data on its schools based on student measures available to the District.

2. The District and Village will work with Miami-Dade County Public Library branches to incorporate Links to Learning activities, develop community awareness of online learning resources available to students, and increase book selection for students as a major component of the community literacy plan. The Village and District will encourage all students in Compact schools to register for public library cards.

3. The Village will collaborate with the District to explore possible resources to ensure that all students and parents have access to the Districts' online portal and to Links to Learning programs.

4. The Village and District will collaborate to support the Superintendent's Cultural Passport Initiatives for students.

5. The District will explore the feasibility of new program options and increased support of existing program options.

6. The Village and District will explore the feasibility of expanding new curricular enhancements for the Village's elementary schools and middle school that prepare students for high school (subject to the availability of funding).

7. The Village and District will explore funding opportunities to provide technology components beyond technology projects identified by General Obligation Bond (GOB) approved by voters in November 2012 e.g. desktops, laptops, tablets etc.

8. The District will identify key career pathways for students and encourage career appropriate internship opportunities within Village departments and/or in local businesses. The Village will explore developing service-learning opportunities and/or an internship program across municipal departments.

9. The District and Village will explore tutoring and academic enrichment strategies to enhance before- and after-school programs offered at schools and community centers.

10. The Village and District will explore funding to partner with local universities to establish summer programs for students.

11. The Village and District will explore partnerships with entities that provide free financial assistance to help Village students and their families overcome financial barriers that may preclude students from attaining higher education.

12. The Village and District will ensure that all students served by Village schools are given the opportunity to participate in compact activities.

Key intended outcomes:

- Demonstrated learning gains in reading, math, and science
- Increased academic enrichment opportunities
- Increased technology capabilities at schools
- Increased participation in service-learning and/or internship opportunities
- Increased before- and after -school programs
- Increased graduation rates

Measures:

- Aggregated data for Village schools on student measures available to the District and the number of students participating in academic enrichment activities in schools throughout the County
- Number of students in service-learning programs and/or internships
- Number of before- and after-school programs

COMMUNITY INVOLVEMENT

Activities:

1. The Village will support the District's Superintendent Alumni Relations Initiative and engage in community events for compact schools.

2. The Village and the District will collaborate on community engagement initiatives and events.

3. The Village and District will work together to formalize new relationships and to strengthen existing relationships between schools and businesses/ organizations - to bring resources that support academic success (e.g. Dade Partners Program).

4. The District and Village will work together to support internship opportunities for students to pursue with businesses located within the Village.

5. The District and Village will collaborate to foster local business support for educational programs. The Village will explore establishing a Village employee service program for its schools, which will encourage employee participation in school events (e.g. career day, etc.), mentoring programs, and internship opportunities.

6. The Village will collaborate with the District by partnering on grant opportunities to benefit schools and students.

7. The Village will establish an Education Advisory Committee to support the Education Compact. The Village, in conjunction with the District, shall host an annual Education Roundtable to discuss educational issues with various community and business leaders and school/District staff. School PTAs/PTSAs representatives will also be invited to update the community on its priorities.

8. The Village and District will collaborate on activities and communications with schools by encouraging best practices, leveraging of resources and improvement of programs for youth.

9. The Village and the District will collaborate with community organizations to deliver information regarding health and wellness education, prevention and intervention strategies regarding nutrition, physical activity levels, and health maintenance in accordance with the District's Wellness Policy and Youth Safety Initiatives.

10. The Village and District will collaborate to identify and develop relevant workshops through The Parent Academy on topics of importance to Village residents.

11. The Village and District will collaborate on programs aimed at sustaining the safest learning environment for students.

12. The Village and the District will collaborate to enhance opportunities to promote healthy eating options supportive of the District Wellness Policy and healthy school environment initiatives for students in schools and attending Village park youth programs.

13. The Village and the District will support sports and cultural arts opportunities for students by hosting performances and events at schools. The Village will establish a Village Student Arts Recognition Program aimed at recognizing talented students.

14. The District will provide the Village with aggregated School Climate Survey data for schools.

15. The Village and District will collaborate with other local governments to share best practices on behalf of Miami-Dade County's youth.

16. The Village will explore transportation options that will support travel for out-of-school programming.

Key Intended outcomes:

- Increased youth and family program offerings
- Increased youth and community engagement in educational and cultural arts programs
- Increased community and business support for schools
- Increased access to school and Village facilities for community activities
- Increased youth civic engagement with municipal government and local businesses
- Increased collaboration on grant funding opportunities
- Increased number of collaborative grants submitted to benefit students and schools included in the compact

Measures:

- Number of community events and programs offered to Village students and residents
- Number of Village businesses registered as Dade Partners
- Number of public school events held at Village facilities
- Parent satisfaction rates for each school
- Number of municipal government events, meetings and activities providing youth involvement opportunities
- Number of youth participating in workforce service-learning opportunities within Village departments
- Number of collaborative grant applications submitted
- Number of grant awards received

FACILITIES

Activities:

1. The District will provide the Village Council with periodic updates regarding upcoming capital improvement projects for schools.

2. The Village and the District will work together to expand and enhance wireless capability at schools and for the community.

3. The Village and District will collaborate in communicating efforts to "build green," making every effort to adhere to the Leadership in Energy and Environmental Design (L.E.E.D.). The Village will include updated project information with reports to the community.

4. The District and the Village will explore development of classroom facilities that will support enhanced program opportunities related to 21st Century schools.

5. The District and Village will explore collaborative strategies and objectives in regard to the use of school facilities within the Village, subject to School Board Rules.

6. The Village and the District will meet to review all joint-use facility agreements and determine if updates are needed.

Key Intended Outcomes:

- Increased communication and collaboration on school enhancements

- Schools developed and maintained to ensure clean, functional, and positive physical environments
- Village-owned property adjacent to schools will be developed and maintained to ensure clean, functional and positive physical environments
- Increased participation of Village students in enhanced program opportunities
- Increased communication and collaboration on joint-use facility agreements

Measures:

- Number of Capital/Maintenance Projects for Village schools
- Number of schools with Wi-Fi
- Number of LEED facilities or improvements at Village schools
- Number of students participating in enhanced educational programs
- Number of updated joint-use facility agreements

COMMUNICATION

Activities:

1. The Village will work with the District to disseminate information related to educational opportunities and activities by placing information in strategic community locations.

2. The Village and the District will collaborate to support the Village's initiative to enhance education-related communication to its residents by developing an education tab on the Village website with links to Village feeder pattern schools and to the District's resource portals.

3. The Village and the District will collaborate on legislative agendas in support of public education.

4. The Village and the District will provide an annual briefing to the School Board and the Village Council regarding the status of the implementation of this Compact and other issues of interest.

5. The Village will support the District's efforts by distributing information about its programs by supporting school events and providing education links on the Village website.

6. The Village will include a benchmark in its strategic plan to prioritize public education.

7. The Village and the District will explore ways for students to participate in Village broadcasting programs.

Key Intended Outcomes:

- Increased community access to and awareness of Village and District educational information and resources
- Increased collaboration and advocacy on legislative issues pertaining to public education
- Increased communication between Village and District regarding school educational initiatives
- Increased broadcasting opportunities provided to students

Measures:

- Number of legislative priorities supported by the Village and District
- Number of Education Compact meetings and activities
- Number of Village broadcasting opportunities provided to students

RESOLUTION NO. 2013-81

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO AD HOC ADVISORY BOARDS; CREATING THE EDUCATION ADVISORY COMMITTEE; PROVIDING FOR TRANSMITTAL; PROVIDING AN EFFECTIVE DATE. [Sponsored by Mayor Shelley Stanczyk].

WHEREAS, the Village of Palmetto Bay (the "Village"), via Resolution 2013-63, has entered into an Education Compact with Miami-Dade County Public Schools (the "District") to bring together each organization's collective resources for the benefit of the students and residents within the Village; and,

WHEREAS, the Compact contains provisions that may require over-sight, both on the part of defined responsibilities of the Village and of the Miami-Dade County Public Schools; and

WHEREAS, the Village Council also desires to create a committee in order to support the terms of the Compact; and

WHEREAS, the Village Council finds that this resolution is in the best interest and welfare of the residents of the Village; and,

WHEREAS, the Mayor and Village Council desire to create the Education Advisory Committee.

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

Section 1. Recitals. The above recitals are true and corrected and are incorporated herein by this reference.

Section 2. Education Advisory Committee Created. The Village Council creates a citizen committee, to be known as the Education Advisory Committee, to support the provisions of the Education Compact, attached hereto as Exhibit "A".

Section 3. Composition of Committee. The committee shall consist of five (5) citizens of the Village. Each member of the Village Council shall appoint one person to the committee. The Mayor shall be the ex officio, non-voting member/council liaison to the Committee.

Section 4. Committee Qualifications. The prospective committee appointee must be a resident of the Village, be knowledgeable about the Miami-Dade County public school system; may have children in public school - elementary, middle or senior high; may be involved in the applicable parent-teacher association; or other good cause.

Section 5. Board Meetings/Reports. Unless otherwise provided by the Village Council, the Committee shall meet, minimally, each calendar quarter and shall provide subsequent written reports to the Council.

Section 6. Compliance with Village Ordinances, Resolutions, and Sunshine Laws. All Committee meetings shall comply with the Village Ordinances and Resolutions concerning meeting notices and comply with the Florida Sunshine Law, Section 286.011, Florida Statutes. Written minutes shall be promptly prepared and kept of all committee meetings and shall be submitted to the Village Clerk who shall be responsible for the preservation of such minutes. No meetings may be held without proper notice.

Section 7. Board Absences. All committee members who are absent from three (3) regularly scheduled meetings of the committee shall be automatically removed from the Committee. Committee members who are removed through this process may be reappointed by the Village Council member that appointed the committee member.

Section 8. A majority of the committee members shall constitute a quorum. No business shall be conducted unless a quorum is present, other than by a workshop process, which may be invoked when a quorum fails to take place. Any action at the workshop shall be preliminary and non-binding and shall be subject to subsequent ratification by a quorum of the committee at a duly held meeting.

Section 9. The Committee meeting shall provide for public commentary at the beginning of each scheduled meeting. Public Comments shall be maintained at no more than three (3) minutes per person, unless the Board or Committee authorizes a different amount of time. The Committee shall not engage in political advocacy or expression.

Section 10. Effective Date. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 4th day of November, 2013.

Attest:
Meighan Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

Eve A. Boutsis,
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore	YES
Council Member Tim Schaffer	YES
Council Member Joan Lindsay	YES
Vice-Mayor John DuBois	YES
Mayor Shelley Stanczyk	YES

VILLAGE OF PALMETTO BAY
EDUCATION COMMITTEE DRAFT COMPACT

Following the blueprint set forth by the formation of Education Compacts between Miami-Dade County Public Schools (District) and other local general purpose governments in Miami-Dade County, the District and the Village of Palmetto Bay (Village) will create a partnership to utilize each organization's collective resources for the greater benefit of the students and the citizens of the Village of Palmetto Bay.

The Village is located in Miami-Dade County. The Village was incorporated on September 10, 2002 and has a total area of 8.8 square miles. The Village is located adjacent to Biscayne Bay and bordered by 136th Street to the North, Biscayne Bay to the East, 184th Street to the South and South Dixie Highway (US1) to the West. The Village is a vibrant, family-oriented community of 23,410 residents (according to the 2010 United States Census). It is widely known as the "Village of Parks" with more than 70 acres of land dedicated to parks.

The Village of Palmetto Bay is home to four District facilities: Coral Reef Elementary School, Howard Drive Elementary School, Dr. Henry E. Perrine Academy of the Arts Elementary School, and Southwood Middle School. These schools are part of the Miami Palmetto Senior High School Feeder Pattern; Miami Palmetto Senior High School is also included in this Compact.

Through this Education Compact, the District and the Village will strive to meet the educational needs of youth in the Village and help to enhance the learning opportunities for all. The Education Compact will include programs and/or projects that can be enriched, expedited, or better realized through collaborative efforts.

The areas of focus in this collaboration include, but are not limited to, student achievement, community involvement, facilities and communications. Additionally, this compact will strive to focus attention on health and wellness promotion. The initial activities, intended outcomes and measures associated with each of these major focus areas are listed below.

STUDENT ACHIEVEMENT

Activities:

1. The District will provide the Village available student aggregated data on its schools based on student measures available to the District.
2. The District and Village will work with Miami-Dade County Public Library branches to incorporate Links to Learning activities, develop community awareness of online learning resources available to students, and increase book selection for students as a major component of the community literacy plan. The Village and District will encourage all students in Compact schools to register for public library cards.

3. The Village will collaborate with the District to explore possible resources to ensure that all students and parents have access to the Districts' online portal and to Links to Learning programs.

4. The Village and District will collaborate to support the Superintendent's Cultural Passport initiatives for students.

5. The District will explore the feasibility of new program options and increased support of existing program options.

6. The Village and District will explore the feasibility of expanding new curricular enhancements for the Village's elementary schools and middle school that prepare students for high school (subject to the availability of funding).

7. The Village and District will explore funding opportunities to provide technology components beyond technology projects identified by General Obligation Bond (GOB) approved by voters in November 2012 e.g. desktops, laptops, tablets etc.

8. The District will identify key career pathways for students and encourage career appropriate internship opportunities within Village departments and/or in local businesses. The Village will explore developing service-learning opportunities and/or an internship program across municipal departments.

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12. The Village and District will ensure that all students served by Village schools are given the opportunity to participate in compact activities.

Key intended outcomes:

- Demonstrated learning gains in reading, math, and science
- Increased academic enrichment opportunities
- Increased technology capabilities at schools
- Increased participation in service-learning and/or internship opportunities
- Increased before- and after -school programs
- Increased graduation rates

Measures:

- Aggregated data for Village schools on student measures available to the District and the number of students participating in academic enrichment activities in schools throughout the County
- Number of students in service-learning programs and/or internships
- Number of before- and after-school programs

COMMUNITY INVOLVEMENT

Activities:

1. The Village will support the District's Superintendent Alumni Relations initiative and engage in community events for compact schools.
2. The Village and the District will collaborate on community engagement initiatives and events.
3. The Village and District will work together to formalize new relationships and to strengthen existing relationships between schools and businesses/ organizations - to bring resources that support academic success (e.g. Dade Partners Program).
4. The District and Village will work together to support internship opportunities for students to pursue with businesses located within the Village.
5. The District and Village will collaborate to foster local business support for educational programs. The Village will explore establishing a Village employee service program for its schools, which will encourage employee participation in school events (e.g. career day, etc.), mentoring programs, and internship opportunities.
6. The Village will collaborate with the District by partnering on grant opportunities to benefit schools and students.
7. The Village will establish an Education Advisory Committee to support the Education Compact. The Village, in conjunction with the District, shall host an annual Education Roundtable to discuss educational issues with various community and business leaders and school/District staff. School PTAs/PTSAs representatives will also be invited to update the community on its priorities.
8. The Village and District will collaborate on activities and communications with schools by encouraging best practices, leveraging of resources and improvement of programs for youth.

9. The Village and the District will collaborate with community organizations to deliver information regarding health and wellness education, prevention and intervention strategies regarding nutrition, physical activity levels, and health maintenance in accordance with the District's Wellness Policy and Youth Safety Initiatives.

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12. The Village and the District will collaborate to enhance opportunities to promote healthy eating options supportive of the District Wellness Policy and healthy school environment initiatives for students in schools and attending Village park youth programs.

13. The Village and the District will support sports and cultural arts opportunities for students by hosting performances and events at schools. The Village will establish a Village Student Arts Recognition Program aimed at recognizing talented students.

14. The District will provide the Village with aggregated School Climate Survey data for schools.

15. The Village and District will collaborate with other local governments to share best practices on behalf of Miami-Dade County's youth.

16. The Village will explore transportation options that will support travel for out-of-school programming.

Key intended outcomes:

- Increased youth and family program offerings
- Increased youth and community engagement in educational and cultural arts programs
- Increased community and business support for schools
- Increased access to school and Village facilities for community activities
- Increased youth civic engagement with municipal government and local businesses
- Increased collaboration on grant funding opportunities
- Increased number of collaborative grants submitted to benefit students and schools included in the compact

Measures:

- Number of community events and programs offered to Village students and residents
- Number of Village businesses registered as Dade Partners
- Number of public school events held at Village facilities
- Parent satisfaction rates for each school
- Number of municipal government events, meetings and activities providing youth involvement opportunities
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- Number of collaborative grant applications submitted
- Number of grant awards received

FACILITIES

Activities:

1. The District will provide the Village Council with periodic updates regarding upcoming capital improvement projects for schools.

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3. The Village and District will collaborate in communicating efforts to "build green," making every effort to adhere to the Leadership in Energy and Environmental Design (L.E.E.D.). The Village will include updated project information with reports to the community.

4. The District and the Village will explore development of classroom facilities that will support enhanced program opportunities related to 21st Century schools.

5. The District and Village will explore collaborative strategies and objectives in regard to the use of school facilities within the Village, subject to School Board Rules.

6. The Village and the District will meet to review all joint-use facility agreements and determine if updates are needed.

Key Intended Outcomes:

- Increased communication and collaboration on school enhancements

- Schools developed and maintained to ensure clean, functional, and positive physical environments
- Village-owned property adjacent to schools will be developed and maintained to ensure clean, functional and positive physical environments
- Increased participation of Village students in enhanced program opportunities
- Increased communication and collaboration on joint-use facility agreements

Measures:

- Number of Capital/Maintenance Projects for Village schools
- Number of schools with Wi-Fi
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COMMUNICATION

Activities:

1. The Village will work with the District to disseminate information related to educational opportunities and activities by placing information in strategic community locations.

2. The Village and the District will collaborate to support the Village's initiative to enhance education-related communication to its residents by developing an education tab on the Village website with links to Village feeder pattern schools and to the District's resource portals.

3. The Village and the District will collaborate on legislative agendas in support of public education.

4. The Village and the District will provide an annual briefing to the School Board and the Village Council regarding the status of the implementation of this Compact and other issues of interest.

5. The Village will support the District's efforts by distributing information about its programs by supporting school events and providing education links on the Village website.

6. The Village will include a benchmark in its strategic plan to prioritize public education.

7. The Village and the District will explore ways for students to participate in Village broadcasting programs.

VILLAGE OF PALMETTO BAY
EDUCATION COMMITTEE DRAFT COMPACT

Key Intended Outcomes:

- Increased community access to and awareness of Village and District educational information and resources
- Increased collaboration and advocacy on legislative issues pertaining to public education
- Increased communication between Village and District regarding school educational initiatives
- Increased broadcasting opportunities provided to students

Measures:

- Number of legislative priorities supported by the Village and District
- Number of Education Compact meetings and activities
- Number of Village broadcasting opportunities provided to students

AGENDA ITEM NO. 14.D

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Heidi Siegel, Community and Economic Development
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO LOBBYIST SERVICES; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE A CONTRACT NOT EXCEEDING FIFTY THOUSAND ($50,000.00) DOLLARS FOR THE HIGHEST RANKED PROPOSER TO PROVIDE LOBBYIST SERVICES; FURTHER AUTHORIZING THE VILLAGE MANAGER TO APPROVE A CONTRACT FOR THESE SERVICES FOR THE NEGOTIATED AMOUNT; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Village Manager, Nick Marano)*
SUGGESTED ACTION:	

ATTACHMENTS:

Staff Memo-Lobbyist Services
Reso-Lobbyist Services
Exhibit A-Full RFP 2023-00-010
Exhibit B-Continental Strategy
Exhibit C-Gray Robinson
Exhibit D-The Southern Group
Exhibit E-Award Recommendation & Tabulation

To: Honorable Mayor and Village Council

Date: November 6, 2023

From: Nick Marano, Village Manager

Re: Awarding RFP# 2023-00-010 / Lobbyist Services

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO LOBBYIST SERVICES; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE A CONTRACT NOT EXCEEDING FIFTY THOUSAND ($50,000.00) DOLLARS FOR THE HIGHEST RANKED PROPOSER TO PROVIDE LOBBYIST SERVICES; FURTHER AUTHORIZING THE VILLAGE MANAGER TO APPROVE A CONTRACT FOR THESE SERVICES FOR THE NEGOTIATED AMOUNT; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Village Manager Nick Marano)*

BACKGROUND:

On September 28, 2023, the Village of Palmetto Bay released RFP# 2023-00-010 seeking qualified lobbyists to represent the Village locally and in front of the Florida Legislature. The Village routinely meets with the legislators on matters related to legislation and funding for Village Projects.

On October 30, 2023, three (3) proposers responded in a timely manner. An additional firm responded after the advertised deadline. The following firms responded on-time:

- Continental Strategy
- GrayRobinson
- The Southern Group

The firms were evaluated by staff that consisted of Nick Marano, Village Manager, Olga Cadaval, Human Resources and Communications Director, and Heidi Siegel, Community and Economic Development Director.

The following criterion were used in the evaluation process:

- Evaluation Criteria No 1: Experience, expertise and knowledge of legislative process.
- Evaluation Criteria No 2: Experience representing cities and/or counties in Florida.
- Evaluation Criteria No. 3: References indicating ability to work effectively with legislators from both political parties.
- Evaluation Criteria No 4: Familiarity with Miami-Dade County legislative delegation.
- Evaluation Criteria No 5: Familiarity with the Village of Palmetto Bay.
- Evaluation Criteria No 6: Record of no legal/regulatory violations; ability to represent Palmetto Bay on a broad range of issues without significant conflicts of interest.
- Evaluation Criteria No 7: Fee Proposal.

The evaluation committee discussed and ranked each proposal. The final tabulation was as follows:

- Continental Strategy: 195
- GrayRobinson: 240
- The Southern Group: 230

FISCAL IMPACT:
The Village Council has provided up to Fifty thousand ($50,000.00) dollars in the 2023-2024 fiscal budget for lobbyist services.

RECOMMENDATION:
The Village staff recommends that the Village Council authorize the Village Manager to negotiate and approve a contract with GrayRobinson for Lobbyist Services in the amount of fifty thousand dollars ($50,000.00).

ATTACHMENTS:
RFP# 2023-00-010 Released September 28, 2023
Continental Strategies Proposal Dated October 30, 2023
GrayRobinson Proposal Dated October 30, 2023
The Southern Group Proposal Dated October 30, 2023
Evaluation Committee Tabulation Sheets

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO LOBBYIST SERVICES; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE A CONTRACT NOT EXCEEDING FIFTY THOUSAND ($50,000.00) DOLLARS FOR THE HIGHEST RANKED PROPOSER TO PROVIDE LOBBYIST SERVICES; FURTHER AUTHORIZING THE VILLAGE MANAGER TO APPROVE A CONTRACT FOR THESE SERVICES FOR THE NEGOTIATED AMOUNT; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Village Manager Nick Marano)*

WHEREAS, the Mayor, Village Council and Village Administration proactively seeks funding and legislative support from the Florida Legislature; and

WHEREAS, the Mayor, Village Council and Village Administration actively engages with the Miami Dade Board of County Commissioners; and

WHEREAS, the Village desires to engage with a lobbyist to assist with funding request and legislative priorities; and

WHEREAS, on September 28, 2023, the Village of Palmetto Bay released RFP# 2023-00-010 seeking qualified lobbyists; and

WHEREAS, on October 30, 2023, three (3) proposers were found to be responsive to RFP# 2023-00-010; and

WHEREAS, the Village Council has provided up to Fifty thousand ($50,000.00) dollar in the 2023-2024 fiscal budget for lobbyist services; and

WHEREAS, the Village Council has reviewed all submittals.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. The Village Manager is authorized to negotiate and approve a contract not exceeding Fifty thousand ($50,000.00) dollars with _____ to provide lobbyist services.

Section 2. This Resolution shall take effect immediately upon approval.

PASSED and **ADOPTED** this 6th day of November 2023.

Attest:

_____ _____

Missy Arocha **Karyn Cunningham**
Village Clerk **Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____

John C. Dellagloria
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Steve Cody _____

Council Member Marsha Matson _____

Vice-Mayor Leanne Tellam _____

Mayor Karyn Cunningham _____

REQUEST FOR PROPOSAL

Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157

TITLE:

Village of Palmetto Bay - Lobbyist Services

RFP NO.:

2023-00-010

DUE DATE:

Monday, October 30th, 2023 at 10:00 a.m. (Municipal Building)

ISSUED:

Thursday, September 28th, 2023

CONTACT PERSON:

Alessia Bencomo
Finance Department
Procurement Specialist
Procurement Division
abencomo@palmettobay-fl.gov

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SECTION 1.0: Advertisement

Village of Palmetto Bay

REQUEST FOR PROPOSAL (RFP)

Village of Palmetto Bay – Lobbyist Services

No. 2023-00-010

The Village of Palmetto Bay is seeking a Lobbyist that will provide, at the direction of the Village Manager, lobbying services to the Village of Palmetto Bay. The Lobbyist shall assist the Village in preparing its annual legislative priorities and plan; advise, counsel, and represent the Village in legislative matters, further the Village's legislative priorities and may be called upon to pursue funding for municipal projects at the county, state and federal levels of government.

The Village will accept proposals from individuals, law firms, and companies that engage in lobbying services, collectively referred to as "Proposer" and or "Lobbyist".

Sealed proposals will be received by the Village Clerk at, 9705 E. Hibiscus Street, Municipal Building, Palmetto By, Florida 33157, **no later than 10:00 a.m. on or before Monday, October 30th, 2023,** at which they will be publicly opened and announced.

To be considered, all interested parties must request a copy of the bid document(s) which can be downloaded off our website http://www.palmettobay-fl.gov under Bids and RFPs on **Thursday, September 28th, 2023.** Please submit one USB containing a copy of the entire original submission in one (1) sealed package titled **"Village of Palmetto Bay - Lobbyist Services RFP# 2023-00-010"**. The respondent shall bear all costs associated with the preparation and submission of the response to the solicitation. If you have any questions, please contact the Procurement Specialist, Alessia Bencomo at abencomo@palmettobay-fl.gov or 305-259-1234.

The Village reserves the right to reject any and all Proposals, to terminate the process at any time, to waive any informalities or irregularities in any submittal, to award in whole or in part to one or more respondents or take any other such actions that may be deemed in the best interest of the Village. Interested, qualified Proposers can obtain information by contacting the Village of Palmetto Bay, Procurement Specialist at abencomo@palmettobay-fl.gov.

Section 2.0:

Introduction

About the Village of Palmetto Bay

The Village of Palmetto Bay is a vibrant community of more than 24,000 residents who enjoy beautiful surroundings and a family-oriented atmosphere. Situated on the shores of Biscayne Bay, Palmetto Bay offers quick access to unique recreational opportunities and amazing bay vistas. Additionally, the Village is home to excellent public schools, and it is also home to a wide range of exceptional private primary and secondary educational institutions.

Palmetto Bay was incorporated on September 10, 2002. Our Village is confident in its growing role as a first-choice community for raising families and building businesses. With its unique blend of rural, old Florida charm, and an urban sophistication, this fast-growing village has established an enviable balance between quality living and quality growth. That balance is carefully maintained through long-term planning and fiscal responsibility, community involvement, responsible leadership, respect for the environment and strong public and private support for business development. Palmetto Bay reflects the best of South Florida's past, present and future!

Village residents enjoy the benefits of an extensive park system composed of five Village parks and two county facilities. Our parks offer recreational opportunities ranging from active to passive with an array of programs and activities, and even a neighborhood library. The commercial corridor along South Dixie Highway is easily and quickly accessible from any location within Village limits. Restaurants, retail services, and shopping venues - from major chains to family-owned enterprises are among the Village's commercial base.

Palmetto Bay has rightfully become a leader in many facets of community building. The Village has succeeded in building community character by creating a distinct community identity by designing and installing its own unique street signs, completing many traffic and beautification projects, improving customer service, building a solid policing unit, expanding the channels of communications with our residents through social media, a comprehensive website and livestreaming, and improving our Village park facilities and recreational events and programs to the extent that Palmetto Bay is now known as "Village of Parks." Palmetto Bay has also led the way in green initiatives, building the first county-wide LEED-certified park building at Coral Reef Park, followed by the very first Platinum LEED-certified Village Hall in Florida!

Village Boundaries

The Village of Palmetto Bay boundaries extend from the centerline of SW 136 Street, South to the centerline of SW 184 Street: expanding West to the centerline of South Dixie Highway, including the center "commercial island," and east to Biscayne Bay.

2.01

Estimated Schedule

Proposal Phase	Date	Location	Time (If Applicable)
RFP is advertised and issued by Village	Thursday, September 28th, 2023	Posted on Daily Review and Villages' Website	
Last day to Submit Questions	Thursday, October 19th, 2023	Via Email to abencomo@palmettobay-fl.gov	3:00 p.m. EST
Proposal Submission Date	Monday, October 30th, 2023	Village of Palmetto Bay Municipal Center 9705 E. Hibiscus Street Palmetto Bay, Florida 33157	10:00a.m. EST

2.02

Contract Award

A. Proposal Retention and Award

The Village reserves the right to waive non- substantial irregularities in any Proposal, to reject any or all Proposals, to reject or delete one part of the Proposal and accept the other, except to the extent that Proposals are qualified by specific limitations.

B. Contract Requirement.

The Proposer to whom award is made shall execute a written contract with the Village after notice of the award. The contract shall be made in the form adopted by the Village and incorporated in these specifications.

SECTION 3.0: Terms and Conditions for Receipt of Proposals

3.01 Requirement to Meet All Provisions

Each Proposer shall meet the terms and conditions of the REQUEST FOR PROPOSAL (RFP) specifications package to the satisfaction of the Village. By virtue of its proposal submittal, the Proposer acknowledges and agrees with and accepts all provisions of the RFP specifications.

3.02 Inquiries Regarding RFP

Inquiries regarding the RFP, including requests for clarification of the RFP, must be in writing and shall only be directed to:

Alessia Bencomo
Procurement Specialist
Procurement Division
9705 E Hibiscus Street
Palmetto Bay, FL 33157
Email: abencomo@palmettobay-fl.gov

Oral information is not binding on the Village and will be without legal effect. Only questions answered by written addenda will be binding, as set forth in 3.03 below, and may supersede terms noted in this solicitation.

Last date for question submittal is Thursday, October 19th, 2023, at 3:00 p.m.

3.03 Addenda to RFP

The Department may modify or clarify the RFP, prior to the submittal due date, by issuing written addenda. Addenda will be sent via email to the last known address of each person listed with the Department as having received a copy of the RFP for Proposal purposes. The Department will make reasonable efforts to notify Proposers in a timely manner of modifications to the RFP. Notwithstanding this provision, Proposers shall be responsible for ensuring that its submittal reflects any and all addenda issued by the Department prior to the submittal due date regardless of when the Proposal is submitted. The Proposer *shall acknowledge receipt of any addenda by indicating same in their proposal submission*. Failure to acknowledge any addenda may cause the proposal to be rejected.

3.04 Proposal Withdrawal and Opening

A Proposer may withdraw its Proposal, without prejudice prior to the time specified for the Proposal opening, by submitting a written request to the Village Clerk for its withdrawal, in which event the Proposal will be returned unopened. A Proposer who withdraws a Proposal prior to the designated date and time may still submit another

Proposal if done in accordance within the proper time frame. All proposals will be opened and declared publicly.

3.05 Revision of Proposal

At any time during the submittal evaluation process, the Department may require a written clarification of its submittal.

3.06 Reservations of Rights by the Village

The issuance of this RFP does not constitute an agreement by the Village that any award will be issued by the Village. The Village expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, Proposal, or proposal procedure;
- Reject any or all Proposals
- Reissue an RFP;
- Prior to submission deadline to modify all or any portion of the selection procedures to include examiners, committees, deadlines for accepting Proposals, or services to be provided;
- Proposals received after the deadline will not be considered.

3.07 No Waiver

No waiver by the Village of any provision of this RFP shall be implied from any future waiver by the Village to recognize or act on account of any failure to observe any provision of this RFP.

3.08 Cone of Silence

Pursuant to Section 2-138 of the Village Code, all procurement solicitations once advertised and until written award recommendation has been forwarded by the village manager to the Village Council, are under the "Cone of Silence."

The Cone of Silence ordinance is available at:
https://www.municode.com/library/#!/fl/palmetto_bay/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVOFEM_DIV2COINCOET_S2-138COSI.

Any communication regarding this solicitation shall be made in accordance with the Cone of Silence, the entirety of which is incorporated as if fully set forth. Communication between a potential Proposer and the Procurement Specialist named above is exempt from the Cone of Silence, provided that the communication is limited strictly to matters of process or procedure already contained in the solicitation document.

3.09 Submittal and/or Presentation Costs

The Village of Palmetto Bay assumes no responsibility or liability for costs incurred by Proposer prior to the execution of a Contract, including but not limited to costs incurred as a result of preparing a response to this RFP.

Proposers are expected to examine the specifications, delivery schedules, proposal prices and extensions and all instructions pertaining to supplies and services.

3.10 Certification

A Proposer must declare by signing all the required forms included under Section 6.0:

1. Non-Collusive Affidavit
2. Sworn Statement on Public Entity Crimes
3. Disability Nondiscrimination Statement
4. Business Entity Affidavit
5. Ownership Disclosure Affidavit
6. Anti-Kickback Affidavit
7. Statement of Past Contract Disqualifications

3.11 Public Records

Florida law provides that municipal records should be open for inspection by any person under Section 119, F.S. Public Records law. All information and materials received by the Village in connection with responses shall become property of the Village. Personal financial statements are exempt from public records and will be confidential.

3.12 Retention of Responses

The Village reserves the right to retain all Responses submitted and to use any ideas contained in any Response, regardless of whether that Proposal is awarded.

3.13 Statement of Contract Disqualifications

Each Proposer shall submit a statement regarding any past government disqualifications on the form provided in the RFP package.

3.14 Non-Appropriation of Funds

The Village of Palmetto Bay reserves the right to terminate in whole or in part of a Contract in the event that sufficient funds to complete the Contract are not appropriated by the Village of Palmetto Bay's Village Council.

3.15 Property of the Village

All documents produced as a result of any service or project undertaken on behalf of the Village of Palmetto Bay shall become the property of the Village.

3.16 Litigation

All Proposers shall describe any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered, in which the Proposer has been involved in within the last three (3) years.

3.17 Indemnification

The Proposer shall indemnify and hold harmless the Village and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, in which the Village or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from this solicitation and the performance of the Contract to the extent caused by negligence, reckless or wrongful conduct in the performance of the Contract. The Proposer shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Village, where applicable, including appellate proceedings, and shall pay all costs, judgments and attorney's fees which may be incurred at both Trial and Appellate levels. The Proposer expressly understands and agrees that any insurance protection required by the Contract or otherwise provided shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village or its officers, employees, agents, and instrumentalities. This indemnification shall survive the expiration or termination of any agreement contemplated by this solicitation. The Village does not waive its rights under Section 786.28, Florida Statutes.

3.18 Protests, Appeals and Disputes

The procedures and requirements for proposal protests, appeals and disputes are set forth in the Village Code, Sec. 2-175 (o) – (p), the provisions of which are incorporated as if fully set forth herein, which may be found on

www.municode.com:
https://www.municode.com/library/#!/fl/palmetto_bay/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVIFI_DIV2PRCO_S2-175PRPR

3.19 Force Majeure

The performance of any act by the Village or Propose may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such Party, provided however, the Village shall have the right to provide substitute service from third parties or Village personnel and in such event the Village shall withhold payment due to Company for such period of time. If the condition of force majeure exceeds a period of 14 days the Village may, at its option and discretion, cancel or renegotiate the Contract.

SECTION 4.0: Scope of Services

4.01 General

Scope of Services:

The Village of Palmetto Bay is seeking a Lobbyist that will provide, at the direction of the Village Manager, lobbying services to the Village of Palmetto Bay. The Lobbyist shall assist the Village in preparing its annual legislative priorities and plan; advise, counsel, and represent the Village in legislative matters; further the Village's legislative priorities and may be called upon to pursue funding for municipal projects at the county, state and federal levels of government.

The selected Lobbyist shall be contracted on an as needed/as required basis and shall bill and be paid an all-inclusive lump sum fee by initiative or on an hourly rate as agreed. The fee shall be inclusive of all required travel expenses. The Village has budgeted up to $50,000 for FY2023-2024.

All Proposers are advised that the Village intends that all legislative agenda, priorities, actions, and needs of the Village shall take precedence over any other obligations of the Proposer. The Village expects that the successful Proposer shall refrain from undertaking any representation of other parties concerning any legislative matter whose interests are adverse to the interests of the Village. The Village reserves the right to determine in its sole discretion the existence of a conflict of interest or a potential conflict of interest.

The Village requires that the successful Lobbyist must have demonstrated skills to effectively advocate on behalf of the Village and have, as well as a commitment to maintain a reputation that will advance the recognition of the Village as a fiscally responsible municipality that prides itself on its level of services to residents and is known as the "Village of Parks".

The Proposer should have at least five years of recent experience in providing legislative and intergovernmental services or other related experience before legislative and executive branches of government within the state of Florida.

The Lobbyist shall comply with all applicable Florida Statues regarding Lobbyist registration, reporting and related activities including but not limited to obtaining any and all required licenses, permits, certificates of registration, or other approvals necessary or required by law or necessary to provide the services requested.

The successful Lobbyist must have the staff support and administrative resources to comply with all applicable laws, rules, regulations, ordinances, and policies of the State of Florida and any rules of the Florida Legislature.

The Lobbyist shall submit an annual report of accomplishments to the Village Manager for use in determining the cost effectiveness of lobbying efforts. The Village Manager may request a legislative session wrap-up presentation to the Village Council at a public meeting.

Professional services to be provided by the Lobbyist will include, but not limited to analysis, advice, advocacy, facilitation and monitoring as outlines in the following statement of work:

Analysis, Advice and Advocacy

- Identify, review, and analyze all relevant state legislative bills, resolutions, ballot issues, and any legislative matter pertaining to the Legislative Sessions in a timely manner to assist the Village in determining its policy positions.

- Regularly communicate with key legislative committee chairs, members, and staff to inform them of Palmetto Bay's interests and learn about potential legislative developments before they occur.

- Track progress of pertinent legislation regarding subject areas that include: (1) State financial and budget issues that have a potential impact on Village of Palmetto Bay's government operations and finances, (2) State funding and grant opportunities, (3) planning, zoning and land use issues, (4) State-local taxation issues that could affect the Village financially, (5) general government, and (6) Village public official responsibilities, powers and duties.

- Communicate on a regular basis with the Village concerning the status, prospects, movement, opposition, support, etc., of pertinent legislation or proposed regulations. Upon request of the Village Manager, coordinate and participate in scheduled conference calls or meetings with officials and employees of the Village to provide updates on contacts and advocacy efforts made on behalf of the Village. The successful Lobbyist will be available for consultation on a regular basis as requested.

- Provide advice and recommendations and assist with the development of support materials including, but not limited to, correspondence, briefing papers, talking points, written summaries, and materials necessary to develop and implement timely and efficient processes to forecast, screen, review, analyze and respond to legislative matters.

- Represent and advocate, as designated, the Village's position on legislative matters to elected members of the Florida Legislature, state organizations (FDOT, FDC, FDEP, etc.), policymakers, legislative support staff, other lobbyists,

the Governor and staff, other municipal leaders, Florida League of Cities (FLC), or any other designated entity engaging in efforts that may impact the operations or success of the Village of Palmetto Bay.

- The Village's priorities include funding for infrastructure and park improvements; notably, the Village's Veterans' Park.

- Identify and assist the Village in pursuing state and federal programs offering discretionary grant funds.

Facilitation

- As needed, the successful Lobbyist, on behalf of the Village, shall arrange meetings and meet with Florida state executive officials, legislative officials, and other parties to convey, advocate for, and engage in lobbying for the interests of the Village. While in Tallahassee, provide logistical support to the Village representatives.

- When appropriate to advance the Village's interests, the Lobbyist shall coordinate the attendance of elected officers, appointed officers, or employees of the Village at the meetings at the County and/or State level. Organize and schedule visits and testimony by the Village Manager and staff, the Mayor and Council, or Village Attorney when in the best interest of Palmetto Bay and attend and testify before the legislature, committees, governor, or cabinet, as appropriate.

- Recommend development of appropriate coalitions and participation in joint association with other municipalities on common interests and of benefit to the Village of Palmetto Bay and attend key regional meetings of municipalities as needed.

Monitoring

- The successful Lobbyist will monitor the status of any pertinent bills and any key studies being conducted by executive officials, legislative officials, or other state employees concerning any proposed action that may impact the Village of Palmetto Bay.
- The Lobbyist shall monitor the progress of the state budget to determine the potential and final fiscal impacts of the state budget on the Village.

- The Lobbyist shall monitor gubernatorial vetoes and special sessions of the Florida Legislature to determine their impact on the Village.

SECTION 5.0

5.01 Evaluation and Content of Proposals

Submittal Requirements

Each Proposal shall be prepared simply and economically, providing straight-forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Promotional materials are not required. The emphasis in each proposal shall be on completeness and clarity of content. Consistent with the Village's commitment to environmental stewardship, all Proposals shall be in electronic format: one PDF provided on a USB in a sealed envelope with the Proposer's name and the RFP number and title.

To expedite the evaluation of Proposals, it is essential that Proposers follow the format and instructions contained herein.

Proposers must organize their proposals in the following sequential format with title pages separating each section:

1. **Introduction Letter**

- Name and business address of the entity(s) or individual(s) that will be the party to the proposed contract and the Proposer's business telephone number, and e-mail address.

- Number of years that Proposer has served as a lobbyist and include former firm names and year established (if applicable).

- Type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company and list any state in which incorporated) and parent company, if any.

- Disclose whether the proposing entity(s), or any shareholder, member, partner, or officer or employee thereof, is presently a party to any pending litigation or has received notice of any threatened litigation or claim; provided, however, that Proposer need not disclose minor traffic matters.

- Proposals and introduction letter shall be signed by a person with actual authority to bind the Proposer. If it is made by a partnership, it shall be signed with the partnership name and by a general partner and the full name and address of the general partner shall be given.

2. Proposer Qualification & Expertise

- Describe the nature and scope of the Proposer's experience in providing the services described in the Scope of Work.

- Provide registration, certificates and other information related to adherence with Florida Lobbyist Requirements.

- Explanation of any exceptions to this RFP requested by the Proposer. If exceptions are requested, cite the activity involved, the exception taken, and alternate language. If no exceptions are requested, please state so.

- Complete in the following outline format a summary of Proposer's expertise. The same reference may be listed for more than one area of expertise, if applicable. The Village reserves the right to contact Proposer's references, including references not provided by the Proposer.

  The format that must be used is shown below:

Area of Expertise	**Description** *(Provide a brief summary of the work performed and final outcome)*	**Reference** *(Include name of entity, contact person's name, address, phone number and email)*
Land Use and Zoning		
Home Rule Authority		
Transportation/Transit Initiatives		
State Budget/Appropriations		
Public Safety		
Environmental Initiatives		
Election Laws		

Introduction of Legislation		

3. Fee Proposal

The Proposer shall provide a proposed rate of compensation, marked as "Fee Proposal", detailing a comprehensive fee schedule that designates the all-inclusive total flat rate of compensation for a twelve-month term. If the Village determines it to be advantageous, it may extend the term of contract for up to two (20 one-year periods. It is expressly understood and agreed that the obligation of the Village to make payments to the successful Proposer shall only extend to monies appropriated annually by the Village Council and encumbered for the purposes of the approved Agreement.

4. Preparation of Proposals:

PROPOSAL SUBMITTAL CHECKLIST

To be responsive, the Proposer must submit the following items:

One (1) sealed envelope which includes: One (1) USB of your submittal no later than 10:00 a.m. EST October 30th, 2023.

Village of Palmetto Bay
Village Clerk's Office
9705 E. Hibiscus Street
Palmetto Bay, FL, 33157

Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the Proposal submission. A Proposer's failure to include a signed formal Addendum in its Proposal submission may deem its Proposal non-responsive.

Proposal Evaluations and Ranking

The Evaluation Committee will evaluate and rank the Proposals based on the following criteria. Proposers are encouraged to identify and include critical proposal elements and keep their proposals concise:

Criteria	Points
Experience, expertise and knowledge of legislative process	**20**
Experience representing cities and/or counties in Florida	**10**
References indicating ability to work effectively with legislators from both political parties	**20**
Familiarity with Miami-Dade County legislative delegation	**10**
Familiarity with the Village of Palmetto Bay	**20**
Record of no legal/regulatory violations; ability to represent Palmetto Bay on a broad range of issues without significant conflicts of interest	**10**
Fee Proposal	**10**
Total Points	**100**

END OF SECTION

SECTION 6.0: Required Proposal Submittal Forms

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }
}
COUNTY OF MIAMI-DADE } SS:

_____being first duly sworn, deposes and says that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of: _____the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or a sham Proposal;

(4) Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Proposer or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

Signature of Official: _____

Name (typed): _____

Title: _____

Company: _____

Date: _____

Continued on next page.

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____day of, 20___, before me, the undersigned Notary Public of the State of Florida personally appeared_____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Village OF PALMETTO BAY, FLORIDA

By _____

For _____

Whose business address is: _____

And (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a ""public entity crime" as defined In Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction"" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result or a jury verdict, non-jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:
   A. A predecessor or successor of a person convicted of a public entity crime; or
   B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate'" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, ore pooling of equipment or income among persons when not for fair market value under an arm's length

agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered in the presence:

Signature of Official: _____

Name (typed): _____

Title: _____

Company: _____

Date:_____

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____day of, 20___, before me, the undersigned Notary Public of the State of Florida personally appeared_____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

AMERICANS WITH DISABILITIES ACT (ADA)

DISABILITY NONDISCRIMINATION STATEMENT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the VILLAGE OF PALMETTO BAY, FLORIDA

by: _____

(print individual's name and title)

for: _____

(print name of entity submitting sworn statement)

whose business address is:_____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____-_____-_____.)

I, being duly first sworn state: That the above named Proposer is in compliance with and agreed to continue to comply with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature of Official: _____

Name (typed): _____

Title: _____

Company: _____

Date:_____

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____day of, 20___, before me, the undersigned Notary Public of the State of Florida personally appeared_____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

BUSINESS ENTITY AFFIDAVIT

Proposer hereby recognizes and certifies that no elected official, or employee of the Village of Palmetto Bay (the "Village") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Village employee, nor any elected or appointed officer (including Village board members) of the Village, nor any spouse, parent or child of such employee or elected or appointed officer of the Village, may be a partner, officer, director or proprietor of Proposer and further, that no such Village employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposal. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Village. Further, Proposer recognizes that with respect to this Proposal, if Proposer violates or is a party to a violation of the ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the services for which the Proposal is submitted and may be further disqualified from submitting any future proposals or proposals forservices to Village.

Accordingly, Proposer completes and executes the Business Entity Affidavit form below. The terms "Proposer" as used herein, include any person or entity making a proposal to the Village for services to Village.

I, _____being of first duly sworn

state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the Village of Palmetto Bay ("Village") are (Post Office addresses are not acceptable), as follows:

_____

Federal Employer Identification Number (If none, Social Security Number)

_____

Name of *Entity, Individual, Partners or Corporation*

_____

Doing Business As (If same as above, leave blank)

_____

Street Address Suite Village State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. All such names and addresses are (Post Office addresses are not acceptable), as follows:

   Full Legal Name _____ Address _____ Ownership

   _____%

   _____%

   _____%

   _____

   _____

   _____

   _____

   _____

   _____

   _____

Signature of Official: _____

Name (typed): _____

Title: _____

Company: _____

Date:_____

CONTINUED ON FOLLOWING PAGE

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____day of, 20___, before me, the undersigned Notary Public of the State of Florida personally appeared_____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

VILLAGE OF PALMETTO BAY
ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein proposal will be paid to any employees of the Village of Palmetto Bay, its elected officials as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my Company or by an officer of the corporation.

Signature of Official: _____

Name (typed): _____

Title: _____

Company: _____

Date: _____

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____day of, 20___, before me, the undersigned Notary Public of the State of Florida personally appeared_____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

The Proposer shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare?

Yes or No, if yes, explain the circumstances.

_____

_____

_____

_____

_____

_____

Executed on _____ at _____ under penalty of perjury of the laws of the State of Florida, that the foregoing is true and correct.

Signature: _____

Name (typed): _____

Title: _____

Company: _____

Date: _____

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

SECTION 7.0: Other Forms

VILLAGE OF PALMETTO BAY
NOTICE OF INTENT TO AWARD

TO: _____
Proposer

_____
Address

ATT: _____
Name and Title

PROJECT DESCRIPTION: Village of Palmetto Bay – Lobbyist Services
RFP No. 2023-00-010 in accordance with Contract Documents
as prepared by the Village

Gentlemen:

This is to advise that the Village of Palmetto Bay intends to award the Contract for the above referenced RFP as a result of your Proposal of: _____ Dollars ($_____) submitted to the Village of Palmetto Bay (Owner) on _____ (Date).

The Manager shall be receiving a recommendation and in turn will be bringing this project to the Village Council for approval.

Sincerely yours,

Alessia Bencomo, Procurement Specialist

Cc:
Attachment(s)

SECTION 8.0: Exhibits

DRAFT Contract for: Village of Palmetto Bay – Lobbyist Services

Between the Village of Palmetto Bay, Florida and_____

THIS Contract is made and entered into as of the_____day of,_____ 20_____, by and between the Village of Palmetto Bay, a Florida Municipal Corporation (the "Village"), and____(the "Lobbyist") and jointly referred to as the "Parties".

WHEREAS, the Village advertised a Request for Proposal ("RFP") on September 28th, 2023, for the Village of Palmetto Bay – Lobbyist Services (the "Project"); and

WHEREAS, the Lobbyist submitted a Proposal dated October 30th, 2023, in response to the RFP# 2023-00-010; and

WHEREAS, the Village Council, at a meeting held on _____, awarded the RFP _____ and agreed to enter into a Contract to perform the work described in the RFP and the Proposal submitted in response to the RFP (the "Work").

NOW THEREFORE, in consideration of the promises and the mutual covenants below, the Parties agree as follows:

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1. Exhibits
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Article I. Exhibits

The following Exhibits are incorporated by reference and made part of this Contract:

The below Exhibits are also collectively referred to as the "Documents". In the event of any conflict between the Documents or any ambiguity or missing specification or instruction, the following priority is established:

A. This Contract

B. Exhibit (i)

C. Exhibit (ii)

Article 2. Scope of Work

The Village of Palmetto Bay is seeking a Lobbyist, in accordance with the highest legal, ethical, and professional standards, will provide at the direction of the Village Manager, lobbying services to the Village of Palmetto Bay. The Lobbyist shall assist the Village in preparing its annual legislative priorities and plan; advise, counsel, and represent the Village in legislative matters; further the Village's legislative priorities and may be called upon to pursue funding for municipal projects at the county, state and federal levels of government.

The selected Lobbyist shall be contracted on an as needed/as required basis and shall bill and be paid an all-inclusive lump sum fee by initiative or on an hourly rate in accordance with an agreed upon Pricing Sheet. Fee shall be inclusive of all required travel expenses. The Village has budgeted up to Fifty Thousand Dollars ($50,000.00) for FY 2023-2024.

All Lobbyists are advised that the Village intends that all legislative agenda, priorities, actions, and needs of the Village shall take precedence over any other obligations (contractual or otherwise, direct or indirect) of the Proposer. The Village expects that the successful Proposer shall refrain from undertaking any representation of other parties concerning any legislative matter whose interests are adverse to the interests of the Village. The Village reserves the right to determine in its sole discretion the existence of a conflict of interest or a potential conflict of interest.

The Village requires that the successful Lobbyist must have demonstrated skills to effectively advocate on behalf of the Village and have, as well as a commitment to maintain a reputation that will advance the recognition of the Village as a fiscally responsible municipality that prides itself on its level of services to residents and is known as the "Village of Parks".

The Lobbyist should have at least five years of recent experience in providing legislative and intergovernmental services or other related experience before legislative and executive branches of government within the state of Florida.

The Lobbyist shall comply with all applicable Florida Statues regarding Lobbyist registration, reporting and related activities including but not limited to obtaining any and all required licenses, permits, certificates of registration, or other approvals necessary or required by law or necessary to provide the services requested.

The successful Lobbyist must have the staff support and administrative resources to comply with all applicable laws, rules, regulations, ordinances, and policies of the State of Florida and any rules of the Florida Legislature.

The Lobbyist shall submit an annual report of accomplishments to the Village Manager for use in determining the cost effectiveness of lobbying efforts. The Village Manager may request a legislative session wrap-up presentation to the Village Council at a public meeting.

Professional services to be provided by the Lobbyist will include, but not limited to analysis, advice, advocacy, facilitation and monitoring as outlines in the following statement of work:

Analysis, Advice and Advocacy

- Identify, review, and analyze all relevant state legislative bills, resolutions, ballot issues, ballot questions, journals, votes, fiscal notes, and all relevant discourse pertaining to the Legislative Sessions of the Legislature of the State of Florida in a timely manner to assist the Village in determining its policy positions. This work effort includes detecting introduction of pertinent legislation and regulations that may affect the Village of Palmetto Bay.

- Regularly communicate with key legislative committee chairs, members, and staff to inform them of Palmetto Bay's interests and learn about potential legislative developments before they occur.

- Track progress of pertinent legislation that has been introduced. The primary state subject areas include: (1) State financial and budget issues that have a potential impact on Village of Palmetto Bay's government operations and finances, (2) State funding and grant opportunities, (3) planning, zoning and land use issues, (4) State-local taxation issues that could affect the Village financially, (5) general government, and (6) Village public official responsibilities, powers and duties.

- Communicate on a regular basis with the Village concerning the status, prospects, movement, opposition, support, etc., of pertinent legislation or proposed regulations. Upon request of the Village Manager, coordinate and participate in scheduled conference calls or meetings with officials and employees of the Village to provide updates on contacts and advocacy efforts made on behalf of the Village. The successful Lobbyist will be available for such consultation on a regular basis as requested, and in accordance with the ebb and flow of legislative work over the course of the Legislative Sessions.

- Provide advice and recommendations and assist with the development of support materials including, but not limited to, correspondence,

briefing papers, talking points, written summaries, and materials necessary to develop and implement timely and efficient processes to forecast, screen, review, analyze and respond to legislative matters.

- Represent and advocate, as designated, the Village's position on legislative matters to elected members of the Florida Legislature, state organizations (FDOT, FDC, FDEP, etc.), policymakers, legislative support staff, other lobbyists, the Governor and staff, other municipal leaders, Florida League of Cities (FLC), or any other designated entity engaging in efforts that may impact the operations or success of the Village of Palmetto Bay.

- The Village's priorities include funding for infrastructure and park improvements; notably, the Village's Veterans' Park.

- Identify and assist the Village in pursuing state and federal programs offering discretionary grant funds.

Facilitation

- As needed, the successful Lobbyist, on behalf of the Village, shall arrange meetings and meet with Florida state executive officials, legislative officials, and other parties to convey, advocate for, and engage in lobbying for the interests of the Village.

- When appropriate to advance the Village's interests, the Lobbyist shall coordinate the attendance of elected officers, appointed officers, or employees of the Village at the meetings at the County and/or State level. Organize and schedule visits and testimony by the Village Manager and staff, the Mayor and Council, or Village Attorney when in the best interest of Palmetto Bay.

- Recommend development of appropriate coalitions and participation in joint association with other municipalities on common interests and of benefit to the Village of Palmetto Bay. Attend key regional meetings of municipalities as needed.

Monitoring

- The successful Lobbyist will monitor the status of any pertinent rollover bills and any key studies being conducted by executive officials, legislative officials, or other state employees concerning any proposed action that may impact the Village of Palmetto Bay.

- The Lobbyist shall monitor the progress of the state budget to determine the potential and final fiscal impacts of the state budget on the Village.

- The Lobbyist shall monitor gubernatorial vetoes and special sessions of the Florida Legislature to determine their impact on the Village.

Article 6. Notices

Any notices required or permitted by this Contract shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery or by Federal Express addressed to the Parties at the following address:

Village:

Nick Marano
Village Manager

Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, FL 33157

Lobbyist:

Article 7. Termination

A. Termination Without Cause

Either Party may terminate this Contract without cause upon thirty (30) days prior written notice to the other Party. Termination or cancellation of the Contract will not relieve the Lobbyist of any deliverables and Work product due prior to the termination of the Contract, including but not limited to reports, statements of accounts, payments due the Village and any other records requested by the Village prior to the termination of the Contract, or after termination in the Village's discretion if needed for a post contract audit. Termination of the Contract will not relieve the Lobbyist of any obligations or liabilities resulting from any acts committed by the Company prior to the termination of the Contract.

B. Termination with Cause

Without waiving the right to terminate without cause, a Party may issue a written notice to the other claiming that the other Party is in breach of Contract and giving the other Party ten (10) calendar days to cure the default. If the alleged breach of Contract is not cured, then the Party serving the notice may terminate the Contract and be excused from further performance following termination. However, termination of the Contract will not relieve the Lobbyist of any deliverables and Work product due prior to the termination of the Contract, including but not be limited to reports, statements of accounts, payments due the Village and any other records requested by the Village prior to the termination of the Contract.

Article 8. Indemnification

A. The Lobbyist shall indemnify, defend and hold harmless the Village and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense at both trial and appellate levels, in which the Village or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Lobbyist or its employees, agents, servants, partners, principals or sub-contractors.

B. The Lobbyist shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Village, against the Village in all, and shall pay all costs, judgments, and attorney's fees which may issue to the

extent caused by negligence, reckless or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract. The expressly understands and agrees that any insurance protection required by this Contract or otherwise provided shall in no way limit the responsibility to indemnify, hold harmless and defend the Village or its officers, employees, agents and instrumentalities. One Percent (I%) of the Contract amount shall represent the consideration to be provide for this Indemnification. Nothing contained herein shall be deemed a waiver of Sovereign Immunity provided to the Village by the Section 768.28, Florida Statutes.

C. The Village shall not be liable for any damages or claims of any type including but not limited to lost profits, special damages, consequential damages, or business interruption on account of the Village's decision to terminate this Contract. Additionally, the Lobbyist agrees that in the event this Contract is terminated for the Village's breach, the damages that the Lobbyist may have against the Village shall be limited to actual compensatory damages. The Village does not waive sovereign immunity under Section 768.28, Florida Statutes, for any claim for breach of contract or for an award of prejudgment interest; provided, however, that in any action arising out of or to enforce this Contract, the prevailing Party shall be entitled to its reasonable attorney's fees and costs in a trial or appellate court. The Parties knowingly, irrevocably, voluntarily, and intentionally waives all rights to trial by jury.

Article 9. Modification-Amendment

This writing and exhibits contain the entire Contract of the Parties. No representations were made or relied upon by either Party, other than those that are expressly set forth. No agent, employee, or other representative of either Party is empowered to modify and amend the terms of this Contract, unless executed in writing with the same formality as the execution of this Contract. No waiver of any provision of this Contract shall be valid or enforceable unless such waiver is in writing and signed by the Party granting such waiver.

Article 10. Governing Law

This Agreement shall be construed in accordance with and governing by the laws of the State of Florida. Exclusive venue for any litigation shall be in the state courts of Miami-Dade County, Florida.

Article 11. Waiver

The failure of either Party to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Contract shall not constitute a waiver of the violation or breach, or of any future violation, breach, or wrongful conduct. No waiver by the Village of any provision of this Contract shall be deemed to be a waiver of any other provision of any subsequent breach by the Company of the same, or any other provision of the Contract. The Village's consent to or approval of any act requiring the Village's consent or approval shall not be deemed to render unnecessary the obtaining of the Village's consent to or approval of any subsequent consent or approval of Company, whether or not similar to the act so consented to or approved.

Article 13. Prohibition Against Contingent Fees

The Lobbyist warrants that, other than a bona fide employee working solely for the Company, no person has been retained to solicit or secure this Contract, and that it has not paid or agreed to pay any person, corporation, individual or entity any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

Article 14. Conflict of Interest

The Lobbyist agrees to adhere to and be governed by the Village's Conflict of Interest Ordinance 2-121, et seq, which is incorporated by reference as if fully set forth.

Article 15. Entire Agreement

No statements, representations, or warranty, either written or oral, from whatever source arising, except as expressly stated in this Contract, shall have any legal validity between the Parties or be binding upon either. The Parties acknowledge that this Contract contains the entire understanding and agreement of the Parties.

Article 16. Captions and Paragraph Headings

Captions and paragraph headings contained in this Contract are for convenience and reference only and in no way define, describe, extend, or limit the scope and intent of this Contract, nor the intent of any of its provisions.

Article 17. Joint Preparation

The preparation of this Contract has been a joint effort of the Parties and shall not be construed more severely against either Party. the other. It is the Parties' further intention that this Contract shall be construed liberally to achieve its intent.

Article 18. Counterparts

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Contract.

Article 19. Immigration Act of 1986

The Lobbyist warrants on behalf of itself, and all sub-contractors engaged in the performance of this Work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the Work. The Company must comply with Sec. 274A(e) of the Immigration and Nationality Act.

Article 20. Company Non-Discrimination

In the award of subcontracts or in performance of this Work, the Lobbyist agrees that it will not engage in, nor permit such sub-contractors as it may employ, to engage in discrimination in employment of persons on any basis prohibited by State or Federal law in accordance with FHWA requirements (CFR § 26.13).

Article 21. Federal and State Tax

The Village is exempt from payment of Florida State Sales and Use Taxes. The Village shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the Village, authorized to use the Village's Tax Exemption Number in securing such materials The Company shall be responsible for payment of its own and its share of its employee taxes and Social Security benefits.

Article 24. Public Records

Florida law provides that municipal records should be open for inspection and copying under Section 119, Florida Statutes, the Public Records law. All information and materials received by the Village in connection with this Contract shall become the property of the Village and shall be deemed to be public records subject to public inspection. The Lobbyist

shall keep records and if asked to retrieve them by the Village, they must do so to abide by the Public Records law.

Article 25. Severability

If any term or provision of this Contract shall to any extent be held invalid or illegal by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby, and each term and provision of this Contract shall be valid and be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF the undersigned Parties have executed this Contract on the date indicated above.

_____

Nick Marano, Village Manager

Lobbyist

_____

(Name and Title)

Attest:

_____

Village Clerk

Missy Arocha

APPROVED AS TO FORM

_____

Village Attorney

John C. Dellagloria

PROPOSAL SHEET

RFP# 2023-00-010

Village of Palmetto Bay - Lobbyist Services

1. Proposal Amount: _____

for:

The Village of Palmetto Bay – Lobbyist Services

1. The price listed in the proposal form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc., as necessary to ensure proper delivery of services and product requested by the Village of Palmetto Bay.
2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge.
3. I understand and agree to be bound by the conditions contained in this Request for Proposal and shall conform with all requirements of the Request for Proposal.

_____

Name: (Please Print)

_____

Offeror Signature Title: Date:

ADDENDUM NO. 1

Date: October 20th, 2023

To: All Interested Parties

From: Alessia Bencomo, Procurement Specialist
Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Proposal No. 2023-00-010
Village of Palmetto Bay - Lobbyist Services

This Addendum forms part of the Request for Proposal (RFP) Package advertised on September 28th, 2023, and with a bid opening date of October 30th, 2023, with any amendments and/or additions noted below.

Question: If we plan to bring on a subcontractor, is there a specific form you want us to fill out?

Response: *Please be advised that no form is necessary. Only acknowledge it in the proposal.*

Thank you,

Alessia Bencomo
Procurement Specialist

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION

Amendment/Modification No: 1

Amendment of RFP No: 2023-00-010

Title: Village of Palmetto Bay – Lobbyist Services

Name of Company_____

Date Addendum Received_____

Total Pages of Addendum including Acknowledgement 2

Print Name _____

Signature _____

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.

CONTINENTAL STRATEGY

Village of Palmetto Bay

RFP No. 2023-00-010 - Lobbyist Services

Continental Strategy

101 N. Monroe Street, Suite 750

Tallahassee, FL 32301

Contact: Ashley Spicola, Managing Partner

aspicola@continentalstrategy.com

850-692-7023

October 30, 2023

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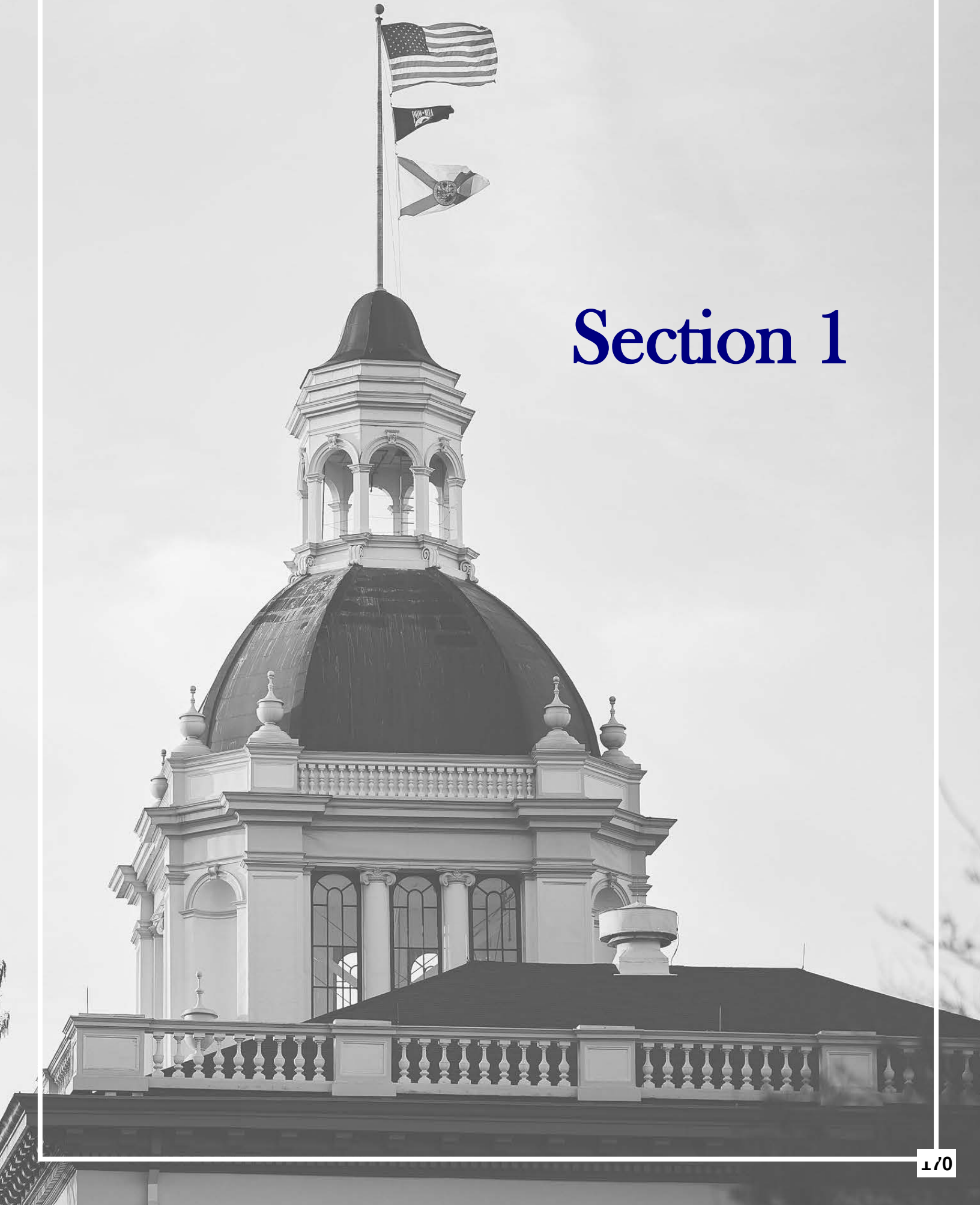
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Section 1

CONTINENTAL STRATEGY

Continentalstrategy.com
850.999.8468
101 N. Monroe Street, Suite 750
Tallahassee, FL 32304

October 30, 2023

Ms. Missy Arocha
Village Clerk
Village of Palmetto Bay
9705 E. Hibiscus Street
Municipal Building
Palmetto Bay, Florida 33157

Dear Ms. Arocha,

On behalf of Continental Strategy, we are pleased to offer this proposal to provide lobbying and intergovernmental consulting services for the Village of Palmetto. Please accept this proposal in response to the Request for Proposal #2023-00-010 Lobbyist Services.

Our Team of professionals combines over 100 years of specialized experience with local, state, and federal government issues, exclusive access to leaders in the legislative and executive branches, and long-standing relationships throughout the region and the country. We present the enclosed qualifications, which outline in detail the Firm's professional experience, accomplishments, and capabilities that make us uniquely qualified and prepared to provide these services. Specific to your interests, we have assigned two of our lobbyists to serve as the key personnel for the Village. However, all the partners at the Firm will work hard to deliver results.

We hope to be able to provide the following level of service to the Village of Palmetto and appreciate your consideration of our proposal. We are highly motivated and well-suited to achieving success on behalf of the Village. We stand ready and prepared to represent and advocate on behalf of the Village, and we are confident in our ability to provide the services requested and our unique ability to do so.

Continental Strategy, a Limited Liability Corporation, was established in 2021 and maintains four primary offices, with our central office in downtown Tallahassee, which will serve as the lead office. We also have offices in Washington, D.C., Miami, and Jacksonville. Our Team of lobbyists will leverage our experience and deep-rooted relationships to coordinate and advance the Village's priorities while continuing our track record of successfully representing each of our clients to the absolute best of our ability.

The lead office for this project will be our Tallahassee Office. This office is just steps from the Capital at 101 North Monroe Street, Suite 750, Tallahassee, Florida 32301. This office was established in 2022 and serves as our primary Florida office. Our office in Miami is in Coral Gables, less than 15 miles from the Village of Palmetto Bay, enabling our Firm to have representation close to City Hall.

Our Team has unmatched qualifications to assist the Village in navigating the complexities of securing specific budget priorities, engaging with the executive and regulatory agencies who are vital in implementing appropriations or regulatory rulemaking and crafting strategies to achieve success in the passage or defeat of critical legislation. We pride ourselves on our record of consistent results. Additionally, no one at our Firm is presently a party to any pending litigation or has received notice of any threatened litigation or claim.

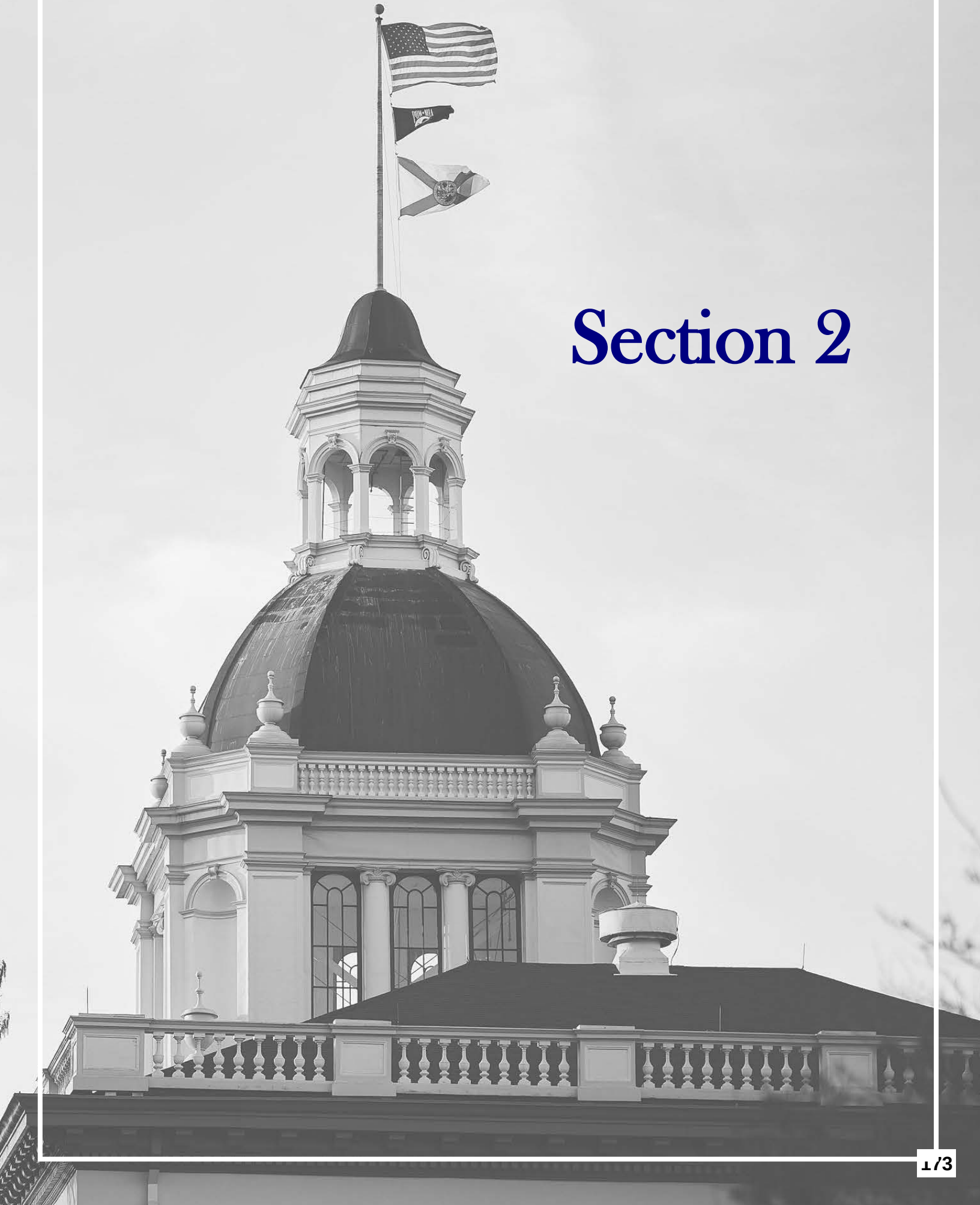
This proposal represents a full-service agreement to represent any and all issues before the legislative and executive branches of the State and Federal government. This includes, but is not limited to, the filing of specific legislation, monitoring, identifying, prioritizing, tracking, and reporting of general legislation, as well as researching and assisting in the drafting and submittals of proposed grants and bills, obtaining appropriations, and all issues pertaining to agencies, departments, and the legislative and executive branches.

At Continental Strategy, we are confident we will provide unmatched lobbying services to the Village of Palmetto. We appreciate your consideration of our proposal and look forward to an opportunity to represent and advocate for the city with the utmost dedication and excellence.

Sincerely,

Carlos Trujillo
President
ctrujillo@continentalstrategy.com
C 305-519-9761
O 202-642-5989

Ashley E. Spicola
Managing Partner
aspicola@continentalstrategy.com
C 850-629-7023
O 850-999-8469



Section 2

Our Qualifications and Expertise

Large Firm Experience| Small Firm Accessibility

Continental Strategy was founded in 2021 by Carlos Trujillo. Continental Strategy has office locations in Tallahassee, Miami, Washington, DC, and Jacksonville. Despite our Firm's relatively young presence, our seasoned team members collectively boast over 100 years of invaluable experience. In the 2023 Legislative Session, we helped our clients secure millions in appropriation projects.

Continental Strategy team members have operated at the apex of state government, backed by an impressive Rolodex of influential connections. Our portfolio includes a diverse array of clients, ranging from technology and innovation giants to Fortune 500 corporations, local governments, non-profit organizations, educational institutions spanning pre-K to university levels, and thriving regional businesses. Our relentless commitment to achieving unparalleled success for our clients sets us apart.

Our Firm's commitment to constant advocacy for our clients has led to our recognition as a top 15 lobbying firms in Florida in our first year of operation. Our expertise encompasses senior legislative and executive branch roles, including advising recent Governors, Legislators, and former Appropriations Chair and serving as subject matter experts on critical issues affecting the Village of Palmetto Bay.

What sets Continental Strategy apart from other firms is the way that our Firm has been able to grow and continue to successfully navigate and capitalize on our meteoric rise since our inception. Much of this is due to our Team of experts sharing the same drive and end goal of bringing ethical and successful advocacy to each client we serve. Our Team at Continental Strategy knows the Florida Delegation well. We maintain deep-rooted relationships with decision-makers throughout the greater Village of Palmetto Bay region, South Florida, and the state. We have practicing attorneys as part of the Continental Strategy team and are confident that our legal expertise can assist as needed in any issue that may arise.

Our Firm has deep roots in Miami-Dade County. Members of our Firm, like Chris Miles and Carlos Trujillo grew up in Miami-Dade County. Carlos represented Miami-Dade in the Florida Legislature, serving as Appropriations Chair. Firm Principal Jimmy Card lived in Miami for 15 years, including working for Members of the Florida House in the Miami-Dade Delegation. Additionally, our Firm represents many clients that call Miami-Dade home and are often there while servicing those accounts. Our Deep roots in Miami-Dade continue today with our relationships with the Miami-Dade delegation. Whether it involves working with elected officials on campaign-related issues, serving on behalf of Miami-Dade County or advising on priority legislation and funding, we feel we have a distinct "hometown" advantage.

We understand that a successful partnership requires our commitment to maintaining the values important to the Village of Palmetto Bay. We appreciate your reputation and recognize the value in continuing to ensure the Village is continued to be seen as a fiscally responsible municipality that prides itself on its level of service to its residents. We also understand your commitment to parks and green space. Our Team members have extensive experience working with local governments on the planning and constructing of multi-use and specific-use trails for biking, hiking, and equestrians. We are familiar with state programs like SunTrail and understand the RTP and FRDAP grant programs that fund the construction of trails and other recreational parks. Our Team members' passions mirror your Village's reputation as the Village of Parks.

The Team



Our Team members are registered to lobby with the State of Florida. Their registration information may be found on www.floridalobbyist.gov or provided upon request. Additionally, Carlos Trujillo is a member of the Florida Bar in Good Standing and eligible to practice law in Florida. His member profile can be found with the Florida Bar (https://www.floridabar.org/about/section/profile/?num=42697) or provided upon request.

Our Approach

The success of our team and that of our clients relies upon our ability to maintain meaningful relationships within various levels of government and grasp policies and priorities unique and important to our clients.

Broad relationships from both the legislative and executive branches of government have been cultivated by our staff prior to their joining Team Continental, and these relationships allow us consistent interaction with government leaders and key staffers. Continental Strategy has unparalleled experience and knowledge of national and Florida politics. Our proficiency and expertise in navigating the ins and outs of Tallahassee is a distinct advantage to our clients.

Our strong relationships at our state capital and extensive experience with various public agencies both statewide and nationally underscore the value of adhering to an established plan of work. We pride ourselves on our unwavering commitment to responsiveness, accountability, and excellence, knowing that our clients expect nothing less.

We believe it is the combined expertise and relationships at all levels of government that are uniquely beneficial to our clients. At Continental Strategy, we recognize the importance of establishing clarity right from the start of any engagement. Our impressive record of accomplishment in successful representation for clients emphasizes the significance of conducting a comprehensive review of all areas of interest for your Mayor and Village Council Members. This approach allows us to craft precise strategies that align with the Village's legislative program and guarantee the attainment of desired outcomes. Focusing on well-defined legislative agendas ensures streamlined collaboration with the Mayor, Village Council Members, Village Manager, and staff, minimizing confusion and redundancy.

For the Village of Palmetto Bay's legislative targets, we believe in a tailored approach:

Once retained, our team will work with the Village of Palmetto Bay and the Village Manager to identify and review all areas of concern and interest and establish the goals and priorities of the Village. We will then develop an overall strategy, timelines, and deliverables to address those issues and compile and produce the necessary supporting information.

Our Firm has a proven track record of cultivating strong working relationships with legislative leadership and committee staff. We will facilitate meetings with key members of relevant committees, leadership, and agency officials. Also, the team will help the Village develop and strengthen relationships with leadership in the Florida House and Senate.

Throughout the process, our Team will provide verbal and written updates and reports as requested. Like our other clients, the Village will receive weekly updates to track projects and important legislation as well as provide updates on funding requests. Additionally, the Firm's Tallahassee office is at the Village of Palmetto Bay's disposal for meetings or workspace when officials are in the area.

We will also maintain an active and ongoing engagement with committee chairs, key policymakers, elected officials, and staff throughout the year. The team will coordinate with and assist the Village to arrange legislative and agency meetings and appearances for Village personnel, including but not limited to legislative committee hearings, agency hearings, rule-making hearings, and individual member or staff meetings.

We take immense pride in delivering tangible and impactful results for our local government clients. Through our unwavering dedication and strategic advocacy, we have consistently achieved legislative victories that directly benefit our client's interests and the communities they serve. Legislators and our clients see and feel our presence around the state daily. We pride ourselves on living in the communities where the legislators live, which gives us a deep understanding of their local politics and issues.

From securing critical funding for key projects and initiatives to shaping favorable policies and regulations, our track record demonstrates our ability to effect positive change. We have successfully fostered relationships with state officials, legislators, and relevant stakeholders, ensuring that our client's voice is not only heard but also influential in the decision-making process.

Our commitment to transparency and regular communication means that our clients are well-informed every step of the way. Ultimately, our results are measured in the improved quality of life, economic growth, and sustainable development that our lobbying efforts help to bring about for our local government partners and their constituents. We will ensure rapid response to every inquiry or emerging issue and present a post-session annual report. We have staff dedicated to covering legislative and agency meetings and producing a detailed report.

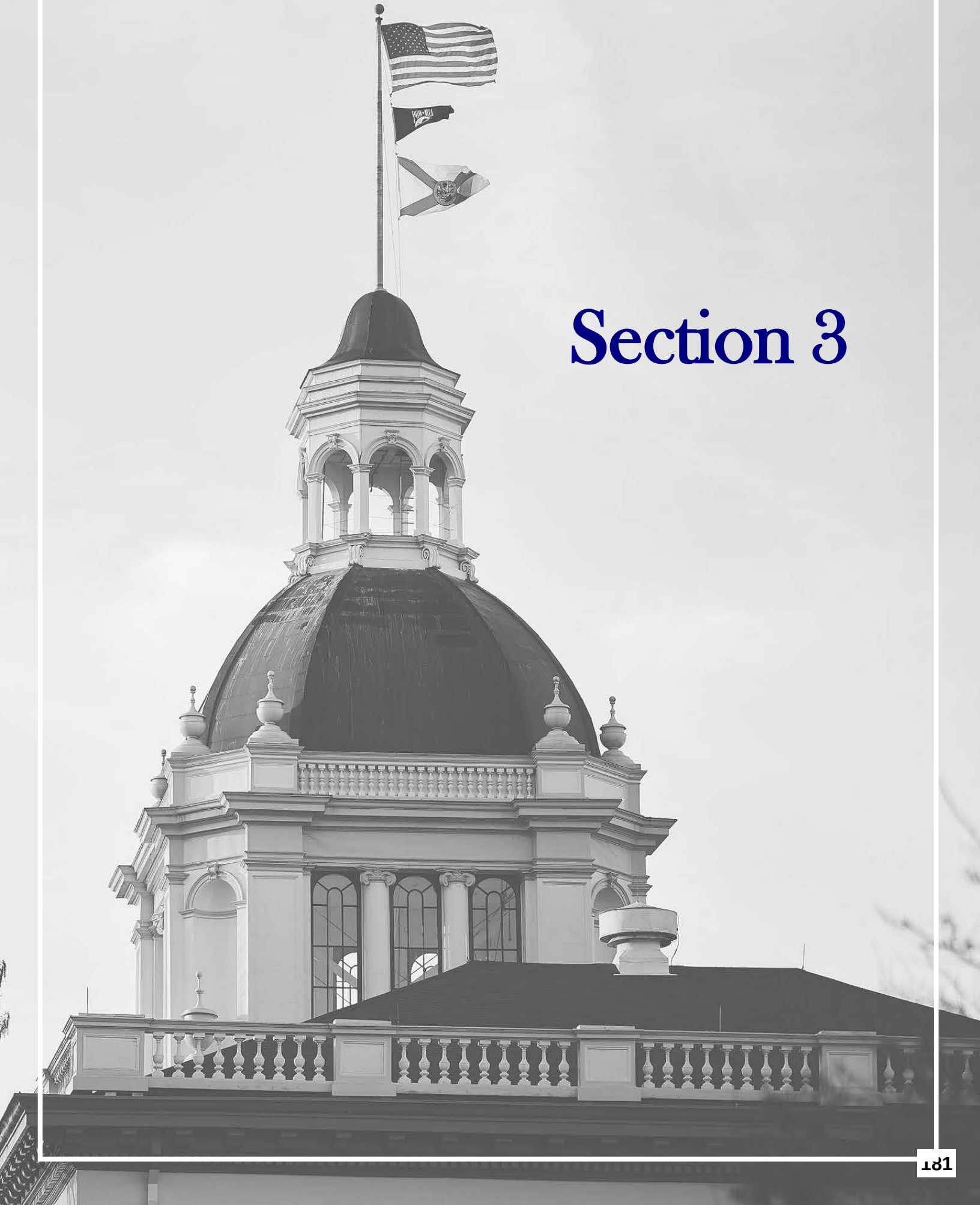
We have diligently reviewed the Scope of Services required and are confident that we can provide full-scale, comprehensive representation of The Village of Palmetto Bay per the stated requirements. The Proposer (Continental Strategy) requests no exceptions to this RFP.

Our Experience

Area of Expertise	Description	Reference
Land Use and Zoning	Continental Strategy has offices strategically located throughout the state, enabling our Team to maintain strong working relationships with decision-makers at the local, regional, and state levels, thus ensuring that our clients are well-represented in all Florida land use matters. Our Team will closely monitor and analyze related legislation, regulatory changes, and policy developments at the state level. For example, the passage of SB 102 has implications and opportunities for local governments to use the land use incentive to be utilized to accomplish community and economic goals. For example, focusing on locations where additional resources are accessible, like CRAs and Opportunity Zones. There is also a potential role of SAIL – Gap financing for development sites that meet the definition of Urban Infill and facilitate mixed-income/mixed-use with greater affordability.	**Organization:** St. John's County **Contact Person:** Joy Andrews, County Administrator **Address:** 500 San Sebastian View **City:** St. Augustine **State:** FL **Zip:** 32084 **Phone Number:** (904) 315-3719 **Email:** jqandrews@sjcfl.us
Home Rule Authority	Continental Strategy has advocated for its local government client's position on home rule authority. We understand the importance of monitoring all legislation for the impact on the Village's authority.	**Organization:** St. John's County **Contact Person:** Joy Andrews, County Administrator **Address:** 500 San Sebastian View **City:** St. Augustine **State:** FL **Zip:** 32084 **Phone Number:** (904) 315-3719 **Email:** jqandrews@sjcfl.us
Transportation/ Transit Initiatives	It is hard to find a firm more knowledgeable than Continental Strategy on Transportation issues. Our Team members have served in the highest leadership roles within the Florida Department of Transportation (FDOT), the Florida Turnpike, and the Florida Transportation Commission. Additionally, we have team members who have worked on behalf of local government to secure hundreds of millions of dollars in appropriations for local appropriations projects. Our Team has successfully advocated for local government clients on road maintenance projects and aided local governments in lobbying efforts with FDOT to make road pattern changes to increase safety. Specifically, members of our Team have secured over $50 million in appropriations projects for local government traffic initiatives.	**Organization:** St. John's County **Contact Person:** Joy Andrews, County Administrator **Address:** 500 San Sebastian View **City:** St. Augustine **State:** FL **Zip:** 32084 **Phone Number:** (904) 315-3719 **Email:** jqandrews@sjcfl.us

Area of Expertise	Description	Reference
State Budget/Appropriations	Last session, our Team was tasked with helping our client, a state hospital association, with doubling the funding for Graduate Medical Education. We were successful in securing the funding which amounted to an increase of almost $100 million to help Florida continue to create more residency programs.	**Organization:** Safety Net Hospital Alliance of Florida **Contact Person:** Lindy Kennedy, President **Address:** 125 S. Gadsden Street, #300 **City:** Tallahassee **State:** FL **Zip:** 32301 **Phone Number:** (850) 201-2096 **Email**: lindy@snhaf.net
Public Safety	An important aspect of public safety is addressing mental health. Adequately addressing mental health requires an effort that spans healthcare, local government, and private industry. Our Team has extensive experience representing healthcare providers working in the behavioral healthcare system. Experiences include working on policy changes that impact the funding and delivery of care models in communities across Florida. Members of our Team were tasked with securing millions in funding for Community Mental Health Providers. This included $1.5 million in funding for a residential treatment facility, $750,000 for Family Therapy Team, $700,000 for Forensic Multidisciplinary Team, $1.1 million for Indigent Crisis Stabilization Unit Funding, and $5,000,000 for Forensic Residential Step-Down Program.	**Organization:** Flagler Hospital **Contact Person:** Carlton DeVooght, President **Address:** 400 Health Park Blvd **City:** St. Augustine **State:** FL **Zip:** 32301 **Phone Number:** 904-429-8483 **Email**: Carlton.DeVooght@flaglerhospital.org
Environmental Initiatives	Continental Strategy team members have secured over $35 million in beach and dune restoration funding. Our team members also deeply understand the policy implications for protecting the environment and have advocated for the viability and efficiency of the Best Management Practices Program, which aims to improve water quality in agricultural and urban discharges. The Continental Strategy team helped secure funding to restore the Summer Haven River in St John's County. This was a multiyear multi-million-dollar restoration of a historic river in St John's County that brought together state and local government, as well as the residents of the surrounding area. Continental Strategy was instrumental in advocating and securing a lease extension for an additional two decades on behalf of a private-sector client. This lease extension required direct contact and a close working relationship with the Department of Environmental Protection and Florida Cabinet members.	**Organization:** St. John's County **Contact Person:** Joy Andrews, County Administrator **Address:** 500 San Sebastian View **City:** St. Augustine **State:** FL **Zip:** 32084 **Phone Number:** (904) 315-3719 **Email:** jqandrews@sjcfl.us

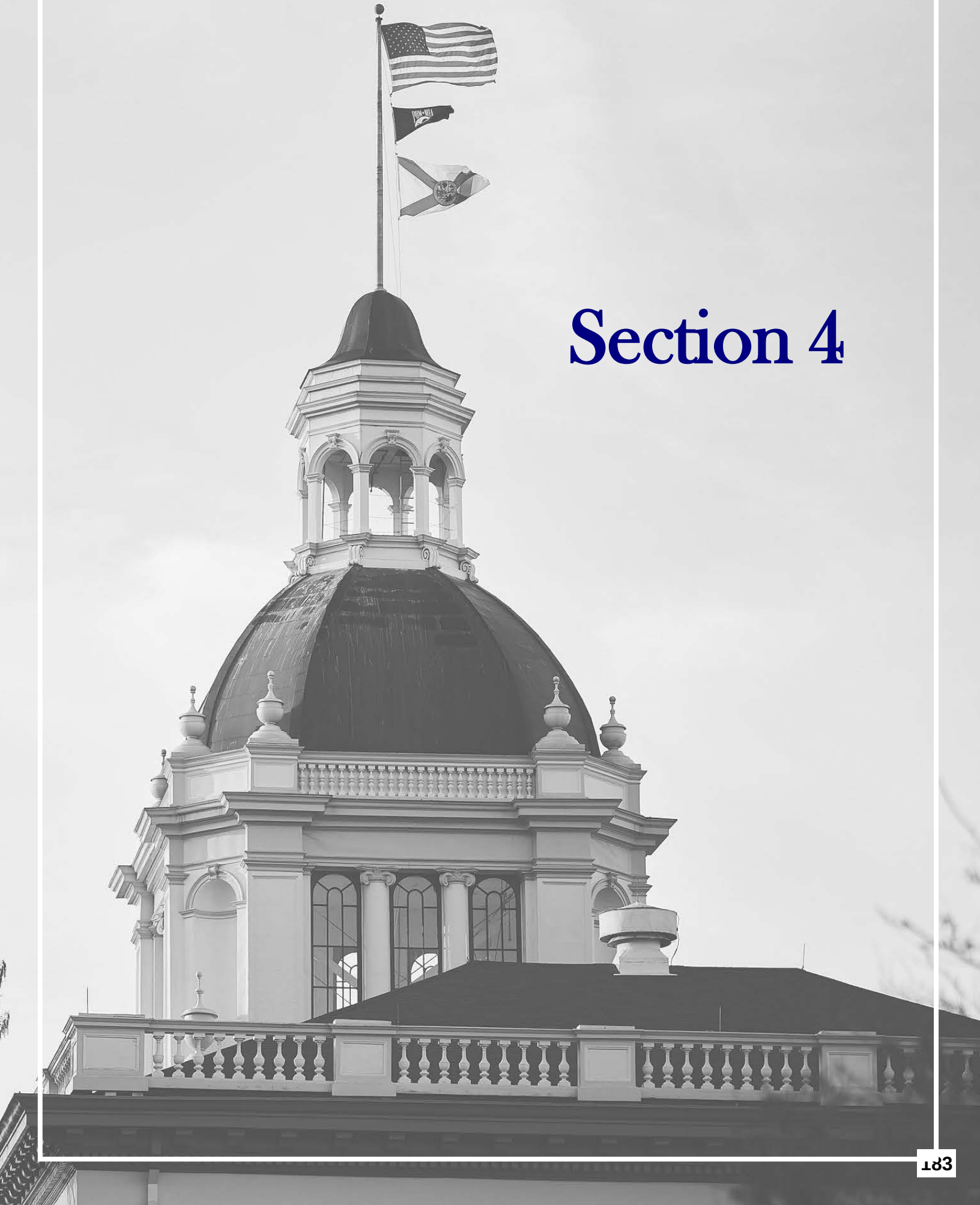
Area of Expertise	Description	Reference
Election Laws	While our Firm has not needed to assist any clients with election law issues, our Firm's President is an attorney licensed to practice law in Florida. He has personal experience with election laws as a former State Representative and can assist the Village on any election law issues that may arise.	
Introduction of Legislation	Our Firm boasts a wealth of experience in successfully introducing legislation, a testament to the collective expertise of our dedicated team. What sets us apart is our team's multifaceted background, where our members don't just excel as lobbyists but also bring the unique perspectives of former legislators and staff to the table. This dual vantage point equips us with an unparalleled understanding of the intricacies of the legislative process, enabling us to craft and advocate for bills with an insight that extends beyond traditional lobbying strategies. With a track record of guiding numerous bills to fruition, our Firm is uniquely positioned to navigate the intricacies of the legislative landscape, ensuring that our clients' interests are not only heard but comprehensively understood by the very staff that influence and shape the legislative agenda. Specifically, we have had Team Members who worked on Senate Bill 1334 with Senator Boyd modify the excise tax on documents. This standalone bill was eventually rolled into the Tax Package, passed by the Legislature, and signed by the Governor.	**Organization:** Florida Bankers Association **Contact Person:** Anthony DiMarco, EVP of Government Affairs **Address:** 1001 Thomasville Rd, Unit 201 **City:** Tallahassee **State:** FL **Zip:** 32303 **Phone Number:** (850)224-2265 **Email:** adimarco@floridabankers.com



Section 3

Fee Proposal

Continental Strategy's fee proposal is $50,000 annually for Lobbyist Services. This is an all-inclusive amount that may be paid in monthly installments.



Section 4

SECTION 6.0: Required Proposal Submittal Forms

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

Carlos Trujillo being first duly sworn, deposes and says that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of: Continental Strategy, LLC the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or a sham Proposal;

(4) Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Proposer or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

Signature of Official: Carlos Trujillo

Name (typed): Carlos Trujillo

Title: President

Company: Continental Strategy, LLC

Date: 10/27/2023

Continued on next page.

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this 27th day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Carlos Trujillo and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Danet Collado
My Commission HH 451817
Expires 10/31/2027

SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Village OF PALMETTO BAY, FLORIDA

By Carlos Trujillo

For Continental Strategy,LLC

Whose business address is: 255 Alhambra Circle, Suite 640 Coral Gables, FL 33134

And (if applicable) its Federal Employer Identification Number (FEIN) is: 86-1278551

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a ""public entity crime" as defined In Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction"" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result or a jury verdict, non-jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:
   A. A predecessor or successor of a person convicted of a public entity crime; or
   B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate'" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, ore pooling of equipment or income among persons when not for fair market value under an arm's length

agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered in the presence:

Signature of Official: _____

Name (typed): Carlos Trujillo

Title: President

Company: Continental Strategy, LLC

Date: 10/27/2023

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this 27th day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Carlos Trujillo and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Danet Collado
My Commission HH 451817
Expires 10/31/2027

AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the VILLAGE OF PALMETTO BAY, FLORIDA

by: Carlos Trujillo, President

(print individual's name and title)

for: Continental Strategy, LLC

(print name of entity submitting sworn statement)

whose business address is: 255 Alhambra Circle, Suite 640 Coral Gables, FL 33134

and (if applicable) its Federal Employer Identification Number (FEIN) is: 86-1278551

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____-_____-_____.)

I, being duly first sworn state: That the above named Proposer is in compliance with and agreed to continue to comply with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature of Official: Carlos Trujillo

Name (typed): Carlos Trujillo

Title: President

Company: Continental Strategy, LLC

Date: 10/27/2023

ACKNOWLEDGMENT

State of Florida

County of Miami- Dade

On this 27th day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Carlos Trujillo and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Danet Collado
My Commission HH 451817
Expires 10/31/2027

BUSINESS ENTITY AFFIDAVIT

Proposer hereby recognizes and certifies that no elected official, or employee of the Village of Palmetto Bay (the "Village") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Village employee, nor any elected or appointed officer (including Village board members) of the Village, nor any spouse, parent or child of such employee or elected or appointed officer of the Village, may be a partner, officer, director or proprietor of Proposer and further, that no such Village employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposal. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Village. Further, Proposer recognizes that with respect to this Proposal, if Proposer violates or is a party to a violation of the ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the services for which the Proposal is submitted and may be further disqualified from submitting any future proposals or proposals forservices to Village.

Accordingly, Proposer completes and executes the Business Entity Affidavit form below. The terms "Proposer" as used herein, include any person or entity making a proposal to the Village for services to Village.

I, Carlos Trujillo being of first duly sworn

state: Florida

The full legal name and business address of the person(s) or entity contracting or transacting business with the Village of Palmetto Bay ("Village") are (Post Office addresses are not acceptable), as follows:

86-1278551

Federal Employer Identification Number (If none, Social Security Number)

Continental Strategy, LLC

Name of Entity, Individual, Partners or Corporation

Doing Business As (If same as above, leave blank)

255 Alhambra Circle, Suite 640, Coral Gables, FL 33134

Street Address Suite Village State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name	Address	Ownership
		%
		%
		%

Signature of Official: Carlos Trujillo

Name (typed): Carlos Trujillo

Title: President

Company: Continental Strategy,LLC

Date: 10/27/2023

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ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this 27th day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Carlos Trujillo and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Danet Collado
My Commission HH 451817
Expires 10/31/2027

VILLAGE OF PALMETTO BAY
ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein proposal will be paid to any employees of the Village of Palmetto Bay, its elected officials as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my Company or by an officer of the corporation.

Signature of Official: Carlos Trujillo

Name (typed): Carlos Trujillo

Title: President

Company: Continental Startegy, LLC

Date: 10/27/2023

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

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WITNESS my hand and official seal

Danet Collado

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Danet Collado
My Commission HH 451817
Expires 10/31/2027

STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

The Proposer shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare?

Yes or No, if yes, explain the circumstances.

N/A

Executed on _____ at _____
under penalty of perjury of the laws of the State of Florida, that the foregoing is true and correct.

Signature: Carlos Trujillo

Name (typed): Carlos Trujillo

Title: President

Company: Continental Strategy, LLC

Date: 10/27/2023

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
CONTINENTAL STRATEGY, LLC

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ S

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
255 Alhambra Circle., Suite 640

Requester's name and address (optional)

City, state, and ZIP code
Coral Gables, FL 33134

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Employer identification number
8 6 - 1 2 7 8 5 5 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person** ▶ Carlos Trujillo | **Date** ▶ 10/27/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

SECTION 7.0: Other Forms

VILLAGE OF PALMETTO BAY
NOTICE OF INTENT TO AWARD

TO: Continental Strategy, LLC
Proposer

255 Alhambra Circle , Suite 640 Coral Gables, FL 33134
Address

ATT: Carlos Trujillo, President
Name and Title

PROJECT DESCRIPTION: Village of Palmetto Bay – Lobbyist Services
RFP No. 2023-00-010 in accordance with Contract Documents
as prepared by the Village

Gentlemen:

This is to advise that the Village of Palmetto Bay intends to award the Contract for the above referenced RFP as a result of your Proposal of: _____ Dollars ($_____) submitted to the Village of Palmetto Bay (Owner) on _____ (Date).

The Manager shall be receiving a recommendation and in turn will be bringing this project to the Village Council for approval.

Sincerely yours,

Alessia Bencomo, Procurement Specialist

Cc:
Attachment(s)

SECTION 8.0: Exhibits

DRAFT Contract for: Village of Palmetto Bay – Lobbyist Services

Between the Village of Palmetto Bay, Florida and Continental Strategy, LLc

THIS Contract is made and entered into as of the_____day of,_____ 20_____, by and between the Village of Palmetto Bay, a Florida Municipal Corporation (the "Village"), and Carlos Trujillo (the "Lobbyist") and jointly referred as the "Parties".

WHEREAS, the Village advertised a Request for Proposal ("RFP") on September 28th, 2023, for the Village of Palmetto Bay – Lobbyist Services (the "Project"); and

WHEREAS, the Lobbyist submitted a Proposal dated October 30th, 2023, in response to the RFP# 2023-00-010; and

WHEREAS, the Village Council, at a meeting held on _____, awarded the RFP _____ and agreed to enter into a Contract to perform the work described in the RFP and the Proposal submitted in response to the RFP (the "Work").

NOW THEREFORE, in consideration of the promises and the mutual covenants below, the Parties agree as follows:

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Article I. Exhibits

The following Exhibits are incorporated by reference and made part of this Contract:

The below Exhibits are also collectively referred to as the "Documents". In the event of any conflict between the Documents or any ambiguity or missing specification or instruction, the following priority is established:

A. This Contract

B. Exhibit (i)

C. Exhibit (ii)

Article 2. Scope of Work

The Village of Palmetto Bay is seeking a Lobbyist, in accordance with the highest legal, ethical, and professional standards, will provide at the direction of the Village Manager, lobbying services to the Village of Palmetto Bay. The Lobbyist shall assist the Village in preparing its annual legislative priorities and plan; advise, counsel, and represent the Village in legislative matters; further the Village's legislative priorities and may be called upon to pursue funding for municipal projects at the county, state and federal levels of government.

The selected Lobbyist shall be contracted on an as needed/as required basis and shall bill and be paid an all-inclusive lump sum fee by initiative or on an hourly rate in accordance with an agreed upon Pricing Sheet. Fee shall be inclusive of all required travel expenses. The Village has budgeted up to Fifty Thousand Dollars ($50,000.00) for FY 2023-2024.

All Lobbyists are advised that the Village intends that all legislative agenda, priorities, actions, and needs of the Village shall take precedence over any other obligations (contractual or otherwise, direct or indirect) of the Proposer. The Village expects that the successful Proposer shall refrain from undertaking any representation of other parties concerning any legislative matter whose interests are adverse to the interests of the Village. The Village reserves the right to determine in its sole discretion the existence of a conflict of interest or a potential conflict of interest.

The Village requires that the successful Lobbyist must have demonstrated skills to effectively advocate on behalf of the Village and have, as well as a commitment to maintain a reputation that will advance the recognition of the Village as a fiscally responsible municipality that prides itself on its level of services to residents and is known as the "Village of Parks".

The Lobbyist should have at least five years of recent experience in providing legislative and intergovernmental services or other related experience before legislative and executive branches of government within the state of Florida.

The Lobbyist shall comply with all applicable Florida Statues regarding Lobbyist registration, reporting and related activities including but not limited to obtaining any and all required licenses, permits, certificates of registration, or other approvals necessary or required by law or necessary to provide the services requested.

The successful Lobbyist must have the staff support and administrative resources to comply with all applicable laws, rules, regulations, ordinances, and policies of the State of Florida and any rules of the Florida Legislature.

The Lobbyist shall submit an annual report of accomplishments to the Village Manager for use in determining the cost effectiveness of lobbying efforts. The Village Manager may request a legislative session wrap-up presentation to the Village Council at a public meeting.

Professional services to be provided by the Lobbyist will include, but not limited to analysis, advice, advocacy, facilitation and monitoring as outlines in the following statement of work:

Analysis, Advice and Advocacy

- Identify, review, and analyze all relevant state legislative bills, resolutions, ballot issues, ballot questions, journals, votes, fiscal notes, and all relevant discourse pertaining to the Legislative Sessions of the Legislature of the State of Florida in a timely manner to assist the Village in determining its policy positions. This work effort includes detecting introduction of pertinent legislation and regulations that may affect the Village of Palmetto Bay.

- Regularly communicate with key legislative committee chairs, members, and staff to inform them of Palmetto Bay's interests and learn about potential legislative developments before they occur.

- Track progress of pertinent legislation that has been introduced. The primary state subject areas include: (1) State financial and budget issues that have a potential impact on Village of Palmetto Bay's government operations and finances, (2) State funding and grant opportunities, (3) planning, zoning and land use issues, (4) State-local taxation issues that could affect the Village financially, (5) general government, and (6) Village public official responsibilities, powers and duties.

- Communicate on a regular basis with the Village concerning the status, prospects, movement, opposition, support, etc., of pertinent legislation or proposed regulations. Upon request of the Village Manager, coordinate and participate in scheduled conference calls or meetings with officials and employees of the Village to provide updates on contacts and advocacy efforts made on behalf of the Village. The successful Lobbyist will be available for such consultation on a regular basis as requested, and in accordance with the ebb and flow of legislative work over the course of the Legislative Sessions.

- Provide advice and recommendations and assist with the development of support materials including, but not limited to, correspondence,

briefing papers, talking points, written summaries, and materials necessary to develop and implement timely and efficient processes to forecast, screen, review, analyze and respond to legislative matters.

- Represent and advocate, as designated, the Village's position on legislative matters to elected members of the Florida Legislature, state organizations (FDOT, FDC, FDEP, etc.), policymakers, legislative support staff, other lobbyists, the Governor and staff, other municipal leaders, Florida League of Cities (FLC), or any other designated entity engaging in efforts that may impact the operations or success of the Village of Palmetto Bay.

- The Village's priorities include funding for infrastructure and park improvements; notably, the Village's Veterans' Park.

- Identify and assist the Village in pursuing state and federal programs offering discretionary grant funds.

Facilitation

- As needed, the successful Lobbyist, on behalf of the Village, shall arrange meetings and meet with Florida state executive officials, legislative officials, and other parties to convey, advocate for, and engage in lobbying for the interests of the Village.

- When appropriate to advance the Village's interests, the Lobbyist shall coordinate the attendance of elected officers, appointed officers, or employees of the Village at the meetings at the County and/or State level. Organize and schedule visits and testimony by the Village Manager and staff, the Mayor and Council, or Village Attorney when in the best interest of Palmetto Bay.

- Recommend development of appropriate coalitions and participation in joint association with other municipalities on common interests and of benefit to the Village of Palmetto Bay. Attend key regional meetings of municipalities as needed.

Monitoring

- The successful Lobbyist will monitor the status of any pertinent rollover bills and any key studies being conducted by executive officials, legislative officials, or other state employees concerning any proposed action that may impact the Village of Palmetto Bay.

- The Lobbyist shall monitor the progress of the state budget to determine the potential and final fiscal impacts of the state budget on the Village.

- The Lobbyist shall monitor gubernatorial vetoes and special sessions of the Florida Legislature to determine their impact on the Village.

Article 6. Notices

Any notices required or permitted by this Contract shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery or by Federal Express addressed to the Parties at the following address:

Village:

Nick Marano
Village Manager

Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, FL 33157

Lobbyist:

Carlos Trujillo
President
Continental Strategy,LLC
255 Alhambra Circle, Suite
640 Coral Gables, FL 33134

Article 7. Termination

A. Termination Without Cause

Either Party may terminate this Contract without cause upon thirty (30) days prior written notice to the other Party. Termination or cancellation of the Contract will not relieve the Lobbyist of any deliverables and Work product due prior to the termination of the Contract, including but not limited to reports, statements of accounts, payments due the Village and any other records requested by the Village prior to the termination of the Contract, or after termination in the Village's discretion if needed for a post contract audit. Termination of the Contract will not relieve the Lobbyist of any obligations or liabilities resulting from any acts committed by the Company prior to the termination of the Contract.

B. Termination with Cause

Without waiving the right to terminate without cause, a Party may issue a written notice to the other claiming that the other Party is in breach of Contract and giving the other Party ten (10) calendar days to cure the default. If the alleged breach of Contract is not cured, then the Party serving the notice may terminate the Contract and be excused from further performance following termination. However, termination of the Contract will not relieve the Lobbyist of any deliverables and Work product due prior to the termination of the Contract, including but not be limited to reports, statements of accounts, payments due the Village and any other records requested by the Village prior to the termination of the Contract.

Article 8. Indemnification

A. The Lobbyist shall indemnify, defend and hold harmless the Village and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense at both trial and appellate levels, in which the Village or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Contract by the Lobbyist or its employees, agents, servants, partners, principals or sub-contractors.

B. The Lobbyist shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Village, against the Village in all, and shall pay all costs, judgments, and attorney's fees which may issue to the

extent caused by negligence, reckless or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract. The expressly understands and agrees that any insurance protection required by this Contract or otherwise provided shall in no way limit the responsibility to indemnify, hold harmless and defend the Village or its officers, employees, agents and instrumentalities. One Percent (I%) of the Contract amount shall represent the consideration to be provide for this Indemnification. Nothing contained herein shall be deemed a waiver of Sovereign Immunity provided to the Village by the Section 768.28, Florida Statutes.

C. The Village shall not be liable for any damages or claims of any type including but not limited to lost profits, special damages, consequential damages, or business interruption on account of the Village's decision to terminate this Contract. Additionally, the Lobbyist agrees that in the event this Contract is terminated for the Village's breach, the damages that the Lobbyist may have against the Village shall be limited to actual compensatory damages. The Village does not waive sovereign immunity under Section 768.28, Florida Statutes, for any claim for breach of contract or for an award of prejudgment interest; provided, however, that in any action arising out of or to enforce this Contract, the prevailing Party shall be entitled to its reasonable attorney's fees and costs in a trial or appellate court. The Parties knowingly, irrevocably, voluntarily, and intentionally waives all rights to trial by jury.

Article 9. Modification-Amendment

This writing and exhibits contain the entire Contract of the Parties. No representations were made or relied upon by either Party, other than those that are expressly set forth. No agent, employee, or other representative of either Party is empowered to modify and amend the terms of this Contract, unless executed in writing with the same formality as the execution of this Contract. No waiver of any provision of this Contract shall be valid or enforceable unless such waiver is in writing and signed by the Party granting such waiver.

Article 10. Governing Law

This Agreement shall be construed in accordance with and governing by the laws of the State of Florida. Exclusive venue for any litigation shall be in the state courts of Miami-Dade County, Florida.

Article 11. Waiver

The failure of either Party to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Contract shall not constitute a waiver of the violation or breach, or of any future violation, breach, or wrongful conduct. No waiver by the Village of any provision of this Contract shall be deemed to be a waiver of any other provision of any subsequent breach by the Company of the same, or any other provision of the Contract. The Village's consent to or approval of any act requiring the Village's consent or approval shall not be deemed to render unnecessary the obtaining of the Village's consent to or approval of any subsequent consent or approval of Company, whether or not similar to the act so consented to or approved.

Article 13. Prohibition Against Contingent Fees

The Lobbyist warrants that, other than a bona fide employee working solely for the Company, no person has been retained to solicit or secure this Contract, and that it has not paid or agreed to pay any person, corporation, individual or entity any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

Article 14. Conflict of Interest

The Lobbyist agrees to adhere to and be governed by the Village's Conflict of Interest Ordinance 2-121, et seq, which is incorporated by reference as if fully set forth.

Article 15. Entire Agreement

No statements, representations, or warranty, either written or oral, from whatever source arising, except as expressly stated in this Contract, shall have any legal validity between the Parties or be binding upon either. The Parties acknowledge that this Contract contains the entire understanding and agreement of the Parties.

Article 16. Captions and Paragraph Headings

Captions and paragraph headings contained in this Contract are for convenience and reference only and in no way define, describe, extend, or limit the scope and intent of this Contract, nor the intent of any of its provisions.

Article 17. Joint Preparation

The preparation of this Contract has been a joint effort of the Parties and shall not be construed more severely against either Party. the other. It is the Parties' further intention that this Contract shall be construed liberally to achieve its intent.

Article 18. Counterparts

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Contract.

Article 19. Immigration Act of 1986

The Lobbyist warrants on behalf of itself, and all sub-contractors engaged in the performance of this Work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the Work. The Company must comply with Sec. 274A(e) of the Immigration and Nationality Act.

Article 20. Company Non-Discrimination

In the award of subcontracts or in performance of this Work, the Lobbyist agrees that it will not engage in, nor permit such sub-contractors as it may employ, to engage in discrimination in employment of persons on any basis prohibited by State or Federal law in accordance with FHWA requirements (CFR § 26.13).

Article 21. Federal and State Tax

The Village is exempt from payment of Florida State Sales and Use Taxes. The Village shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the Village, authorized to use the Village's Tax Exemption Number in securing such materials The Company shall be responsible for payment of its own and its share of its employee taxes and Social Security benefits.

Article 24. Public Records

Florida law provides that municipal records should be open for inspection and copying under Section 119, Florida Statutes, the Public Records law. All information and materials received by the Village in connection with this Contract shall become the property of the Village and shall be deemed to be public records subject to public inspection. The Lobbyist

shall keep records and if asked to retrieve them by the Village, they must do so to abide by the Public Records law.

Article 25. Severability

If any term or provision of this Contract shall to any extent be held invalid or illegal by a court of competent jurisdiction, the remainder of this Contract shall not be affected thereby, and each term and provision of this Contract shall be valid and be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF the undersigned Parties have executed this Contract on the date indicated above.

Nick Marano, Village Manager

Lobbyist

Carlos Trujillo, President

Attest:

Village Clerk
Missy Arocha

APPROVED AS TO FORM

Village Attorney
John C. Dellagloria

PROPOSAL SHEET

RFP# 2023-00-010

Village of Palmetto Bay - Lobbyist Services

1. Proposal Amount: _____

for:

The Village of Palmetto Bay – Lobbyist Services

1. The price listed in the proposal form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc., as necessary to ensure proper delivery of services and product requested by the Village of Palmetto Bay.
2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge.
3. I understand and agree to be bound by the conditions contained in this Request for Proposal and shall conform with all requirements of the Request for Proposal.

_____

Name: (Please Print)

_____

Offeror Signature Title: Date:

VILLAGE OF PALMETTO BAY

RFP NO. 2023-00-010

Lobbyist Services

October 30, 2023

PREPARED BY

GRAYROBINSON

Joseph R. Salzverg
Shareholder
333 SE 2nd Avenue, Suite 3200
Miami, FL 33131
305.913.0532
joseph.salzverg@gray-robinson.com

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Ryan E. Matthews 53

Jason L. Unger 55

**Denotes non-attorney professional.*

1. INTRODUCTION LETTER

1. INTRODUCTION LETTER

Village of Palmetto Bay
Alessia Bencomo, Procurement Specialist
9705 E. Hibiscus Street
Palmetto Bay, FL 33157

October 30, 2023

Dear Ms. Bencomo and Members of the Village of Palmetto Bay Council,

On behalf of GrayRobinson, we are pleased to offer this proposal to provide lobbyist services for the Village of Palmetto Bay (the Village). We present the enclosed qualifications, including examples of our experience, accomplishments, and capabilities proving we are exceptionally and uniquely qualified to provide the services requested by the Village. As a result of providing local, state, and federal government affairs and lobbying services to Florida's villages, towns, cities, and counties for more than five decades, the GrayRobinson team thoroughly understands the work to be performed as described in the RFP Scope of Services.

As detailed in this proposal, the GrayRobinson team has extensive experience representing local government entities before the legislative and executive branches of Florida's government. Throughout the last several decades, GrayRobinson professionals have served as counsel to the State of Florida, the Florida House of Representatives, governors, legislators, cities, and counties. Due in large part to our excellent relationships with elected and appointed officials at the local and state levels, we have successfully represented public sector clients before Florida governmental entities on everything from legislative appropriations and procurement to utility projects, economic development, and tax incentives. GrayRobinson professionals are highly involved in Florida's government and political processes, and we understand how state and local government truly work.

Our professional and political acumen extends beyond the state's capital. With 14 offices in Florida, we provide our clients with a local connection no matter where they are in the state. This means that in addition to our decades of experience in state government, we maintain ongoing, comprehensive knowledge of what is happening at the local level and are constituents of many of the legislative delegations.

Our team's success in helping navigate our clients to victory within the halls of government is evident in our recognition as the "Legal-Lobbying Firm of the Year" by *INFLUENCE Magazine* and our recurring position on the *Florida Politics* list of the top-earning lobbying firms in the state. With registered state and federal lobbyists, GrayRobinson professionals are members of countless organizations and recipients of multiple awards and accolades, including:

- *Best Lawyers in America*, Government Relations
- *Best Lawyers in America*, Lawyer of the Year, Government Relations Practice
- *Business Journal*, Most Influential Businessperson
- *City & State Florida*, The Florida Power 100
- Florida League of Cities, Home Rule Hero Award
- *Florida Politics*, 30 Under 30 Rising Star
- *Florida Politics*, Florida Politician of the Decade
- *Florida Trend*, Legal Elite, Government and Administrative Law
- *Florida Trend*, Florida's 500: Florida's Most Influential Business Leaders
- *The Hill*, Top Lobbyist
- *The Hill*, DC's Top Hired Guns
- *INFLUENCE Magazine*, Lobbying Industry's Rising Star
- *INFLUENCE Magazine*, Legal-Lobbying Firm of the Year
- *INFLUENCE Magazine*, The INFLUENCE 150: The Most Influential People in Florida Politics

We provide the following information in response to the items requested by the Village.

Name and business address of the entity(s) or individual(s) that will be the party to the proposed contract and the Proposer's business telephone number, and e-mail address.

The following GrayRobinson lobbyists will be the party to the proposed contract with the Village.

Joseph R. Salzverg, Team Lead, Shareholder
333 SE 2nd Ave., Suite 3200
Miami, Florida 33131
P: 305.913.0532
E: joseph.salzverg@gray-robinson.com
Number of years lobbying: 8

Dean Cannon, President and CEO
301 South Bronough St., Suite 600
Tallahassee, FL 32301
P: 850.577.5480
E: dean.cannon@gray-robinson.com
Number of years lobbying: 19

Carlecia Collins, Government Affairs Advisor
301 South Bronough St., Suite 600
Tallahassee, FL 32301
P: 850.577.5496
E: carlecia.collins@gray-robinson.com
Number of years lobbying: 3

Angela M. Drzewiecki, Government Affairs Advisor
301 South Bronough St., Suite 600
Tallahassee, Florida 32301
P: 850.577.5499
E: angela.drzewiecki@gray-robinson.com
Number of years lobbying: 10

Ryan E. Matthews, Shareholder and
Government Affairs and Lobbying Deputy Section Chair
301 South Bronough St., Suite 600
Tallahassee, FL 32301
P: 850.577.5466
E: ryan.matthews@gray-robinson.com
Number of years lobbying: 18

Jason L. Unger, Tallahassee Managing Shareholder and
Government Affairs and Lobbying Section Chair
301 South Bronough St., Suite 600
Tallahassee, FL 32301
P: 850.577.5489
E: jason.unger@gray-robinson.com
Number of years lobbying: 20

Number of years that Proposer has served as a lobbyist and include former firm names and year established (if applicable).

GrayRobinson was established in 1970 as Gray, Harris, Adams & Robinson, P.A. In 1981, the name was changed to Gray, Harris & Robinson, P.A., and in 2003, it was changed to its present name, GrayRobinson, P.A. The number of years each member of the proposed team has served as a lobbyist is listed in the table above.

Type of ownership (sole proprietorship, partnership, corporation, joint venture, or limited liability company and list any state in which incorporated) and parent company, if any.

Founded in Orlando in 1970, GrayRobinson is a C-Corp Professional Association of which all shareholders own equal shares yielding less than 1% per shareholder. Dean Cannon is the President and CEO of GrayRobinson. Byrd F. "Biff" Marshall, Jr. serves as board chair, and J. Charles "Charlie" Gray serves as chair emeritus and founding director of GrayRobinson. Additional board members include Treasurer Michael E. Neukamm, Secretary Mark D. Schellhase, Assistant Treasurer Jason Unger, and Assistant Secretary and General Counsel Mayanne Downs. GrayRobinson does not have a parent company.

Disclose whether the proposing entity(s), or any shareholder, member, partner, or officer or employee thereof, is presently a party to any pending litigation or has received notice of any threatened litigation or claim; provided, however, that Proposer need not disclose minor traffic matters.

In any firm with hundreds of clients and nearly 300 attorneys and advisors throughout 15 offices, there may be an occasional dispute between the firm and a client. GrayRobinson and its attorneys have a few disputes involving matters that would be entirely irrelevant to the Village's operational and lobbying needs. GrayRobinson is contesting each dispute vigorously and expects to prevail on each or, in the worst case, settle on reasonable terms that will not jeopardize the firm's financial viability. The firm is also fully insured with respect to any pending claims. The GrayRobinson team is proud of its reputation for honest, ethical dealings with its clients. That is our culture, and we will be pleased to bring that culture to the table in the course of representing the Village.

In closing, our team of professionals provides a combination of extensive experience representing Florida's local governments, regular access to leaders in the legislative and executive branches, and deep-rooted connections throughout the state. I hope you will recognize the outstanding qualifications of the GrayRobinson government affairs and lobbying team and favorably consider this proposal. We look forward to hearing from you.

Regards,

Joseph R. Salzverg
Shareholder
GrayRobinson

**Please see Appendix A for the GrayRobinson Memorandum of Authority providing authorization to bind GrayRobinson.*

2. PROPOSER QUALIFICATIONS AND EXPERTISE

2. PROPOSER QUALIFICATIONS AND EXPERTISE

Describe the nature and scope of the Proposer's experience in providing the services described in the Scope of Work.

GrayRobinson is a full-service government consulting and law firm with nearly 300 attorneys and advisors positioned throughout 14 offices in Florida and a federal lobbying office in Washington, D.C. We offer local, state, and federal lobbying services and our attorneys practice in more than 80 areas of law.

THRIVING WHERE OPPORTUNITY AND RISK CONVERGE.

GrayRobinson is a multidimensional team of professionals providing integrated legal, lobbying, and regulatory services to leading and emerging businesses, state and local governments, industry stakeholders, and entrepreneurs nationwide. We are agile, adaptable, and fully embedded to deliver results at the local, state, and federal levels.

We thrive where opportunity and risk converge. For us, growing and protecting your enterprise is a collective endeavor that requires a diverse network of talent and a clarity of ideas to overcome constraints and harness momentum. Our strategies and approach go beyond the conventional. We're focused on outcomes – not barriers – to help create possibilities, cultivate conditions for optimal growth, and build resilience to rapid change.

INFORMED BY THE PAST, WITH OUR EYES ON YOUR FUTURE.

Grounded by more than fifty years of service and advocacy, we are intimately connected to Florida's dynamic economy. Our people have helped transform commerce and communities across the Sunshine State, and our growing ecosystem of resources and relationships has expanded to our nation's capital and beyond. We collaborate with clients nationally from 15 key markets in Florida and Washington, D.C.

BUILT ON INDIVIDUAL INSTINCTS, SHAPED BY SHARED EXPERIENCES.

We support and develop professionals who collaborate across service lines to strengthen strategic alliances, tap meaningful spheres of influence, and reframe critical conversations. We evolve alongside our clients in pursuit of new and different ways to help rewrite the future of business.

Experience

The GrayRobinson team included herein is pursuing the Village's business because serving Florida's public sector entities is at the very core of our culture. Beginning with our founding partner, J. Charles "Charlie" Gray, who served as Orlando City Solicitor in the 1960s and later as Orange County Attorney in the 1970s, the fundamental understanding shared throughout the firm is the vital importance of serving local government entities. In Charlie's own words, "If you grow your community, you will grow your firm." Our current roster of lobbying clients includes more than 40 Florida counties, cities, and special districts located throughout the state, as well as the Florida League of Cities and the Florida Association of Counties.

We have a vested interest in your success. Not only do members of the GrayRobinson team represent the interests of our clients, but also many of our advisors and attorneys devoted portions of their careers to serving Floridians in the Legislature, the Governor's Office, and state agencies. The GrayRobinson Government Affairs and Lobbying Section includes three former Speakers of the Florida House of Representatives, a former U.S. House Representative, a former State Senator, a former Secretary of the Florida Department of Environmental Protection, a former Florida House and Senate General Counsel, a former Florida Governor Chief of Staff, a former counsel to the Speaker of the Florida House, multiple local government finance and policy experts, and former

political consultants. This inside experience enables GrayRobinson to provide clients with a unique perspective on the most efficient means of meeting their goals and objectives within the halls of government. GrayRobinson professionals are devoted to federal, state, and local advocacy on behalf of Florida's local governments, and we strongly believe in utilizing the legislative and appropriations process for the direct benefit of local communities and citizens. We are passionate about the growth and betterment of our state, and that includes supporting the fortitude of the communities where we live and work.

In addition to our decades of experience in state government, we also maintain an ongoing, comprehensive knowledge of what is happening at the local level and are constituents to many of the Miami-Dade delegation. We are state lobbyists for Miami-Dade County and understand the synergies and opportunities available to the Village through partnership with Miami-Dade on key issues and funding requests. We are consummate team players, regularly partnering with other lobbying firms' consultants, and amplifying our clients' requests by connecting their priorities where applicable to achieve the best possible outcome for each of them in Tallahassee.

Our team has had decades of success representing clients before Florida's regulatory agencies, including, but not limited to, the Florida Department of Environmental Protection (DEP), Division of Emergency Management (DEM), Florida Department of Transportation (FDOT), Department of Education (DOE), Department of Economic Opportunity (DEO), and Florida Fish and Wildlife Conservation Commission (FWC). At the local level, our team has significant experience representing clients in the South Florida region, including Miami-Dade County, the Miami Downtown Development Authority, Broward County Public Schools, the City of Hollywood, the City of West Palm Beach, Monroe County, and the City of Key West, among others.

At GrayRobinson, we are *unrelenting* in our commitment to serving our clients' needs, *undeterred* by the complexity of the issues we face, and *unwavering* in our support of the communities where we work. As such, GrayRobinson will provide the Village with an exceptional depth of legal, policy, budgetary, and political backgrounds and skillsets to achieve your goals.

Approach to Scope of Services

Our role in providing services to the Village begins with identifying the end goal, analyzing the big picture, and then mapping out the best-laid plan to collectively obtain the desired outcomes. To advocate for or against any position, whether it be something new, a reform, an appropriation, etc., we must first have a deep understanding of the issue, know all the players involved, and know what has worked and what hasn't for the Village in the past. We will sit down with the Village Council or designee(s) to discuss your legislative priorities, address any opposition or obstacles, and collectively begin to enhance the plan as needed. The team will then develop specific action items in concert with the Village to guide us in meeting your legislative goals.

From there, we will maintain regular communication with the Village's designee(s). This includes conference calls, virtual meetings, and attendance at appropriate meetings. To be a voice for the Village, we must remain in frequent communication to stay up-to-speed on current events as they pertain to the agenda. The more information we exchange, the better communicators we will be on your behalf.

Overall, it will be our focus to keep the identified issues of importance to the Village at the forefront of the upcoming legislative session by working together with the members of the Miami-Dade Legislative Delegation, the House Speaker and Senate President, and the chairs of key House and Senate Committees. Concurrently, the team will work with Florida's Governor and staff to ensure their understanding and support of the Village's

legislative and regulatory agenda, as well as educate the members of the Legislature and key agencies on the Village's priorities.

The following describes a general project plan the GrayRobinson team will use in our representation of the Village.

LEGISLATIVE PRIORITY REVIEW AND STRATEGY

The GrayRobinson team proposed herein will schedule a legislative workshop with the Village Council or designee(s) prior to the start of committee weeks to discuss the Village's legislative priorities and plan for the upcoming session. Out of this meeting, we will develop a plan to include the goals, interests, and specific projects we will address at the state level on behalf of the Village. This plan will provide a clear articulation of goals and expectations, which, when combined with the Village's Scope of Services and the political insight of the GrayRobinson team, will serve as a roadmap for our representation. We will include agreed-upon strategies for obtaining funding and proposed special or general legislation to support the Village's priorities.

IDENTIFYING ISSUES AND ADVOCATES

The team's well-respected background in government affairs services is bolstered by the extensive network we maintain and the active part each member plays. Employing the experience of professionals who have served on both sides of the legislative arena, we offer a unique perspective on the inherent competition regarding allocations of federal and state resources, and the tension between state and local governments. Our relationships with former and current policymakers enable us to advise our clients on economic and fiscal trends, expenditure expectations, leadership priorities, and the best achievable strategy to incorporate our clients' goals into "big picture" government issues. If selected, our team will provide the Village with a combination of specialized experience with local government issues, exclusive access to leaders in the legislative and executive branches, and deep-rooted connections with the Village's Legislative Delegation and within Miami-Dade County.

From a local government perspective, we can expect issues related to preemption, unfunded mandates, governmental oversight, and local taxing/spending authority will continue to appear in the coming years. In partnership with other local government interests, the time to educate members on the Village's legislative and funding priorities begins soon. The GrayRobinson team will work to ensure the Legislature understands and appreciates the Village's work to provide outstanding services to your residents in as cost-effective a manner as possible.

In recent years, the Legislature has considered many pieces of legislation that preempt local government powers and infringe upon your constitutional home rule powers and responsibilities. These bills range from preemption over tree removal ordinances, to land use and zoning, to procurement issues, and everything in between. For this reason – and expecting similar legislation to be filed in the years ahead – it is critically important for local governments to work together to combat policy changes undermining your ability to serve the Village's residents in the way that you, as an elected, deliberate, and responsive body, determine is best. To this end, and as evidenced throughout this response, the GrayRobinson team represents many local governments along with the Florida League of Cities and Florida Association of Counties, enhancing our already unique and comprehensive understanding of your specific issues and challenges.

TRACKING AND ANALYZING STATE LEGISLATION

The GrayRobinson proposed team will continuously monitor developing, proposed, promulgating, or administered policies, rules, regulations, and laws that impact the Village, including the progress of pertinent legislation regarding subject areas to include: (1) state financial and budget issues that have a potential impact on Village

government operations and finances, (2) state funding and grant opportunities, (3) planning, zoning, and land use issues, (4) state-local taxation issues that could affect the Village financially, (5) general government, and (6) Village public official responsibilities, powers, and duties. We primarily monitor legislation through LobbyTools, our bill-tracking and monitoring system. LobbyTools enables us to research bills, PCBs, statutes, legislators, committees, calendars, Florida and national news, press releases, and other essential information relating to the Village. We will generate customized reports that will include targeted, up-to-date information and provide these reports to the Village regularly and as outlined in the Scope of Services. Additionally, we have strong relationships with staff and various members of Florida's state agencies, and we will utilize these relationships to assist in monitoring and reporting all activity relevant to the Village.

PERFORMANCE BENCHMARKS AND PLANS

Before and during the legislative session, GrayRobinson will provide legislative drafting, strategy development, one-on-one lobbying, committee presentations, and other services to meet the Village's needs as requested by the Village Council. This also includes effectively coordinating with like-minded coalitions and utilizing technology to ensure our advocacy message is resonating among key stakeholders. We maintain excellent relationships with key legislators and staff that will advocate on behalf of the Village on policy issues, as well as established relationships with the leadership in the Senate and the House now and in the future. Throughout the effort, we will proactively measure the position of the initiative and consult Village designee(s) on any plans that may need to take a different course of action to obtain the overall goal and objective.

Once the 60-day session has concluded, the GrayRobinson team will work with Village designee(s) to assess enrolled legislation, which will be transmitted to the Governor and determine if any bills require further advocacy efforts at the executive level or if a veto effort may be necessary. We will also help guide Village designee(s) through implementation, as needed, and stand ready to assist with any necessary engagement with executive agencies throughout the year.

COMMUNICATION AND REPORTING

Our team possesses the flexibility and commitment to provide substantive reporting to the Village during committee weeks, legislative session, and any relevant special sessions. Reports provided to the Village can include:

- personal briefings and information bulletins pertinent to any legislation, rules, or regulations, and other state policies or programs that affect the Village and its citizens either directly or indirectly
- a report at the end of each week detailing legislative action taken during the week, status of legislative issues, and anticipated action during the upcoming week
- additional issues we are monitoring that could affect the Village, including anticipated issues for the upcoming week
- budget updates
- additional strategic notes, recommendations, and/or analysis as needed

Within 60 days of the close of the regular session, we will provide the Village with a Legislative Session Summary Report detailing legislative activity and the effect that any approved legislation will have on the Village. We also invite the Village's designees to attend post "Session Wrap-Up" seminars we host each year across the state or in a virtual setting. When the Legislature is not in session, the team commits to providing periodic written reports on issues of interest or concern to the Village, including grant opportunities, action taken at interim committee meetings, status of studies underway, and advance notice of legislation being proposed.

To further respond to the items identified in the Village Scope of Services, the following table outlines the specific activities the GrayRobinson team will perform throughout our representation of the Village.

OBJECTIVES	DESCRIPTION OF WORK/ACTION ITEMS
Legislative Workshop	A comprehensive assessment of the needs and assets of the Village, including the Village's existing legislative priorities, political allies, policy goals, state legislative, budgetary, and regulatory concerns, state-funded initiatives, and recent accomplishments.
Legislative Agenda	Utilizing the assessment obtained through the Legislative Workshop, we will develop a proposed comprehensive agenda for review and approval to engage the legislative and executive branch audiences.
Establish potential champions and supporters for each identified issue, facilitate meetings, and ensure appropriate follow-up from meetings.	We will create a comprehensive list of legislators who have signed on to key proposals, belong to critical committees, and have co-signed letters of support on priority issues and funding. The team will use this list to reach out to potential champions, maintain relationships with current champions, and identify new opportunities for legislative outreach.
Advise and assist in implementing activities (such as briefings/hearings and creation of materials) to educate legislators and their staff about issues of importance.	Work with committees, legislative and executive branch senior staff, and personal office contacts.
Provide strategic guidance regarding events and other opportunities to raise awareness of and support for Village policy and budgetary advocacy objectives.	Work with committees, legislative and executive branch senior staff, and personal office contacts to identify opportunities to elevate Village designee(s) as thought-leaders on critical issues and objectives.
FOR EACH IDENTIFIED ISSUE, ASSIST IN DEVELOPING OUTREACH/LOBBYING STRATEGIES AROUND KEY ISSUES, INCLUDING:	
Communicate directly with Village designee(s) to establish supporters for legislation and funding priorities and facilitate meetings; ensure appropriate follow-up from meetings.	Once assessments are complete, utilize research tools to accomplish this objective.
Draft, review, revise, and/or provide guidance on new and existing budget items as directed.	Providing factsheets, leave-behinds, and other materials for staffers is critical in the educational process.
Report on the status of relevant issues as they move through the legislative and budgeting process and provide strategic guidance on the course of action.	Tracking and assessment are a regular part of the work product provided to our government affairs clients.
Support the Village in organizing and scheduling Capitol Days one to two times per year.	Capitol Days, when done well, can be highly effective. Identifying members of the Legislature relevant to the Village and its policy and funding objectives will be critical in being effective during any Capitol Day event. We are engaged in every step of the process, from preparing the agenda to talking to your team about what to expect to follow up with members.
Create or deepen high-level relationships with key offices.	Identify, introduce, and set up meetings for Village designee(s) with designated champions.

OBJECTIVES	DESCRIPTION OF WORK/ACTION ITEMS
Identify and track relevant developments and provide ongoing support for Village advocacy by providing information proactively and as requested.	Alert Village designee(s) to trends, events, and legislative movements, including relevant draft legislation and budget movement.
FOR EACH IDENTIFIED ISSUE, ASSIST IN DEVELOPING OUTREACH/LOBBYING STRATEGIES SPECIFIC TO FUNDING INITIATIVES, INCLUDING:	
Assist in developing appropriations "asks" and justifications for each of the relevant agencies and budget lines.	Complete assessment and internal review of priorities must be completed.
As directed, assist the Village in submitting requests, justifications, and proposed report language to relevant House and Senate members.	Compile a comprehensive list of members of the Legislature to utilize, with appropriate forms for submission, backup information, and deadlines.
Identify relevant appropriations staff, schedule meetings, and accompany Village designee(s); ensure appropriate follow-up from meetings.	Once requests are submitted, follow up with a comprehensive list of members on requests submitted to committees PRIOR to member deadlines. Importantly, we will establish a strong rapport for the Village with key appropriations legislators.
Track the appropriations process, including anticipated timelines and times for input.	Complete review and tracking are critical to success.
Report on the status of appropriations, bills, and report language as it moves through the legislative process and provide strategic guidance on the course of action.	Comprehensive tracking and immediately conveying to the Village any facts and details uncovered through regular conversations with colleagues and legislators. Regular reports are provided, and insights are developed based on intelligence collected.
ADDITIONAL ACTION ITEMS:	
For each identified issue, provide strategic guidance and assistance in engaging and influencing legislative and executive branch representatives.	
Support Village advocacy and funding efforts by providing relevant analysis.	
Draft letters, testimony, fact sheets, backgrounders, and other materials.	
Participate in internal meetings or meetings with external associations and organizations for coordination purposes.	
Communicate and provide regular reporting to the Village summarizing activities.	
Immediately alert Village designee(s) of pending appropriations or actions that will impact the Village or its citizens.	
Monitor legislation and forward pertinent information to the Village for distribution to appropriate staff.	
Update the Village on issues of importance, including calendars of hearings and meetings discussing relevant issues.	
Provide a detailed summary report within 60 days of the close of session.	

Team Member Qualifications

GrayRobinson will utilize a team approach designed to maximize communication and responsiveness to the Village's needs. If selected, Joseph Salzverg will be the Village's primary day-to-day contact. Along with Joseph, we have identified the team of Dean Cannon, Carlecia Collins, Angela Drzewiecki, Ryan Matthews, and Jason Unger. This team approach allows us to provide high-quality legislative guidance, maintain the flexibility necessary to respond swiftly and thoroughly, and facilitate communication and accountability.

In addition to the following summaries, please see Appendix B for complete resumes of all team members, including additional experience, education, licenses/certifications, and other information.

JOSEPH R. SALZVERG - TEAM LEAD

Joseph is a shareholder in the GrayRobinson Miami office and a Miami-Dade native with more than a decade of experience in Florida's political and public policy arenas. He has served as a campaign manager and political consultant to several members of the Miami-Dade Legislative Delegation dating back to the 2010 election cycle and continues to enjoy very productive relationships with members of the delegation. Located in our Miami office and successfully representing many clients throughout Miami-Dade, Broward, Monroe, and Palm Beach Counties, Joseph has an intimate understanding of local issues. While in law school, Joseph served as a legislative analyst on the Regulatory Affairs Committee in the Florida House of Representatives. During this time, he was responsible for researching, analyzing, and drafting proposed legislation. Subsequently, he was a law clerk with the City of Miami, Office of the City Attorney. In that capacity, he handled zoning, land use, municipal legislation, and general government matters. Joseph's familiarity with local issues and priorities will be of great value as a team lead for the Village. Lastly, as a registered lobbyist for Miami-Dade County, Florida League of Cities, Florida Association of Counties, the City of Greenacres, the City of Hollywood, the City of Key West, the City of Orlando, the City of West Palm Beach, Islamorada Village of Islands, and others, Joseph is deeply involved in all issues affecting preemption, home rule, and municipalities.

Role and Responsibilities on the Village of Palmetto Bay Team: In addition to his work as a dedicated lobbyist for the Village, as team lead, Joseph will set performance measurements and metrics for the team based on the Village's specific needs and requirements. Not all clients are alike, and we provide counsel and advocacy the way each client prefers. Joseph will monitor and measure the team's performance as it relates to the overall client relationship through regular client satisfaction and performance discussions with Village designee(s).

DEAN CANNON - TEAM MEMBER

Dean is the President and CEO of GrayRobinson. Dean has close relationships with legislative and executive branch leadership, having been involved in Florida government, law, consulting, and lobbying for more than 27 years. He has practiced state and local government law and lobbying since 1995. Dean ceased lobbying prior to his election to the Florida House in 2004 and during his eight years in the Florida House. During his time in elected office, he played pivotal roles in education policy, property tax reform, growth management reform, health care and Medicaid reform, and significant transportation infrastructure policy initiatives, among many other areas. He was selected by his peers to become Speaker of the House for the 2010 to 2012 term and is credited with leading the Florida House effectively during a time of great economic and political challenge. After leaving the Florida House in 2012, Dean began his lobbying practice that continues today. As a former presiding officer, Dean specializes in strategic, leadership, and appropriations issues for local government clients.

Role and Responsibilities on the Village of Palmetto Bay Team: Utilizing his experience and his close relationships with legislative and executive branch leadership, Dean will focus on interfacing with the current and future

presiding officers (President of the Senate and Speaker of the House) as well as the Governor and Cabinet and provide support for message development. Many of the current members of the Legislature were there while Dean was Speaker, and he maintains excellent relationships with legislative leadership, including House Speaker Paul Renner, Senate President Kathleen Passidomo, and the designated successors to both. Dean currently serves on the state lobbying team for Miami-Dade County, the City of Fort Myers, the City of Greenacres, the City of Hollywood, the City of Orlando, the City of Port St Lucie, the City of West Palm Beach, and Islamorada Village of Islands, among others.

CARLECIA COLLINS - TEAM MEMBER

Carlecia, a government affairs advisor in the GrayRobinson Tallahassee office, has more than a decade of experience working in Florida politics. Her experience includes serving as a special assistant to the Speaker of the Florida House of Representatives and in several leadership roles within the Florida Senate. In her most recent position, Carlecia served as a senior legislative assistant for former Florida Senate President Bill Galvano, where she handled statewide appointments to boards, commissions, and taskforces for the Florida Senate. While attending Florida State University, she worked as a senior legislative assistant for Florida Senate District 16. In this role, Carlecia coordinated budget priorities for the chair of the Senate Committee on Appropriations and served as the liaison between the chair, constituents, and lobbyists. She also worked with the chair to ensure the representation of senators' priorities in the final budget.

Role and Responsibilities on the Village of Palmetto Bay Team: Carlecia will serve the Village as a dedicated state lobbyist. Carlecia currently represents the City of Fort Pierce, the City of Gainesville, the City of Tallahassee, the School Board of Volusia County, the School District of St. Lucie County, and St. Lucie County. As a former senior legislative assistant and a former "gatekeeper" for House and Senate presiding officers to ensure their availability to legislators, lobbyists, and the public, Carlecia brings a wealth of connections within both the House and Senate and a strong knowledge of the appropriations process.

ANGELA M. DRZEWIECKI - TEAM MEMBER

Angela is a highly skilled government affairs advisor in the GrayRobinson Tallahassee office, bringing over a decade of experience in government relations. She has successfully advocated for municipalities, trade associations, nonprofits, and businesses before Florida's executive and legislative branches of government. Angela focuses her practice on a myriad of issues, including local government matters, transportation, public safety, and legislative appropriations. She works with clients of all sizes to develop short- and long-term strategies focused on achieving the client's goals, whether those goals require a statutory change, procurement objectives, or legislative appropriation.

Role and Responsibilities on the Village of Palmetto Bay Team: Angela will serve the Village as a dedicated state lobbyist. She works tirelessly to successfully advocate on behalf of her clients and has secured millions of dollars in the state budget on their behalf. Angela currently serves on multiple local government state lobbying teams, including the City of Cocoa Beach, the City of Gainesville, the City of Orlando, the City of Vero Beach, Marion County, Miami-Dade County, and Monroe County, among others. Her understanding of local government and deep connections in Florida's executive agencies will help promote the goals of the Village in Tallahassee.

RYAN E. MATTHEWS - TEAM MEMBER

With an in-depth knowledge of the function and operation of local governments, municipal utilities, and Florida's regulatory and permitting processes, Ryan concentrates his practice on environmental, land use, and local government issues. He is a recognized expert in environmental policy concerning natural resources with a focus

on water quality and water supply. Prior to joining the private sector, Ryan served as the Secretary of the Florida Department of Environmental Protection (DEP) under the Rick Scott Administration, where he oversaw 3,000 employees and a $1.6 billion budget to protect Florida's natural resources. While at the department, Ryan led the beginning effort to delegate the Clean Water Act Section 404 program to the State of Florida, only the third state in the nation to achieve such delegation. During his time at DEP, he also served as Deputy Secretary for Regulatory Programs, where he oversaw the air, water, and waste regulatory divisions, which issue thousands of permits per year to regulated interests and the business community in Florida. As director of the Office of Water Policy, where he led the coordination and implementation of Florida's statewide water policy, including oversight authority of the five water management districts, Ryan played a critical role in pursuing recurring funding for Alternative Water Supply projects in Governor Scott's recommended budget, as well as increased funding for water quality monitoring, TMDLs, and springs.

Role and Responsibilities on the Village of Palmetto Bay Team: Ryan will serve the Village as a dedicated state lobbyist, running point on environmental issues and assisting with funding goals. Cementing his experience with municipal issues, Ryan also served in the general counsel and legislative affairs offices of the Florida League of Cities and is a current lobbyist for the Florida Association of Counties, Florida League of Cities, the City of Greenacres, the City of Orlando, the City of Tampa, the City of Gainesville/GRU, Islamorada Village of Islands, Miami-Dade County, Monroe County, Orlando Utilities Commission, ToHo Water Authority, and a number of additional local governments. As such, his experience will be an invaluable asset to the Village.

JASON UNGER - TEAM MEMBER

Jason has served as special counsel to the Speaker of the Florida House and represented the Florida House in the 2002, 2012, and 2022 redistricting cycles and members of the Florida Legislature in election law matters. Jason served on the Florida Supreme Court Judicial Nominating Commission (JNC) during the Charlie Crist, Rick Scott, and Ron DeSantis gubernatorial administrations. Originally appointed to the Florida Supreme Court JNC by Gov. Charlie Crist in 2008, he was subsequently reappointed by Gov. Scott in 2011 and 2016. Jason served as the chair of the Florida Supreme Court JNC from 2009 to 2010 and from 2016 to 2019. Jason has lobbied for over 20 years and represents dozens of public and private entities before the legislative and executive branches of Florida's government, including the City of Greenacres, the City of Hollywood, the City of Key West, the Miami Downtown Development Authority, and Miami-Dade County.

Role and Responsibilities on the Village of Palmetto Bay Team: Jason will serve the Village as a dedicated state lobbyist. As a South Florida native, Jason is familiar with the opportunities and challenges of the region and will utilize his connections in local and state government as well as his deep knowledge of the inner workings of the legislative process for the benefit of the Village.

Provide registration, certificates and other information related to adherence with Florida Lobbyist Requirements.

Please see Appendix B for registration documentation for the GrayRobinson lobbying team.

Explanation of any exceptions to this RFP requested by the Proposer. If exceptions are requested, cite the activity involved, exception taken, and alternate language. If no exceptions are requested, please state so.

In Washington, the GrayRobinson federal lobbying team comprises seasoned Washington insiders, including a former member of the U.S. Congress, a former Speaker of the Florida House of Representatives, senior staff members who served members of the U.S. Congress, and former staff members of U.S. executive branch agencies. Collectively, they have amassed extensive experience working on Capitol Hill and advocating on behalf

of clients at the federal government level. We leverage the relationships we've cultivated and the experience we've honed over more than three decades of federal representation to advance our clients' objectives. Our team's experience in serving members of Congress and representing clients at the federal level has allowed us to establish valuable relationships with key federal agency officials who hold influential positions in shaping funding allocations, program decisions, advisory board appointments, and award processes. Notably, our federal team proudly represents several Florida local government clients in Washington, including Brevard County, the City of Apopka, the City of Kissimmee, the City of St. Cloud, the City of Tallahassee, Escambia County, Space Florida, and St. Lucie County.

While we would be honored to extend our services to the Village at the federal level, such an undertaking would require a separate engagement. We look forward to engaging in further discussions to understand the specific needs and priorities of the Village in Washington, tailoring our approach accordingly.

Complete in the following outline format a summary of Proposer's expertise. The same reference may be listed for more than one area of expertise if applicable.

The following table includes policy and appropriations successes in the areas of interest to the Village. This is only a snapshot of the successes we have obtained on behalf of local government clients, and we are happy to provide additional examples to the Village upon request.

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
LAND USE AND ZONING	▪ Successfully worked to clarify which land development regulations apply to Florida College System institutions via comprehensive plans. (**Santa Fe College**, 2023) ▪ On behalf of a major cruise line, we successfully helped amend the Miami-Dade County land use regulations to explicitly allow for on-site daycare centers in certain office parks. (2022) ▪ Successfully helped amend legislation removing school district-wide concurrency that would have significantly changed how school districts site new schools. (Florida School Boards Association, 2022) ▪ The team successfully advocated for a gubernatorial veto of SB 410 – Growth Management. The bill would have greatly prohibited counties from almost any land use regulation unless onerous restrictions were met. (Florida Association of Counties, 2020) ▪ Successfully helped secure an exemption for the Florida Keys Area of Critical State Concern from legislation that would have preempted the affordable housing efforts in the Florida Keys and significantly handicapped their planning, zoning, and building departments. (City of Key West, 2019)	**Santa Fe College** Liam McClay, Associate VP Govt Affairs and Facilities 3000 NW 83rd Street Building U, Room 19 Gainesville, FL 32606 352.395.5199 liam.mcclay@sfcollege.edu
HOME RULE AUTHORITY	▪ Our team has successfully defended multiple home rule authority issues on behalf of the **Florida League of Cities** and the Florida Association of Counties. ▪ Helped defeat legislation that would have preempted local wage ordinances, including Miami-Dade County's Living Wage Ordinance. (Miami-Dade County, 2022)	**Florida League of Cities** Casey Cook, Dir of Legis. Affairs 301 S. Bronough St., Ste. 300 Tallahassee, FL 32301 850.222.9684 ccook@flcities.com

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
	▪ Helped defeat legislation that would have adversely revised the factors considered by the Property Appraiser in deriving a property's valuation, as well as increasing the variance threshold, which allows the Property Appraiser to appeal Value Adjustment Board (VAB) decisions. (Miami-Dade County, 2022) ▪ Helped defeat legislation regarding the sale of tax certificates, which would have posed a substantial adverse fiscal impact on the County. (Miami-Dade County, 2022) ▪ Successfully worked with stakeholders to defeat vacation rental preemption legislation. (City of Hollywood, 2018-2022) ▪ On behalf of several local government clients, the team aggressively advocated against legislation preempting a local government's ability to prevent and regulate small cell attachments on public property. The team helped defeat the legislation the first year it was filed and obtained a multitude of exemptions and concessions in the ultimate version and current law (2017-2022). ▪ On behalf of our municipal clients, we were successful in advocating for the amendment of HB 55 - Building Design, the provisions of which were ultimately included in HB 401 - Florida Building Code, to provide exemptions to a building design preemption in municipalities with a design review board, as well as dwellings within a community redevelopment association. (Municipal Clients, 2021) ▪ Successfully lobbied to help defeat legislation preempting public safety communications systems, stemming from a local issue between Broward County and the City. (City of Hollywood, 2020) ▪ Successfully helped defeat legislation expanding the use of underground utility markings and restricting a local government's ability to regulate the same. (Miami DDA, 2019) ▪ Successfully lobbied the Governor's Office to help secure a veto of HB 771 - Environmental Regulation, which, among other provisions, would have preempted a local government's authority to prohibit the use of single-use plastic straws. (City of Key West, 2019) ▪ Secured amendment to allow a local government to remove vessels affixed to a public dock within its jurisdiction. (City of West Palm Beach, 2018) ▪ Successfully secured removal of harmful language from the tax package and omnibus condominium bill that would have allowed a condominium association's attorney to represent individual unit owners in Value Adjustment Board appeals, with limited notice to the unit owners. (Miami-Dade County, 2018)	

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
TRANSPORTATION /TRANSIT INITIATIVES	▪ The team has represented the **Miami Downtown Development Authority** (Miami DDA) since 2018. Miami DDA is an independent agency of the City of Miami focused on improving the quality of life for stakeholders, residents, and visitors through business development, infrastructure, and capital improvements. In partnership with the Miami DDA and Miami-Dade County, the City is rebuilding a half-mile section of Flagler Street, one of Florida's most historic streets in Downtown Miami. This 4-year project is transforming the City's historic main street into a curbless festival street to attract new businesses, provide larger sidewalks for shopping/dining, install much-needed tree canopy and site furnishings, and upgrade all utilities to allow for new vertical development. Phase E is the fifth and final phase. In 2023, GrayRobinson helped secure $1 million for this project. ▪ Helped secure $950,000 for the widening of the Johnson St/Memorial Regional Hospital C-10 Canal Bridge to enhance safety, accommodate growth, support transportation modes, and improve access to the regional hospital. (City of Hollywood, 2023) ▪ Helped secure $1 million for the Southside City Transit Center to enhance access to StarMetro service for residents living on Tallahassee's south side-including both City and County residents, and will improve overall system performance by increasing bus frequency and on-time performance. (City of Tallahassee, 2023) ▪ Secured over $250 million for Florida's deep-water seaports through a back-of-the-budget appropriation in the 2021 Legislative Session, involving extensive collaboration with government offices and appropriations staff. (Canaveral Port Authority, 2022) ▪ Successfully worked with the Florida Department of Transportation to allow city license plate readers to be placed on their rights-of-way. (City of Hollywood, 2018) ▪ Successfully worked with the Florida Department of Highway Safety and Motor Vehicles on the renaming of City streets and the resulting revisions of resident documents. (City of Hollywood, 2018) ▪ Successfully worked to amend transportation bills to include a road designation in Miami-Dade County. (Miami-Dade County, 2018) ▪ Played a pivotal role in the legislative effort to approve the Central Florida Commuter Rail (SunRail), serving as co-leads for the coalition supporting SunRail. Additionally, on behalf of MetroPlan Orlando and several individual local governments along the I-4 corridor, the team advocated for creating a new matching grant program for the development of quiet zones and helped pass the Charter County Transit Surtax amendment for LYNX.	**Miami Downtown Development Authority** Christina Crespi, Exec Director 200 S Biscayne Blvd, Ste 2929 Miami, FL 33131 305.579.6675 christina.crespi@miamidda.com

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
STATE BUDGET/ APPROPRIATIONS	▪ Helped secure $1.4 million in project funding for the **City of Greenacres** in the 2023 Legislative Session, including $950,000 to fund a new facility allowing for increased enrollment and expanded services in the City's Youth Program, a licensed, nationally accredited, and Gold Seal-designated K-12 year-round program, and $600,000 for Phase 1 of the Swain Boulevard Sewer Extension Project, providing sanitary sewer service to 86 properties in the City's Original Section along Swain Boulevard. ▪ The diversity of the team's existing clients requires significant attention and focus on the state's budgeting process. Our team participates in every aspect and subgrouping of the state budget, including Agriculture and Natural Resources, General Government, Health Care, PreK-12, Higher Education, and Transportation and Economic Development. As you will find throughout these examples, the team regularly has considerable success in the budgetary process. We work to fund numerous types of projects for our clients, including infrastructure projects, utilities, resilience projects, educational research, corrections reform, tourism, transportation, and economic development projects, to name a few. By the end of the 2023 Legislative Session, we had successfully advocated for **over $1.03 billion in appropriations** on behalf of our clients. ▪ Through our representation of various Miami-Dade organizations, the team has helped our clients support human services initiatives throughout the area. On behalf of MACtown, the team helped secure funding in consecutive legislative sessions for additional life skills training services for the developmentally disabled community. On behalf of the Miami Downtown Development Authority, we helped secure more than $700,000 in mental health and substance abuse funding associated with Judge Steven Leifman. **Parks and Recreation** ▪ Helped secure $1.5 million for the Billy Bowlegs Community Center Restoration Project, addressing the growing population and recreational requirements. (City of Fort Myers, 2023) ▪ Helped secure $1.25 million for the Cocoa Beach Bicentennial Park Project to improve water quality in the Banana River between S.R. 528 and Pineda Causeway by reducing nutrients and sediment polluting the river from direct stormwater runoff contributions. (City of Cocoa Beach, 2023) ▪ Helped secure $1 million for the Inclusive Playground for Children of All Abilities to fund a playground for children of all abilities at the city's STAR complex. (City of Fort Myers, 2022) ▪ Helped secure $1 million for the Harbour Point District Project to continue funding the Port of Fort Pierce Master Plan. (St. Lucie County, 2022)	**City of Greenacres** Andrea McCue, City Manager 5800 Melaleuca Lane Greenacres, FL 33463 561.642.2017 amccue@greenacresfl.gov

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
	▪ Helped secure $2 million for the Beulah Pedestrian Bridge Project. (Escambia County, 2022) ▪ Helped secure $1 million for further rehabilitation of Centennial Park, Fort Myers' premier public space. (City of Fort Myers, 2020) ▪ Helped secure more than $13 million in Florida Job Growth Grant funding. (City of West Palm Beach, 2020) ▪ Helped secure $1 million for rehabilitation and replacement of playground equipment at Centennial Park, Fort Myers' premier public space. The funding allowed for an expansion of the play area as well as creating an accessible space for children with special needs in accordance with the Park's master plan. (City of Fort Myers, 2019) ▪ Successfully defeated legislation restricting the ability to contract for the sale and resale of nontransferable tickets. (Walt Disney Parks and Resorts, 2019) ▪ In addition to successful appropriations, we actively monitor funding opportunities for our clients and assist clients in identifying and evaluating potential grants. We have a proven track record of securing grants and appropriations, having obtained over **$500 million in Florida grant funding** for our clients in the last three years. Our extensive network allows us to collaborate effectively with other lobbyists and align support for our clients' projects, ensuring timely approval of grant applications and thorough review of related documents.	
PUBLIC SAFETY	▪ GrayRobinson has represented the **Florida Sheriffs Association** since 2019. In 2023, we helped secure $2.75 million to fund the Rapid DNA Systems in County Jails Project. Provides funding for 11 sheriff's offices to purchase Rapid DNA machines, significantly reducing the amount of time it takes law enforcement to generate a DNA profile from a qualifying arrestee and cross-reference it with CODIS and allowing law enforcement to determine whether the arrestee's DNA is a match to unsolved crimes while the arrestee is in custody. ▪ Advocacy efforts before the Miami-Dade Board of County Commissioners culminated in a $6.8 million sole-source procurement to expand the work of GrayRobinson client, Cellebrite, with the Miami-Dade Police Department (MDPD) for a five-year term. The designated purchase of the Cellebrite system will allow the MDPD to modernize digital investigations, organize investigation workflow, and will help facilitate investigative operations to combat crime. ▪ Successfully advocated for the filing and passage of HB 7015 during the 2022 Legislative Session. The bill provides an Open Government Sunset Review extension to the public records exemption to include the identity of witnesses to murder, a priority of the MDPD and Chairman Diaz. (Miami-Dade County, 2022)	**Florida Sheriffs Association** Matt Dunagan, Deputy Exec Director of Operations 2617 Mahan Dr. Tallahassee, FL 32308 850.274.3599 mdunagan@flsheriffs.org

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
	▪ After numerous incidents alleging protestors harassing Floridians at their homes, the Orange County Sheriff's Office requested the Legislature outlaw protests or picketing at or about the dwelling of a person with specified intent. The GrayRobinson team successfully helped move this bill through the process in partnership with sponsors Senator Keith Perry and Representative Maggard. (Orange County Sheriff, 2022) ▪ Worked with like-minded municipalities to help secure more than $111 million through the DEO Rebuild Florida Infrastructure Repair Program for communities impacted by Hurricane Michael. In addition, successfully lobbied to waive the original requirement that benefitting counties must match the dollars provided by the Department. (Gulf County, 2021) ▪ Helped secure $500,000 for the MDPD Operation Blue and Brown public safety program. (Miami-Dade County, 2019)	
ENVIRONMENTAL INITIATIVES	▪ On behalf of the **City of Greenacres** we helped avoid a WOTUS determination for a required permit at DEP, avoiding a costly delay to the Chickasaw Road project. We also helped secure funding for the City's Sewer Extension Project to provide for the first phase of construction for sanitary sewer service to 86 properties. (2022-2023) ▪ On behalf of multiple entities in Monroe County, the team successfully advocated for the original passage of the Florida Keys Stewardship Act. The legislation expanded the use of dedicated Everglades bonding authority to include broad water quality initiatives and created a dedicated funding source from Florida Forever to preserve conservation lands. Throughout the last five years, we have helped secure more than $80 million in Florida Keys Stewardship funding and Florida Forever funding for Areas of Critical State Concern on behalf of the City of Key West and the Village of Islamorada. ▪ In 2023, we helped secure more than $16 million in Resilient Florida Grant funding from the Florida Department of Environmental Protection for the City of Hollywood. Through work with various agencies and the Governor's Office, we also helped secure grant funding of an additional $49 million for multiple projects and clients as part of wastewater and springs project grant awards. ▪ Helped secure $3 million for the Stormwater Management Predictive Analytic Solution Pilot Program. The Florida Hispanic Chamber of Commerce, the Institute for Sustainable Water Solutions, and the Village of Key Biscayne will be working to provide a Stormwater Management Predictive Analytic Solution that uses volumes of historical data from weather systems and water level sensor systems to quickly understand current stormwater flooding and predict future stormwater events. Upon successful implementation of the pilot, the Chamber hopes to implement this solution across Miami-Dade County. (SAS Institute, 2023)	**City of Greenacres** Andrea McCue, City Manager 5800 Melaleuca Lane Greenacres, FL 33463 561.642.2017 amccue@greenacresfl.gov

AREA OF EXPERTISE	DESCRIPTION	REFERENCES
ELECTION LAWS	▪ In 2019, on behalf of the **Alliance for Safety and Justice**, we helped secure an amendment to and passage of SB 7066, implementing Constitutional Amendment 4, which restored voting rights to former felons. This bill was the single most significant criminal justice reform bill ever passed in Florida. In addition, we helped secure an amendment to and passage of HB 7125, relating to Public Safety, to include an alternative sanctions program, increased timelines for victims' compensation fund claim submissions, and provided for occupational licensing reform.	**Alliance for Safety & Justice** Subhash Kateel, Florida Director 1624 Franklin Ave. 11th FL Oakland, CA 94612 305.423.9846 subhash@safeandjust.org
INTRODUCTION OF LEGISLATION	▪ In 2021, on behalf of the **City of Hollywood**, the team successfully introduced and subsequently advocated for the passage of SB 1946 - Anchoring Limitations Area, authorizing specific communities to establish anchoring limitation areas prohibiting vessels from anchoring in such areas for longer than a specified time. This success was a multi-year effort and a top priority for the City. ▪ Working in partnership with Florida House and Senate leadership and policy staff, successfully drafted and passed legislation expanding the eligible entities that can apply directly to the Florida Department of Environmental Protection for Resiliency Grants. When the law was originally passed in 2021, Florida's special district seaports and airports were inadvertently left out as eligible applicants for the program. Beginning shortly after the law went into effect, GrayRobinson began the process of drafting language, filtering it with key staff, engaging legislative champions, and having it incorporated into the very first committee bill to modify and expand the program. (Canaveral Port Authority and Hillsborough County Aviation Authority, 2022) ▪ Successfully passed a local bill pertaining to the City's firefighter pension fund. (City of West Palm Beach, 2018) ▪ Successfully passed a local bill pertaining to the City's police pension fund. (City of West Palm Beach, 2018)	**City of Hollywood** Adam Reichbach, Asst. City Mgr 2600 Hollywood Blvd Hollywood FL 33020 954.921.3201 areichbach@hollywoodfl.org

3. FEE PROPOSAL

3. FEE PROPOSAL

The Proposer shall provide a proposed rate of compensation, marked as "Fee Proposal", detailing a comprehensive fee schedule that designates the all-inclusive total flat rate of compensation for a twelve-month term. If the Village determines it to be advantageous, it may extend the term of contract for up to two (20 one-year periods. It is expressly understood and agreed that the obligation of the Village to make payments to the successful Proposer shall only extend to monies appropriated annually by the Village Council and encumbered for the purposes of the approved Agreement.

As indicated in the Proposal Sheet included in Appendix A of this document, GrayRobinson is proposing a comprehensive fee of $50,000 for 12 months of local and state government affairs representation. Our standard practice with lobbying clients involves an annual fee paid in 12 equal monthly installments.

APPENDIX A. REQUIRED PROPOSAL SUBMITTAL FORMS

APPENDIX A. REQUIRED PROPOSAL SUBMITTAL FORMS

GrayRobinson Memorandum of Authority

GRAYROBINSON
ATTORNEYS | ADVISORS | CONSULTANTS

MEMORANDUM OF AUTHORITY

GRAYROBINSON, P.A.

The undersigned officers of GrayRobinson, P.A., do hereby certify that the following named person is a duly appointed representative of GrayRobinson, P.A., holding the office set forth opposite his/her name below, and is qualified and authorized to act in such capacity and to submit, sign, and deliver responses to the Request For Proposal to which this Authorization Certificate relates (the "RFP"), and related documentation and information, on behalf of GrayRobinson, P.A. The following signature written opposite such individual's name is such individual's genuine signature:

Name	Title	Office	Signature
Joseph R. Salzverg	Shareholder	Miami	Joseph Salzverg

The undersigned corporate officers of GrayRobinson, P.A., hereby further certify that attached hereto as Exhibit A is a true, complete and correct copy of Resolutions adopted by the Board of Directors of GrayRobinson, P.A. authorizing the submission, execution, and delivery of its response to the RFP, and as of the date hereof, no corporate action has been taken to further amend, modify, or repeal such Resolutions, the same being in full force and effect in the attached form as of the date hereof.

IN WITNESS WHEREOF, the undersigned has executed this Memorandum of Authority effective as of the 17th day of October, 2023.

GRAYROBINSON, P.A.,
a Florida professional association

Michael E. Neukamm
Director, Treasurer

And,

Mark Schellhase
Director, Secretary

RESOLUTIONS OF GRAYROBINSON, P.A.
ADOPTED AT A BOARD OF DIRECTORS MEETING
JANUARY 14, 2019

WHEREAS, GrayRobinson, P.A., a Florida professional association (the "**Company**") periodically receives requests for proposal, requests for qualifications, and/or requests for information from municipalities, governmental agencies, quasi-governmental agencies, governmental authorities, nonprofit organizations, for-profit businesses, and other organizations (with each referred to herein, collectively with any process or activity related thereto, as an "**RFP**"); and

WHEREAS, the Company's Board of Directors desires to clarify and confirm the manner in which the Company's representatives are authorized to respond to, submit, execute, deliver and otherwise deal with and/or engage in an RFP.

NOW THEREFORE, BE IT RESOLVED, that each of the Company's President, Vice President, Treasurer, Secretary and Assistant Treasurer (each an "**Authorized Officer**"), be and each of them hereby is authorized and directed, by and on behalf of the Company, to respond to, submit, execute, deliver and otherwise deal with, engage in and/or approve an RFP and to cause the Company to perform its obligations thereunder, and further, to execute and deliver any and all other instruments, agreements, certificates or other documents that may be required from time to time in connection therewith. The signature of any Authorized Officer on any of the foregoing shall be conclusive evidence as to the approval thereof (and all of the terms and provisions therein) on behalf of the Company.

FURTHER RESOLVED, that any two (2) Authorized Officers, acting together, be and are hereby authorized and directed, by and on behalf of the Company, to designate in writing an attorney or consultant of the Company (any person so designated, an "**Authorized Representative**") to respond to, submit, execute, deliver and otherwise deal with, engage in and/or approve an RFP and to cause the Company to perform its obligations thereunder, and further, to execute and deliver any and all other instruments, agreements, certificates or other documents that may be required from time to time in connection therewith. The signature of any two (2) Authorized Officers on a Certificate of Authorization, Incumbency Certificate, Certificate of Designation, or similar certificate that identifies and designates and Authorized Representative shall be conclusive evidence as to the designation of the Company's authority to such Authorized Representative in connection with the RFP designated therein, and further, the signature of any Authorized Representative on any document, agreement, instrument or certificate delivered in connection with responding to, submitting, executing, delivering and otherwise dealing with and/or engaging in such RFP shall be conclusive evidence as to the approval thereof (and all of the terms and provisions therein) on behalf of the Company.

FURTHER RESOLVED, that any Authorized Officer or Authorized Representative, be, and each hereby is, authorized and empowered to take all such further action and to execute and deliver all such further agreements, certificates, instruments and documents, in the name and on behalf of the Company (and if requested or required, under its corporate seal duly attested by an officer of the Company) as they or any one of them shall deem necessary, desirable, advisable or appropriate to consummate, effectuate, carry out or further the transactions contemplated by and the intent and purposes of the foregoing resolutions (expressly including without limitation, to cause the Company to remit or pay any fees or costs related thereto).

FURTHER RESOLVED, that in connection with preceding resolutions, any Authorized Officer or Authorized Representative shall be, and hereby is, authorized and directed to furnish to any interested person or entity a copy of the foregoing resolutions, to certify the same and to certify that the provisions of the foregoing resolutions are in conformity with the Articles of Incorporation and Bylaws of the Company and that said resolutions remain in full force and effect.

FURTHER RESOLVED, that the authority given hereunder shall be deemed retroactive, to the extent necessary, in order to carry these resolutions into effect, and in that event, acts performed prior to the adoption of these resolutions but which are necessary or advisable for the carrying of these resolutions into effect, are hereby ratified, confirmed, adopted and approved.

Non-Collusive Affidavit

SECTION 6.0: Required Proposal Submittal Forms

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

Joseph R. Salzverg being first duly sworn, deposes and says that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of: GrayRobinson, P.A. the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or a sham Proposal;

(4) Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Proposer or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

Signature of Official: Joseph Salzverg

Name (typed): Joseph R. Salzverg

Title: Shareholder

Company: GrayRobinson, P.A.

Date: October 17, 2023

Continued on next page.

ACKNOWLEDGMENT

State of Florida

County of Leon

On this 17th day of October, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Joseph Salzberg and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Amy Harllee

NOTARY PUBLIC, STATE OF FLORIDA

AMY HARLLEE
MY COMMISSION # HH 054610
EXPIRES: October 19, 2024
Bonded Thru Notary Public Underwriters

Sworn Statement on Public Entity Crimes

Village of Palmetto Bay, Florida • Village of Palmetto Bay – Lobbyist Services • RFP No. 2023-00-010

SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Village OF PALMETTO BAY, FLORIDA

By Joseph R. Salzverg

For GrayRobinson, P.A.

Whose business address is: 333 SE 2nd Avenue, Suite 3200, Miami, FL 33131

And (if applicable) its Federal Employer Identification Number (FEIN) is: 59-1300132

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a ""public entity crime" as defined In Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction"" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result or a jury verdict, non-jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:

   A. A predecessor or successor of a person convicted of a public entity crime; or

   B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate'" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, ore pooling of equipment or income among persons when not for fair market value under an arm's length

agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered in the presence:

Signature of Official: Joseph Salzverg

Name (typed): Joseph R. Salzverg

Title: Shareholder

Company: GrayRobinson, P.A.

Date: October 17, 2023

ACKNOWLEDGMENT

State of Florida

County of Leon

On this 17th day of October, 20 23 before me, the undersigned Notary Public of the State of Florida personally appeared Joseph Salzverg and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Amy Harllee

NOTARY PUBLIC, STATE OF FLORIDA

AMY HARLLEE
MY COMMISSION # HH 054610
EXPIRES: October 19, 2024
Bonded Thru Notary Public Underwriters

Americans with Disabilities Act (ADA) Non-Discrimination Statement

AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the VILLAGE OF PALMETTO BAY, FLORIDA

by: Joseph R. Salzverg, Shareholder
(print individual's name and title)

for: GrayRobinson, P.A.
(print name of entity submitting sworn statement)

whose business address is: 333 SE 2nd Avenue, Suite 3200, Miami, FL 33131

and (if applicable) its Federal Employer Identification Number (FEIN) is: 59-1300132

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____-_____-_____.)

I, being duly first sworn state: That the above named Proposer is in compliance with and agreed to continue to comply with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature of Official: Joseph Salzverg

Name (typed): Joseph R. Salzverg

Title: Shareholder

Company: GrayRobinson, P.A.

Date: October 17, 2023

ACKNOWLEDGMENT

State of Florida

County of Leon

On this 17th day of October, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Joseph Salzberg and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Amy Harllee

NOTARY PUBLIC, STATE OF FLORIDA

AMY HARLLEE
MY COMMISSION # HH 054610
EXPIRES: October 19, 2024
Bonded Thru Notary Public Underwriters

Business Entity Affidavit

Village of Palmetto Bay, Florida • Village of Palmetto Bay – Lobbyist Services • RFP No. 2023-00-010

BUSINESS ENTITY AFFIDAVIT

Proposer hereby recognizes and certifies that no elected official, or employee of the Village of Palmetto Bay (the "Village") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Village employee, nor any elected or appointed officer (including Village board members) of the Village, nor any spouse, parent or child of such employee or elected or appointed officer of the Village, may be a partner, officer, director or proprietor of Proposer and further, that no such Village employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposal. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Village. Further, Proposer recognizes that with respect to this Proposal, if Proposer violates or is a party to a violation of the ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the services for which the Proposal is submitted and may be further disqualified from submitting any future proposals or proposals forservices to Village.

Accordingly, Proposer completes and executes the Business Entity Affidavit form below. The terms "Proposer" as used herein, include any person or entity making a proposal to the Village for services to Village.

I, Joseph R. Salzverg being of first duly sworn

state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the Village of Palmetto Bay ("Village") are (Post Office addresses are not acceptable), as follows:

59-1300132
Federal Employer Identification Number (If none, Social Security Number)

GrayRobinson, P.A.
Name of Entity, Individual, Partners or Corporation

Doing Business As (If same as above, leave blank)

333 SE 2nd Avenue, Suite 3200, Miami, FL 33131
Street Address Suite Village State Zip Code

Ownership Disclosure Affidavit

Village of Palmetto Bay, Florida • Village of Palmetto Bay – Lobbyist Services • RFP No. 2023-00-010

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name	Address	Ownership
N/A		%
		%
		%

All GrayRobinson shareholders own equal shares yielding less than 1% per shareholder .

Signature of Official: Joseph Salzverg

Name (typed): Joseph R. Salzverg

Title: Shareholder

Company: GrayRobinson, P.A.

Date: October 17, 2023

CONTINUED ON FOLLOWING PAGE

ACKNOWLEDGMENT

State of Florida

County of Leon

On this 17th day of October, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Joseph Salzverg and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Amy Harllee

NOTARY PUBLIC, STATE OF FLORIDA

AMY HARLLEE
MY COMMISSION # HH 054610
EXPIRES: October 19, 2024
Bonded Thru Notary Public Underwriters

Anti-Kickback Affidavit

VILLAGE OF PALMETTO BAY
ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein proposal will be paid to any employees of the Village of Palmetto Bay, its elected officials as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my Company or by an officer of the corporation.

Signature of Official: Joseph Salzverg

Name (typed): Joseph R. Salzverg

Title: Shareholder

Company: GrayRobinson, P.A.

Date: October 17, 2023

ACKNOWLEDGMENT

State of Florida

County of Leon

On this 17th day of October, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Joseph Salzverg and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

AMY HARLLEE
MY COMMISSION # HH 054610
EXPIRES: October 19, 2024
Bonded Thru Notary Public Underwriters

WITNESS my hand and official seal

Amy Harllee
NOTARY PUBLIC, STATE OF FLORIDA

Statement of Past Contract Disqualifications

Village of Palmetto Bay, Florida • Village of Palmetto Bay – Lobbyist Services • RFP No. 2023-00-010

STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

The Proposer shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare?

Yes or No, if yes, explain the circumstances.

GrayRobinson does not have any disqualification as described in the above paragraph to declare.

Executed on October 17, 2023 at GrayRobinson
301 South Bronough Street, Suite 600
Tallahassee, Florida 32301
under penalty of perjury of the laws of the State of Florida, that the foregoing is true and correct.

Signature: Joseph Salzverg

Name (typed): Joseph R. Salzverg

Title: Shareholder

Company: GrayRobinson, P.A.

Date: October 17, 2023

GrayRobinson W-9

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
GrayRobinson, P.A.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
301 E. Pine Street, Suite 1400

Requester's name and address (optional)

6 City, state, and ZIP code
Orlando, FL 32801

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
5 9 - 1 3 0 0 1 3 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Steven Wilcox Date ▶ 10/20/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Proposal Sheet

PROPOSAL SHEET

RFP# 2023-00-010

Village of Palmetto Bay - Lobbyist Services

1. Proposal Amount: $50,000

for:

The Village of Palmetto Bay – Lobbyist Services

1. The price listed in the proposal form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc., as necessary to ensure proper delivery of services and product requested by the Village of Palmetto Bay.
2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge.
3. I understand and agree to be bound by the conditions contained in this Request for Proposal and shall conform with all requirements of the Request for Proposal.

Joseph R. Salzverg
Name: (Please Print)

Joseph Salzverg
Offeror Signature Title: Date:

Acknowledgment of Addendum Solicitation

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION

Amendment/Modification No: 1

Amendment of RFP No: 2023-00-010

Title: Village of Palmetto Bay – Lobbyist Services

Name of Company GrayRobinson, P.A.

Date Addendum Received October 20, 2023

Total Pages of Addendum including Acknowledgement 2

Print Name Joseph R. Salzverg

Signature Joseph Salzverg

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.

APPENDIX B. TEAM BIOGRAPHIES AND REGISTRATIONS

APPENDIX B. TEAM BIOGRAPHIES AND REGISTRATIONS

Legislative Branch Registered Lobbyists

10/20/23
06:00:03

2023 LEGISLATIVE LOBBYING FIRMS

GrayRobinson PA **(407) 204-3183**
301 East Pine Street, Ste 600, Orlando, Florida 32801

Aaron, Jeff
301 E Pine St, Suite 1400, Orlando, FL 32801-2741

Berg, Christopher
401 E Jackson Street, #2700, Tampa, Fl 33602

Cannon, Roy Dean Jr.
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Carmody, Christopher L.
301 E Pine St, 301 E Pine St Ste 1400, Orlando, FL 32801-2741

Collins, Carlecia
301 South Bronough Street, Suite 600, Tallahassee, FL 32301

Cretul, Larry
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Dawson, Christopher T.
GrayRobinson PA, 301 S. Bronough Street, Suite 600, Tallahassee, FL 32301

Drzewiecki, Angela M.
301 S Bronough St, Suite 500, Tallahassee, FL 32301

Flury, Katie
301 East Pine Street, Suite 1400, Orlando, Florida 32801

Goodson, Allison
301 S. Bronough Street, Suite 600, Tallahassee, FL 32301

Harbison, Rheb
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Harris, John J.
GrayRobinson PA, PO Box 11189, Tallahassee, FL 32302

Huey, J. Michael
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Jackson, D. Ty
315 S. Calhoun Street, Ste 600, Tallahassee, FL 32301
WithDrawn: 10/02/2023

Levesque, George
301 S Bronough St, 600, Tallahassee, FL 32301

Love, Jessica F.
301 S Bronough St, 301 S Bronough St Ste 600, Tallahassee, FL 32301-1724

Lukis, Ashley Hoffman
GrayRobinson, P.A., 301 S. Bronough Street, Suite 600, Tallahassee, FL 32301
WithDrawn: 07/25/2023

Mathesie, Blake Richard
50 N Laura Street, Suite 1100, Jacksonville, Florida 32202

Matthews, Ryan E.
301 S. Bronough Street, Suite 500, Tallahassee, FL 32301

McDougal, Mary Kim
301 S Bronough St, 600, Tallahassee, FL 32301

Pepper, Kirk
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Philpot, Thomas R.
301 S. Bronough Street, Suite 600, Tallahassee, Florida 32301

Plotkin, Richard J
301 E. Pine Street, Suite 1400, Orlando, FL 32308-3068

Salzverg, Joseph R.
301 S Bronough St, Suite 600, Tallahassee, FL 32301

Stuart, Robert F. Jr.
GrayRobinson PA, 301 S Bronough St Ste 600, Tallahassee, FL 32301

Truitt, John J
301 S. Bronough St, Suite 600, Tallahassee, FL 32302

Unger, Jason L.
GrayRobinson PA, 301 S Bronough St Ste 600, Tallahassee, FL 32301

Executive Branch Registered Lobbyists

10/20/23
06:00:05

2023 EXECUTIVE LOBBYING FIRMS

GrayRobinson PA **(407) 204-3183**
301 East Pine Street, Ste 600, Orlando, Florida 32801

Aaron, Jeff
301 E Pine St, Suite 1400, Orlando, FL 32801-2741

Berg, Christopher
401 E Jackson Street, #2700, Tampa, Fl 33602

Cannon, Roy Dean Jr.
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Carmody, Christopher L.
301 E Pine St, 301 E Pine St Ste 1400, Orlando, FL 32801-2741

Collins, Carlecia
301 South Bronough Street, Suite 600, Tallahassee, FL 32301

Cretul, Larry
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Dawson, Christopher T.
GrayRobinson PA, 301 S. Bronough Street, Suite 600, Tallahassee, FL 32301

Drzewiecki, Angela M.
301 S Bronough St, Suite 500, Tallahassee, FL 32301

Flury, Katie
301 East Pine Street, Suite 1400, Orlando, Florida 32801

Goodson, Allison
301 S. Bronough Street, Suite 600, Tallahassee, FL 32301

Harbison, Rheb
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Harris, John J.
GrayRobinson PA, PO Box 11189, Tallahassee, FL 32302

Huey, J. Michael
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Jackson, D. Ty
315 S. Calhoun Street, Ste 600, Tallahassee, FL 32301
WithDrawn: 10/02/2023

Levesque, George
301 S Bronough St, 600, Tallahassee, FL 32301

Love, Jessica F.
301 S Bronough St, 301 S Bronough St Ste 600, Tallahassee, FL 32301-1724

Lukis, Ashley Hoffman
GrayRobinson, P.A., 301 S. Bronough Street, Suite 600, Tallahassee, FL 32301
WithDrawn: 07/25/2023

Mathesie, Blake Richard
50 N Laura Street, Suite 1100, Jacksonville, Florida 32202

Matthews, Ryan E.
301 S. Bronough Street, Suite 500, Tallahassee, FL 32301

McDougal, Mary Kim
301 S Bronough St, 600, Tallahassee, FL 32301

Moore, Thomasina Fornash
301 S Bronough St, Suite 600, Tallahassee, FL 32301-1724
WithDrawn: 09/19/2023

Pepper, Kirk
301 S Bronough St, Ste 600, Tallahassee, FL 32301

Philpot, Thomas R.
301 S. Bronough Street, Suite 600, Tallahassee, Florida 32301

Salzverg, Joseph R.
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Truitt, John J
301 S. Bronough St, Suite 600, Tallahassee, FL 32302

Unger, Jason L.
GrayRobinson PA, 301 S Bronough St Ste 600, Tallahassee, FL 32301



Joseph R. Salzverg

Shareholder
Miami/Tallahassee

joseph.salzverg@gray-robinson.com
305.416.6880

Focus

- Administrative and Regulatory
- Government
- Government Affairs and Lobbying
- Land Use Law
- Real Estate

Joseph is a Miami native with over a decade of experience in Florida's political and public policy arenas. He has served as a campaign manager and political consultant to several members of the Miami-Dade Legislative Delegation dating back to the 2010 election cycle. He continues to enjoy very productive relationships with members of the delegation.

Joseph currently lobbies Florida's legislative and executive branches of government on issues including appropriations, food manufacturing and distribution, growth management and construction, health care, insurance, local government, regulated industries, and utilities.

He also represents clients before local governments on procurement, land use, and general government matters. Joseph has successfully represented clients before Miami-Dade County and its various agencies, as well as municipalities throughout Broward, Miami-Dade, Monroe, and Palm Beach Counties.

Notably, Joseph assists corporate and nonprofit interests in market entrance strategies and community engagement initiatives throughout South Florida. During his representation, Joseph has developed a market entrance and community network strategy for a Fortune 50 company that engages local government and nonprofit partners. This strategy has become a national model for similar efforts.

While in law school, Joseph served as a Legislative Analyst on the Regulatory Affairs Committee in the Florida House of Representatives. During this time, he was responsible for researching, analyzing, and drafting proposed legislation related to banking and insurance regulation, business and professional regulation, and energy and utilities regulation. Subsequently, he was a law clerk with the City of Miami, Office of the City Attorney. In that capacity, he handled zoning, land use, municipal legislation, and general government matters.

Recognition

- *Best Lawyers in America*, Ones to Watch, 2021-2024
  - Administrative / Regulatory Law
  - Government Relations Practice
  - Land Use and Zoning Law

- *Florida Politics*, 30 Under 30 Rising Star, 2014
- *Influence Magazine*, Lobbying Industry's Rising Star, 2016
- Florida *Super Lawyers*, Rising Star, 2022-2023

Insights

- "2022 Midterm Election Wrap-up," GrayRobinson Webinar, November 14, 2022
- "2022 GrayRobinson Special Session Wrap-Up: Property Protection in Florida," Webinar, June 16, 2022
- "2022 GrayRobinson Florida Legislative Session Wrap-Up," Miami, April 14, 2022
- "2022 GrayRobinson Florida Legislative Session Wrap-Up," Fort Lauderdale, April 13, 2022
- "What Does a Lobbyist (Actually) Do?" American Bar Association, July 6, 2021
- "2021 GrayRobinson Florida Legislative Session Wrap-Up," Webinar, May 18, 2021
- "Commercial Real Estate Legal Updates," CREW Fort Lauderdale/Boca Raton "Coffee with CREW," May 11, 2021
- "GrayRobinson Florida Legislative Session Weekly Roundup," March 26, 2021
- "The Winners Circle: Covering Florida's Election Results," November 4, 2020
- "How has the pandemic affected legislative enactments?" National Association of Industrial and Office Properties, South Florida Chapter Webinar, October 22, 2020
- "Who's in and Who's Out?" GrayRobinson Post-Election Pop-Up Forum, August 19, 2020
- "Being a Lawyer in the Modern World," Florida State University College of Law, Cuban American Bar Association, February 18, 2020
- "2019 GrayRobinson Florida Legislative Session Wrap-Up," Fort Lauderdale, May 22, 2019
- "2019 GrayRobinson Florida Legislative Session Wrap-Up," Miami, May 21, 2019
- "Look-Back at 2018 Legislative Session: Look-Ahead to 2019," Florida Section Air and Waste Management Association 54th Annual Conference and Expo, Jupiter, Florida, October 24, 2018
- "2018 GrayRobinson Florida Legislative Session Wrap-Up," Miami, April 10, 2018

Media

- "Lobbyist File — Doing Business on the Fourth Floor, September 22, 2023," *News Service of Florida,* September 21, 2023
- "How South Florida's Growing Transportation Projects Are Setting Up a Feeding Frenzy for Law Firms," *Daily Business Review,* December 6, 2022
- "GrayRobinson Promotes Four Attorneys to Shareholder," *Law360*, September 9, 2021
- "Personnel note: Joseph Salzverg Elevated to Shareholder at GrayRobinson," *Florida Politics*, September 7, 2021
- "Winners and Losers Emerging From the 2021 Legislative Session," *Florida Politics*, May 3, 2021
- "Fourth Floor Files," *INFLUENCE Magazine*, April 2021
- "What's the Status of a Bill to Overturn Key West's Cruise Vote? It's Getting Narrower," *Miami Herald*, March 10, 2021
- "South Florida Real Estate Calendar for the Week of Oct. 19," *Miami Herald*, October 19, 2020
- "Downtown Development Authority to Seek Baywalk Funds," *Miami Today*, October 3, 2019
- "Downtown Tallies Legislative Wins but Worries About Vetoes," *Miami Today*, June 5, 2019
- "State Rep Provides Housing, Update," *Keys News*, May 9, 2018

- "Santa Fe College Looking to Expand Career Opportunities," WUFT TV/FM, February 14, 2018
- "Longboat Key Gains Exemption from State Utilities Bill," *YourObserver.com*, May 5, 2017
- "Florida House Keeps Chipping Away at 'Liquor Wall,'" *Palm Beach Post*, March 14, 2017

Affiliations

- Cuban American Bar Association
- The Florida Bar
  - Governmental and Public Policy Advocacy Committee
- Florida International University
  - Real Triumphs Faculty Award Committee, 2021-2022
  - President's Council
- Miami-Dade County Community Relations Board, Commissioner-Appointed Member
- The WOW Center, Board Member
- Zoo Miami Foundation, Board of Directors

Credentials

- J.D., Florida State University College of Law, 2015
  - College of Law Cuban American Bar Association
    - President, 2012 - 2015
    - Founder, 2012
  - Jewish Law Students Association
    - Founder, 2012
    - Vice President, 2012 - 2015
  - Peer Advisor, Office of Student Affairs
  - The Justice Raoul G. Cantero, III Diversity Enhancement Scholarship, Recipient
- B.A., University of Miami, Political Science and Business Administration, 2010

Admissions

- Florida

Languages

- Proficient in Spanish



Dean Cannon

President and Chief Executive Officer

dean.cannon@gray-robinson.com
850.577.9090

Focus

- Administrative and Regulatory
- Election Law
- Government Affairs and Lobbying
- Litigation

Transformational leader and savvy strategist with deep roots in Florida law and politics. Former Speaker of the Florida House of Representatives collaborating with clients and colleagues to inspire change and accelerate growth.

Dean Cannon is president and chief executive officer of GrayRobinson. An agile and affable leader, he guides the strategic direction of the firm through a collaborative approach with a focus on delivering exceptional service to clients and empowering the firm's professionals. Respected and appreciated by clients and colleagues alike, Dean believes in the power of community as the driving force behind positive change. He understands that technology, innovation, and creativity are redefining the practice and profession of law and supports a culture where a diversity of ideas and collective thinking are the catalyst for growth.

Dean is a natural connector and curator of relationships. He draws on his many years of successful public and private sector leadership to inform his decision-making and mobilize the collective energy of the firm's nearly 300 legal and lobbying professionals. A thoughtful and perceptive ally, he helps clients and colleagues break through limitations to advance their priorities and realize success.

Dean's depth of experience and insightful perspectives are among his most powerful assets. He served in the Florida House of Representatives from 2004 until 2012. During his eight-year tenure, he played pivotal roles in property tax reform, growth management reform, health care and Medicaid reform, and major transportation infrastructure policy initiatives, among many others. He was selected by his peers to become Speaker of the House for the 2010 to 2012 term and is credited with leading the Florida House effectively during a time of great economic and political turmoil.

Dean's legislative and executive branch lobbying experience includes representing private clients and local government entities on issues including transportation, education, health care, insurance, and appropriations matters. He has also handled civil litigation, administrative law, and regulatory matters before the Division of Administrative Hearings and appellate matters before district courts of appeal and the Florida Supreme Court. He represents several corporate clients, local governments, regional government entities, and local government-related associations.

Recognition

- *Florida Trend,* Notable Managing Partner, 2023
- *Best Lawyers in America*, Government Relations Practice, 2021-2024

- *City and State Florida*, Power 100 Most Influential Political Players in the Sunshine State, 2022
- *Florida Politics*, Florida Politician of the Decade, 2010-2020
- Florida *Super Lawyers*, selected for inclusion, 2022-2023
- *Florida Trend*, Florida's 500: Florida's Most Influential Business Leaders, 2019-2020, 2022
- *Florida Trend*, Legal Elite, Government & Administrative, 2020
- *INFLUENCE Magazine*, The INFLUENCE 150, 2022

Insights

- "GrayRobinson Florida Legislative Session Weekly Roundup," April 9, 2021
- "Restoring Bilateral Trade Between Canada and Florida," GrayRobinson Webinar, March 11, 2021
- "The COVID-19 Overdose Crisis: 2021 Legislative Session," Project Opioid, February 11, 2021
- "The Winners Circle: Covering Florida's Election Results," GrayRobinson Webinar, November 4, 2020
- "Kitchen Table Talk on Reopening Florida Schools," GrayRobinson 101 Virtual Pop-up Forum, June 18, 2020
- 2019 Future of Florida Forum, Florida Chamber Foundation, October 28, 2019
- "Navigating the Thorny Issues of Preemption and Home Rule," Florida Association of Counties 2019 Annual Conference & Educational Exposition, June 13, 2019
- "Legislative Temperature and Trends—Major Issues Facing Florida Legislature," Economic Development Council of St. Lucie County, February 5, 2019
- "Lobbying 101," Florida Association of Women Lawyers Lobby Days, February 1, 2018
- "Lobbying 101: Learn from the Pros on Effectively Communicating with Legislators," Florida League of Cities 57th Annual Legislative Conference, December 6, 2017

Media

- "The INFLUENCE 150: The most influential people in Florida politics," Florida Politics, September 23, 2022
- "Lobbying compensation: Ballard Partners narrowly earns No. 1 in Q2," Florida Politics, September 6, 2022

Affiliations

- Enterprise Florida, Board Member, 2019-2022
- Florida Association of Professional Lobbyists
- Kissimmee/Osceola County Chamber of Commerce
- Leadership Florida Cornerstone, Class 19
- Orlando Economic Partnership, Board Member
- Space Florida, Board Member, 2019-2022

Credentials

- J.D., University of Florida College of Law, 1992
- B.S., University of Florida, 1989

Admissions

- Florida



Carlecia Collins*

Government Affairs Advisor

carlecia.collins@gray-robinson.com
850.577.9090

Focus

- Government Affairs and Lobbying

Carlecia, a government affairs advisor in the GrayRobinson Tallahassee office, has more than a decade of experience working in Florida politics. Her experience includes serving as a special assistant to the Speaker of the Florida House of Representatives and in several leadership roles within the Florida Senate. In her most recent position, Carlecia served as a senior legislative assistant for Florida Senate President Bill Galvano, where she handled statewide appointments to boards, commissions, and taskforces for the Florida Senate.

From 2011 through 2016, Carlecia served as the "gatekeeper" for House and Senate presiding officers to ensure their availability to legislators, lobbyists, and the public. While attending Florida State University, she worked as a senior legislative assistant for Florida Senate District 16. In this role, during the 2016 Legislative Session, Carlecia coordinated budget priorities for the chair of the Senate Committee on Appropriations and served as the liaison between the chair, constituents, and lobbyists. She also worked with the chair to ensure the representation of senators' priorities in the final budget.

Carlecia has an in-depth knowledge of Florida's legislative process, which is invaluable to her clients in helping them achieve their legislative priorities.

Insights

- "2023 GrayRobinson Florida Legislative Session Wrap-Up," Gainesville, May 24, 2023
- "2022 GrayRobinson Florida Legislative Session Wrap-Up," Gainesville, April 21, 2022
- Florida School Boards Association Annual Day in the Legislature, February 2, 2022
- "2021 Legislative Session Review," Florida School Boards Association/Florida Association of District School Superintendents Annual Summer Conference, June 11, 2021
- "Legislative Session Update," Institute of Politics at Florida State University, April 20, 2021
- "2021 GrayRobinson Florida Legislative Session Weekly Roundup," March 19, 2021
- Florida School Boards Association Annual Day in the Legislature, March 5, 2021
- "The Winners Circle: Covering Florida's Election Results," November 4, 2020

Affiliations

- Florida Education Legislative Liaisons
- Florida Association of Professional Lobbyists
- Tallahassee Community College Foundation, Board of Directors

**Denotes non-attorney professional.*

- Tree House of Tallahassee, Inc., Board Member
- Leadership Florida Connect Class 11

Credentials

- M.A., Florida State University, Applied American Politics and Policy
- B.S., Florida State University, Interdisciplinary Social Science
- A.A., Tallahassee Community College, Interdisciplinary Social Science



Angela M. Drzewiecki*

Government Affairs Advisor

angela.drzewiecki@gray-robinson.com
850.577.9090

Focus

- Government Affairs and Lobbying

Experienced advisor highly skilled in the legislative process, effective communications, and government operations.

Angela is a government affairs advisor in the GrayRobinson Tallahassee office, where she brings over a decade of experience in government relations. She has successfully advocated for municipalities, trade associations, non-profits, and businesses before Florida's executive and legislative branches of government. Angela focuses her practice on a myriad of issues, including local government matters, transportation, public safety, and legislative appropriations. She works with clients of all sizes to develop short-term and long-term strategies focused on achieving the client's goals, whether those goals require a statutory change, procurement objectives, or legislative appropriations. Angela works tirelessly to successfully advocate for her clients and has secured millions of dollars in the state budget on their behalf.

Angela began her political career working as the director of a gubernatorial campaign and further honed her skills in representing various clients and supporting their diverse needs by working as a lobbyist at other Florida lobbying firms early in her career.

Insights

- "2022 GrayRobinson Florida Legislative Session Wrap-Up," Gainesville, April 21, 2022

Media

- "Lobbyist File — Doing Business on the Fourth Floor, September 22, 2023," *News Service of Florida,* September 21, 2023
- "Garrett Richter Joins Veterans Florida Board of Directors, Angela Drzewiecki, Lynda Weatherman Reappointed," *Veterans Florida,* June 20, 2023
- "Episode 80: Week 9 Legislative Recap/Sine Die Edition," *Florida Sheriffs Association Podcast,* May 4, 2023
- "Lobbying compensation: Ballard Partners narrowly earns No. 1 in Q2," *Florida Politics,* September 6, 2022
- "A Message from the Mayor," *City of Mount Dora News*, September 2, 2022

**Denotes non-attorney professional.*

Affiliations

- Veterans Florida, Board of Directors
- Florida State University Career Center, ProfessioNole Mentors Program
- Last Hope Rescue, Founder
- Leadership Florida Connect, Class 12

Credentials

- M.S., Florida State University, Applied American Politics and Policy, 2009
- B.S., Florida State University, Political Science, 2006



Ryan E. Matthews

Government Affairs and Lobbying Deputy Section Chair
Shareholder

ryan.matthews@gray-robinson.com
850.577.9090

Focus

- Government Affairs and Lobbying
- Environmental and Sustainability Law
- Government
- Utilities

Solution-oriented government lawyer known for deep agency expertise in environmental, utilities, and water supply issues. Former Secretary of the Florida Department of Environmental Protection.

Ryan Matthews helps clients address the distinct pain points of Florida's regulatory and legislative landscape with a focus on environmental, land use, and local government issues. A trusted advocate with an insider's point of view, he is a recognized authority in environmental policy related to natural resources, with broadly developed expertise in water future and scarcity concerns. He represents some of the largest electric, water, and wastewater utility companies in Florida, dozens of individual local governments, statewide associations, and top private sector corporations navigating the environmental resource permitting process.

Ryan embraces client challenges with a unique understanding of how local governmental frameworks intersect with regulated interests and the business community. Some of the most notable public and private players in the state turn to him again and again for his influential decision-making and ability to bridge communication gaps, break down barriers, and shepherd them through thorny legal, administrative, and regulatory challenges. He is a current state lobbyist for the Florida Association of Counties, Florida League of Cities, and Florida Municipal Electric Association, among others.

Before joining GrayRobinson, Ryan served as the Secretary of the Florida Department of Environmental Protection (DEP) under the Rick Scott Administration, as well as in the general counsel and legislative affairs offices of the Florida League of Cities. He often teams with GrayRobinson colleagues in the corporate, land use, and real estate practices to provide the full complement of advisory services and solutions for clients.

Notable Work

- Served as Secretary of the Florida Department of Environmental Protection (DEP) under the Rick Scott Administration.
- Oversaw 3,000 employees and a $1.6 billion budget to protect Florida's natural resources.
- Led early efforts to delegate the Clean Water Act Section 404 program to the State of Florida, only the third state in the nation to achieve such delegation.
- Served as Deputy Secretary for Regulatory Programs at the Florida DEP.
- Oversaw the air, water, and waste regulatory divisions of the Florida DEP, which issue thousands of permits per year to regulated interests and the business community in Florida.

- Led the coordination and implementation of statewide water policy, including oversight authority of Florida's five water management districts.
- Played a critical role in successfully pursuing recurring funding for Alternative Water Supply projects in Governor Scott's recommended budget.
- Increased funding for water quality monitoring, TMDLs, and springs while serving as Chair of the Central Florida Water Initiative, which focuses on finding long-term solutions to groundwater withdrawals in the Central Florida region.

Insights

- "Florida's environment remains a fiscal focus," *Florida Specifier*, July 6, 2023
- "GrayRobinson Environmental and Sustainability Law Team: Governor DeSantis Announces Environmental Priorities through Executive Order," GrayRobinson Insight, January 12, 2023
- "Aquifer Resiliency in the Face of Existing and Emerging Challenges," 36th Annual Florida Chamber Environmental Permitting Summer School, July 20, 2022
- "The State of Electric Vehicles in Florida," Florida Municipal Electric Association 2022 Conference, July 13, 2022
- "2022 GrayRobinson Florida Legislative Session Wrap-Up," Gainesville, April 21, 2022
- "2022 GrayRobinson Florida Legislative Session Wrap-Up," Jacksonville, April 7, 2022
- "Legislative Insights - Past, Present and Future of Florida's CRAs," Redevelopment Works Podcast, February 9, 2021
- "CRA's 50 Year Anniversary," Florida League of Cities Annual Conference, August 16, 2019

Media

- "Ryan Matthews," *Water For Fighting Podcast,* April 3, 2023
- "Lobbying compensation: Ballard Partners narrowly earns No. 1 in Q2," *Florida Politics,* September 6, 2022
- "A Message from the Mayor," *City of Mount Dora News*, September 2, 2022

Affiliations

- Central Florida Water Initiative (CFWI), Former Chair, Florida
- Florida State Park Foundation, Board Member

Credentials

- LL.M., University of Denver Sturm College of Law, Environmental/Natural Resources Law, 2009
- J.D., Florida Coastal School of Law, 2008
- B.A., University of Florida, Political Science, 2004

Admissions

- Florida



Jason L. Unger

Government Affairs and Lobbying Section Chair
Tallahassee Managing Shareholder

jason.unger@gray-robinson.com
850.577.9090

Focus

- Government Affairs and Lobbying
- Administrative and Regulatory
- Attorney General Defense
- Alcohol Beverage
- Election Law

Relentless advocate with decades of experience advancing administrative, legislative, and regulatory change. Helping corporations clear a path to growth across Florida.

A seasoned veteran of Florida's dynamic political landscape, lawyer and lobbyist Jason Unger understands his clients' needs for swift and easeful action in clearing a path to growth. Building on a solid foundation of legislative and executive branch agency relationships, Jason brings next-level insight and connectivity to complicated and sometimes stalled matters on behalf of clients in the retail, alcohol beverage, financial services, health care, and municipal sectors.

Known in legal and political circles for his responsiveness, readiness to react, and dogged pursuit of alternative solutions, clients seek him out to be in the right place at the right time with the right players to move business forward. He has also successfully defended numerous hospital districts, cities, counties, sheriffs, and school boards in the claims bill process.

Jason collaborates with GrayRobinson colleagues to identify and solve client problems quickly and creatively. Before joining GrayRobinson, Jason served as Special Counsel to the Speaker of the Florida House of Representatives. He served on the Florida Federal Judicial Nominating Commission and on the Florida Supreme Court Judicial Nominating Commission during three gubernatorial administrations.

Notable Work

- *GRACE, Inc. v. City of Miami,* No. 23-12472 (11th Cir.)
- Chaired the Florida Supreme Court Judicial Nominating Commission during litigation over which Governor would have three Supreme Court Justice nominations (*League of Women Voters of Fla. v. Scott, 257* So. 3d 900 (Fla. 2018))
- Represented the Florida House of Representatives in the 2002, 2012, and 2022 redistricting cycles
- Litigation counsel to George W. Bush and Richard Cheney in the 2000 Presidential Election Contest
- *Advisory Opinion to the Attorney General re: Prohibits Possession of Defined Assault Weapons*, --- So. 3d ----, No. SC19-1266, 2020 WL 2960236 (Fla. June 4, 2020)
- *In re: Senate Joint Resolution of Legislative Apportionment* 1176, 83 So.3d 597 (Fla. 2012)
- *Martinez v. Bush*, 2002 WL 31740366 (S.D. Fla. 2002)
- *Florida Senate v. Forman*, 826 So.2d 279 (Fla. 2002)
- *In re: Constitutionality of House Joint Resolution* 1987, 817 So.2d 819 (Fla. 2002)
- *Palm Beach County Canvassing Board v. Harris*, 772 So.2d 1273 (Fla. 2000)

- *Gore v. Harris*, 2000 WL 1770257 (Fla. Cir. Ct. 2000)

Recognition

- *INFLUENCE Magazine,* The INFLUENCE 150, 2022

Media

- "Lobbyist File — Doing Business on the Fourth Floor," *News Service of Florida,* September 21, 2023
- "The INFLUENCE 150: The most influential people in Florida politics," *Florida Politics, September 23, 2022*
- "Winners and Losers Emerging From the 2021 Legislative Session," *Florida Politics*, May 3, 2021
- "Trump's Potential Supreme Court Nominees Includes a Cuban-American Miami Native," *6 South Florida*
- "Judicial Nominating Commission Chair Resigns, Claims Governor's Office Interfered with Independence," *Florida Today*, June 2019
- "Florida Attorneys Joining Governor on Trade Mission to Israel," *Daily Business Review*, May 2019
- "More than 90 people traveling to Israel with Gov. DeSantis. Who's on the list?" *SunSentinel*, May 2019
- "UNF Delegation Joining Gov. DeSantis On Trip To Israel," *WJCT Public Media*, May 2019
- " Names of Delegation Members Accompanying Gov. DeSantis to Israel," *Tallahassee Democrat*, May 2019
- "Lawmakers, Lobbyists Join DeSantis on Israel Trip," Daily Commercial, May 2019
- "Florida Prepaid 'Tuition Differential Fee' Doesn't Entitle Out-of-State Students to Tuition 'Windfall:' Appeals Panel," *Florida Record*, March 2019
- "New Florida Gov Moves Quickly With Supreme Court Pick," *The Wall Street Journal*, January 2019
- "11 Names Sent To Fla. Gov.-Elect For 3 High Court Seats," *Law360*, November 2018
- "Fla. High Court Nominee Process Can Continue, Justices Say," *Law360*, November 2018

Affiliations

- Judicial Nominating Commission
  - Florida Supreme Court Nominating Commission
    - Commissioner, 2008-2019; Chair, 2016-2019; Chair, 2009-2010; Commissioner and Chair during the Crist, Scott, and DeSantis administrations.
  - Florida Federal Judicial Nominating Commission, Commissioner, Direct Appointment by Gov Jeb Bush and U.S. Congressman E. Clay Shaw, 2001-2005
- National Republican Congressional Committee, Florida Counsel, 2010 and 2016 elections
- Florida House of Representatives, Redistricting Counsel, 2002 and 2012 cycles
- Rudy Giuliani Presidential Campaign, Florida Counsel, 2007-2008
- Republican Party of Florida, Election Law Counsel, 2002
- Litigation Counsel to George W. Bush and Richard Cheney, 2000 Presidential Election Contest
- Special Counsel to the Speaker of the Florida House of Representatives, 1999-2000
- Boards and Commissions Review Panel, Direct Appointment by Governor Jeb Bush, 1999-2000
- UF Health Shands Leadership Council Tallahassee, 2018-present
- University of Florida College of Law, Trustee, 2020-present

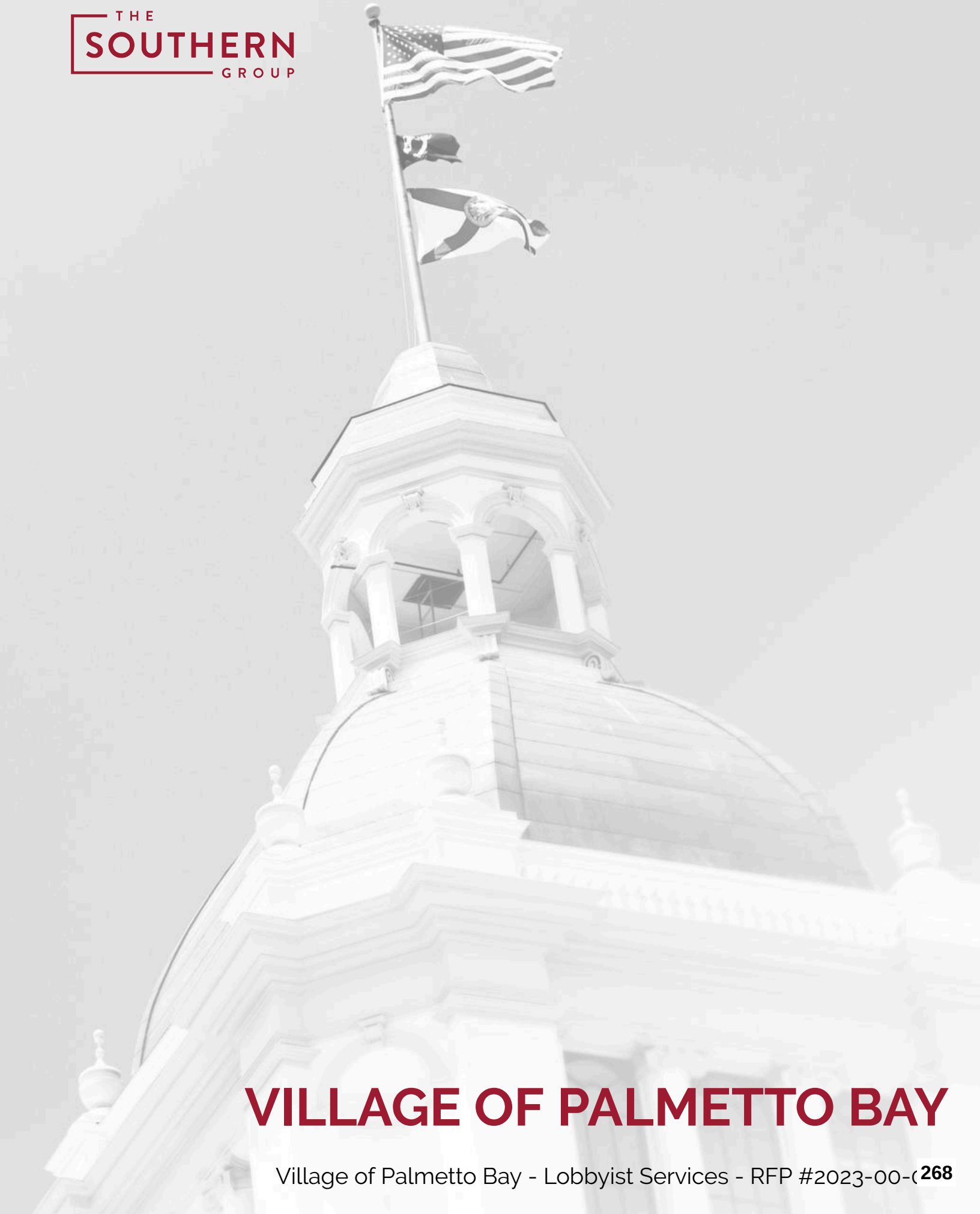
Credentials

- J.D., University of Florida College of Law, 1993
- B.S.B.A. in Finance, University of Florida, 1990

Admissions

- Florida
- U.S. District Court, Southern District of Florida

THE SOUTHERN GROUP



VILLAGE OF PALMETTO BAY



1. Introduction Letter

Dear Evaluation Committee,

Please accept this proposal from The Southern Group of Florida, Inc. (The Southern Group) in response to the Request for Proposals for Lobbyist Services for the Village of Palmetto Bay (Village). In this proposal, The Southern Group offers to provide the highest level of professional services in the advocacy of the Village's state governmental programs and initiatives as outlined in the RFP.

The Southern Group was founded in 1999 in Tallahassee, Florida, and has provided professional advocacy, across the business and government sectors as a corporation (employee-owned). We have a network of offices throughout the Southeast, including Alabama, Georgia and South Carolina. With our headquarters located in Tallahassee (1999), and six other offices located throughout the state, Orlando (2005), Tampa Bay (2006), Jacksonville (2009), Miami (2009), the Florida Keys (2018) and Broward (2022), The Southern Group has a statewide presence that is unmatched. We are a full-service public affairs organization, and our event coordination team provides expert guidance to our clients on how to execute the most impactful events possible. We are professional connectors and strategic thought partners who understand the arenas of business, governance and politics, and the unique ways these spaces intersect.

The Southern Group has the experience and expertise to assist the Village of Palmetto Bay in navigating the complexities of securing specific budget priorities, crafting strategies to achieve success in the passage or defeat of legislation, and engaging with the executive and regulatory agencies that are vital in the implementation of your goals.

Specific to your interests, Edgar Castro and Avery Lopez will serve as your main points of contact at the firm. Edgar Castro has served as a lobbyist for over 15 years and Avery Lopez has served for a year. David T. Castera will also serve as a subcontractor on the Village of Palmetto Bay team. The team, combined with the talents of all of our partners listed in the attached proposal, will work hard to deliver results for the Village. Together, we will serve as an extension of your team.

The Southern Group of Florida, Inc. does not have any shareholder, member, partner, officer or employee thereof, or is presently a party to any pending litigation or has received notice of any threatened litigation or claim.

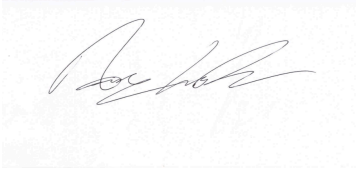
You have our commitment to represent the Village of Palmetto Bay passionately and ethically. We appreciate your consideration as you make the very important decision of selecting your Florida lobbyists.

Sincerely,

Edgar Castro, Partner, (305) 333-0649, castro@thesoutherngroup.com



Avery Lopez, Partner, (786) 879-1127, lopez@thesoutherngroup.com





2. Proposer Qualification & Expertise



Applying calculated influence demands dynamic strategies that keep pace with societal trends and economic outlooks. Survival of the smartest, fastest, and most connected is the new norm.

We are an influence firm.

When The Southern Group was founded twenty years ago, our firm pioneered the lobbying industry in Florida and beyond. We were the first to offer a unique type of advocacy that was driven by aligning the best and brightest candidates from business, government, and politics, and establishing a network of offices that offer our clients unparalleled access to local and state government.

Over the last two decades we have cultivated and retained a strong team of experts who help our clients build winning strategies, navigate the pathways to power, and connect with decision makers—whether in government or business. We know how to navigate the halls of government because most of us already served in them.

Today, the sharp lines between government, business, and constituencies have blurred. Applying calculated influence demands dynamic strategies that keep pace with societal trends and economic outlooks. Survival of the smartest, fastest, and most connected is the new norm. While lobbying will always be our foundation, tomorrow has reshaped who we are and how we access, advocate, and influence.

AREAS OF EXPERTISE AND STRATEGIC EXPERIENCE

- AFFORDABLE HOUSING
- AGRICULTURE
- BUDGET & APPROPRIATIONS
- BUSINESS DEVELOPMENT
- CANNABIS
- CAMPAIGNS
- ECONOMIC DEVELOPMENT & INCENTIVES
- EDUCATION
- ENERGY, ENVIRONMENT, & SUSTAINABILITY
- FINANCE & INSURANCE
- GAMING & LOTTERY
- HEALTH CARE
- HOUSING
- LAND USE & DEVELOPMENT
- LOCAL GOVERNMENT
- MANUFACTURING
- PUBLIC SAFETY
- RED TIDE
- REGULATORY ISSUES
- TAX POLICY
- TECHNOLOGY & TELECOMMUNICATIONS
- TOURISM
- TRANSPORTATION
- UTILITIES
- WATER
- WORKFORCE TRAINING



With an unparalleled team of experts, a culture of excellence and a legacy of winning, we continue to redefine what it means to be an influence firm.

Tenacious. Disciplined. Strategic.

For over 23 years, our team has successfully championed our clients' interests and built a well-recognized legacy as the premier lobbying firm in the Southeast. To continue this success, we must push beyond the lobbying tactics of the past. Modern advocacy requires a team of experts that will unite experience and connections with innovation, agility, and undeniable strength. Every industry. Every interest. Winning results begins here.

20+
YEARS

50+
LOBBYISTS

10
MARKETS

REACH

A connected network of influential experts spanning the Southeast

The Southeast United States, steeped in rich tradition and strong political leanings, has always exerted an out-sized influence on the political history of America. More recently, the influx of people seeking warmer climes and better jobs has boosted the South as an economic power, and the long-range projections for population growth make it an attractive choice for families and businesses.

The Southern Group has offices throughout the South and an extraordinary grasp of its political complexities. With dozens of lobbyists working in this region of the country, The Southern Group affords an unprecedented opportunity for you to wield influence in this vital and growing region.



THOUGHT LEADERSHIP

WE KNOW HOW TO NAVIGATE THE HALLS OF GOVERNMENT BECAUSE MOST OF OUR TEAM HAS ALREADY SERVED IN THEM. WITH HUNDREDS OF COMBINED YEARS OF EXPERIENCE IN LOCAL AND STATE GOVERNMENT, OUR TEAM OF EXPERTS IS PREPARED TO BUILD WINNING STRATEGIES

- Agency Assistant and Deputy Secretaries (FDOT, DMS, DOE)
- Agency Chiefs of Staff (AHCA, DMS, DFS, DOE)
- Agency Communications Directors (DEP, DOE, DCF, DOEA)
- Agency Legislative Affairs (AHCA, OIR, DEO,PSC)
- Attorney General
- Chief Lobbyist
- Chiefs of Staff to Cities and Counties
- City Commissioner
- Commissioner FDLE
- County Commissioner
- Deputy Chief of Staff (HUD)
- Executive Director of DHSMV
- Florida Insurance Commissioner
- Florida Republican Party Chair
- FSU President (2)
- Governor's Cabinet Affairs Director
- Governor's Chief of Staff
- Governor's Deputy Chief of Staff
- Hospital District Commissioner
- House and Senate Staff Members
- House Appropriations Chairman
- Miami-Dade Republican Party Chairman
- Secretary of AHCA
- Secretary of DMS
- Secretary of FDOT
- Secretary of State
- Senate Minority Leader
- Speaker of the House (2)
- State College President
- Top Fundraisers to Statewide and Local Officials
- Water Management District Board Member

THE TAKEAWAY: THE SOUTHERN GROUP HAS THE LONGEST AND BEST TRACK RECORD OF ANY LOBBYING FIRM IN FLORIDA AND WAS FOUNDED ON THE CORE PRINCIPLES OF INSIDER KNOWLEDGE, POWERFUL ADVOCACY, AND CLIENT SERVICE

Our firm is well positioned to deliver results to the Village on both Appropriations and Policy matters. The Southern Group was founded over 23 years ago, and in that time has built a team of lobbyists who can confront and overcome the challenges of a huge, complex, and rapidly changing state government. The Southern Group has assembled a large team of seasoned professionals—most of them drawn from the highest ranks of state and local government and politics—who are steeped in a tradition of client service and effective advocacy. The Southern Group was built on the simple, but powerful, concept that clients could be best served by hiring the most accomplished professionals out of government and politics, arming them with advocacy skills, and deploying them as a highly motivated and coordinated team.

Every day, The Southern Group taps our vast network of political contacts to gather valuable and useful information about important developments in the public policy realm. We continuously enhance existing relationships and build new ones with the ever-changing body of state and local leaders and staff who create and implement public policy.

OUR SIZE AND EXPERIENCE–AND THE FACT THAT WE TRULY OPERATE AS A TEAM–ACHIEVES RESULTS FOR OUR CLIENTS

The Southern Group's lobbyists truly operate as a cohesive and seamless team. Our professionals systematically and methodically evaluate our relationships with all 160 legislators and dozens of key executive branch personnel, and constantly work to improve relationships where needed. This is an ongoing process that allows the team to reach key decision makers anywhere in government and at almost any time. The result is an unprecedented level of access and influence for our clients.

The biographies of The Southern Group's 40 Florida lobbyists read like a Who's Who from government and politics. The team's area of expertise extends to legislative appropriations, agriculture, water and natural resources, local government, transportation, land use planning and environmental permitting, rules and appointments, utilities, economic development, energy, technology, telecommunications, public safety and law enforcement, taxation, insurance, and many other substantive specialty areas.

The Southern Group has the most knowledgeable state budget and policy team in the Florida lobby corps which includes former Chiefs of Staff from state agencies and the Governor's office, former Attorney General, former House Appropriations Chairman, former Secretary of Department of Transportation, and former Secretary of Management Services. Additionally, we have lobbyists who have served inside local government with first hand experience working on issues that matter most to the Village. Their advice and counsel on appropriations and policy matters will be critical for the Village in accomplishing its priorities.

The Southern Group, on a daily basis, interacts with leadership and senior staff of many of the legislative committees as well as top officials at the state's executive branch agencies. These relationships allow us an opportunity to provide input while legislative initiatives and other priorities are in their earliest evolutionary stages.

EVERY SUCCESSFUL LOBBYING CAMPAIGN STARTS WITH A PLAN

Given The Southern Group's long-standing reputation as the top lobbying firm in Florida and record of success and the unique skill sets of the lead lobbyists assigned, the Village and Southern Group are well positioned to accomplish each of the specific goals listed in the scope of work. The Southern Group will help the Village formulate an informed, realistic agenda with timelines and action items. We will help the Village secure state funding for Village projects. We work hand in hand with our clients to create individualized plans that serve as living documents and are regularly updated to track efforts, ensure coordination and develop next steps. The exact strategy implemented for each issue in this plan will depend on several factors, such as the scale of the issue (for example: Is it localized in nature or of statewide impact?) and whether the issue is policy-based or funding based. We don't offer cookie cutter approaches to government relations. Rather, we collaborate with our clients to build customized strategies based on their unique needs, concerns, strengths and weaknesses. One thing that sets our firm apart from our competition in our approach is that we are extremely proactive. Because of our statewide relationships, our large network of lobbyists across Florida, and our extensive experience, we are constantly at the forefront of issues affecting local governments. Whether it is working with the Governor's office on job growth grants, or the Florida Department of Emergency Management on FEMA reimbursements, or with the Florida Department of Environmental Protection on resiliency grants, you can be assured that the Village of Palmetto Bay will be well informed and at the table as important decisions are being made.

In order to execute on the Village's assignments, we will need a clear understanding of the Village's priorities, resources, and current relationships within the state legislature. Clearly identifying these subject matters will ensure we, as a firm, can hit the ground running on budget requests and continue further success in our tenure.

CONFLICTS

The Village will not find a more ethical firm in the State of Florida. We take conflicts of interest seriously and conduct a thorough conflict check within the firm for every new client we have the privilege of representing. We are not aware of any clients that we represent that present any direct conflict of interest with the Village. Should one arise, The Southern Group will notify the Village Administrator's Office staff immediately.

THE SOUTHERN GROUP EXCELS AT SECURING FUNDING WITHIN STATE AGENCIES

There is significant money available within executive agencies that the Village should be exploring. The Southern Group will make it a priority to work directly with the Florida Department of Transportation (FDOT), the Department of Economic Opportunity (DEO), the Department of Agriculture and Consumer Services (FDACS), the Department of Emergency Management (DEM), the Department of Environmental Protection (DEP), the Department of Health (DOH), and the Water Management Districts. We will proactively seek incentives and funding opportunities from these agencies on behalf of the Village. Additionally, there are economic incentives and infrastructure funding available from the Governor's Job Growth grant fund in a partnership with local government.

The Southern Group will provide strategic guidance to the Village on how best to achieve the Village's legislative goals. The scope of work would begin with a consultation with the Village Manager and key staff to develop the 2024 legislative priorities. Because of our extensive experience working with local governments and knowledge of leadership priorities, we can advise the Village on which projects have the most chance of success. Once the priority issues have been identified, The Southern Group will work to assist the Village in preparing its annual legislative priorities and plan; advise counsel, and represent the Village in legislative matters; further the Village legislative priorities may be called upon to pursue funding for municipal projects at the county, state and federal levels of government. Our relationships with budget committee and subcommittee chairman allow for access to discuss your priorities in advance of Session. The Southern Group is equally equipped to enhance the Village's relationships within the executive branch. For executive branch requests, we will work with the necessary state agency leaders to advocate on the Village's behalf to help secure grant funding or support a policy proposal. Our team is able to make introductions amongst agency leaders, including but not limited to their grant management, program administration and leadership teams.

RELATIONSHIPS ARE KEY

Relationship building and advocacy are The Southern Group's core competency. Strong relationships with key decision-makers from all over the state are paramount to an effective lobbying operation. We regularly analyze our relationships with public officials and are continually building and improving those relationships with the ever-changing cast of state leaders and officials who appropriate funding, create, and implement public policy. Some of those key leaders may include:

- Speaker Designate Daniel Perez - (Avery Lopez - Former Legislative Aide)
- Representative Demi Busatta Cabrera - (Avery Lopez - Former Campaign Manager)
- Representative Alina Garcia
- Representative Tom Fabricio
- Representative Juan Porras
- Representative Jim Mooney

- Representative Juan Porras
- Representative Jim Mooney
- Representative Vicki Lopez
- Representative Alex Rizo
- Representative David Borrero
- Senator Ileana Garcia
- Senator Alexis Calatayud
- Senator Ana Maria Rodriguez
- Senator Bryan Avila
- Senator Shevrin Jones

Most importantly, our team has unmatched relationships with key committee chairmen and ranking members of the legislature from outside of the Village's legislative delegation. Some of those key leaders include:

- Vice Chairman Anthony Rodriguez - (Avery Lopez - Former Campaign Staffer)
- Commissioner Kevin Cabrera - (Avery Lopez - Former Campaign Regional Director)
- Commissioner Rene Garcia

Many of our team members graduated out of Florida's executive branch agencies and still maintain great relationships with the leadership teams. Some of those individuals include:

- Secretary Alex Kelly, Florida Commerce
- Adam Callaway, Chief of Staff, Florida Commerce
- Secretary Jared Perdue, FDOT
- Leda Kelly, Chief of Staff, FDOT
- Secretary Shawn Hamilton, DEP
- Anna DeCerchio, Chief of Staff, DEP
- Cody Farrill, Cabinet Affairs Director, Executive Office of the Governor
- Chris Spencer, Director of the Office of Policy and Budget
- India Steinbaugh, Cabinet Affairs Director, Department of Agriculture and Consumer Services
- Isabelle Garbarino, Legislative Affairs Director, Department of Agriculture and Consumer Services

Immediately upon engagement we will begin cultivating champions among the current class of legislative policy leaders, as well as building for the future, setting up long-term relationships with the up-and-coming leaders. As leadership changes in both chambers and in the executive branch, members across Florida will be instrumental in achieving the appropriation and policy goals of the Village. This will be something your Southern Group lobbying team will evaluate on a regular basis to make sure we are positioning the Village in the most successful way possible.

2024 LEGISLATIVE SESSION

The upcoming 60-day Legislative Session will begin on January 9, 2024, with seven Interim-Committee weeks to take place throughout the Fall and Winter of 2023. Similar to other legislative sessions, we expect Home Rule to be under constant attack. Specifically related to development, impact fees and "shock clock" building permits are expected to be addressed. Sovereign immunity, vacation rentals, solid waste and utility operations are other policy discussions we expect to remain in the forefront.

While this proposal outlines an immediate appropriations and policy strategy for the upcoming legislative session, The Southern Group is prepared to work with the Village to develop a successful, multi-year advocacy plan.

November: Throughout the committee weeks, we will work with bill sponsors and key decision-makers to ensure their buy-in. We will continue to monitor legislation as it gets filed and prepare to review the Governor's recommended budget.

- Secure bill sponsors and complete necessary appropriations project request forms
- Interim Committee Week #4 - November 6-9, 2023
- Interim Committee Week #5 - November 13-17, 2023

December: The Governor uses the Legislative Budget Requests (LBRs) to make his budget recommendations for each state agency. His proposed budget must be presented 30 days before the beginning of legislative session.

- Begin monitoring bill drafts and filing
- Interim Committee Week #6 - December 4-7, 2023
- Interim Committee Week #7 - December 11-15, 2023

January-March: The 60-day Legislative Session will begin January 9, 2024 and is expected to conclude "Sine Die" on March 8, 2024. During Session, we will continue navigating the budget and bill processes in both chambers, ensuring bills are heard in their respective committee stops, while simultaneously playing defense against unwanted legislation by the Village. During the closing weeks of session, budget conference will take place where each chamber negotiates their budget priorities.

- Follow House Rules on filing appropriations request(s)
- Submit Senate Local Funding Initiative Request (LFIR) form(s)
- Navigate the appropriations projects process in each chamber to ensure bills are heard

March - July: The legislature will send the Governor the FY 2024-25 budget in early Summer for his review. Your Southern Group lobbying team will continue to work with the Governor's office and legislative champions to ensure the appropriate funding projects and/or legislation is not vetoed.

MONITORING AND REPORTING SERVICES

The Southern Group strives to keep our clients engaged and informed throughout the year. Our daily newsletter, *What's Trending Florida*, offers a high-level, insider's point-of-view of what is happening at all levels of government. Throughout the interim committee weeks and legislative session, The Southern Group's policy and research team develop bill and committee reports relative to the Village's areas of interests, ranging from local government to environment and transportation policy changes. These reports will be sent regularly by your lobby team, typically on Fridays during committee weeks and legislative session. These reports contain a calendar of the events of interest for our client in the upcoming week, hyperlinks to committee reports and a bill tracking report for each piece of legislation. An example of our Local Government Industry Report can be found on pages 21-23 of this response.

Upon the conclusion of Legislative Session, our team takes a deep dive into the budget and provides budget summaries by silos for our clients to better understand the funding resources available in the upcoming year(s). An example of our FY 2023-24 transportation, tourism and economic development budget summary can be found on pages 16-20 of this response. Our team is also available for in-person briefings after session, providing the Village Administration with a summary of the Village's legislative agenda.

LOGISITICS

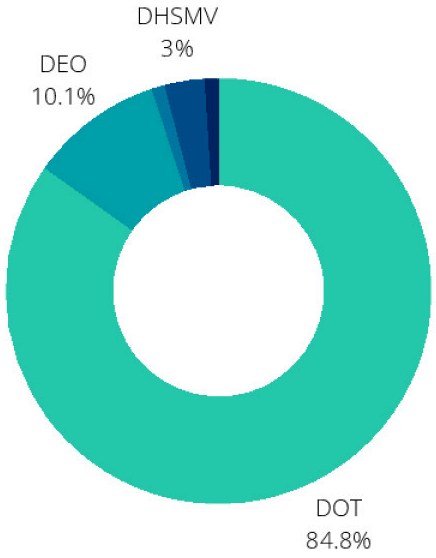
The Village will have year-round access to our buildings for meetings and appointments. The Southern Group's 11,000 square foot Tallahassee office is conveniently located a block from the capitol grounds and other major state government buildings. We routinely host large meetings for our clients and their guests, coordinating receptions in our office for clients to engage with legislators and other decision makers.

In addition to our available meeting space, your lobbying team is readily available to assist with the scheduling of meetings with key influential members of the House and Senate and decision-makers within the Executive Branch. Our team is able to assist with meeting preparations including but not limited to drafting leave-behind materials, compiling background information and bios of your meeting attendees, assisting with meals, and assist with travel logistics.

Transportation, Tourism and Economic Development

Fiscal Year 2023-24 Budget Overview

This document is current as of May 5, 2023, and prior to the Governor's final signature of the budget.



Budget negotiations between the House and Senate yielded a historic $117 billion budget for Fiscal Year 2023-24, which includes nearly $11 billion in reserves. The Transportation, Tourism and Economic Development portion of the budget encompasses $18 billion of the overall budget. Governor DeSantis has until July 1, 2023 to act upon the budget.

Department of Transportation (DOT)

Budget Total: $15.2 Billion

Work Program Overview:

- State Highway Construction Projects- $2.8 Billion
- Arterial Highway Construction- $306 Million
- Highway Maintenance- $617 Million
- Construction Inspection Consultants- $583 Million
- Safety Projects- $251 Million
- Resurfacing- $1.5 Billion
- Bridge Construction- $700 Million

County Transportation Projects - $62.7 Million

Local Transportation Projects - $400 Million

Contact your Southern Group lobbyist for the full list of projects.

Data Infrastructure Modernization - $1.5 Million

From the funds in Specific Appropriation 2072, $1,516,594 is provided to the Department of Transportation for data infrastructure modernization. The funds shall be held in reserve. The department is authorized to submit quarterly budget amendments to request release of funds pursuant to the provisions of chapter 216, Florida Statutes, and based on the department's planned quarterly expenditures. Release is contingent upon approval of a detailed operational work plan and a monthly spend plan that identifies all project work and costs budgeted for Fiscal Year 2023-2024. The department shall submit monthly project status reports to the Executive Office of the Governor's Office of Policy and Budget, the chair of the Senate Appropriations Committee, and the chair of the House of Representatives Appropriations Committee. Each status report must include copies of each task order and the progress made to date for each project milestone, deliverable, and task order, planned and actual deliverable completion dates, planned and actual costs incurred, and any project issues and risks.

Transportation Disadvantage - $62 Million

From the funds in Specific Appropriation 2011, $6,000,000 shall be used by the Commission for the Transportation Disadvantaged for an innovative grant program. Funds shall be used to provide competitive grants to community transportation coordinators for innovative service delivery that is more cost efficient for the program and time efficient for the users. Grants may be for projects in which a community transportation coordinator works with a non-traditional service provider, such as a transportation network company or other entity that provides door-to-door, on-demand, or scheduled transportation services. A county may submit one project that encompasses multiple goals or a single goal, such as providing cross-county mobility or reducing service gaps between existing routes and the user's final destination. A county may not receive more than one award and may receive a maximum award of $750,000. Multiple counties may partner for a grant of up to $1,500,000 provided that the project includes a goal of providing regional mobility in addition to any other goals. A ten percent local match is required for all grants. All funds shall be used to provide direct services to transportation disadvantaged clients.

Moving Florida Forward - $4 Billion

Section 215: The nonrecurring sum of $4,000,000,000 is appropriated from the General Revenue Fund to the Department of Transportation for Fiscal Year 2022-2023 for the Moving Florida Forward Plan to accelerate the completion of selected road projects and provide traffic congestion relief in the state. The funds shall be placed in reserve. The department shall submit a budget amendment for approval by the Legislative Budget Commission pursuant to the provisions of chapter 216, Florida Statutes. The budget amendment must include a project list, implementation schedule, finance plan, and budget authority necessary to implement the initiative.

Improved Safety/Mobility of Residents in Escambia and Santa Rosa counties - $6 Million

From funds the Department has retained which were originally appropriated for the bridge replacement contract of US 98 (Pensacola Bay), the Department shall allocate an amount not to exceed $6 million to projects it has identified that will best improve the safety or mobility of the residents of Escambia and Santa Rosa counties and that have not been funded in the Work Program in the 2023-2024 fiscal year. The Department is authorized to submit budget amendments as needed to amend the Work Program pursuant to the provisions of section 339.135, Florida Statutes, to implement these items.

Small County Outreach Program (SCOP) Municipality Transportation Projects - $9 Million

From the funds in Specific Appropriation 2026, $9,000,000 is provided for transportation projects in municipalities pursuant to section 339.2818(7), Florida Statutes.

Division of Emergency Management (DEM)

Continued Statewide Emergency and Mass Notification System - $3.5 Million

From the funds in Specific Appropriation 2679, $3,500,000 in nonrecurring funds from the General Revenue Fund is provided to continue the statewide emergency and mass notification system with the capability to provide alerts of imminent or actual hazards to all Florida's citizens, businesses, and visitors.

Local Government Access to WebEOC - $2.5 Million

From the funds in Specific Appropriation 2680, $2,500,000 in nonrecurring funds from the General Revenue Fund is provided to the Division of Emergency Management to provide baseline capabilities allowing local governments' access to WebEOC through the state hosted web application.

Maintenance and Implementation of Enterprise Business Solution- $3 Million

From the funds provided in Specific Appropriation 2680, $3,000,000 of nonrecurring funds from the General Revenue Fund is provided to the Division of Emergency Management for the maintenance, operations, planning, and implementation of the agency's enterprise business solution. The Division of Emergency Management shall assess the status of this system and division technology resources to determine and plan the remaining work necessary to complete required application capabilities. Of these funds $1,900,000 shall be placed in reserve. Release is contingent upon approval of an operational work plan and status report updated on a quarterly basis that identifies the scope of remaining work and includes: (1) a detailed schedule for the design, development, and deployment of required functionality; and (2) a detailed monthly spending plan that includes all estimated and actual project costs budgeted for Fiscal Year 2023-2024. Upon submission of the operational work plan and status report, the department is authorized to submit quarterly budget amendments requesting release of funds pursuant to the provisions of chapter 216, Florida Statutes, and based on the division's quarterly planned expenditures.

Emergency Management Critical Facility Needs - $90.5 Million

Contact your Southern Group Lobbyist to see the full list of projects.

Public Hurricane Shelter Retrofit Project - $3 Million

Funds in Specific Appropriation 2710 from the Grants and Donations Trust Fund reflect the transfer of $3,000,000 of mitigation funds from the Hurricane Catastrophe Fund pursuant to section 215.555(7), Florida Statutes. These funds shall be used to retrofit existing facilities used as public hurricane shelters as specified in section 215.559(1)(b), Florida Statutes

Emergency Management and Procurement

The Division of Emergency Management must submit quarterly status reports on the outstanding obligations for each federally declared disaster event to the Executive Office of the Governor's Office of Policy and Budget, the chair of the Senate Appropriations Committee, and the chair of the House of Representatives Appropriations Committee no later than the 15th day of the month following the end of a quarter. Based on the most recent quarterly report, the division must also provide an allocation of funding by appropriation category and funds needed to meet these obligations for the budget request year. In order to properly store, manage, maintain, and deploy emergency supplies, the Division of Emergency Management, in consultation with the Department of Health, shall issue Invitations to Negotiate (ITN) for a turnkey stockpile solution that includes the lease, buildout, and operation of one warehouse facility that serves as the hub facility for the storage and movement of emergency supplies in Florida during emergency activations and responses. ITN responses must be from experienced providers who can demonstrate successful past performance of projects similar in size, scope, and complexity. Respondents must have at least five years of direct experience in receiving, storing, managing, and distributing state or federal stockpiles. The division shall select and recommend to the Governor, the President of the Senate, and the Speaker of the House of Representatives, the ITN response that has the best value for the state for final approval. ITN responses shall include:

1. An initial assessment of the existing inventory of supplies that includes a review of the condition of supplies, proper disposal of spoiled or renewal or disposal of expired supplies, sale of unnecessary supplies, onboarding of supplies into an inventory and quality management system, and relocation of supplies into the appropriate environment in the new hub facility.
2. The lease and buildout of the hub facility with the capability to store and manage emergency supplies, including food and water, health and medical supplies, and medical equipment such as personal protective equipment, durable medical equipment, and medical countermeasures, in the correct environment with appropriate security, temperature, and humidity controls and in compliance with industry licensing and regulatory standards. Facility square footage, including warehouse space and surface lot area, shall be sufficient to access, maintain, inventory, and distribute such supplies.
3. A staffing plan that ensures facility staff have appropriate knowledge, skills, and training to maintain, organize, identify, and package all types of emergency supplies, including medical equipment. Staffing plans must demonstrate how staff will utilize the inventory and quality management system in day-to-day operations to support the division. The plans must identify the use and quantity of division staff and staff of the ITN respondent, as applicable, necessary to operate the hub facility. All staff, whether of the ITN respondent or the division, shall operate at the direction of the division.
4. An inventory and quality management system that can track and trace, in real-time, the state's emergency supplies. The system must be able to track the number, type, location, and expiration date of supplies; facilitate the regular testing, maintenance, and rotation of supplies and equipment; and provide reporting to assist in the state's emergency response and recovery.
5. Identification of the one-time and on-going costs associated with site selection and preparation, design and construction, retrofitting or renovations, leasing, utilities, inventory assessment and relocation, software, product maintenance or rotation, and staffing, as appropriate.

Department of Economic Opportunity (DEO)

Budget Total: $1.8 Billion

State Economic Enhancement And Development Grant Funding To Panhandle Counties - $5 Million

From the funds in Specific Appropriation 2342, $5,000,000 in recurring funds from the State Economic Enhancement and Development Trust Fund is provided as grant funding for the following Florida panhandle counties to facilitate the planning, preparing, and financing of infrastructure projects in these rural communities: Calhoun, Gadsden, Holmes, Jackson, Liberty, and Washington Counties. Eligible uses of these funds include roads or other remedies to transportation impediments; storm water systems; water or wastewater facilities; and telecommunications facilities and broadband facilities. Grant funds are provided pursuant to section 288.0655(7), Florida Statutes.

CareerSource Florida Temporary Cash Assistance Analysis - $1 Million
From the funds, $1,000,000 in nonrecurring funds from the Special Employment Security Administration Trust Fund are provided to CareerSource Florida for the analysis of options and development of an implementation plan for the Legislature to address benefits cliffs faced by families receiving temporary cash assistance or school readiness program services. At a minimum, the work product shall involve: 1. Financial modeling and a sensitivity analysis of standards for localized eligibility by county for continuing receipt of temporary cash assistance and for transitional services for former temporary cash assistance recipients. 2. Identification of best practices for local workforce development boards' case management and engagement with families who are currently receiving or transitioning from receipt of temporary cash assistance and school readiness program services. 3. Recommending a standardized tool for evaluating the needs of temporary cash assistance recipients for transitional assistance and other support services to achieve self-sufficiency. CareerSource Florida shall identify and analyze the implementation requirements for, interaction between, and fiscal impact and effectiveness of such options. The implementation plan shall include action steps, resource requirements, recommended assessment instruments, and identification of necessary policy and statutory changes. At a minimum, CareerSource Florida shall work with the local workforce development boards, the Department of Economic Opportunity, the Department of Children and Families, the Department of Education, and other relevant state agencies, which shall provide information and assistance as requested. The analysis and implementation plan shall be submitted to the Executive Office of the Governor, President of the Senate, and Speaker of the House of Representatives by October 1, 2023.

Third-Party Review of Incentive Awards - Approx. $1 Million
From the funds, the Department of Economic Opportunity must contract for an independent third-party to verify that each business that receives an incentive award under an economic development program satisfies all of the requirements of the economic development agreement or contract, including job creation numbers, before a payment may be made under such agreement or contract. These comprehensive performance audit functions must include reviewing: 100 percent of all incentive claims for payment, including audit confirmations; the procedures used to verify incentive eligibility; and the department's records for accuracy and completeness. The independent third-party contractor must perform all functions and conduct all of the activities necessary to verify compliance with the performance terms of economic development incentive agreements or contracts.

VISIT FLORIDA - $80 Million
From the funds in Specific Appropriation 2357, $5,000,000 is provided for VISIT FLORIDA to develop marketing for nature-based tourism and trail towns.

Space Florida - $8.5 Million
Operating Funds.

Space, Defense, and Rural Infrastructure from General Revenue Fund - $25 Million
From the funds in Specific Appropriation 2342, $5,000,000 in recurring funds from the State Economic Enhancement and Development Trust Fund is provided as grant funding for the following Florida panhandle counties to facilitate the planning, preparing, and financing of infrastructure projects in these rural communities: Calhoun, Gadsden, Holmes, Jackson, Liberty, and Washington Counties. Eligible uses of these funds include roads or other remedies to transportation impediments; storm water systems; water or wastewater facilities; and telecommunications facilities and broadband facilities. Grant funds are provided pursuant to section 288.0655(7), Florida Statutes.

Florida Job Growth Grant Fund - $75 Million

Economic Development Toolkit - $25 Million

Weatherization Assistance Program (WAP) - $25 Million

Low Income Housing Energy Assistance Program (LIHEAP) - $16 Million

Broadband Equity, Access, and Deployment Grant Programs - $100 Million

State Small Business Credit Initiative - $170 Million

Law Enforcement Recruitment Bonus Program - $20 Million

Department of Highway Safety and Motor Vehicles (DHSMV)

Budget Total: $578.6 Million

Florida Highway Patrol Training Academy Driving Range - $9 Million

Acquisition of Motor Vehicles - $16.75 Million

Florida Highway Patrol Communication Systems - $6.75 Million

Continued Motorist Modernization Project - $10 Million

From the funds in Specific Appropriations 2778 and 2780, $8,983,740 of nonrecurring funds from the Highway Safety Operating Trust Fund and $1,010,000 of nonrecurring funds from the Gas Tax Collection Trust Fund are provided to the Department of Highway Safety and Motor Vehicles for Phase 2 of the Motorist Modernization project. The department shall submit quarterly updates to its operational work plan and spending plan, quarterly independent verification and validation assessments, and quarterly project status reports to the Executive Office of the Governor's Office of Policy and Budget, the chair of the Senate Appropriations Committee, and the chair of the House of Representatives Appropriations Committee. Each status report must include progress made to date for each project milestone, deliverable, and task order, planned and actual deliverable completion dates, planned and actual costs incurred, and any project issues and risks.

Department of State (DOS)

Budget Total: $220.5 Million

Cultural And Museum Grants - $32.4 Million

From the funds in Specific Appropriation 3265, $32,400,000 in nonrecurring funds from the General Revenue Fund is provided for the Department of State 2023-2024 Cultural and Museum Grants General Program Support ranked list.

Cloud Solution for Corporate Registry System

SECTION 210. The unexpended balance of funds from the General Revenue Fund appropriated to the Department of State in Specific Appropriation 3170A, of chapter 2022-156, Laws of Florida, shall revert and is appropriated to the department for Fiscal Year 2023-2024 to competitively procure a deliverables-based, cloud-hosted solution for the replacement of the current corporate registry system. The procurement must be awarded by competitive solicitation pursuant to section 287.057, Florida Statutes. These funds shall be placed in reserve. Upon submission of the unexecuted contract, the department is authorized to submit quarterly budget amendments to request release of funds being held in reserve pursuant to the provisions of chapter 216, Florida Statutes, and based on the department's planned quarterly expenditures. Release is contingent upon the approval of a detailed operational work plan and a monthly spend plan that identifies all related work and costs budgeted for Fiscal Year 2023-2024. The department shall submit quarterly project status reports to the Executive Office of the Governor's Office of Policy and Budget, the chair of the Senate Appropriations Committee, and the chair of the House of Representatives Appropriations Committee. Each status report shall include progress made to date for each project milestone, deliverable, and task order; planned and actual completion dates; planned and actual costs incurred; and any project issues and risks. This section is effective upon becoming a law.



In Session, Week 9



BILL HIGHLIGHTS

Land Use and Development Regulations (SB 1604)

The proposed legislation seeks to make changes to regulations regarding comprehensive plans, including: revising data sources used in consideration of the comprehensive plan and plan amendments; increasing the length of required planning period to 10 years, from 5 years, and to 20 years, from 10 years; removing a list of indicators a local government must consider relating to urban sprawl, instead requiring local governments to discourage urban sprawl by more effectively planning for future growth; revising the comprehensive plan evaluation and appraisal process to ensure timely updates; and other changes. The Senate bill passed along partisan lines last week by a vote of 27-13. The bill was approved on a 75-34 vote by the House and heads to the Governor's desk.

FL Retirement System/ Special Risk Class Retirement Date (SB 7024)

Legislation that seeks to reform two existing retirement plans offered by the Florida Retirement System (FRS) unanimously passed in both chambers this week. The bill will now head to the Governor's desk. Specifically, the legislation aims to increase the employer-funded allocations to investment plan accounts by 1 percent for each membership class within the FRS Investment plan and increase the monthly Retiree Health Insurance Subsidy. The legislation also seeks to revise criteria surrounding the FRS Pension plan by amending the normal retirement date for members of the Special Risk Class to 25 years of creditable service, or age 55, instead of 30 years of creditable service, or age 60 assuming vesting requirements have been met.

Term limits for School Board Members (HB 477)

The filed legislation seeks to control the length of service for a school board officials. Both bills seek to reduce the length of the term limit for a school board member from 12 years to 8 years, aligning school board terms with others provided for in the Florida Constitution. The Senate bill originally sought to create a term limit of 8 years for county commissioners but eventually the House prevailed. Currently, neither the Florida Constitution nor the Florida Statutes provide term limits for county commissioners. The House version, sponsored by Rep. Alex Rizo, passed the House and moved to the Senate, where it passed the Senate with a

Local government comprehensive plans (SB 540)

The bill authorizes the prevailing party in a comprehensive plan or plan amendment challenge to recover attorney fees and costs, including reasonable appellate attorney fees and costs, without having to show that the non-prevailing adverse party participated in the proceeding for an improper purpose. It also resolves the split between the First and Second District Courts of Appeal by clarifying that the scope of the circuit court's review in a development order challenge. The bill has passed both chambers, most recently by a 87-30 vote in the House.

Ethics requirements for public officials (SB 774)

Companion bills in the House and Senate make a wide array of changes to the state's Code of Ethics for Public Officers and Employees. Changes are proposed to annual disclosures, civil fines for violations, late fees and a host of other requirements. The bill has cleared both chambers, most recently the House by a 113-2 vote.



Our diverse team across the state of Florida makes us a leader in the lobbying industry.

1,873

Total number of pieces of legislation filed for consideration during the 2023 Legislative Session (bills, resolutions, PCBs, memorials, etc.)



356 passed **1,873** other pieces of legislation

The Southern Group directly facilitated over $2 billion in funding for our clients in the FY 2023-2024 budget.

$2B+

NEW OR SUSTAINED APPROPRIATIONS PROJECT FUNDING

$2B+

For the past two fiscal years, we have secured over $2 billion in funding from the Florida Legislature.

During the 2023 Legislative Session...

2,333

appropriations project funding requests were submitted by members of the House.

2,253

Local Funding Initiative Requests were filed by members of the Senate.

FLORIDA LEGISLATURE - 2023 REGISTRATIONS BY LOBBYIST NAME

Caserta, David T ..... (305) 463-8808

15165 NW 77th Ave, Ste 1001, Miami Lakes, FL 33014

Lobbying Firm(s):

David T. Caserta Government Relations Inc
7855 NW 12 St Ste 218, Doral, FL 33126
Phone: (305) 463-8808

Principal(s):

Area Stage Company
1560 South Dixie Highway, Suite 103, Coral Gables, Florida 33146
Industry Code: 711110
Effective: 01/03/2023

Auction Educators, Inc.
16129 SR 50, Clermont, FL 34712
Industry Code: 611410
Effective: 01/03/2023

Biscayne Park
640 NW 114th St, Biscayne Park, FL 33161
Industry Code: 921110
Effective: 01/03/2023

Broward County
115 S Andrews Ave, Suite 426, Fort Lauderdale, FL 33301
Industry Code: 921110
Effective: 01/03/2023

Easter Seals South Florida
1475 NW 14Th Ave , Miami, FL 33125-1616
Industry Code: 221118
Effective: 01/03/2023

Cassini, Charles Martin (Marty) ..... (954) 357-7575

100 S Andrews Ave, 8th Floor, Fort Lauderdale, FL 33301-1826

Principal(s):

Broward County
115 S Andrews Ave Ste 426, Fort Lauderdale, FL 33301-1826
Industry Code: 921120
Effective: 03/24/2023

Castaneda, Erik ..... (801) 664-6983

261 W Data Dr, Draper, UT 84020-2372

Principal(s):

1-800 Contacts, Inc
261 W Data Dr, Draper, UT 84020-2372
Industry Code: 454111
Effective: 01/06/2023

Castro, Edgar O. ..... (850) 671-4401

Po Box 10570, Tallahassee, FL 32302-2570

Lobbying Firm(s):

The Southern Group
P.O. Box 10570, Tallahassee, FL 32302-2570
Phone: (850) 671-4401

FLORIDA LEGISLATURE - 2023 REGISTRATIONS BY LOBBYIST NAME

1900 W. Commercial Blvd., Suite 108, FORT LAUDERDALE, FL-Florida 33309
Industry Code: 611310
Effective: 01/03/2023

Lopez , Avery R ..... (850) 671-4401

Po Box 10570, Tallahassee, FL 32302-2570

Lobbying Firm(s):

The Southern Group
P.O. Box 10570, Tallahassee, FL 32302-2570
Phone: (850) 671-4401

Effective: 09/12/2023

Lorenz, Georgia L ..... (407) 708-2010

100 Weldon Blvd, Weldon A-201, Sanford, FL 32773-6132

Principal(s):

Seminole State College of Florida
100 Weldon Blvd, Sanford, FL 32773-6199
Industry Code: 611210
Effective: 01/03/2023

Lorenzo-Palacio, Michelle ..... (305) 348-3505

10/16/23
06:00:26

EXECUTIVE BRANCH - 2023 REGISTRATIONS BY LOBBYIST NAME

Principal(s):

Area Stage Company
1560 South Dixie Highway, Suite 103, Coral Gables, Florida 33146
Industry Code: 711110
Effective: 01/03/2023

Broward County

Castro, Edgar O. ..... (850) 671-4401
Po Box 10570, Tallahassee, FL 32302-2570

Lobbying Firm(s):

The Southern Group
P.O. Box 10570, Tallahassee, FL 32302-2570
Phone: (850) 671-4401

EXECUTIVE BRANCH - 2023 REGISTRATIONS BY LOBBYIST NAME

Industry Code: 621111
Effective: 02/01/2023

USARK Florida, Inc.
5120 South Lakeland Drive, Suite 3, Lakeland, Florida 33813
Industry Code: 813312
Effective: 02/01/2023 -Canceled- 02/17/2023

Wawa, Inc
260 W Baltimore Pike, Wawa, PA 19063
Industry Code: 445120
Effective: 01/05/2023

ZooTampa at Lowry Park
1101 W Sligh Ave, , Tampa, FL 33604-5958
Industry Code: 712130
Effective: 01/05/2023

Caserta, David T ..... (305) 463-8808

15165 NW 77th Ave, Ste 1001, Miami Lakes, FL 33014

Lobbying Firm(s):

David T. Caserta Government Relations Inc
7855 NW 12 St Ste 218, Doral, FL 33126
Phone: (305) 463-8808

Principal(s):

Salesforce, Inc.
415 Mission St, 3rd Floor, San Francisco, CA 94105-2504
Industry Code: 518210
Effective: 05/03/2023

Cassini, Charles Martin (Marty) ..... (954) 357-7575

100 S Andrews Ave, 8th Floor, Fort Lauderdale, FL 33301-1826

Principal(s):

Broward County
115 S Andrews Ave Rm 426, Fort Lauderdale, FL 33301
Industry Code: 921120
Effective: 03/24/2023

Castaneda, Erik ..... (801) 664-6983

261 W Data Dr, Draper, UT 84020-2372

Principal(s):

1-800 Contacts, Inc
261 W Data Dr, Draper, UT 84020-2372
Industry Code: 454111
Effective: 01/06/2023

EXECUTIVE BRANCH - 2023 REGISTRATIONS BY LOBBYIST NAME

Effective: 06/17/2023

McArdle Franco PLLC
255 Alhambra Circle, Suite 925, Coral Gables, FL 33134
Industry Code: 541110
Effective: 05/18/2023 -Canceled- 06/27/2023

Museum of Science & History
1025 Museum Circle, , Jacksonville, FL 32207
Industry Code: 712110
Effective: 06/14/2023

Second Harvest of the Big Bend
4446 Entrepot Blvd., , Tallahassee, FL 32303
Industry Code: 923130
Effective: 02/02/2023

The Boselli Foundation
4915 Glade Hill Street, , Jacksonville, FL 32207
Industry Code: 611699
Effective: 09/15/2023

The Southern Group
P.O. Box 10570, , Tallahassee, Florida 32302
Industry Code: 541820
Effective: 01/04/2023

Windstream Communications
68 Cabarrus Ave. E, , Concord, NC 28025
Industry Code: 517311
Effective: 01/04/2023

Principal(s):

Captiva Cruises, Inc.
11401 ANDY ROSSE LANE, , CAPTIVA ISLAND, FL 33924
Industry Code: 487210
Effective: 02/02/2023

City of Everglades City
102 Copeland Ave., , Everglades City, FL 34139
Industry Code: 921110
Effective: 02/02/2023

Long, Teresa (T.J.) ..... (754) 332-7368

1900 W Commercial Blvd, Suite 180, Fort Lauderdale, FL 33309

Principal(s):

Keiser University
1900 W. Commercial Blvd., Suite 108, FORT LAUDERDALE, FL-Florida 33309
Industry Code: 611310
Effective: 01/03/2023

Lopez , Avery R ..... (850) 671-4401

Po Box 10570, Tallahassee, FL 32302-2570

Lobbying Firm(s):

The Southern Group
P.O. Box 10570, Tallahassee, FL 32302-2570
Phone: (850) 671-4401

State of Florida
Department of State

I certify from the records of this office that THE SOUTHERN GROUP OF FLORIDA, INC is a corporation organized under the laws of the State of Florida, filed on June 21, 1999.

The document number of this corporation is P99000055999.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on April 11, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Eleventh day of April, 2023

Secretary of State

Tracking Number: 8487003343CC

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

SOUTGRO-01 AMACEACHERN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Amy MacEachern	
Fletcher & Company 1211 North 3rd Street Jacksonville Beach, FL 32250	PHONE (A/C, No, Ext): (904) 694-0321	FAX (A/C, No):
	E-MAIL ADDRESS: amaceachern@fletcherandcompanyfl.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Southern-Owners Insurance Company	10190
INSURED	INSURER B : Travelers Casualty and Surety Company	19038
The Southern Group of Florida Inc PO Box 10570 Tallahassee, FL 32302	INSURER C : Bridgeway Insurance Company	12489
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR			78131095	3/1/2023	3/1/2024	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO			78131095	3/1/2023	3/1/2024	BODILY INJURY (Per person)	$ 10,000
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB [X] OCCUR						EACH OCCURRENCE	$ 2,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE			4440409700	3/1/2023	3/1/2024	AGGREGATE	$
	[ ] DED [X] RETENTION $ 10,000							$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y	N / A		UB-1R064791-23-42-G	7/15/2023	7/15/2024	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	ERRORS & OMISSIONS			7GA7PL000091602	3/5/2023	3/5/2024	PER AGGREGATE	1,000,000
C	ERRORS & OMISSIONS			7GA7PL000091602	3/5/2023	3/5/2024	PER CLAIM	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Informational Use Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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October 10, 2023

Village of Palmetto Bay 9
705 East Hibiscus Street
Palmetto Bay, Florida 33157

To Whom It May Concern,

It is my pleasure to provide you with a banking reference letter for The Southern Group of Florida Inc. The relationship between Hancock Whitney and The Southern Group of Florida Inc. is held in high regard by the bank and hopes to continue long into the future.

Hancock Whitney has provided banking services to The Southern Group of Florida Inc. since 2016. Services included have included deposit accounts, personal and business loans to the group, affiliates and some of the partners as well as banking services of a wide variety.

The Southern Group of Florida currently has a valued relationship to include a working line of credit as well as deposit accounts. All current and former agreements with The Southern Group of Florida Inc. have been honored as agreed and we value the group and its partners as a top Client with Hancock Whitney.

The Southern Group of Florida had demonstrated financial stability with Hancock Whitney from the inception of our relationship in 2016 and has sufficient resources to provide requested services Village of Palmetto Bay 9.

Please contact me if further information is requested.

Sincerely,

Jill Adkins

Jill Adkins
Private Banking Admin
On Behalf of:
Diana L. Cureton O'Bryant, SVP
Private Wealth Advisor
PH 850.325.3159 Cell 850.545.6952
diana.cureton@hancockwhitney.com

LAND USE AND ZONING:

The Southern Group has worked on past annexations and land swap opportunities within Miami-Dade County. We have also advocated for a client seeking a zoning change to develop a commercial property into a mixed-use residential and retail space. The team attended public hearings to support a zoning variance allowing a client to build a structure taller than what current regulations permit and to collaborate with local officials to secure zoning modifications for a new industrial facility, aligning with the county's development goals.

- Reference: Edward Piderman
- 305.364.6100
- PidermannE@MiamiLakes-FL.gov
- 6601 Main Street, Miami Lakes, FL 33014

HOME RULE AUTHORITY:

The Southern Group monitored state legislation that would limit the county's ability to set its own local policies, such as land use regulations or business licensing. We also engaged with county commissioners to protect the county's authority to govern its municipalities independently and advocated for increased home rule authority to allow the county to address unique local challenges without state interference. Connect clients with key decision-makers, facilitating direct communication and negotiation.

- Reference: Edward Piderman
- 305.364.6100
- PidermannE@MiamiLakes-FL.gov
- 6601 Main Street, Miami Lakes, FL 33014

STATE BUDGET/APPROPRIATIONS:

The Southern Group identified funding opportunities for county infrastructure projects and transportation improvements in the state budget. We also developed a budget proposal to secure state appropriations for the expansion of a county-run community health clinic and strategically communicated with state legislators and budget committees to secure funding for a countywide educational initiative. Our team has also garnered funding for Coral Gables/Miami Lakes/Southwest Ranches/etc.

- Reference: Coral Gables- Naomi Levi Garcia
- 305.460.5248
- nlevi-garcia@coralgables.com

- 405 Biltmore Way Coral Gables, FL 33134

PUBLIC SAFETY:

The Southern Group monitored state legislation related to law enforcement practices and advocated for reforms aligned with community needs and expectations. We also collaborated with local law enforcement agencies to support policies that enhance public safety, such as community policing initiatives. The Southern Group helped pass (HB657-Enforcement of School Zone Speed limits) authorizing county or municipality to enforce speed limit in school zones through speed detection system. The team also advocated for increased emergency services and disaster preparedness funding to address local vulnerabilities.

- Reference: RedSpeed- Greg Parks
- 913.575.2912
- Greg.Parks@redspeed-usa.com

ELECTION LAWS:

The Southern Group analyzed proposed changes to state election laws and advocated for reforms that facilitate equitable access to voting in the county. Southern Group Partner Avery Lopez personally worked on passing HB 7061 Elections/HB 7063 under Speaker Designate Perez when he worked in the House as his legislative aide. The team is also engaged with county election officials to streamline the voting process, improve election security measures, and collaborate with voting rights organizations to promote voter education and participation in Miami-Dade County.

- Reference: Donald Rubotton- Former Staff Director, Public Integrity & Ethics Committee
- 850.322.1831

TRANSPORTATION/TRANSIT INITIATIVES:

The Southern Group advocated for state funding to expand public transportation options within the county, such as new bus routes or light rail systems. We also engaged with the county's transportation planning department to support infrastructure projects aimed at reducing traffic congestion and promoted policies that encourage the development of pedestrian-friendly streets and bike lanes to improve transit alternatives.

- Reference: RedSpeed- Greg Parks
- 913.575.2912
- Greg.Parks@redspeed-usa.com

ENVIRONMENTAL INITIATIVES:

The Southern Group supported countywide sustainability initiatives, such as renewable energy adoption and green building standards. We also collaborated with local environmental organizations to advocate for policies that protect natural resources, including efforts to address sea-level rise and protect the Everglades. We worked with county commissioners to develop and pass ordinances that promote conservation and reduce environmental impacts. The Southern Group helped secure funding for Mote Marine Laboratory.

- Reference: Mote Marine Laboratory- Dr. Michael Crosby
- 1600 Ken Thompson Parkway, Sarasota, FL 34236
- 941.388.4441
- mcrosby@mote.org

INTRODUCTION OF LEGISLATION:

The Southern Group drafted and sponsored county ordinances that address specific local issues, such as bans on single-use plastics or regulations for short-term rentals. We helped garner building coalitions support among county commissioners and community stakeholders to gain approval for proposed legislation and navigate the legislative process at the county level to ensure the successful passage of ordinances that align with client objectives.

- Reference: Naomi Levi Garcia
- 305.460.5248
- nlevi-garcia@coralgables.com
- 405 Biltmore Way Coral Gables, FL 33134



Edgar Castro

Edgar Castro joined The Southern Group in 2013, bringing with him a decade of experience in the political arena. Edgar's core business is government affairs, community relations, and lobbying in Miami-Dade County and Tallahassee. Edgar has successfully advocated for administrative and regulatory agencies, businesses, the Florida Bar before Florida's executive and legislative branches, municipalities, trade associations, Miami-Dade County, and a number of the municipalities therein. Edgar's areas of expertise include emergency management, energy, family law, financial services, gaming, intellectual property, transportation, and telecommunications.

Edgar assists his clients with their relationships with the Hispanic community by developing a strategic plan of engagement and facilitating access to leaders and stakeholders.

Edgar began his political career in Tallahassee, working in the governor's office and as a legislative assistant for the Florida House of Representatives. In this role, he learned the intricacies of the legislative processes and committee procedures and built strong ties to staff and members of both chambers and parties. Throughout his career, Edgar has worked on numerous political campaigns, including candidates in the U.S. House and Senate, Florida House of Representatives and Senate, and the Miami-Dade Board of County Commissioners. Edgar has also worked in Washington, D.C. as a public policy consultant for a government relations and consulting company. In that role, Edgar was responsible for researching and analyzing Florida and federal legislative actions and making recommendations to help clients effectively respond to governmental opportunities while avoiding potential risks.

Edgar has been recognized for his long record of volunteerism and legislative advocacy on behalf of numerous organizations, including the Family Law Section of the Florida Bar and the Recording Industry Association of America.

Edgar splits his time between Miami and Tallahassee.

castro@thesoutherngroup.com

305.421.6304

Connect on LinkedIn

Influence creates opportunity. Let us show you how.



Avery Lopez

lopez@thesoutherngroup.com

305.421.6304

Connect on LinkedIn

Influence creates opportunity. Let us show you how.

A fixture in South Florida politics since he began his career as a political operative in 2017, Avery Lopez has quickly earned a reputation as a strategic mind on the campaign trail and a formidable advocate for the issues impacting Miami Dade and Monroe counties. Avery began his career in politics in Miami Dade County, where he worked on campaigns at every level including Presidential, Congressional, the state Legislature and locally for the Miami Dade Board of County Commissioners. He brings extensive campaign experience to The Southern Group spanning everything from grassroots to volunteer organization, to logistics and fundraising; Avery has done it all and established an envy-inducing winning percentage.

Most recently, Avery helped orchestrate the successful campaigns of newly elected Miami Dade County Commissioner Kevin Marino Cabrera and Florida House members Demi Busatta Cabrera and Vance Aloupis before that. He was also instrumental in Miami Dade County Commissioner Anthony Rodriguez' victory.

Off the campaign trail, Avery has also served in multiple capacities in state and local government including as an aide in the Florida House of Representatives to future Speaker of the House Daniel Perez. In this role, Avery worked hundreds of issues on behalf of the constituents of District 116 in Miami Dade County, in addition to researching and crafting various policy and appropriations proposals that were successfully included in the state's budget and statutes. Throughout his tenure in the Florida House, Avery cultivated strong relationships with staff and Legislative members among both chambers and across Florida's political parties.

On the ground in Miami Dade County, Avery has remained connected to the elected officials driving policy and issue resolution on behalf of the region's 2.6 million residents. Whether he's dissecting complex transportation or housing issues, analyzing the state of healthcare across the region, or facilitating constituent communication, Avery is a trusted voice among current and future leaders.

In his capacity at The Southern Group, Avery will continue to focus on his passion for the people and the issues impacting Miami Dade and Monroe counties, in addition to tackling statewide policy and appropriations issues in Tallahassee. Avery will draw on his past policy experience in the arenas of transportation, healthcare, economic development, and information technology to serve Southern's clients.

Avery was raised in Miami Dade County and graduated from Florida International University with a bachelor's degree in political science. He resides in Miami-Dade with his wife Janeth and his daughter. In his free time, you'll find Avery at the beach, playing basketball or kayaking in the beautiful Florida Keys.



David T. Caserta

flagovernment@aol.com

305.421.6304

David T. Caserta is the founder and president of David T. Caserta, Government Relations, Inc. He has been active in public life for close to three decades. He began his political career in 1991 as a Councilman for the City of North Miami. He rose to the rank of Vice-Mayor. Where he developed and assisted in the implementation of the North Miami Downtown Economic Revitalization Project, improving local schools and expansion of the local Film industry.

In 1994, David decided venture into the Government relations business. He has since represented a variety of clients in front of the state Legislature and local governments. David also acts as an independent consultant for private corporations on general business matters such as development and regulation.

In 2000, David earned his Juris Doctor from Nova Southeastern University. He is also licensed in and a member of the New York Bar. He has since used his law degree to even further aid his clients on general business matters. As founder of Caserta Spiriti, PLLC, he engages in contract negotiations, leases and purchase agreements, and personal services. David and his firm also represent clients in entertainment, business organization, joint ventures, corporate, Sub-Chapter S, and LLC formation and operations, operating agreements, shareholder agreements, minutes and bylaws, contracts, and employment agreements, and condominium associations.

David also has extensive experience in real estate. For more than 38 years, he has handled the acquisition, management, development, leasing, financing, and disposition of real estate projects in Florida. These include residential properties, office buildings, apartment projects, shopping centers, hotels, mixed-use developments, and industrial projects. He has also served as a respected Court Appointed Receiver and Government Monitor for the U.S. Marshalls Office and is also a Florida Supreme Court circuit court mediator. For the past 25 years Dave has performed successful leadership/career seminars on developing great Character for colleges and universities across the Country.



3. Fee Proposal

FEE PROPOSAL

The Southern Group is the perfect investment for enhancing the Village of Palmetto Bay's mission. The Southern Group proposes a 1-year contract at $50,000, with a monthly retainer of $4,166,67 for lobbyist services.



4. Certification

SECTION 6.0: Required Proposal Submittal Forms

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

Avery Lopez being first duly sworn, deposes and says that:

(1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:
The Southern Group of Florida, Inc. the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or a sham Proposal;

(4) Neither the Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Proposer or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

Signature of Official: _____

Name (typed): Lourdes Lurigados

Title: Business Operations Manager

Company: The Southern Group of Florida, Inc.

Date: 10/9/2023

Continued on next page.

ACKNOWLEDGMENT

State of Florida

County of Miami - Dade

On this 9th, Oct day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared Avery Lopez and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Lourdes Lurigados

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Lourdes Lurigados
My Commission
HH 224883
Exp. 2/6/2026

SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Village OF PALMETTO BAY, FLORIDA

By Avery Lopez

For The Southern Group of Florida, Inc.

Whose business address is: 9155 S. Dadeland Blvd., Suite 1716 Miami, FL 33156

And (if applicable) its Federal Employer Identification Number (FEIN) is: 59-3584976

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a ""public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction"" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result or a jury verdict, non-jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:

   A. A predecessor or successor of a person convicted of a public entity crime; or

   B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate'" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, ore pooling of equipment or income among persons when not for fair market value under an arm's length

agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered in the presence:

Signature of Official: _____

Name (typed): Avery Lopez

Title: Lobbyist

Company: The Southern Group of Florida, Inc.

Date: 10.9.2023

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this 9th, Oct day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Lourdes Lurigados
My Commission
HH 224883
Exp. 2/6/2026

AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the VILLAGE OF PALMETTO BAY, FLORIDA

by: Avery Lopez

(print individual's name and title)

for: The Southern Group of Florida, Inc.

(print name of entity submitting sworn statement)

whose business address is: 9155 S. Dadeland Blvd., Suite 1716, Miami, FL 33156

and (if applicable) its Federal Employer Identification Number (FEIN) is: 59-3584976

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____-_____-_____.)

I, being duly first sworn state: That the above named Proposer is in compliance with and agreed to continue to comply with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature of Official: _____

Name (typed): Avery Lopez

Title: Lobbyist

Company: The Southern Group of Florida

Date: 10/9/2023

ACKNOWLEDGMENT

State of Florida

County of Miami - Dade

On this 9th, Oct day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Lourdes Lurigados

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Lourdes Lurigados
My Commission
HH 224883
Exp. 2/6/2026

BUSINESS ENTITY AFFIDAVIT

Proposer hereby recognizes and certifies that no elected official, or employee of the Village of Palmetto Bay (the "Village") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Village employee, nor any elected or appointed officer (including Village board members) of the Village, nor any spouse, parent or child of such employee or elected or appointed officer of the Village, may be a partner, officer, director or proprietor of Proposer and further, that no such Village employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposal. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Village. Further, Proposer recognizes that with respect to this Proposal, if Proposer violates or is a party to a violation of the ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the services for which the Proposal is submitted and may be further disqualified from submitting any future proposals or proposals forservices to Village.

Accordingly, Proposer completes and executes the Business Entity Affidavit form below. The terms "Proposer" as used herein, include any person or entity making a proposal to the Village for services to Village.

I, Avery Lopez being of first duly sworn

state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the Village of Palmetto Bay ("Village") are (Post Office addresses are not acceptable), as follows:

59-3584976

Federal Employer Identification Number (If none, Social Security Number)

The Southern Group of Florida, Inc.

Name of Entity, Individual, Partners or Corporation

Doing Business As (If same as above, leave blank)

9155 S. Dadeland Blvd., Suite 1716 Miami, FL 33156

Street Address Suite Village State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name	Address	Ownership
		%
		%
		%

N/A

Signature of Official: _____

Name (typed): Avery Lopez

Title: Lobbyist

Company: The Southern Group of Florida, Inc.

Date: 10/9/2023

CONTINUED ON FOLLOWING PAGE

ACKNOWLEDGMENT

State of Florida

County of Miami - Dade

On this 9th, Oct. day of, 20 23, before me, the undersigned Notary Public of the State of Florida personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Lourdes Lurigados

NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Lourdes Lurigados
My Commission
HH 224683
Exp. 2/6/2026

VILLAGE OF PALMETTO BAY
ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
} SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein proposal will be paid to any employees of the Village of Palmetto Bay, its elected officials as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my Company or by an officer of the corporation.

Signature of Official: _____

Name (typed): Avery Lopez

Title: Lobbyist

Company: The Southern Group of Florida, Inc.

Date: 10/9/2023

ACKNOWLEDGMENT

State of Florida

County of Miami-Dade

On this 9th, Oct day of, 2023, before me, the undersigned Notary Public of the State of Florida personally appeared _____ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

Notary Public State of Florida
Lourdes Lurigados
My Commission
HH 224883
Exp. 2/6/2026

STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

The Proposer shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare?

Yes or No, if yes, explain the circumstances.

No.

Executed on _____ at _____
under penalty of perjury of the laws of the State of Florida, that the foregoing is true and correct.

Signature: _____

Name (typed): Avery Lopez

Title: Lobbyist

Company: The Southern Group of Florida, Inc.

Date: 10/9/2023

SECTION 7.0: Other Forms

VILLAGE OF PALMETTO BAY
NOTICE OF INTENT TO AWARD

TO: The Southern Group of Florida, Inc.
Proposer

9155 S. Dadeland Blvd., Suite 1716 Miami, FL 33156
Address

ATT: Avery Lopez, Lobbyist
Name and Title

PROJECT DESCRIPTION: Village of Palmetto Bay – Lobbyist Services
RFP No. 2023-00-010 in accordance with Contract Documents
as prepared by the Village

Gentlemen:

This is to advise that the Village of Palmetto Bay intends to award the Contract for the above referenced RFP as a result of your Proposal of: Fifty Thousand Dollars ($ 50,000) submitted to the Village of Palmetto Bay (Owner) on _____ (Date).

The Manager shall be receiving a recommendation and in turn will be bringing this project to the Village Council for approval.

Sincerely yours,

Alessia Bencomo, Procurement Specialist

Cc:
Attachment(s)

PROPOSAL SHEET

RFP# 2023-00-010

Village of Palmetto Bay - Lobbyist Services

1. Proposal Amount: $50k FY 23/24

for:

The Village of Palmetto Bay – Lobbyist Services

1. The price listed in the proposal form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc., as necessary to ensure proper delivery of services and product requested by the Village of Palmetto Bay.
2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge.
3. I understand and agree to be bound by the conditions contained in this Request for Proposal and shall conform with all requirements of the Request for Proposal.

Avery Lopez

Name: (Please Print)

Offeror Signature Title: Date: 10/19/23

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
The Southern Group of Florida, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
P.O. Box 10570

Requester's name and address (optional)

6 City, state, and ZIP code
Tallahassee, Fl 32302

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Or

Employer identification number
5 9 - 3 5 8 4 9 7 6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ _____ Date ▶ 1.1.23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

THE SOUTHERN GROUP

Influence creates opportunity.
Let us show you how.

For questions about this proposal, please contact:

Edgar Castro or Avery Lopez
castro@thesoutherngroup.com/
lopez@thesoutherngroup.com

TheSouthernGroup.com

Village of Palmetto Bay
Procurement Division - Procurement Action
AWARD RECOMMENDATION

To: Mr. Nick Marano, Village Mananger

From: Alessia Bencomo, Procurement Specialist

Date: 10/30/2023

ITB#: RFP# 2023-00-010 **Item/Service:** VPB - Lobbyist Services

Attach please find the results during the examination of the proposals.

I. Procurement Comments:

There was a total of three (3) proposals received, examiners scored and selected as the highest ranked: Gray Robinson

II. Recommendation:

a. Which proposal is being recommended? Gray Robinson

b. Does the response being recommended for award meet the specifications as per the request and as advertised? Yes __X__ No ____

If No, is the variance considered: Minor ____ Major ____

c. Is the recommendation the lowest proposal received? Yes ____ No ____ (Not Applicable)

All proposals had the same fee proposal of fifty thousand dollars and zero cents ($50,000.00)

(attach an additional sheet if further comment or explanation is required)

III. Procurement Action/Recommendation(s):

The Procurement Specialist would like to move forward on the recommendation and be able to include as an agenda item for selection and award on the next Regular Council meeting held Monday, November 6, 2023.

IV. Recommendation Approval:

Acceptance to Move Forward with Intent to Award

Signature

Mr. Nick Marano, Village Manager

THIS FORM MUST BE COMPLETED AND RETURNED TO THE PROCUREMENT SPECIALIST FOR ALL AWARD RECOMMENDATIONS OF $25,000 AND ABOVE. THIS FORM MUST BE FULLY EXECUTED PRIOR TO AWARD RECOMMENDATION FOR COUNCIL APPROVAL.

Lobbyist Services • RFP No. 2023-00-010 Evaluation Committee						
			Continental Strategy	Gray Robinson	The Southern Group	
Criteria	**Points Allowed**	**Reviewer**	Points Allotted	Points Allotted	Points Allotted	**Notes**
Evaluation Criteria No 1·Experience, expertise and knowledge of legislative process	20	N. Marano	15	18	18	
		O. Cadaval	10	15	18	
		H. Siegel	18	20	20	
Evaluation Criteria No 2· Experience representing cities and/or counties in Florida	10	N. Marano	7	9	7	
		O. Cadaval	5	10	7	
		H. Siegel	3	10	8	
Evaluation Criteria No. 3: References indicating ability to work effectively with legislators from both political parties	20	N. Marano	4	7	7	
		O. Cadaval	10	10	10	
		H. Siegel	15	18	15	
Evaluation Criteria No 4· Familiarity with Miami-Dade County legislative delegation	10	N. Marano	9	7	8	
		O. Cadaval	10	10	10	
		H. Siegel	7	10	10	
Evaluation Criteria No 5· Familiarity with the Village of Palmetto Bay	20	N. Marano	7	7	7	
		O. Cadaval	10	18	10	
		H. Siegel	10	18	15	
Evaluation Criteria No 6· Record of no legal/regulatory violations; ability to represent Palmetto Bay on a broad range of issues without significant conflicts of interest	10	N. Marano	10	10	10	
		O. Cadaval	10	5	10	
		H. Siegel	5	8	10	
Evaluation Criteria No 7· Fee Proposal	10	N. Marano	10	10	10	
		O. Cadaval	10	10	10	
		H. Siegel	10	10	10	
TOTAL	300		195	240	230	

Date: 10/30/23

Marano

Lobbyist Services - RFP No. 2023-00-010 Evaluation Committee					
		Continental Strategy	Gray Robinson	The Southern Group	
Criteria	Points Allowed	Points Allotted	Points Allotted	Points Allotted	Notes
Evaluation Criteria No 1·Experience, expertise and knowledge of legislative process	20	15	18	18	
Evaluation Criteria No 2· Experience representing cities and/or counties in Florida	10	7	9	7	
Evaluation Criteria No. 3: References indicating ability to work effectively with legislators from both political parties	20	4	7	7	
Evaluation Criteria No 4· Familiarity with Miami-Dade County legislative delegation	10	9	7	8	
Evaluation Criteria No 5· Familiarity with the Village of Palmetto Bay	20	7	7	7	
Evaluation Criteria No 6· Record of no legal/regulatory violations; ability to represent Palmetto Bay on a broad range of issues without significant conflicts of interest	10	10	10	10	
Evaluation Criteria No 7· Fee Proposal	10	10	10	10	
TOTAL	100	62	68	67	
Reviewer Name:					
Reviewer Signature:					
Date:					

Nick Marano
10/30/23

Lobbyist Services • RFP No. 2023-00-010 Evaluation Committee					
		Continental Strategy	Gray Robinson	The Southern Group	
Criteria	Points Allowed	Points Allotted	Points Allotted	Points Allotted	Notes
Evaluation Criteria No 1· Experience, expertise and knowledge of legislative process	20	10	15	18	
Evaluation Criteria No 2· Experience representing cities and/or counties in Florida	10	5	10	7	
Evaluation Criteria No. 3: References indicating ability to work effectively with legislators from both political parties	20	10	10	10	
Evaluation Criteria No 4· Familiarity with Miami-Dade County legislative delegation	10	10	10	10	
Evaluation Criteria No 5· Familiarity with the Village of Palmetto Bay	20	10	18	10	
Evaluation Criteria No 6· Record of no legal/regulatory violations; ability to represent Palmetto Bay on a broad range of issues without significant conflicts of interest	10	10	5	10	
Evaluation Criteria No 7· Fee Proposal	10	10	10	10	
TOTAL	100	65	78	75	
Reviewer Name: Olga Cadaval					
Reviewer Signature:					
Date: 10/30/23					

Lobbyist Services • RFP No. 2023-00-010 Evaluation Committee					
		Continental Strategy	Gray Robinson	The Southern Group	
Criteria	Points Allowed	Points Allotted	Points Allotted	Points Allotted	Notes
Evaluation Criteria No 1·Experience, expertise and knowledge of legislative process	20	18	20	20	
Evaluation Criteria No 2· Experience representing cities and/or counties in Florida	10	3	10	8	
Evaluation Criteria No. 3: References indicating ability to work effectively with legislators from both political parties	20	15	18	15	
Evaluation Criteria No 4· Familiarity with Miami-Dade County legislative delegation	10	7	10	10	
Evaluation Criteria No 5· Familiarity with the Village of Palmetto Bay	20	10	18	15	
Evaluation Criteria No 6· Record of no legal/regulatory violations; ability to represent Palmetto Bay on a broad range of issues without significant conflicts of interest	10	5	8	10	
Evaluation Criteria No 7· Fee Proposal	10	10	10	10	
TOTAL	100	68	94	68	
Reviewer Name: Heidi Siegel					
Reviewer Signature:					
Date: 10/30/2023					

AGENDA ITEM NO. 14.E

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Missy Arocha, Village Council
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, DIRECTING THE VILLAGE MANAGER TO COLLABORATE WITH MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD TO DEVELOP A "BIKE CARAVAN" PROGRAM FOR THE SECOND SEMESTER OF THE 2023-2024 SCHOOL YEAR; TO INCLUDE ROUTE PLANNING, STAFF COORDINATION, AND POLICE ESCORT, PROVIDING A COST ESTIMATE, AND IDENTIFYING POTENTIAL SOURCES OF FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*
SUGGESTED ACTION:	

ATTACHMENTS:

Reso-Bike Caravan

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, DIRECTING THE VILLAGE MANAGER TO COLLABORATE WITH MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD TO DEVELOP A "BIKE CARAVAN" PROGRAM FOR THE SECOND SEMESTER OF THE 2023-2024 SCHOOL YEAR; TO INCLUDE ROUTE PLANNING, STAFF COORDINATION, AND POLICE ESCORT, PROVIDING A COST ESTIMATE, AND IDENTIFYING POTENTIAL SOURCES OF FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Councilmember Marsha Matson)*

WHEREAS, the promotion of alternative transportation methods, including cycling, helps reduce reliance on motor vehicles, decreases traffic congestion, and reduces greenhouse gas emissions; and

WHEREAS, the Village of Palmetto Bay values the well-being and safety of its children and acknowledges the environmental, health, and social benefits of promoting active transportation habits; and

WHEREAS, community-building initiatives such as a "Bike Caravan" program helps foster a sense of togetherness among students, parents, and local residents, thereby strengthening community ties and enhancing social well-being; and

WHEREAS, enabling students to cycle safely to and from school in a supervised group provides an excellent opportunity for children to gather as a group, engage in physical activity, and develop positive attitudes towards cycling; and

WHEREAS, the benefits of such are many, including reduced traffic congestion around schools, improved air quality, healthier students, and a more active and engaged student community; and

WHEREAS, the Village of Palmetto Bay recognizes these potential benefits and is eager to explore the implementation of an active transportation program within its jurisdiction in cooperation with the Miami-Dade County Public School Board.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. That the above recitals are incorporated as if set forth in full.

Section 2. The Village of Palmetto Bay promotes the initiation of a "Bike Caravan" program within the Village and requests collaboration with the Miami-Dade County Public School Board.

Section 3. The Village Council directs the Village Manager to explore the feasibility and logistics of implementing a "Bus Caravan" program in the second semester of the 2023-2024 school year. This exploration should include, but not be limited to the following:

a. A detailed survey of potential safe routes for cycling to schools in Palmetto Bay through consultation with local law enforcement agencies to ensure the safety of student cyclists; and,
b. Estimation of the necessary resources and expected costs for the program; and,
c. Identification of potential funding sources, including local, state, and federal grants as well as private sponsorships; and,
d. Community engagement to recruit volunteer parents or guardians to supervise the "Bike Caravan" participants; and,
e. An assessment of potential challenges and risks as well as proposed solutions; and,
f. A detailed plan for promoting and communicating the "Bike Caravan" program to students, parents, and the broader community.

Section 4. The Village Council directs the Village Manager to present a report detailing the findings and recommendations to the Village Council, the Village Education Advisory Committee, and the Miami-Dade Public School Board for the second semester of the 2023-2024 School Year.

PASSED and **ADOPTED** this 6th day of November 2023.

Attest:

_____	_____
Missy Arocha	**Karyn Cunningham**
Village Clerk	**Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
John C. Dellagloria
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Steve Cody _____

Council Member Marsha Matson _____

Vice-Mayor Leanne Tellam _____

Mayor Karyn Cunningham _____

AGENDA ITEM NO. 14.F

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Nick Marano, Village Council
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ESTABLISHING THE VILLAGE "SAFER TOGETHER" CAMPAIGN TO PROMOTE SAFE STREETS WITHIN THE VILLAGE; AND PROVIDING AN EFFECTIVE DATE. *(Sponsored by Councilmember Steve Cody)*
SUGGESTED ACTION:	

ATTACHMENTS:

Reso-Safer Together
Exhibit A-Safer Together Sign

RESOLUTION NO. 2023-

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, ESTABLISHING THE SAFER TOGETHER CAMPAIGN TO PROMOTE SAFE STREETS WITHIN THE VILLAGE *(Sponsored by Councilman Steve Cody)*

WHEREAS, speeding and cut-through traffic continues to be a priority issue for residents and the Village of Palmetto Bay continues to be committed to safety and livability of its residential neighborhoods; and,

WHEREAS, the Village was one of four municipalities in Miami-Dade County to be awarded a 2023 Safer Streets for All (SS4A) grant to develop a Safety Plan for streets and sidewalks; and,

WHEREAS, the Village has budgeted $250,000 for traffic calming measures in Fiscal Year 2024; and,

WHEREAS, allocating a portion of that traffic calming budget now for a Safer Together Campaign will enhance the effectiveness of the SS4A Safety Plan when developed; and

WHEREAS, the Safer Together Campaign will recognize the three E's of traffic safety – Education, Engineering, Enforcement; and

WHEREAS, as a complementary effort to the SS4A Safety Plan, the Safer Together Campaign will prioritize Education and Enforcement efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. The Village Council hereby directs the Village Manager to develop an Education Campaign to raise awareness of traffic safety rules and create a strong social norm around traffic safety behaviors. The Village Manager is encouraged to utilize digital and print

media (including lawn signs and similar items) to create that strong social norm in the Village.

Section 2. The Village Manager is also encouraged to work with the Village Policing Unit to develop tailored and targeted enforcement operations to hold users accountable for following the rules of the road and engaging in safe behaviors.

Section 3. The Village Manager is authorized to allocate funds up to his funding authority, based on the success of the program. The Manager is encouraged to phase funding and evaluate its effectiveness.

Section 4. This Resolution shall become effective upon the date of its adoption herein.

PASSED AND ADOPTED this 6th day of November 2023.

Attest: _____ _____

Missy Arocha **Karyn Cunningham**
Village Clerk **Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY ONLY:

_____

John C. Dellagloria, Esq.
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore ____

Council Member Steve Cody ____

Council Member Marsha Matson ____

Vice-Mayor Leanne Tellam ____

Mayor Karyn Cunningham ____


SAFER TOGETHER
Palmetto Bay
VILLAGE OF
FLORIDA
SLOW DOWN
PALMETTO BAY

AGENDA ITEM NO. 14.G

Item Cover Page

REGULAR COUNCIL AGENDA ITEM REPORT

DATE:	November 6, 2023
SUBMITTED BY:	Yvonne Picado, Public Services
ITEM TYPE:	Resolution
AGENDA SECTION:	RESOLUTIONS WITH PUBLIC COMMENT
SUBJECT:	A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH STANTEC CONSULTING SERVICES, INC. TO PROVIDE DESIGN, PERMITTING, BIDDING, AND LIMITED CONSTRUCTION SERVICES SUPPORT FOR THE PUBLIC SERVICES PARKING LOT LOCATED AT 9495 SW 180TH STREET; FURTHER AUTHORIZING THE VILLAGE MANAGER TO ISSUE A PURCHASE ORDER AND APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND NINE HUNDRED TEN DOLLARS ($70,910); AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Public Services Director, Dionisio Torres)*
SUGGESTED ACTION:	

ATTACHMENTS:

Memo-Public Services Parking Lot
Reso-Public Services Parking Lot
Exhibit A-Parking Lot Proposal

To: Honorable Mayor and Village Council

Date: November 6, 2023

From: Nick Marano, Village Manager

Re: Public Services Parking Lot

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH STANTEC CONSULTING SERVICES, INC. TO PROVIDE DESIGN, PERMITTING, BIDDING, AND LIMITED CONSTRUCTION SERVICES SUPPORT FOR THE PUBLIC SERVICES PARKING LOT LOCATED AT 9495 SW 180TH STREET; FURTHER AUTHORIZING THE VILLAGE MANAGER TO ISSUE A PURCHASE ORDER AND APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND NINE HUNDRED TEN DOLLARS ($70,910); AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Administration)*

BACKGROUND AND ANALYSIS:

The Village of Palmetto Bay (Village) recognizes the pressing need for a safe and organized parking solution for its employees and work trucks at the Public Services yard. The limited parking facilities in our Public Services yard are insufficient to accommodate the current and future needs of our department, leading to congestion, safety concerns, and operational inefficiencies.

It is essential to address the parking situation to ensure the safety and productivity of our workforce, as well as to protect our capital investments in vehicles and equipment. Stantec Consulting Services, Inc. submitted a proposal to assist the Village in addressing the current parking issues. The Village desires to proceed with an agreement in the not to exceed amount of Seventy Thousand Nine Hundred Ten Dollars ($70,910) with Stantec Consulting Services, Inc. for design, permitting, bidding, and limited construction services for the construction of Public Services parking lot.

FISCAL/BUDGETARY IMPACT:

Funding is available and budgeted for this item under Capital Projects in an amount not to exceed $70,910 during Fiscal Year 2023-24

RECOMMENDATION:
Approval is recommended.

ATTACHMENTS (1):
Attachment A - Stantec Consulting Services, Inc. Project Agreement

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH STANTEC CONSULTING SERVICES, INC. TO PROVIDE DESIGN, PERMITTING, BIDDING, AND LIMITED CONSTRUCTION SERVICES SUPPORT FOR THE PUBLIC SERVICES PARKING LOT LOCATED AT 9495 SW 180TH STREET; FURTHER AUTHORIZING THE VILLAGE MANAGER TO ISSUE A PURCHASE ORDER AND APPROVE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND NINE HUNDRED TEN DOLLARS ($70,910); AND PROVIDING FOR AN EFFECTIVE DATE. *(Sponsored by Administration)*

WHEREAS, The Village of Palmetto Bay (Village) recognizes the pressing need for a safe and organized parking solution for its employees and work trucks at the Public Services yard; and

WHEREAS, the limited parking facilities in our Public Services yard are insufficient to accommodate the current and future needs of our department, leading to congestion, safety concerns, and operational inefficiencies; and

WHEREAS, it is essential to address the parking situation to ensure the safety and productivity of our workforce, as well as to protect our capital investments in vehicles and equipment; and

WHEREAS, Stantec Consulting Services, Inc. submitted a proposal to assist the Village in addressing the current parking issues; and

WHEREAS, the Village desires to proceed with an agreement in the not to exceed amount of Seventy Thousand Nine Hundred Ten Dollars ($70,910) with Stantec Consulting Services, Inc. for design, permitting, bidding, and limited construction services for the construction of Public Services parking lot.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. The Village Manager is hereby authorized to enter into an agreement with Stantec Consulting Services, Inc., for the design, permitting, bidding, and limited construction services support of the parking lot improvements at the Village of Palmetto Bay, Public Services Department for an amount not to exceed $70,910, based on the terms and conditions.

Section 2. This Resolution shall become effective upon the date of its adoption herein.

PASSED AND ADOPTED this 6th day of November 2023.

Attest:

_____	_____
Missy Arocha	**Karyn Cunningham**
Village Clerk	**Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
John C. Dellagloria
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Steve Cody _____

Council Member Marsha Matson _____

Vice-Mayor Leanne Tellam _____

Mayor Karyn Cunningham _____

Stantec Consulting Services Inc.
901 Ponce de Leon Boulevard Suite 900, Coral Gables FL 33134-3070

August 14, 2023

Attention: Dionisio F. Torres, P.E.
Director of Public Services
Village of Palmetto Bay
9495 SW 180th Street
Palmetto Bay, Florida 33157
305-969-5011

Dear Mr. Torres,

Reference: Public Works Parking Lot
9495 SW 180th Street
Palmetto Bay, Fl 33157

We are pleased to present this proposal of professional engineering services for your consideration. We look forward to working with you on this important project.

Scope of Project:

We understand that the Village of Palmetto Bay would like to design a new parking lot at the above location. The design components include paving, curbing, drainage, lighting, and EV charging stations. All work will take place within the property and not on the public right-of-way

Scope of Services:

Project Initiation and Site Planning Task

During this task, Stantec will coordinate and obtain a topographic and boundary survey. See attached subconsultant proposal. Utility investigation will not be performed. Stantec will conduct a site visit to review and document existing conditions. We will use the survey to develop up to two (2) basic site plan for Village comments and approval. The site plan with demonstrate Autoturn maneuvering for a stormwater Vac-con truck, bucket truck, and electric vehicles. The same driveway access points that currently exist will be maintained; no new driveways are included in our scope.

Design Task

Upon receiving final comments from the Village, we will develop final construction plans. The plans will be prepared as construction documents and will include cover sheet, general notes, typical section, summary of quantities, demolition and geometry, paving, grading, drainage, striping, lighting, EV charging stations and details. Charging stations and lighting specifications to be provided by the Village for Stantec to incorporate into our design. Project specifications will be included in the plans and not in CSI format. Plan submittals include 60% and 90% for permitting.

Permitting Task

Our services include submittal to Miami-Dade County Department DERM for drainage and to the Village Public Service Department.

Reference: Public Works Parking Lot 9495 SW 180th Street Palmetto Bay, Fl 33157

Bidding Assistance Task

Once the bid package has been assembled and the project advertised, the consultant will assist the Village by helping set up and attend a pre-bid meeting. We shall respond to contractor RFI's and issue as many as two (2) addendums to the bid in response to contractor questions that require plan and/or specification changes. Once the bids are received, the consultant will review the bids, prepare a bid tabulation sheet and check references of the three (3) lowest bidders to determine the most responsive and responsible bidder. The consultant will provide the Village with a letter of recommendation based upon its findings.

Construction Assistance Task

Our services include preparation and attendance at one (1) pre-construction meeting, review of contractor's material submittals, answering contractor's Requests for Information, reviewing payment requisitions, performing limited construction observations (up to 60 hours total including travel time), compiling punch list, and one final inspection.

Exclusions:

Traffic studies, traffic counts, landscaping, irrigation, geotechnical investigation (percolation tests/borings) Florida bonneted bat studies, zoning and site planning, security cameras, new gate/fences.

Terms and Conditions:

All terms and conditions shall be per our Agreement for General Civil Engineering Services (dated December 3rd, 2021) and all fees shall be lump sum as follows:

Project Initiation & Site Planning Task …… $16,890
Design Task …….. $27,685
Permitting Task …… $7,110
Bid Assistance Phase …… ……$3,945
Construction Assistance Task …… $14,280
Permit Allowance…… …… $1,000

TOTAL: $70,910

We are ready to begin working on this assignment. If acceptable to you, we will accept a signed copy of this form as your written authorization to proceed with the assignment.

Regards,

Stantec Consulting Services Inc.

Reference: Public Works Parking Lot 9495 SW 180th Street Palmetto Bay, Fl 33157

Sean Compel, P.E., LEED AP, ENV SP
Principal
Phone: 305 445 2900 x 2230
sean.compel@stantec.com

By signing this proposal, Village of Palmetto Bay authorizes Stantec to proceed with the services herein described.

This proposal is accepted and agreed on the _____ day of _____, 2023.

Per: _____

Print Name & Title

Signature

Attachment: survey proposal and project limits

c. C.C.

rf document3

V:\2156\business_development\215681117 palmetto bay\Public Services Parking\Public Works Parking Lot Palmetto Bay Proposal.docx

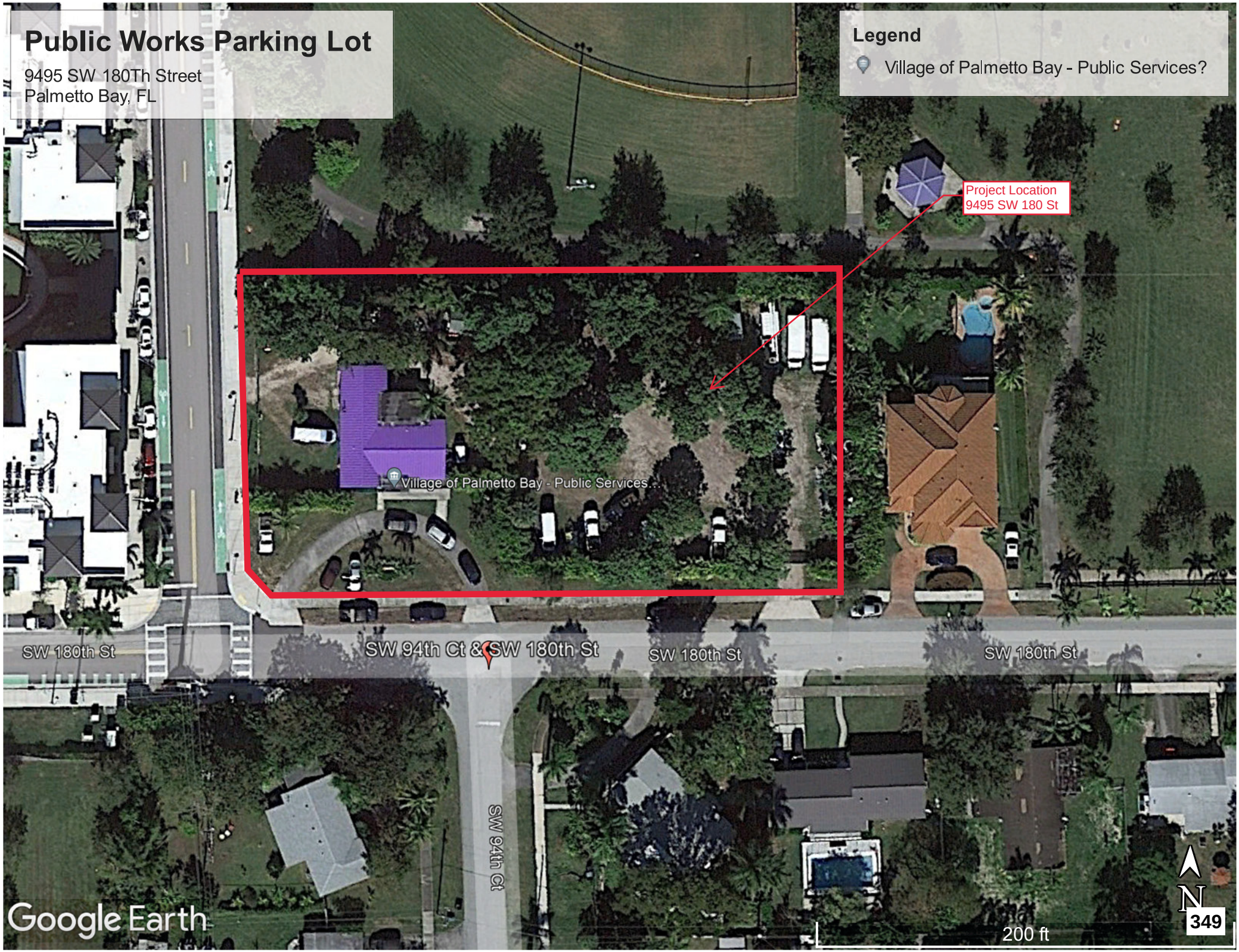
Stantec Consulting Services
901 Ponce de Leon, Suite 900
Coral Gables FL US 33134
Office (305) 445-2900

MANHOUR ESTIMATES (BASIC SERVICES)

Village of Palmetto Bay - Public Works Parking
Engineering Proposal

8/14/2023

		Principal Manhours	Engineer P.E. Manhours	Engineer P.E. Manhours	Engineering Intern Manhours	CADD Tech Manhours	Senior Inspector Manhours	Clerical Manhours	Subconsultant	Sub Contract Fee	TOTALS Hours	TOTALS Task Total	Stantec Total	Combined Total
Hourly Rate		$230.00	$195.00	$195.00	$135.00	$120.00	$125.00	$80.00						
TASK 1 - Project Initiation and Site Planning Task														
1-1	Kickoff Meeting		1		1	1				$0	3	$450.00		
1-2	Field Review with photo log				4	4				$0	8	$1,020.00		
1-3	Survey Review and Coordination		2		2	1			$10,650	$10,650	5	$780.00		
1-4	Develop Basic Site plans (2)		3		4	12					19	$2,565.00		
1-5	Autoturn Manuvering for eack site plan		1		2	8					11	$1,425.00		
1-5	Meeting with Village	1	1								2			
										$0	0	$0.00		
								TOTALS		$10,650	48	$6,240.00	$6,240.00	$16,890.00
TASK 2 - Design Phase														
2-1	Layout and Base Sheet		2		1	1				$0	4	$645.00		
2-2	Geometry Plan		2	4		10				$0	16	$2,370.00		
2-3	Paving, grading , drainage plans and drainage report		6	8	4	16				$0	34	$5,190.00		
2-4	Striping plans		1	1	8	8				$0	18	$2,430.00		
2-5	Details and Notes		2		4	6				$0	12	$1,650.00		
2-6	Summary of Quantities	1	2	2	4	2				$0	11	$1,790.00		
2-7	Cost Estimate and Bid Items	1		2	6					$0	9	$1,430.00		
2-8	**Electrical Design**									$0	0	$0.00		
	Site Visit		4		4					$0	8	$1,320.00		
	Electrical As-builts Review		4		8					$0	12	$1,860.00		
	Photometrics design		6		8					$0	14	$2,250.00		
	Electrical Plans		6		16					$0	22	$3,330.00		
	Standard Details		2		6					$0	8	$1,200.00		
	Panel Shedule		6		6	2				$0	14	$2,220.00		
										$0	0	$0.00		
								TOTALS		$0	182	$27,685.00	$27,685.00	$27,685.00
TASK 3 - Permitting														
3-1	Village Building, Planning and Zoning		2	2	2					$0	6	$1,050.00		
3-2	Miami-Dade Public DERM (2 Submittals)		8	8	10					$0	26	$4,470.00		
3-3	Plans Revisions to address comments		2	2	6					$0	10	$1,590.00		
								TOTALS		$0	42	$7,110	$7,110.00	$7,110.00
TASK 4 - Bidding Assistance														
4-1	Pre-Bid Meeting		2								2	$390.00		
4-2	Respond to Contractor RFI		4		4						8	$1,320.00		
4-3	Issue Addendum (max of 2)		4								4	$780.00		
4-4	Review Bid and prepare Bid Tabulations		2		4						6	$930.00		
4-1	Provide letter of recommendation		2		1						3	$525.00		
								TOTALS		$0	23	$3,945	$3,945.00	$3,945.00
TASK 5 - Construction Assistance														
4-1	Pre-construction meeting		2		2		2			$0	6	$910.00		
4-2	RFIs and coordination		6		4					$0	10	$1,710.00		
4-3	Payment Requisitions		2		2		4			$0	8	$1,160.00		
4-4	Field observations		2		4		60			$0	66	$8,430.00		
4-5	Punch list and final inspection		4		4		6			$0	14	$2,070.00		
								TOTALS		$0	104	$14,280	$14,280.00	$14,280.00
								TOTAL	$10,650	$10,650		$55,315.00		
												Permit Fee Allowance		$1,000.00
												TOTAL		$70,910.00


Public Works Parking Lot
9495 SW 180Th Street
Palmetto Bay, FL
Legend
Village of Palmetto Bay - Public Services?
Project Location
9495 SW 180 St
Village of Palmetto Bay - Public Services...
SW 180th St
SW 94th Ct & SW 180th St
SW 180th St
SW 180th St
SW 94th Ct
Google Earth
200 ft
N
349

Tuesday, August 08, 2023

Mr. Carlos M. Herdocia, PE, LEED AP
Project Manager
carlos.herdocia@stantec.com
Stantec

901 Ponce De Leon Boulevard, Suite 900
Coral Gables, FL 33134-3070
786.502.0701

RE: Surveying and Mapping services for Palmetto Bay Public Work Parking Lot located at 9495 Southwest 180 Street, Palmetto Bay, FL 33157.

Dear Mr. Herdocia,

Pursuant to your request regarding a fee estimate for Surveying and Mapping services for the above-referenced project, LONGITUDE SURVEYORS, LLC (LS) is pleased to submit the following proposal for your consideration.

A. SCOPE OF WORK – BOUNDARY SURVEY WITH ELEVATIONS/TREE SURVEY:

- LS will perform a boundary analysis and show adjacent rights-of-way computing field evidence, plats, deeds, and other documentation relative to the project. Lot lines and ownership lines within the survey limits will be shown graphically as per recorded plats and field evidence.
- LS will establish horizontal and vertical control within the limits of the survey.
- LS will show any easements, dedications, covenants, restrictions, etc. servicing the survey limits. However, without a Title Commitment or Title Search, there is no guarantee that easements, dedications, covenants, restrictions, etc. will be shown on the survey.
- The survey will be geo-referenced to the Florida State Plane Coordinate System based on the North American Datum of 1983/2011 (NAD83/11).
- Elevations will be referenced to the National Geodetic Vertical Datum of 1929 (NGVD29).
- LS will locate permanent aboveground improvements within the survey limits, including but not limited to; buildings, pavement, driveways, sidewalks, concrete walkways, slabs, curb and gutters, fences, gates, signs, trees and palms, hedges, bollards, light poles, power poles, guy anchors, aboveground structures and utilities and any other permanent aboveground improvements within the limits of the survey.
- LS will locate all trees and palms having a three (3) inch diameter or greater at breast height (DBH) or being six (6) feet in height or greater to include the following for each: scientific name, common name, diameter at breast height (DBH), height of tree, and canopy. A Tree Table will be provided.
- Elevations will be collected equivalent to a twenty (20) foot grid throughout the survey limits, extending five (5) feet beyond the property lines, and will include, at a minimum, the crown of road, edge of pavement, top of curb and driveway elevations at right-of-way lines. Additional elevations will be collected sufficient to identify grade changes and features of interest within the survey limits.

B. SURVEY LIMITS:

Palmetto Bay Public Work Parking Lot located at 9495 Southwest 180 Street, Palmetto Bay, FL 33157, having Miami-Dade County Folio Number 33-5033-000-0901. As per the attached Exhibit provided by the Client.

C. DELIVERABLES:

LS will provide a digitally signed and sealed PDF and a CAD file of the resulting survey. Signed and sealed hardcopies can be provided upon request.

D. TIME & COST:

The total professional fee to complete the **Scope of Work** described herein shall be a lump sum of **$10,650.00.** LS has estimated ten (10) business days from the date of Notice to Proceed (NTP) to complete these tasks. Notice to Proceed (NTP) is considered effective twenty-four (24) hours after this proposal agreement has been executed and returned to the undersigned.

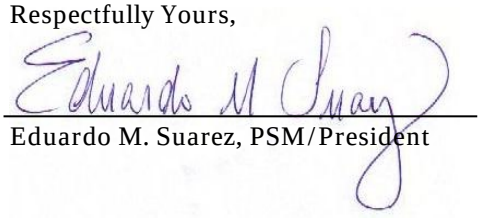
I understand and agree by signing below "I APPROVE AND ACCEPT" this proposal as a legal binding contract.

By: _____ Date: _____
(Authorized Signature)

_____ Title: _____
(Typed or printed name)

On behalf of the firm, I thank you for the opportunity to present this proposal. We look forward to utilizing our best professional efforts on your behalf on this very important project.

Respectfully Yours,



Eduardo M. Suarez, PSM/President

TERMS AND CONDITIONS

1. **Time of Delivery:** "LS" intends to deliver requested surveys within the approximate calendar days specified on the Letter of Proposal from receipt of written Authorization to Proceed from "Client". The delivery date may change if "Client" does not deliver all requisite documents within the specified time, such as title documents (including but not limited to the title commitment and all necessary supportive documents). "LS" requires a minimum of 5 business days to deliver the first draft of survey after receipt of title and supporting documentation. It is understood that delays may be encountered for weather (or acts of God), property line conflicts, excessive items in title commitments, delays in receiving title commitments and review of comments from title examiner/attorneys. If "LS" experiences any delay in complying with this deadline, "LS" will advise "Client" in a timely manner.

   a) **Delivery/Receipt of Title Commitments:** Two (2) hard copies of the current title commitment or one copy by email (including copies of all supportive documents, vesting deeds and ad joiner deeds) upon which to base the surveys will be delivered to "LS" within one (1) week after authorization to proceed. In the event title reports are delayed, then the time of delivery noted in each Letter of proposal shall be extended one day for every day the title report is late. "LS" will require a minimum of 5 business days to deliver the first draft of survey after receipt of title and supporting documents.

   b) **Survey Delivery Procedure:** Up to six (6) first draft prints of survey will be delivered or forwarded via email to "Client" or as directed by "Client" to other parties in the transaction. If requested by "Client" and if possible, the first draft of survey will be delivered or emailed whether or not title commitments are available. If the title commitment is not available, that fact will be noted on the survey draft. Prints of survey of a second draft incorporating all of "LS's" review comments will be delivered to "Client", or as directed by "Client" to other parties in the transaction. Up to six (6) prints of the FINAL survey bearing the Surveyor's original seal and signature will be delivered to "Client", or as directed by "Client" to other parties in the transaction. Any versions or copies of the survey beyond those referenced above will be delivered in electronic format (.PDF or .TIF). "LS" WILL NOT provide AUTOCAD drawing files for surveys.

2. **Client Comments:** "Client" will collect and consolidate survey review comments from all parties with an interest in the survey and will submit one round of comments per survey site to "LS" within thirty (30) days after their receipt of the first draft of survey. The comments will be delivered to "LS" in a Word document, PDF, or Excel Spreadsheet. "LS" will then coordinate all necessary edits, revisions, redrafts, etc. under the original scope of work and redistribute the final survey. If comments are submitted to "LS" after thirty (30) days, additional charges may be charged at the discretion of "LS".

3. **Survey Fees:** "LS's" fees for providing each survey are to be itemized on the Letter of Proposal. The applicable fees are Lump Sum or Not-to-exceed amounts based upon the survey requirements, terms and conditions stated herein. The stated fees do not include sales tax, overnight delivery charges (five maximum per site), reproduction costs, telephone calls, and labor and materials incidental to the performance, preparation, and delivery of the surveys. All telephone, U.S. Mail, and overnight delivery charges to "Client" and others involved in this transaction shall be included in the survey fees for the performance of the survey work per the specification stated herein. Unless otherwise and mutually agreed to prior to acceptance by client of this proposal, LS's fees quoted herein are valid for no more than 30 days from the date noted above. A credit card deposit may be assessed for services less than two thousand dollars ($2,000.00).

4. **Additional Services and Fees:** The following items will be subject to additional fees:

   a) Revisions to surveys due to revised and/or proforma title commitments or to new title commitments issued by another title insurer.

   b) Additional lands beyond the scope outlined in the original proposal.

   c) Inclusion of appurtenant easements into a revised Schedule A of the title commitment.

   d) Changes to the form of Surveyor's Certification subsequent to delivery of the first draft.

   e) It is understood that others, including the title company, their agents and/or branch offices, will be involved in this transaction. Any additional services requested by these others will be paid for by "Client" but only if

such additional services were first approved by “Client”. Such additional services may include, but are not limited to, revisions to Surveyor's certifications; reporting facts for determining compliance to zoning codes; adding and deleting areas from the scope of surveys; communicating with other parties involved in this transaction; or supplying additional copies of surveys.

5. **Payment of Fees:** The fee for each survey will become due and payable upon “Client’s” receipt of the partial or complete survey and “LS's” invoice. Payment will be made within thirty (30) days of date of invoice or within five (5) days of closing. Pay-when-Paid clauses are not applicable, unless otherwise agreed to by “LS” prior to approval of this proposal. If payment is not received within said time period, then there will be an additional charge of 1.5% per month. “Client” and “LS” understand the payment for said fee is not subject to any pending real estate transaction and “LS” will be paid regardless if any pending real estate transaction closes or not. The payment for each survey shall not be contingent upon the receipt of any other survey involved in this project. It is further understood that “Client” is to satisfy “LS” invoice and shall pay “LS” directly and not the independent surveyor.

6. At times, it is possible that a work item for a site will be submitted to “Client” and completed to the extent possible based upon the information provided to “LS” by “Client”. If the information provided by “Client” is incomplete, the survey may not be completed pursuant to the requirements for the services provided in this agreement due to missing documents or other information. If “Client” has not provided the missing document(s) and/or information to “LS” within 30 days after receiving the work item(s), the work item will be considered final and complete, and “LS” shall be paid in full at this time (unless otherwise agreed to in writing between the parties).

7. **Limits of Survey:** The limits of the property(ies) to be surveyed are as outlined in the information provided by “Client” with their request for proposal and as outlined in “LS’s” proposal. In the event the lands included in the Schedule “A” upon receipt of the current title commitment are in conflict with the limits of said outlined property(ies) “LS” will revise their fee accordingly and seek approval from “Client” for the revised fee. If the Schedule “A” of the title commitment contains off-site appurtenant easements, then the Surveyor shall show the limits of said easements on the survey for information use only, and the limits and improvements contained therein shall not be subject to the survey requirements contained herein.

8. **Liability/Insurance:** It is understood that “LS” is employed to acquire surveys on behalf of "Client” and the actual performance of said surveys may, at “LS’s” discretion, be provided via internal licensed surveyors, or use of independent surveyors licensed to practice in each corresponding state. In such instances where “LS” will act as survey coordinator on behalf of “Client”, “LS” will coordinate surveys from licensed surveyors performing in accordance with state minimum standards and the. “LS's” liability will be limited to managing the procurement of independent surveyors, monitoring all survey progress, communicating surveying needs to the surveyors, reviewing surveys for compliance with requirements, and delivery of final surveys to parties involved in the transaction. “LS” shall not be liable nor held responsible for data or information shown or not shown by the independent surveyors on said surveys. However, this does not limit the liability of the independent surveyor. It is also understood that “LS” will obtain evidence or certificates of insurance from each independent Surveyor prior to the commencement of any surveying work which state the independent Surveyor and his employees are covered by workmen's compensation insurance and general liability insurance (and the amounts thereof). Evidence or certificate of insurance for professional liability insurance is not a requirement for “LS” or each independent Surveyor.

9. **Parties:** It is understood that only the parties named within the Surveyor’s Certification are entitled to rely on the survey and the certificate. The liability of the independent surveyor and that of “LS’ is only extended to those parties.

10. **Right to Cancel:** It is understood “Client” reserves the right to cancel some or all survey orders at any time upon the following terms and conditions:

    a) “Client" will notify “LS” in writing of cancellation by email, certified mail, overnight package, or messenger delivery, which notice will be effective on the date on which it is received by “LS” (the "Cancellation Date");

    b) In the event of cancellation, “LS” will be compensated on the basis of:

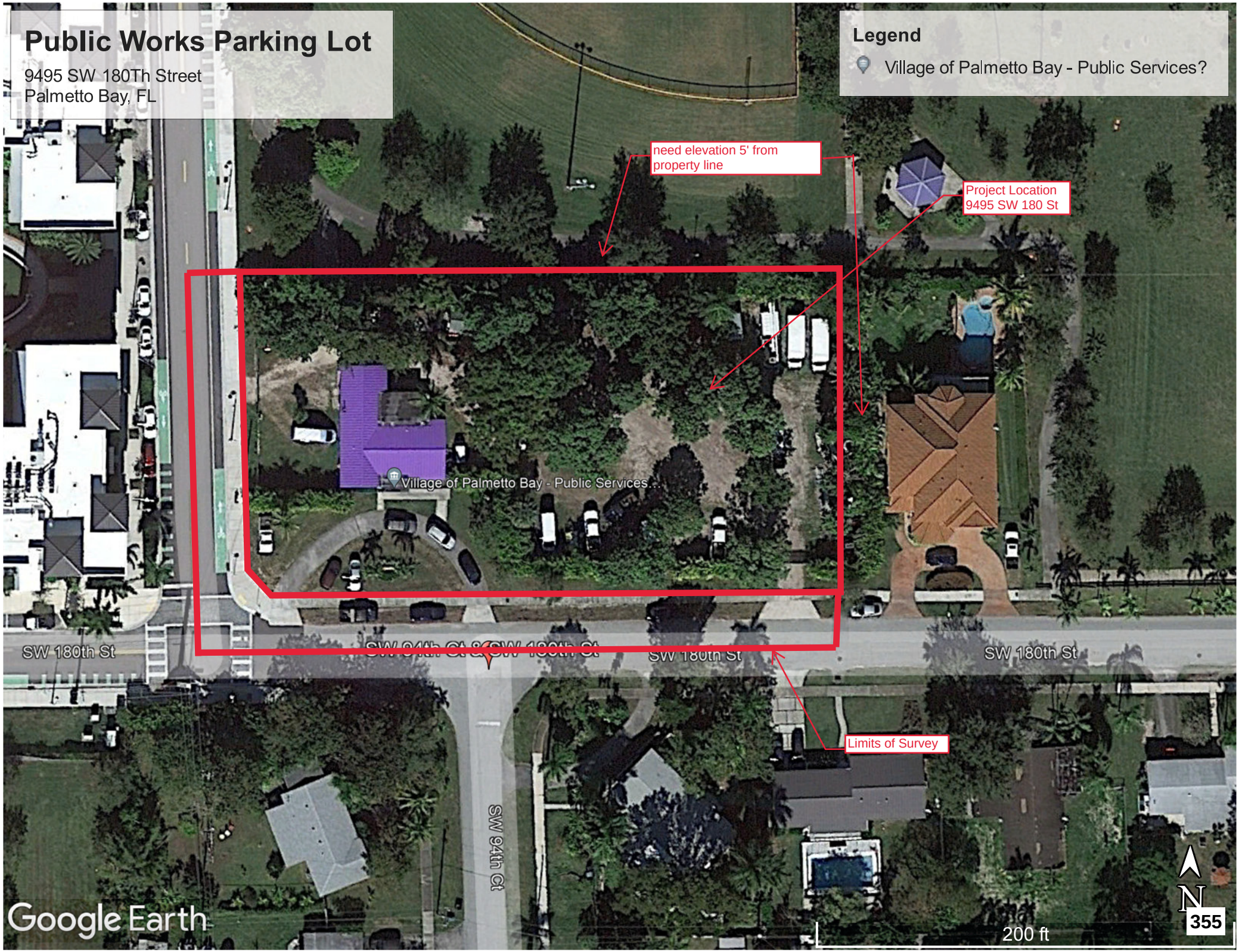
i. reasonable charges for work performed to the date which is ONE (1) business day after the Cancellation Date; and

ii. reasonable costs and expenses for incidentals to the date which is one (1) business day after the Cancellation Date.

11. **Right to Lien:** "LS" shall, at its sole discretion and when legally applicable, reserves the right to lien a property, in the event that payment to "LS" remains uncollected past 90 days.

12. **Confidentiality:** The information contained in this agreement and related to this project is confidential, may be attorney-client privileged, may constitute inside information, and is intended only for the use of the parties to this agreement. Unauthorized use, disclosure or copying is strictly prohibited and may be unlawful.

Acceptance: "Client" agrees with all the terms and conditions herein by their acceptance of "LS" proposal to coordinate surveys and by acknowledging Section 2 of the Survey requirements for the specific project which references these terms and conditions and the date hereof.


Public Works Parking Lot
9495 SW 180Th Street
Palmetto Bay, FL
Legend
Village of Palmetto Bay - Public Services?
need elevation 5' from property line
Project Location 9495 SW 180 St
Village of Palmetto Bay - Public Services...
SW 180th St
SW 180th St
SW 180th St
Limits of Survey
SW 94th Ct
Google Earth
200 ft
N
355