REVISED
9:27 am, Apr 08, 2016

TENTATIVE:
SUBJECT TO
REVISION

TOWN OF PALM BEACH

Town Manager's Office

TOWN COUNCIL MEETING

TOWN HALL
COUNCIL CHAMBERS-SECOND FLOOR
360 SOUTH COUNTY ROAD

AGENDA

APRIL 12, 2016

9:30 AM

Welcome!

For information regarding this agenda and the procedures for public participation at Town Council Meetings, please refer to the end of this agenda.

I. CALL TO ORDER AND ROLL CALL

Mayor Gail L. Coniglio
Michael J. Pucillo, President
Richard M. Kleid, President Pro Tem
Bobbie Lindsay
Danielle H. Moore
Margaret A. Zeidman

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA (SEE NOTE 5)

IV. RECOGNITIONS

A. Recognition of Harris S. Fried, Code Enforcement Board, from April 2006 through April 2016

B. Recognition of Kenn Karakul, Architectural Commission, from March 2006 through March 2016

C. Recognition of Robert J. Vila, Architectural Commission, from March 2008 through March 2016

V. PRESENTATIONS

A. Legislative Session Update

The Honorable Jeff Clemens, Florida Senate, District 27

B. Introduction of Mark Bannon, Executive Director, Palm Beach County Commission on Ethics

C. All Aboard Florida

Ali Soule and Adrian Share, Brightline

D. Code Enforcement Board Presentations by Applicants

E. Investment Advisory Committee Presentations by Applicants

F. Recreation Advisory Commission Presentations by Applicants

VI. COMMENTS OF MAYOR GAIL L. CONIGLIO

VII. COMMENTS OF TOWN COUNCIL MEMBERS AND TOWN MANAGER

VIII. COMMUNICATIONS FROM CITIZENS - 3 MINUTE LIMIT PLEASE

IX. APPROVAL OF CONSENT AGENDA (SEE NOTE 6)

A. MINUTES — Page 11

1. Approval of Major Matters Considered by the Architectural Commission at its Meeting of March 23, 2016.

   John S. Page, Director of Planning, Zoning & Building

B. RESOLUTIONS — Page 24

1. RESOLUTION NO. 36-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing and Approving a Purchase Order to Citation Communications, Inc. for the Purchase of Dispatch Consoles and Software Upgrades in the Amount Of $61,717.55; and Establishing a Total Budget Of $70,000; and Providing an Effective Date.

   Kirk W. Blouin, Director of Public Safety — Page 35

2. RESOLUTION NO. 37-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving Agreements with the Palm Beach County Property Appraiser and the Tax Collector of Palm Beach County for Services and Costs Associated with the Non-Ad Valorem Assessments to be Implemented for the Town-wide Underground Utilities Assessment Area and Authorizing the Mayor to Execute Said Agreements on Behalf of the Town.

   Jay Boodheshwar, Deputy Town Manager — Page 47

3. RESOLUTION NO. 38-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending Resolution No. 54-90 so as to Amend the Name of the “Town Hall Square Historic District” to the “Town Square Historic District”; Providing That All Other Provisions of Resolution No. 54-90 Remain Intact; Providing an Effective Date.

   John S. Page, Director of Planning, Zoning & Building — Page 52

4. RESOLUTION NO. 41-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase

Order to Seacoast Embroidery, Inc., Through the City of Delray Beach Bid No. 2016-012, in the Amount of $37,578.38 for the Purchase of Uniforms for the Palm Beach Fire Rescue Department; Establishing an Annual Budget Not to Exceed $55,260.

Kirk W. Blouin, Director of Public Safety Page 63

5. RESOLUTION NO. 42-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Providing Authorization for a Contract Extension for Tree Trimming and Pruning Services to Zimmerman Tree Service, in an Amount Not-to-Exceed $176,116 for Tree Trimming and Pruning Services, and Establishing a Project Budget of $185,000.

   H. Paul Brazil, P.E., Director of Public Works Page 68

6. RESOLUTION NO. 43-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order to A.D.A. Engineering, Inc., for Preliminary Analysis and Design Services for the D-2 and D-9 Drainage Basins in the Amount of $82,340 and Establishing a Total Engineering Budget of $90,000.

   H. Paul Brazil, P.E., Director of Public Works Page 78

7. RESOLUTION NO. 44-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Increasing the Contract Amount to Christmas Designers, Inc., in the Amount of $2,100 for Rental of Palm Tree Lighting on Royal Poinciana Way, and Establishing a New Project Budget of $91,600.

   H. Paul Brazil, P.E., Director of Public Works Page 82

8. RESOLUTION NO. 46-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing an Increase to Purchase Order No. 160345 to Coach Comp America, in the Amount of 10,500 for a New Total of $35,000.

   Danielle Olson, Director of Human Resources

C. OTHER

1. Appointments to Investment Advisory Committee Page 86

   Jane Struder, Director of Finance

2. Appointments to Code Enforcement Board Page 88

   Kirk W. Blouin, Director of Public Safety

3. Appropriation Request in the Amount of $29,110.83 from the FY 2016 Equipment Replacement Program Contingency for the Replacement of a Patrol Vehicle Page 93

   Kirk W. Blouin, Director of Public Safety

X. CERTIFICATION OF ELECTION RESULTS

A. RESOLUTION NO. 35-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Declaring the Results of the Bond Referendum, Held in Conjunction with the Presidential Preference Primary, on the 15th Day of March, 2016. Page 100

Susan A. Owens, MMC, Town Clerk

XI. BOARD/COMMISSION ANNUAL REPORT

Page 110

A. Annual Report - Architectural Commission (ARCOM)
Ann L. Vanneck, Vice Chairman

XII. PUBLIC HEARINGS

A. RESOLUTION NO. 45-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Vacating, Abandoning, and Rededicating a Portion of an Existing Private Right-of-Way Known as Blossom Way, in the Town of Palm Beach, Florida.
H. Paul Brazil, P.E., Director of Public Works

XIII. REGULAR AGENDA

A. Old Business

Page 114

1. Pavement Markings / Passing Lanes - North Ocean Boulevard
H. Paul Brazil, P.E., Director of Public Works

B. New Business

Page 128

1. Appointments to the Recreation Advisory Commission
Beth Zickar, Director of Recreation

Page 134

2. Adoption of Goals for Town Manager in 2016
Thomas G. Bradford, Town Manager

3. Discussion of August Meeting Dates
Thomas G. Bradford,Town Manager

a. Consolidation of the 2016 August Town Council Meetings Into One Meeting

b. Consideration of Holding August Town Council Meeting on August 16, 2016

Page 138

4. Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended September 30, 2015
Jane Struder, Director of Finance

Page 140

5. Pension and Retirement Matters
Jane Struder, Director of Finance
TIME CERTAIN 11:00 AM

a. Consideration of the Mercer Police and Fire-Rescue Compensation and Benefits Survey Underwritten by the Palm Beach Civic Association and the Palm Beach Police Foundation and the Recommendations of the Finance and Taxation Committee Pertaining to Same. *(Deferred from March 8, 2016, Town Council Meeting)*
Heidi Gobetz, Mercer Group

b. RESOLUTION NO. 47-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving an Amendment to the Statement of Overall Investment Objectives and Policy

for the Town of Palm Beach Retirement System Pursuant To Section 82-57(I) of the Code of Ordinances of the Town of Palm Beach, and Providing an Effective Date. (Assumed Investment Rate of Return Will Dcrease From 7.5% to 7.0% by 10 Basis Points per Year Until the Investment Rate of Return Reaches 7.0%).
William B. Hanes, Pension Administrator Page 190

6. Construction Sequencing and Traffic Management Plan for Summer of 2016

   H. Paul Brazil, P.E., Director of Public Works Page 205

7. RESOLUTION NO. 48-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Design and Bid Phase Engineering Services to Mock Roos & Associates, Inc., in the Amount of $181,590 for the Street Lighting Upgrade on South Ocean Boulevard from Sloan's Curve to Lake Avenue, and Establishing a Design and Bid Phase Budget of $195,000.

   H. Paul Brazil, P.E., Director of Public Works Page 216

8. RESOLUTION NO. 50-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order in the Amount of $149,500, to Mock Roos & Associates, Inc., for Construction Phase Engineering Services for the Town-Wide Street Light Replacement Project, and Establishing a Construction Phase Budget of $165,000.

   H. Paul Brazil, P.E., Director of Public Works Page 228

9. RESOLUTION NO. 51-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2016-12 and Approving a Construction Contract to PowerCore, Inc., for the Town-Wide Street Light Replacement Project, in the Amount of $2,320,605, and Establishing a Construction Phase Budget of $2,550,000.

   H. Paul Brazil, P.E., Director of Public Works Page 238

10. RESOLUTION NO. 52-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Design and Bid Phase Engineering Services to A.D.A. Engineering, Inc., for the Ocean Outfall Abandonment Project in the Amount of $87,540 and Establishing a Design and Bid Phase Budget of $100,000.

    H. Paul Brazil, P.E., Director of Public Works Page 253

11. RESOLUTION NO. 53-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Design and Bid Phase Engineering Services to Kimley-Horn and Associates, Inc., for the Pump Station A-7 Roof Replacement in the Amount of $61,200 and Establishing a Design and Bid Phase Budget of $70,000.

    H. Paul Brazil, P.E., Director of Public Works Page 261

12. RESOLUTION NO. 54-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2016-10 and Approving a Purchase Order to Johnson-Davis, Inc., for

Ridgeview Drive, Cherry Lane, and West Indies Drive Paving and Drainage Improvements, in the Amount of $1,844,815 and Establishing a Construction Phase Budget of $2,000,000.

H. Paul Brazil, P.E., Director of Public Works Page 272

13. RESOLUTION NO. 55-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding a Contract to Hedrick Brothers Construction, Inc., in the Amount of $1,238,433, for the Police Department HVAC Retrofit Project and Establishing a Construction Phase Budget of $1,362,000.

    H. Paul Brazil, P.E., Director of Public Works Page 278

14. RESOLUTION NO. 56-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Construction Phase Engineering Services to Kimley-Horn and Associates, Inc., for the Police Department HVAC Retrofit Project in the Amount of $78,916 and Establishing a Construction Phase Engineering Services Budget of $83,000.

    H. Paul Brazil, P.E., Director of Public Works

15. Coastal Update: Page 287
    H. Paul Brazil, P.E., Director of Public Works

    a. Shoreline Condition Update

    b. RESOLUTION NO. 12-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Contract to Earth Balance, for Dune Planting Within the Mid-Town Beach Renourishment and Phipps Ocean Park/Reach 7 Beach Nourishment Project Areas in the Amount of $57,700.20 and Establishing a Task Budget of $75,000.

16. Approval for Use of Par 3 Golf Course Clubhouse Maintenance and Improvement Reserves, for Multiple Proposed Projects, in an Amount Not to Exceed $116,600. Page 292

    Beth Zickar, Director of Recreation

17. Telephonic Meeting Attendance for Boards and Commissions

    Richard M. Kleid, Council President Pro Tem

C. Matters Pulled From Consent Agenda: If needed

XIV. ORDINANCES

A. Second Reading Page 296

1. ORDINANCE NO. 05-2016 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 78, Peddlers and Solicitors; Article III, Charitable Solicitations; Division 2, Permit, Section 78-105, Fees, to Provide an Exemption Provision for Organizations Which Receive Financial Support From the Town Through its Budgeting Process; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification; Providing an Effective Date.

   Susan A. Owens, MMC, Town Clerk

2. ORDINANCE NO. 06-2016 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 10, Animals; Article I, In General; Section 10-10, Temporary Permits; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification: Providing an Effective Date.

   Jay Boodheshwar, Deputy Town Manager

B. First Reading

1. ORDINANCE NO. 07-2016 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 90, Public Improvements; at Article II, Special Assessments; Division 2, General Provisions; Section 90-49, Correction of Errors and Omissions; by Amending Paragraph (c), to Include Provision Allowing for the Appeal of the Decision of the Town Manager in Regard to Alleged Errors in Applying the Assessment Apportionment Method to any Particular Property; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification; Providing an Effective Date.

   John C. Randolph, Town Attorney

XV. ANY OTHER MATTERS

XVI. ADJOURNMENT

PLEASE TAKE NOTE:

Note 1: No written materials received after 5:00 p.m. on the Thursday immediately prior to a monthly Town Council meeting will be included in the back-up binders distributed to the Mayor and Town Council in preparation for that meeting. Written materials received after 5:00 p.m. on Thursday will be separately distributed to the Mayor and Town Council; however, depending upon the length of the materials, the time of submittal, and other circumstances, the Mayor and Town Council may not be able to read and consider such late submittals prior to acting upon the policy matter(s) which they address.

Note 2: The progress of this meeting may be monitored by visiting the Town's website (townofpalmbeach.com) and clicking on "Meeting Audio" in the left column. If you have questions regarding that feature, please contact the Office of Information Systems (561) 227-6315. The audio recording of the meeting will appear within 24 hours after the conclusion of the meeting.

Note 3: If a person decides to appeal any decision made by this Council with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings. For such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Note 4: Disabled persons who need an accommodation in order to participate in the Town Council Meeting are requested to contact the Town Manager's Office at 838-5410 or through the Florida Relay Service by dialing 1-800-955-8770 for voice callers or 1-800-955-8771 for TDD callers, at least two (2) working days before this meeting.

Note 5: Approval of Agenda pretains only to the consideration of proposed agenda items and their location on the agenda. It does not constitute approval of the individual items on the Regular Agenda. Each individual item requires a separate affirmative vote of the Town Council in order to effectuate the subject matter of the agenda item.

Note 6: Consent agenda items are considered to be routine municipal business matters. Items listed on the Consent Agenda will be approved by one motion of the Town Council, unless the Mayor or an individual Council Member requests that any item(s) be moved to the Regular Agenda and individually considered. Matters pulled from the Consent Agenda are considered in sequential order under Regular Agenda Item C. unless the Town Council decides otherwise.

Note 7: All back-up material for the items listed on the agenda are posted to the Town's website and emailed to all Stay Informed subscribers on the Friday before the Town Council meeting. To access the back-up materials and/or subscribe to the Stay Informed list, please visit theTown's website (townofpalmbeach.com).

PROCEDURES FOR PUBLIC PARTICIPATION

Citizens desiring to address the Town Council should proceed toward the public microphones when the applicable agenda item is being considered to enable the Town Council President to acknowledge you.

PUBLIC HEARINGS:	Any citizen is entitled to be heard on an official agenda item under the section entitled "Public Hearings," subject to the three minute limitation.
COMMUNICATIONS FROM CITIZENS:	Any citizen is entitled to be heard concerning any matter under the section entitled "Communications from Citizens," subject to the three minute limitation. The public also has the opportunity to speak to any item listed on the agenda, including the consent agenda, at the time the agenda item comes up for discussion.
OTHER AGENDA ITEMS:	Any citizen is entitled to be heard on any official agenda item when the Town Council calls for public comments, subject to the three minute limitation.

Town Council Meetings are public business meetings and, as such, the Town Council retains the right to limit discussion on any issue.

Tue 04/12/2016 09:30 AM	Town Council Meeting	Council Chambers
Wed 04/13/2016 09:30 AM	Town Council Meeting-Development Review	Council Chambers
Thu 04/14/2016 09:00 AM	Shore Protection Board Meeting	Council Chambers
Tue 04/19/2016 09:30 AM	Planning and Zoning Commission Meeting	Council Chambers
Wed 04/20/2016 09:30 AM	Landmarks Preservation Commission (LPC) Meeting	Council Chambers
Thu 04/21/2016 02:00 PM	Code Enforcement Board Meeting	Council Chambers
Wed 04/27/2016 09:00 AM	Architectural Commission Meeting (ARCOM)	Council Chambers
Tue 05/03/2016 09:00 AM	Underground Utilities Task Force (UUTF) Meeting	Council Chambers
Wed 05/04/2016 09:00 AM	Recreation Advisory Commission Meeting	Council Chambers
Thu 05/05/2016 09:30 AM	Ordinances, Rules, and Standards Committee Meeting	Council Chambers
Tue 05/10/2016 09:30 AM	Town Council Meeting	Council Chambers
Wed 05/11/2016 09:30 AM	Town Council Meeting-Development Review	Council Chambers
Tue 05/17/2016 09:30 AM	Planning and Zoning Commission Meeting	Council Chambers

Wed 05/18/2016 09:30 AM	Landmarks Preservation Commission (LPC) Meeting	Council Chambers
Thu 05/19/2016 02:00 PM	Code Enforcement Board Meeting	Council Chambers
Fri 05/20/2016 09:00 AM	Retirement Board of Trustees Meeting	Council Chambers
Fri 05/20/2016 02:30 PM	Investment Advisory Committee Meeting	Council Chambers
Wed 05/25/2016 09:00 AM	Architectural Commission Meeting (ARCOM)	Council Chambers
Thu 05/26/2016 09:00 AM	Shore Protection Board Meeting	Council Chambers
Mon 05/30/2016 04:00 AM	MEMORIAL DAY	TOWN HALL CLOSED
Tue 06/07/2016 09:00 AM	Underground Utilities Task Force (UUTF) Meeting	Council Chambers
Mon 06/13/2016 09:30 AM	Landmarks Preservation Commission (LPC) Meeting	Council Chambers
Tue 06/14/2016 09:30 AM	Town Council Meeting	Council Chambers
Wed 06/15/2016 09:30 AM	Town Council Meeting-Development Review	Council Chambers

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Minutes

Agenda Title

Approval of Major Matters Considered by the Architectural Commission at its Meeting of March 23, 2016.

Presenter

John S. Page, Director of Planning, Zoning & Building

Supporting Documents

- **Memorandum Dated March 29, 2016, from John S. Page, Director of Planning, Zoning & Building**
- **Minutes of the Architectural Commission Meeting of March 23, 2016**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: John S. Page, Director of Planning, Zoning & Building

Re: Approval of the Architectural Commission Meeting Minutes of March 23, 2016

Date: March 29, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council approve the major items that were approved by ARCOM at the regularly scheduled meeting of March 23, 2016.

BOARD OR COMMISSION RECOMMENDATION

The Architectural Commission recommends that the Town Council approve the major items which were considered at the regularly scheduled meeting of March 23, 2016.

GENERAL INFORMATION

These minutes are submitted to the Town Council for approval pursuant to Chapter 18-177 of the Town of Palm Beach Code of Ordinances.

Attachment

JSP:kmc

TOWN OF PALM BEACH
PLANNING, ZONING AND BUILDING DEPARTMENT

MINUTES OF THE REGULAR ARCHITECTURAL COMMISSION MEETING HELD ON WEDNESDAY, MARCH 23, 2016

Please be advised that in keeping with a recent directive from the Town Council, the minutes of all Town Boards and Commissions will be "abbreviated" in style. Persons interested in listening to the meeting, after the fact, may access the audio of that item via the Town's website at www.townofpalmbeach.com.

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Ms. Vanneck.

II. ROLL CALL

Ann L. Vanneck, Vice Chairman	PRESENT
Peter I. C. Knowles, Member	ABSENT (unexcused)
Richard Sammons, Member	PRESENT
Martin D. Gruss, Member	PRESENT
Robert N. Garrison, Member	PRESENT
Alexander C. Ives, Member	PRESENT
Michael B. Small, Member	PRESENT
Maisie Grace, Alternate Member	PRESENT
John David Corey, Alternate Member	PRESENT
Betsy Shiverick, Alternate Member	PRESENT

For the Record, Ms. Grace will be voting in Mr. Knowles absence.

III. PLEDGE OF ALLEGIANCE

Vice Chairman Vanneck led the Pledge of Allegiance.

IV. ELECTION OF OFFICERS

Ms. Vanneck congratulated Mr. Ives and Mr. Small for becoming regular members of the Commission. She welcomed Mr. Corey and Ms. Shiverick as new alternate members of the Commission. She welcomed Mrs. Churney as the new board secretary.

John Lindgren, Planning Administrator stated Ms. Grace would be voting today in Mr. Knowles's absence. He also stated the need to establish the seniority between alternate members John David Corey and Betsy Shiverick. Mr. Corey's name was drawn to be the more senior alternate member.

Ms. Vanneck opened the floor for nominations of Chairman. **Mr. Ives nominated Mr. Sammons for Chairman. As there were no other nominations for chair, Mr. Sammons was elected as Chairman with all in favor.**

Mr. Sammons opened the floor for nominations for Vice Chairman. **Mr. Garrison nominated Ms. Vanneck for Vice Chairman and was seconded by Ms. Grace. Motion carried with all in favor.**

V. APPROVAL OF THE MINUTES FROM THE FEBRUARY 24, 2016 MEETING

Motion made by Mr. Garrison and seconded by Mr. Small to approve the minutes of the February 24, 2016 meeting. Motion carried with all in favor.

VI. APPROVAL OF THE AGENDA

The following changes were made to the agenda:

The applicant for project A-001-2016 152 Dolphin Rd. has withdrawn their application. This item was removed from the agenda. The applicant for project B-122-2015, 201 Debra Lane requested a deferral to the April meeting.

Motion made by Ms. Vanneck and seconded by Mr. Small to approve the agenda as amended. Motion carried with all in favor.

VII. ADMINISTRATION OF THE OATH TO PERSONS WHO WISH TO TESTIFY

Ms. Churney administered the oath at this time and throughout the meeting as necessary.

VIII. PROJECT REVIEW

A. MAJOR PROJECTS-OLD BUSINESS

B-118-2015 Demolition and New Residence
ARCOM TO MAKE RECOMMENDATION RELATIVE TO VARIANCE(S)
Address: 222 Seaspray Ave.
Applicant: Denise and Robert Bendickson
Architect: Roger Hansrote
Project Description: Demolition of existing 2 story residence and carriage house. Construction of new 2 story British Colonial residence. The new residence will have a white stucco finish. The street view reveals an arched entry portico with pediment and brown shutters, doors and windows. The hip roof will have a flat white cement tile treatment.

At the November meeting a motion carried to defer the variances, architecture and landscaping to the January meeting. At the January meeting a motion carried to defer this project to the February meeting at the request of the owner's attorney. At the February meeting, the motion carried to defer to the March meeting at the architect's request. Applicant is requesting a deferral until the April meeting. Please note: this is the third applicant request for deferral.

Please note – Motion made by Ms. Vanneck and seconded by Mr. Garrison to defer this item to the end of the meeting to allow the applicant time to arrive for his presentation. Motion carried with all in favor.

Call for disclosure of ex parte communication: Ms. Vanneck and Ms. Grace both stated they received a recent invitation from the architect to visit the site but did not respond.

Mr. Hansrote addressed the commission and stated he wanted to have an opportunity for the Commission members to visit the site and provide feedback.

Commission Comments: Ms. Vanneck stated she did visit the site in September 2015. The Commission felt they gave clear direction when they were initially presented with the project. Mr. Garrison felt that perhaps the change in the zoning for the Sea streets would be beneficial for this project.

Paul Castro, Zoning Administrator indicated it could be several months before the new zoning would be in effect for the Sea streets. He also indicated the home that is rebuilt on the site has to be similar in architecture to what was demolished.

Motion made by Mrs. Vanneck and seconded by Mr. Garrison to deny the deferral request and asked for it to be removed from the agenda. Motion carried 5-2 with Messrs. Gruss and Sammons opposed.

<u>B-122-2015 New Residence</u>
Address: 201 Debra Lane
Applicant: 201 Debra Lane, LLC
Architect: Dailey Janssen Architects/ Roger P. Janssen
Attorney: Tim Hanlon
Project Description: Construction of a new two story residence, pool, landscape and hardscape.

At the December meeting a motion carried to defer this project to the January meeting for restudy. At the January meeting a motion carried to defer this project to the February meeting for restudy. At the February meeting, a motion carried to defer to the March meeting for further study.

This item was deferred (per the request of the applicant) for one month to the April meeting at the beginning of the meeting with the approval of the agenda.

<u>B-001-2016 New Residence</u>
ARCOM TO MAKE RECOMMENDATION RELATIVE TO VARIANCE(S)
Address: 280 North County Rd.
Applicant: 280 NCR, LLC
Architect: SKA Architect + Planner/Patrick Segraves
Landscape: Steve West/Parker Yannette

Project Description: New two story classical style home to be approximately 7,100 square feet. Home will consist of 5 bedrooms, 7 bathrooms, powder room, living room, dining room, kitchen, family room, loggia, and a three car garage with guest suite above. Final landscaping will be included.

At the February meeting, a motion carried to defer to the March meeting for a restudy.

Call for disclosure of ex parte communication: Disclosure by several Commission members.

Mr. Segraves presented updated proposed plans for the new residence and noted the variances needed are now reduced since the garage has been moved to the back of the property.

Commission Comments: The Commission felt the change in the garage was a much better solution. Some felt that the classical style of the house is not in character with the more Mediterranean style homes in the neighborhood. The Commission felt a restudy on the architecture of the home would be beneficial. The Commission also suggested Mr. Segraves revisit the scale of the windows, front door and balcony and felt the design of the home was more of a mid-street design rather than a corner home design.

Mr. West presented the hardscape and landscape plans for the new residence.

Commission Comments: The Commissioners thought taller landscape on the east elevation would be appropriate. It was suggested that the use of Montgomery palms by the garage would make it less visible. There was a concern that there was no color in the landscaping.

Motion made by Mr. Garrison and seconded by Ms. Vanneck that the implementation of the proposed variance will not cause negative architectural impacts to the subject property. Motion carried with all in favor.

Motion made by Ms. Vanneck and seconded by Mr. Garrison to defer this project for further study to the April meeting. Motion carried with all in favor.

<u>B-004-2016 Demolition/New Residence</u>
Address: 608 Island Dr.
Applicant: Denis P. and Annabelle G. Coleman
Architect: Dailey Janssen Architects/Roger Janssen
Landscape: Dustin Mizell/Environment Design Group
Project Description: Demolition of existing residence and construction of a new 2 story residence, pool, hardscape and landscape.

At the February meeting, a motion carried to approve the demolition. Another motion carried to defer the new residence project to the March meeting for further study.

Call for disclosure of ex parte communication: Disclosure by several Commission members.

Jason Skinner with Dailey Janssen presented updated plans for the new residence. He indicated the main concern at the last meeting was the roof plans and they have made changes from a gable to a hip roof on the second story.

Commissioners Comments: The Commission felt that the roof changes were a big improvement. They still felt there was still some issues with the loggia and that there was some symmetry and balance problems in the design.

Mr. Mizell presented the landscape plans for the home. He indicated he added more color and texture to the plans.

Commission Comments: The Commissioners liked the changes made to the landscape plans and felt they were successful in their design.

Motion made by Ms. Vanneck and seconded by Mr. Gruss to defer the project to April for further study on the architecture. Motion carried with all in favor.

B. MAJOR PROJECTS-NEW BUSINESS

B-008-2016 Demolition
Address: 214-216 Sunset Ave and 219-231 Royal Poinciana Way
Applicant: T-3 Family Investments, LLC
Architect: Parker-Yannette Design Group
Attorney: Frank Lynch
Project Description: Second time extension request for demolition of all existing improvements, outbuildings and appurtenances and landscaping removal. The basis for the second request is that litigation has been filed subsequent to Town Council granting Modified Site Plan Review #13-2014 with Special Exception and Variances. The Applicant is awaiting the outcome of that litigation.

Call for disclosure of ex parte communication: Disclosure by Mr. Garrison.

Mr. Lynch addressed the Commissioners and requested an extension for the project. He indicated that there is a possibility of ongoing litigation and they do not want to demolish the old residence until they know when they can begin the new construction process. He asked for a one year extension.

Motion made by Mr. Garrison and seconded by Mr. Small for a one year extension. Motion carried with all in favor.

B-009-2016 Demolition/New Residence
ARCOM TO MAKE RECOMMENDATION RELATIVE TO VARIANCE(S)
Address: 1050 N Ocean Blvd
Applicant: E. Hunter Beebe

Architect: Roger P. Janssen/Dailey Janssen Architects
Attorney: Maura Ziska
Project Description: Demolition of an existing one story single family residence, one story guest house and pool. Construction of a new, two-story residence, 2 (two) one story accessory buildings, pool, landscape and hardscape.

Call for disclosure of ex parte communication: Disclosure by several Commission members.

Ms. Ziska addressed the Commission and explained the variances needed by the owners to build a smaller home on a double lot.

Pat O'Connell with Dailey Janssen presented photos of the current home, guest home and hardscape at the property that is proposed to be demolished.

Paul Castro, Zoning Administrator explained the zoning codes for the district. He also explained the setback that is being requested by the owner since the plan is to build a smaller home on one lot so that the owner could have the flexibility of selling the other lot if desired.

Motion made by Mr. Small and seconded by Mr. Ives to approve the demolition as presented with the typical caveats for sodding and irrigation within 30 days. Motion carried with all in favor.

Motion made by Mr. Small and seconded by Mr. Ives that the implementation of the proposed variances will not cause negative architectural impacts to the subject property. Motion failed 2-5 with Messrs. Garrison, Sammons and Gruss and Mses. Vanneck and Grace opposed.

Motion made by Ms. Vanneck and seconded by Mr. Garrison that the implementation of the proposed west side variance will cause negative architectural impacts to the subject property. Motion carried 4-3 with Messrs. Sammons, Small and Ives opposed.

Motion made by Mr. Garrison and seconded by Mr. Small that the implementation of the proposed rear variance will not cause negative architectural impacts to the subject property. Motion carried 5-2 with Mr. Sammons and Ms. Grace opposed.

Mr. O'Connell presented the plans for the new residence.

Commissioners Comments: The Commissioners felt there should be more specific details in the plans. They also felt they should not make any decisions on the architecture without approved variances.

Motion made by Ms. Vanneck and seconded by Mr. Ives to defer the project for further study until the April meeting. Motion carried with all in favor.

A short break was taken at 10:59 a.m. The meeting reconvened at 11:13 a.m.

B-010-2016 Demolition

Address: 515 N County Rd
Applicant: David Lifson/Manager of County Road Property, LLC
Architect: Lynn Bender
Attorney: Maura Ziska
Owner's Representative: Tony Mauro/Mauro Brothers, LLC
Project Description: Request demolition of all existing structures with exception of perimeter walls, columns, fences, access gates and small portion of main entry driveway. Existing perimeter vegetation to be preserved where feasible. Remaining site vegetation shall be removed or relocated to buffers when feasible.

It was noted that Mr. Sammons recused himself from voting on this project due to a conflict; Mr. Corey would be voting.

Call for disclosure of ex parte communication: Disclosure by Mr. Small and Ms. Vanneck.

Mr. Mauro presented the history of the current home on the property. He requested that a small portion of the driveway remain after the demolition to allow for machinery that will be used to maintain the property.

Ms. Bender – presented the current landscaping and indicated while the interior landscaping will be removed with the demolition, the perimeter landscaping will remain.

Ms. Ziska discussed deed restriction on the hedge on the western property line and asked that the restriction be removed to allow the removal of the hedge.

Commission Comments: The Commission felt that all interior landscaping that can be salvaged should relocated. They were against removing the hedge and felt staff and Ms. Ziska should consult with the town attorney to determine how to proceed with the deed restriction on the hedge.

Motion made by Mr. Small and seconded by Mr. Garrison to defer the project for further study on the foliage and vegetation to the April meeting. Motion failed 3-4 with Ms. Grace and Messrs. Gruss, Ives, and Corey opposed.

Motion made by Mr. Gruss and seconded by Mr. Ives to approve the demolition as presented with the typical caveats for sodding and irrigation within 30 days and with a strong request to preserve as much landscape as possible and to move it to the edge of the property. Motion carried 4-3 with Mses. Vanneck and Grace and Mr. Small opposed.

B-011-2016 New Residence

ARCOM TO MAKE RECOMMENDATION RELATIVE TO SPECIAL EXCEPTION W/ SITE PLAN REVIEW

Address: 250 Esplanade Way
Applicant: Mr. and Mrs. Patrick McGowan
Architect: Patrick W. Segraves/SKA Architect + Planner
Attorney: Maura Ziska
Project Description: New two-story island-style home to be approximately 3,800 square feet. Home will consist of 4 bedrooms, 4 bathrooms, powder room, living room, dining room, kitchen, family room, loggia, and a two-car garage. Final landscaping will be included.

Call for disclosure of ex parte communication: Disclosure by several Commission members.

John Lindgren, Planning Administrator indicated that he had received and forwarded to the Commission a few letters that came in late in opposition to the project.

Ms. Ziska this is a new conforming home on a non-conforming lot that will be heard at the Town Council meeting next month.

Mr. Segraves presented the plans for the new residence.

Commission Comments: The Commissioners did not like the design of the home and felt it lacked charm as well as it not being up to Palm Beach standards. They also did not like the garage located in the front of the home and would like to see it relocated.

Paul Castro, Zoning Administrator stated that the Town Council would like the Commission to approve the architecture for a new conforming home on a non-conforming lot before it is presented to them, especially relating to the residence's spacing and massing issues as well as being too similar or dissimilar to the neighborhood.

Anne and Bill Metzger at 277 Esplanade Way and Susan Gary at 229 Onondaga Avenue spoke in opposition to the project.

Motion made by Mr. Garrison and seconded by Mr. Small that the project be deferred to the April meeting for further study. Motion carried with all in favor.

C. MINOR PROJECTS-OLD BUSINESS

A - 053 - 2015 Addition/Modification
Address: 100 El Bravo Way
Applicant: Ken Tropin as Trustee of the Kenneth G. Tropin Trust
Architect: Brooks & Falotico Associates, Inc./Chuck Willette
Project Description: Addition of office and side entry along with driveway and landscape alterations on El Bravo Way. Modifications to doors, hardscape and landscape, alterations along South Ocean Boulevard. Various additions and modifications in the courtyard and rear of the house below existing roof lines.

At the October meeting, a motion carried to defer this project to the November meeting. At the November meeting, a motion carried to approve the landscaping as presented, with the exception of the gate design and the relocation of the Venetian well head; these items were deferred to the December meeting. At the December meeting this project was deferred to the January meeting at the request of the owner's attorney. At the January meeting a motion carried to defer this project to the February meeting at the applicant's request. At the February meeting, a motion carried to defer this project to the March meeting for further study.

Applicant is requesting a deferral until the April meeting. This is the applicant's third deferral request.

Scott Hyman with Gregory Lombardi Design stated they are requesting a third deferral to get the gate design approved.

Motion made by Mr. Gruss and seconded by Mr. Small to approve deferral to April. Motion carried with 5-2 with Ms. Vanneck and Mr. Ives opposed.

A-001-2016 Modification
Address: 152 Dolphin Rd.
Applicant: Dr. Josef Huawiss
Architect: Michael J. Johnson
Project Description: New design proposal for entry door.

At the January meeting a motion carried to defer this project to the February meeting. At the February meeting, a motion carried to defer to the March meeting at the architect's request.

This project was removed from the agenda at the beginning of the meeting.

A-009-2016 Additions
Address: 630 Island Dr.
Applicant: Dr. Steven Gottlieb
Architect: Stephen T. Parker
Project Description: Addition of light fixtures at driveway entry columns, removal of vine on courtyard walls and garden walls, hedge species change at drive island, tree species change at southwest garden.

At the February meeting, a motion carried to deny the project and it needed to be returned to the original approved plan.

Applicant requesting reconsideration of portions of the application.

Call for disclosure of ex parte communication: Disclosure by several Commission members.

Motion made by Ms. Vanneck and seconded Mr. Small to only reconsider the substitution of trees. Motion carried with all in favor.

Mr. Parker presented the landscape plans that would substitute 12' Sea Grape trees with 12' Ligustrum trees.

Motion made by Ms. Vanneck and seconded by Mr. Small to approve the new landscape plans as presented. Motion carried with all in favor.

D. MINOR PROJECTS-NEW BUSINESS

A-012-2016
Address: 2252 Ibis Isle West
Applicant: Andrew and Gail Marks
Architect: Gramatan Corporation
Project Description: Seeking approval to widen motorcourt gates from 12'-0" to 15'-6" to allow cars to turn into entry turn-around.

Call for disclosure of ex parte communication: Disclosure by Mr. Garrison, Ms. Vanneck and Mr. Ives.

Gerard Beekman with Gramatan Corporation presented the current construction of the home and demonstrated the need for a 13'6" (not 15'6" that was on application) instead of the 12' gate that was approved.

Motion made by Mr. Garrison and seconded by Mr. Small to approve a 13'6" gate. Motion carried with all in favor.

Mr. Beekman also presented a new gate in lieu of the more expensive gate that was originally presented and approved.

Motion made by Mr. Small and seconded by Mr. Ives to approve the new gate. Motion carried 5-2 with Mr. Sammons and Ms. Vanneck opposed.

IX. OTHER BUSINESS

X. COMMUNICATIONS FROM CITIZENS (3 MINUTE LIMIT PLEASE)

XI. COMMENTS OF THE ARCHITECTURAL COMMISSION AND DIRECTOR OF PLANNING, ZONING AND BUILDING DEPARTMENT

Veronica Close, Assistant Director indicated that the staff has received the required paperwork for the voting conflict last month for the project B-005-2016, 1332 N Ocean Blvd.

Ms. Close also thanked Nancy Roedel for her service as intern board secretary.

Chairman Sammons requested to move the meeting start time from 9:00 a.m. to 9:30 a.m. Mr. Sammons passed the gavel to Ms. Vanneck.
Motion made by Mr. Sammons and seconded by Ms. Grace to change the meeting time from 9:00 a.m. to 9:30 a.m. Motion failed 2-5 with Ms. Vanneck, Messrs. Small, Garrison, Gruss and Ives opposed.

XII. ADJOURNMENT

Motion made by Mrs. Vanneck and seconded by Mr. Gruss to adjourn the meeting at 12:47 p.m. Motion carried with all in favor.

The next meeting will be held on Wednesday, April 27, 2016 at 9:00 a.m. in the Town Council Chambers, 2nd floor, Town Hall, 360 S County Rd.

Respectfully Submitted,

Richard Sammons, Chairman
ARCHITECTURAL COMMISSION

kmc

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 36-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing and Approving a Purchase Order to Citation Communications, Inc. for the Purchase of Dispatch Consoles and Software Upgrades in the Amount Of $61,717.55; and Establishing a Total Budget Of $70,000; and Providing an Effective Date.

Presenter

Kirk W. Blouin, Director of Public Safety

Supporting Documents

- **Memorandum from Kirk W. Blouin, Director of Public Safety dated March 23,2016**
- **Resolution 36-2016**
- **Attachment A**
- **Attachment B**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Kirk W. Blouin, Director of Public Safety

Re: Purchase of Dispatch Communication Consoles and Software Upgrades
Resolution No. 36-2016

Date: March 23, 2016

STAFF RECOMMENDATION

Staff recommends the Mayor and Town Council approve the purchase of Dispatch Consoles and Software Upgrades for the Police Department Communications Unit from Citations Communications through the Palm Beach County School Board Bid #SB13C-19S in the amount of $61,717.55.

GENERAL INFORMATION

The Town of Palm Beach has a written agreement with Palm Beach County for Interoperable Communications which is in effect until August 12, 2018. The regional interagency communications network is being upgraded by Harris to support the MPSCC OpenSky network and the new P-25 System installed by the City of West Palm Beach. All agencies within the MPSCC are switching to the Symphony Consoles and software.

The Palm Beach Police Department's Communication Unit currently utilizes Maestro Dispatch Consoles and VIP Console Software to perform all of the necessary police and fire dispatching functions required of the unit and in support of this agreement. The department's current consoles and software will no longer be supported by Harris and will not allow for seamless communication when the new RS-10A operating system is implemented later this year. The Symphony console was designed for the RS-10 operating system and will also support OpenSky2 which will be implemented later this year.

FUNDING/FISCAL IMPACT

The current consoles and software were included in the Town's Equipment Replacement Program and are included in the approved FY2016 Equipment Replacement Fund with a total budget of $81,000. The attached quote from Citation Communications is considerably lower at $61,717.55.

PURCHASING REVIEW

These items have been reviewed by the Finance Department and Purchasing Division and are approved as recommended.

TOWN ATTORNEY REVIEW

The Town Attorney has reviewed this resolution and approved for legal form and sufficiency.

KWB/lsg

Attachments
cc: Jane Struder, Director of Finance
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 36-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AUTHORIZING AND APPROVING A PURCHASE ORDER TO CITATION COMMUNICATIONS, INC. FOR THE PURCHASE OF DISPATCH CONSOLES AND SOFTWARE UPGRADES IN THE AMOUNT OF $61,717.55; AND ESTABLISHING A TOTAL BUDGET OF $70,000; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order to Citation Communication, Inc., in the amount of $61,717.55 for the purchase of dispatch consoles and software upgrades per attached quote and approves a total task budget of $70,000.

Section 2. A copy of the quote from Citation Communications is attached hereto as Attachment A and is hereby incorporated within this Resolution and made a part hereof.

Section 3. The Town Manager is authorized to execute any and all documents necessary to effectuate this purchase order.

Section 4. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED IN A REGULAR, ADJOURNED SESSION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH THIS 12TH DAY OF APRIL, 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret Zeidman, Town Council Member

CITATION COMMUNICATIONS
TWO-WAY RADIO SALES & SERVICE

March 22, 2016

Town of Palm Beach
345 S County Road
Palm Beach, FL, 33480

Quote: 031616

This quote is to upgrade 2 C-3 Consoles including Trade in and purchase 1 New Symphony console to replace the VIP Console which will no longer be supported with the new RS-10A operating system. The network is being upgraded by Harris to support the MPSCC (OpenSky) and the new P-25 System for the City of West Palm Beach. The Symphony console was designed for the RS-10 operating system and will also support OpenSky 2 which will be implemented later this year.

2	UD-ZN2C	Symphony Consoles Upgrades Includes: 40,000.00	$13,295.40	$26,590.80
1	UD-ZN4V	Symphony Console Complete		$35,126.75
				$61,717.55

Pricing Per Bid# SB13C-19S

If you have any questions please give me a call.

Hugh Murrill
Citation Communications

Parts Detail Report
Palm Beach Consoles

Contract Item	Vendor	Part Number	Description	Quantity	Unit List	Ext List	Bid %	Unit Sale	Ext Sale	BID #
			Trade in Consoles	**2**	**$ 20,000.00**				**$ 40,000.00**	
Console	Harris	UD-ZN2C	Console, MIP to Symphony HW/SW	2	$9,995.00	$19,990.00	0	$9,995.00	$19,990.00	13C-19S
Console	Harris	UD-SG1X	License, Console Talkpath MIP/SYM Upgrade	18	$1.00	$18.00	15	$0.85	$15.30	13C-19S
Console	Harris	UD-AB1A	Speaker, Nano, Symphony	4	$295.00	$1,180.00	15	$250.75	$1,003.00	13C-19S
Console	Citation	UD-CU6XX	Monitor, 21.5" Class, High Def, Touchscreen	2	$910.00	$1,820.00	10	$819.00	$1,638.00	13C-19S
Console	Harris	UD-AB1K	Cable, DisplayPort to DVI-D, 10'	2	$40.00	$80.00	15	$34.00	$68.00	13C-19S
Console	Harris	UD-AB1F	Mouse, Optical, USB, Hub	2	$15.00	$30.00	15	$12.75	$25.50	13C-19S
Console	Harris	UD-AB1G	Keyboard, 104 Key, USB, Hub	2	$125.00	$250.00	15	$106.25	$212.50	13C-19S
Console	Harris	MM100UD	Manual, OP/INSTA/CONFIG, Symphony, CD	1	$25.00	$25.00	100	$0.00	$0.00	13C-19S
Console	Harris	UD-AB1D	USB, HD Footswitch	2	$255.00	$510.00	15	$216.75	$433.50	13C-19S
Console	Harris	CM-022218-000612	Cable, Speaker, 1/4" to 1/4"	4	$25.00	$100.00	15	$21.25	$85.00	13C-19S
Labor			Console/Removal/Setup/Configuration/Integration	48	$65.00	$3,120.00		$65.00	$3,120.00	13C-19S
			Section Subtotals			**$27,123.00**			**$26,590.80**	
			Complete New Console							
Console	Harris	UD-ZN4V	Console, MIP, BUNDLE Symphony HW/SW	1	$29,995.00	$29,995.00	15	$25,495.75	$25,495.75	13C-19S
Console	Harris	UD-SW1B	SW, Symphony, PC APP & WIN 8 IMAGE	1	$50.00	$50.00	15	$42.50	$42.50	13C-19S
Console	Harris	UD-SG2C	License, Console Talkpath MIP/SYM Upgrade	12	$250.00	$3,000.00	15	$212.50	$2,550.00	13C-19S
Console	Harris	UD-SH1W	License, Flexpaths	4	$250.00	$1,000.00	15	$212.50	$850.00	13C-19S
Console	Harris	NS-SG2B	License, Console NSS	1	$1,000.00	$1,000.00	15	$850.00	$850.00	13C-19S
Console	Harris	CM-022218-001101	License, Vocoder	1	$100.00	$100.00	15	$85.00	$85.00	13C-19S
Console	Harris	UD-AB1A	Speaker, Nano, Symphony	2	$295.00	$590.00	15	$250.75	$501.50	13C-19S
Console	Citation	UD-CU6XX	Monitor, 21.5" Class, High Def, Touchscreen	1	$910.00	$910.00	10	$819.00	$819.00	13C-19S
Console	Harris	UD-AB1B	Jack BOX, 6 WIRE	2	$450.00	$900.00	15	$382.50	$765.00	13C-19S
Console	Harris	CM-022218-3006WJ	Adapter, 6 Wire Jackbox	1	$550.00	$550.00	15	$467.50	$467.50	13C-19S
Console	Harris	UD-AB1K	Cable, DisplayPort to DVI-D, 10'	1	$40.00	$40.00	15	$34.00	$34.00	13C-19S
Console	Harris	UD-AB1F	Mouse, Optical, USB, Hub	1	$15.00	$15.00	15	$12.75	$12.75	13C-19S
Console	Harris	UD-AB1M	DESK MIC, DB9	1	$245.00	$245.00	15	$208.25	$208.25	13C-19S
Console	Harris	UD-AB1G	Keyboard, 104 Key, USB, Hub	1	$125.00	$125.00	15	$106.25	$106.25	13C-19S
Console	Harris	MM100UD	Manual, OP/INSTA/CONFIG, Symphony, CD	1	$25.00	$25.00	100	$0.00	$0.00	13C-19S
Console	Harris	UD-AB1D	USB, HD Footswitch	1	$255.00	$255.00	15	$216.75	$216.75	13C-19S
Console	Harris	CM-022218-000612	Cable, Speaker, 1/4" to 1/4"	2	$25.00	$50.00	15	$21.25	$42.50	13C-19S
Labor			Console/Removal/Setup/Configuration/Integration	32	$65.00	$2,080.00		$65.00	$2,080.00	13C-19S
			Section Subtotals			**$40,930.00**			**$35,126.75**	
			Totals			**$68,053.00**			**$61,717.55**	

PBCSB Bid 13C-19S

REQUEST FOR QUOTATION

****THIS IS NOT AN ORDER******

TOWN OF PALM BEACH

951 Old Okeechobee Road, Suite "D"
West Palm Beach, FL 33401
PHONE: 561-838-5406 DIRECT: 561-227-7009 FAX: 561-835-4688

DATE: 03/24/2016

REQUESTED DELIVERY DATE	REPLY NO LATER THAN	RFQ. NO.	DEPT/DIV	CONTACT
ASAP	2 P.M. 03/25/2016	53-2016	Purchasing	Dora Dixon

INSTRUCTIONS TO VENDOR

- *Please quote on this form, your best price, terms, and delivery, on the items described below.*
- *Vendor must fill in all applicable columns to receive consideration.*
- *Note Delivery Time Requested and if different, advise definite delivery date.*
- *Base your quotations on the terms and conditions printed hereon.*
- *The Town of Palm Beach reserves the right to increase or decrease total quantities as required*
- ***Shipping charges (if applicable) shall be included in Unit Price.***
- *The Town shall be the sole determinant of approved equal status.*
- ***DO NOT MAKE ANY MODIFICATIONS TO THIS FORM (Unit of measure, description, etc....)***
- ***Please submit any questions regarding this quotation request at least 24 hours prior to due date.***

1. TERMS	2. F.O.B.	3.SHIPMENT VIA	4.QUOTATION VALID UNTIL	5.ESTIMATED DAYS FOR DELIVERY AFTER RECIEPT OF ORDER
Net 30	Destination	Best Way	4/31/16	~~30-60 DAYS~~

ITEM	DESCRIPTION	QTY	Unit Of Measure	UNIT PRICE	TOTAL PRICE
	CONSOLE 1				
1	Harris UD-ZN2C Console, MIP to Symphony HW/SW	2	EA	$29,995.00	$59,990.00
2	Harris UD-SG1X License, Console Talkpath MIP/SYM Upgrade	18	EA	$ .85	$ 15.30
3	Harris UD-AB1A Speaker, Nano, Symphony	4	EA	$ 250.75	$ 1,003.00
4	Citation UD-CU6XX Monitor, 21.5" Class, High Def, Touchscreen	2	EA	$ 819.00	$ 1638.00
5	Harris UD-AB1K Cable, DisplayPort to DVI-D, 10'	2	EA	$ 34.00	$ 68.00
6	Harris UD-AB1F Mouse, Optical, USB, Hub	2	EA	$ 12.75	$ 25.50
7	Harris UD-AB1G Keyboard, 104 Key, USB, Hub	2	EA	$ 106.25	$ 212.50
8	Harris MM100UD Manual, OP/INSTA/CONFIG, Symphony, CD	1	EA	$ Ø	$ Ø
9	Harris UD-AB1D USB, HD Footswitch	2	EA	$ 216.75	$ 433.50
10	Harris CM-022218-000612 Cable, Speaker, 1/4" to 1/4"	4	EA	$ 21.25	$ 85.00
11	LABOR - Console/Removal/Setup/Configuration/Integration	48	EA	$ 65.00	$ 3120.00
				TOTAL (LINE 1 – 11)	$66,590.80

Company Name: CITATION COMMUNICATIONS

CONSOLE 2					
12	Harris UD-ZN4V Console, MIP, BUNDLE Symphony HW/SW	1	EA	$25,495.75	$25,495.75
13	Harris UD-SW1B SW, Symphony, PC APP & WIN 8 IMAGE	1	EA	$ 42.50	$ 42.50
14	UD-SG2C License, Console Talkpath MIP/SYM Upgrade	12	EA	$212.50	$2,550.00
15	Harris UD-SH1W License, Flexpaths	4	EA	$212.50	$ 850.00
16	Harris NS-SG2B License, Console NSS	1	EA	$ 850.00	$ 850.00
17	Harris CM-022218-001101License, Vocoder	1	EA	$ 85.00	$ 85.00
18	Harris UD-AB1A Speaker, Nano, Symphony	2	EA	$250.75	$501.50
19	Citation UD-CU6XX Monitor, 21.5" Class, High Def, Touchscreen	1	EA	$819.00	$ 819.00
20	Harris UD-AB1B Jack BOX, 6 WIRE	2	EA	$382.50	$ 765.00
21	Harris CM-022218-3006WAdapter, 6 Wire Jackbox	1	EA	$467.50	$467.50
22	Harris UD-AB1K Cable, DisplayPort to DVI-D, 10'	1	EA	$ 34.00	$ 34.00
23	Harris UD-AB1F Mouse, Optical, USB, Hub	1	EA	$ 12.75	$ 12.75
24	Harris UD-AB1M DESK MIC, DB9	1	EA	$208.25	$208.25
25	Harris UD-AB1G Keyboard, 104 Key, USB, Hub	1	EA	$106.25	$106.25
26	Harris MM100UD Manual, OP/INSTA/CONFIG, Symphony, CD	1	EA	$ Ø	$ Ø
27	Harris UD-AB1D USB, HD Footswitch	1	EA	$216.75	$216.75
28	Harris CM-022218-000612 Cable, Speaker, 1/4" to 1/4"	2	EA	$ 21.25	$ 49.50
29	LABOR - Console/Removal/Setup/Configuration/Integration	32	EA	$ 65.00	$2,080.00
				TOTAL (LINE 12 – 29)	$35,126.75
				GRAND TOTAL (LINE 1 – 29)	$66,590.80

Company Name: CITATION COMMUNICATIONS

TRADE-IN					
30	TRADE-IN CONSOLE CREDIT Asset#: 40100640, 40100660 & 40100650	2	EA	($20,000.00)	($40,000.00
				CREDIT TOTAL (LINE 30)	($40,000.00)
				TOTAL (PURCHASE – TRADE-IN) =	$61,717.55

******ANY FREIGHT CHARGES MUST BE INCLUDED IN THE UNIT PRICE. THE TOWN WILL NOT PAY ANY ADDITIONAL FREIGHT OR HANDLING CHARGES******

THE UNDERSIGNED BIDDER CERTIFIES THAT THIS PROPOSAL IS SUBMITTED IN ACCORDANCE WITH THE TERMS, SPECIFICATIONS AND CONDITIONS NOTED IN THIS REQUEST FOR QUOTATION.

FIRM NAME: CITATION COMMUNICATIONS FEDERAL ID NO 65-0319354

ADDRESS: 1855 INDIAN ROAD, WPB, FL, 33409

AUTHORIZED SIGNATURE: HMurrill TYPED NAME & TITLE HUGH MURRILL V.P.

TELEPHONE NO: 561 688-0330 FAX NUMBER 561 683-2009

Email: HUGH@CITATION2WAY.COM

RESPONSE MAY BE FAXED TO 561-835-4688 OR E MAILED TO: ddixon@townofpalmbeach.com

1. GENERAL INFORMATION

These documents constitute the complete set of specification requirements and bid forms. Bid Proposal response is to be filled in, signed, sealed and mailed or presented to the Purchasing Division on or before the specified date and time.

It is sole responsibility of the bidder to ensure that his/her bid reaches the Purchasing Division on or before the closing date and time. The TOWN shall in no way be responsible for delays caused by any other occurrence. Offers by telephone, telegram or facsimile will not be accepted.

The bid time must be and shall be scrupulously observed. Under no circumstances will bids delivered after the time specified be considered. Such bids shall be returned to the vendor unopened.

All bids must be typewritten or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm.

Bidders shall not be allowed to modify their bids after the opening date and time. Bid files may be examined during normal working hours, after bid opening, by appointment only.

For information concerning this bid, please contact:

Town of Palm Beach
Purchasing Department
951 Okeechobee Road, Suite "D"
West Palm Beach, FL 33401
(561) 838-5406

2. PRICE/DELIVERY

Price quoted must be the price for new merchandise and free from defects. Any bids containing modifying or "escalator" clauses will not be considered unless specifically requested in the bid specifications.

"Acceptance" as herein used means the acceptance by Town of Palm Beach, herein referred to as TOWN, after the Purchasing Agent or his authorized agent has, by inspection or test of such items, determined that they fully comply with specifications.

Deliveries of all items shall be made as soon as possible. In the appropriate blank on the bid form, the vendor must indicate the best delivery date after receipt of order (ARO). Deliveries resulting from this bid are to be made during the normal working hours of the TOWN. Time is of the essence and the bidder's delivery date must be specified and adhered to. Should the bidder, to whom the order or contract is awarded, fail to deliver on or before his/her stated date, the TOWN reserves the right to CANCEL the order or contract and make the purchase elsewhere. The successful bidder(s) shall be responsible for making any and all claims against carriers for missing or damaged items.

3. FEDERAL AND STATE TAX

TOWN is exempt from Federal and State Taxes for tangible personal property. The Purchasing Agent will sign an exemption certificate submitted by the successful bidder. Vendors or contractors doing business with the TOWN shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the TOWN, nor shall any said vendor or contractor be authorized to use the Town's tax exemption number in securing such materials.

4. ACCEPTANCE / REJECTION

TOWN reserves the right to accept or to reject any or all bids and make the award to that bidder, who in the opinion of the TOWN will be in the best interest of and/or the most advantageous to the TOWN. TOWN also reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. TOWN reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid.

5. ALTERNATIVES / APPROVED EQUAL / DEVIATIONS

Unless otherwise specified, the mention of the particular manufacturer's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid.

The TOWN shall make the determination as to whether any alternate product or service is or is not equal, and such determination shall be final and binding upon all bidders.

The bidder shall be responsible for reading carefully, and understanding completely, the requirements and specifications of the items bid upon. Any deviation from specifications listed herein must be clearly indicated, otherwise it will be considered that items offered are in strict compliance with these specifications, and the successful bidder will be held responsible. Therefore deviations must be explained in detail on an attached sheet(s) and itemized by number. Any item(s) that do not meet the TOWN specifications upon delivery will not be accepted and if the item cannot be brought up to specifications in a reasonable time (reasonable time as determined by TOWN), the bidder will be required to compensate the TOWN for difference in price incurred from going to the next low bidder.

6. NO BID

Where more than one item is listed, any items not bid upon shall be indicated "NO BID." If no items are bid on, the "Statement of NO BID" should be returned, with the envelope plainly marked "NO BID" and with the bid number. Failure to do so will be an indication that the bidder does not wish to be considered for future bids.

7. NON-COLLUSION

Bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, supplies or equipment, and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to or after any delivery of material or provision of services. Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal from the vendor bid list(s).

8. CONFLICT OF INTEREST

The award is subject to provisions of State Statutes and Town and County Ordinances. All bidders must disclose with their bid the name of any officer, director or agent who is also an employee of the TOWN. Further, all bidders must disclose the name of any Town employee who owns, directly or indirectly, an interest in the bidder's firm or any of its branches.

9. LEGAL REQUIREMENTS

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility.

(a) Vendors doing business with the TOWN are prohibited from discriminating against any employee, applicant or client because of race, creed, color, national origin, sex, age or non-disqualifying physical or mental disability, with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

(b) Identical Tie Bids/Proposals shall be awarded in accordance with the preference established in Section 287.087, Florida Statutes, to a vendor submitting the attached Drug-Free Workplace Certification form properly completed and certified. In the event that tie bids are received either from vendors who have all submitted a Drug-Free Workplace Certification or none of whom who have submitted such certification, the award will be made in accordance with TOWN purchasing procedures pertaining to tie bids.

(c) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity, crime may not submit a bid on a contract to provide any goods or services to a public entity may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO(Currently $25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

10. UNIFORM COMMERCIAL CODE

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the TOWN for any terms and conditions not specifically stated in the Invitation to Bid.

11. MISTAKES

In the event of extension error(s) the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the bidder's total will be corrected accordingly. If there is a difference between the written price and the numerical price, the written price shall prevail. Bidders must check their bid proposal where applicable. Failure to do so will be at the bidder's risk. Bids having erasures or corrections must be initialed in ink by the bidder.

12. AVAILABILITY OF FUNDS

The obligations of the TOWN under this award are subject to the availability of funds lawfully appropriated for its purpose by the Town Council.

13. EEO STATEMENT

TOWN is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis race/ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, genetic information, political affiliation, disability which does not preclude the performance of the essential functions of the positions, with reasonable accommodation(s) provided as necessary, or any other form of unlawful discrimination in accordance with federal, state, or local law. "

14. BID TABULATION

Bidders desiring a copy of the bid tabulation of the Invitation to Bid may obtain them by going to the Town's website at www.townofpalmbeach.com, (click "Doing Business" click "Bids & Requests for Proposals" and follow the instructions).

15. BID FORMS

All bid proposals must be submitted on our standard Invitation to Bid form. Bid proposals on vendor quotation forms will not be accepted.

16. CONTRACTUAL AGREEMENT

This Invitation to Bid shall be included and incorporated in the final award. The order of contractual precedence will be the purchase order or price agreement bid document (original Terms and Conditions) and response. Any and all legal action necessary to enforce the award will be held in Palm Beach County and the contractual obligations will be interpreted according to the laws of Florida. Any additional contract or agreement requested for consideration by vendor must be enclosed as part of the bid response.

17. SUBCONTRACTING

If a vendor subcontracts any portion of a contract for any reason, he/she must state the name and address of the subcontractor and the name of the contact person on the attached "Schedule of Subcontractors Form." TOWN also reserves the right to reject a bid of any bidder if the bid names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award. TOWN reserves the right to make a determination as to the foregoing.

18. INFORMATION

Any questions by prospective vendors should be directed to the Purchasing Division contact, noted on page no. 1, who is authorized only to direct inquiries to various portions of the bid so bidders may read and interpret such for themselves. No authorization is allowed by Purchasing personnel to interpret, or give information as to bid requirements in addition to that, which is contained in the original bid document. Interpretation of the bid or additional information as to its requirements, where necessary, shall be communicated to bidders only by written addendum.

19. AWARDS

As the best interest of the Town Council may require, the right is reserved to make award(s) by individual commodities/services, all or none or any combination thereof. A bidder desiring to bid "No Charge" must so indicate; otherwise the bid will be construed as incomplete and may be rejected.

20. PRICES QUOTED

Bidder warrants by virtue of bidding that prices shall remain firm for a period of ninety (90) days from the date of bid opening or time stated in Special Conditions.

21. PAYMENT

Payment will be made by the TOWN after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the order number. Payment shall be made within 30 days of such acceptance.

22. DISCOUNT

Bidders may offer a discount for prompt payment. However, such discounts will not be considered in determining the lowest net cost for bid evaluation purposes unless otherwise specified in Special Conditions. Bidders should reflect any discounts to be considered in the bid evaluation in the unit prices bid.

23. CERTIFICATIONS

When applicable, vendor must hold Certificate of Competency issued by the State of Florida or the Palm Beach County Construction Industry Licensing Board and a current Occupational License for Palm Beach County. Copy of certificate and license must be submitted with bid and must be in the name of the vendor shown on the Bid Proposal page.

24. PALM BEACH COUNTY INSPECTOR GENERAL

The contractor is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of any contracts resulting from this solicitation, and in furtherance thereof may demand and obtain records and testimony from the contractor and its subcontractors and lower tier subcontractors. The contractor understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the contractor or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the municipality to be a material breach of this contract justifying its termination.

25. LICENSES AND PERMITS

When applicable, it shall be the responsibility of the successful bidder to obtain at no additional cost to the TOWN, any and all licenses and permit required to complete contractual service. A copy of these licenses and permits shall be submitted prior to commencement of work. Permit fees shall be waived for this work, however, the successful vendor must pay any applicable TOWN Occupational License fees.

26. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH

Bidder certifies that all material, equipment, etc., contained in his/her bid meets all O.S.H.A. requirements. Bidder further certifies that, if he/she is the successful bidder, and the material, equipment, etc., delivered is subsequently found to be deficient in any O.S.H.A requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the bidder.

27. SAFETY DATA SHEET

In compliance with Chapter 442, Florida Statutes, a Safety Data Sheet (SDS) must accompany any toxic substance resulting from this bid. The SDS must include the following information:

(a) The identity used on the chemical product's label.
(b) The chemical and the common name(s) of all ingredients, which have been determined to be a health hazard.
(c) Physical and chemical characteristics of the hazardous chemicals (i.e. vapor pressure, flashpoint).
(d) The physical hazards of the hazardous chemical, including the potential for fire, explosion and reactivity.
(e) The health hazards of the hazardous chemical, including signs and symptoms of exposure.
(f) The primary route(s) of entry.
(g) The Occupational Safety and Health Administration (OSHA) permissible exposure limit, American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value, and any other exposure limit used or recommended.
(h) Whether the hazardous chemical is listed on the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen.
(i) Any general applicable precautions for safe handling and use that are known.
(j) Any general applicable control measures, which are known.
(k) Emergency and first aid procedures.
(l) The date of SDS preparation or last change to it.
(m) The name, address and telephone number of the chemical Manufacturer or importer.

28. SAFETY REGULATIONS

Equipment must meet all State and Federal safety regulations for grounding of electrical equipment.

29. CODES AND REGULATIONS

The vendor must strictly comply with all Federal, State and local building and safety codes.

30. INDEMNIFICATION

To the fullest extent allowed by law the Contractor shall protect, defend, reimburse, indemnify and hold harmless the Town of Palm Beach, and the Town's officers, agents, employees free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, attorneys or other professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, cause or causes of action of very kind and character in connection with, or arising directly or indirectly out of or related to this Contract and the Work performed hereunder. Without limiting the generality of the foregoing, Contractor's Indemnity shall include all claims, damages, losses, or expense arising out of or related to personal injury, death, damages to property, defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright, proprietary information, or applications of any thereof, or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or order of any court. Contractor agrees to investigate, respond, adjust and provide a defense for all and any such claims, demands and actions at Contractor's sole expense and agrees to bear and remain liable for all such other costs and expenses relating thereto, even if such claim is groundless, false or fraudulent. Notwithstanding the foregoing, Contractor's Indemnity shall not extend to liability for damages to persons or property to the extent such damage was caused by any act, omission, or default of the Town, or by the Town's officers, agents and employees.
Contractor acknowledges and agrees that TOWN would not enter into a contract without this indemnification of TOWN by Contractor, and that TOWN'S entering into a contract shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of the Contract. Nothing in this Contract shall be construed to affect in any way the TOWN'S rights, privileges, and immunities as set forth in Florida Statutes 768.28.

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 37-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving Agreements with the Palm Beach County Property Appraiser and the Tax Collector of Palm Beach County for Services and Costs Associated with the Non-Ad Valorem Assessments to be Implemented for the Town-wide Underground Utilities Assessment Area and Authorizing the Mayor to Execute Said Agreements on Behalf of the Town.

Presenter

Jay Boodheshwar, Deputy Town Manager

Supporting Documents

- **Memorandum Dated April 1, 2016, from Jay Boodheshwar, Deputy Town Manager**
- **Resolution No. 37-2016**
- **Agreement with Palm Beach County Property Appraiser**
- **Agreement with Tax Collector of Palm Beach County**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Jay Boodheshwar, Deputy Town Manager

Re: A Resolution Approving Agreements with the Palm Beach County Property Appraiser and the Palm Beach County Tax Collector for the Town-wide Underground Utilities Project and its Associated Special Non-Ad Valorem Assessments.
Resolution No. 37-2016

Date: April 1, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council adopt Resolution No. 37-2016. Adoption of this resolution is necessary to set forth the responsibilities of each party in the upcoming assessment process for the Town-wide Underground Utilities Project.

GENERAL INFORMATION

In accordance with applicable Florida Statutes, at your meeting on December 8, 2015, the Town Council adopted Resolution No. 200-2015 electing to use the uniform method of levying, collecting and enforcing non-ad valorem assessments for the Town-wide Underground Utilities Assessment Area. Also per state statute, the Florida Department of Revenue, the Palm Beach County Tax Collector and the Palm Beach County Property Appraiser were notified of the Town's intentions. By letter dated February 29, 2016, the Property Appraiser has transmitted their standard agreement for the aforementioned services. By letter dated January 28, 2016, the Tax Collector transmitted their standard agreement for its related services.

If the Town Council decides later this year that it does not wish to proceed with the assessment for any reason, the process is stopped, the Property Appraiser and Tax Collector are notified, and an assessment does not appear on any tax bill.

The tentative process to bring this matter to fruition will approximate the following:

- Between May 2016 and the July 2016 Town Council meeting, staff submits proposed financing plan.

- July 12, 2016 - Adoption of the initial assessment resolution. All final costs of the project will be provided and made public at this time.

- August 20, 2016 (on or about) – Mail notice to each affected property owner within the proposed boundaries of the assessment areas advising of the tentative assessment amount and the date, time and place of adoption of the final resolution.

- September 13, 2016 (on or about) – Adoption of final assessment resolution.

FUNDING/FISCAL IMPACT

As this is a special assessment project, the cost of debt service will be borne by the benefitting property owners.

TOWN ATTORNEY REVIEW

The attached resolution is in a form previously reviewed and approved by the Assessment attorney.

Attachments

cc: H. Paul Brazil, P.E., Director of Public Works
Jane Struder, Director of Finance
John C. Randolph, Town Attorney
Susan A. Owens, Town Clerk
Heather Encinosa, Esq.

RESOLUTION NO. 37-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA APPROVING AGREEMENTS WITH THE PALM BEACH COUNTY PROPERTY APPRAISER AND THE TAX COLLECTOR OF PALM BEACH COUNTY FOR SERVICES AND COSTS ASSOCIATED WITH THE NON-AD VALOREM ASSESSMENTS TO BE IMPLEMENTED FOR THE TOWN-WIDE UNDERGROUND UTILITIES ASSESSMENT AREA AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENTS ON BEHALF OF THE TOWN.

WHEREAS, the Town of Palm Beach, Florida (the "Town") has taken the necessary legal steps to implement a non-ad valorem assessment for the provision of certain capital improvements and related services within the Town-wide Underground Utilities Assessment Area; and

WHEREAS, the Town intends to use the uniform method for levying, collecting, and enforcing non-ad valorem special assessments for the cost of certain local improvements and related services provided within the Town-wide Underground Utilities Assessment Area, including, but not limited to, removal of overhead utility lines and facilities, construction of underground utility lines and related facilities, landscaping, and other utility and utility related improvements (collectively referred to as the "Town-wide Improvements"), as authorized by Section 197.3632, Florida Statutes, as amended, because this method will allow such non-ad valorem assessments to be collected annually commencing in November 2016, in the same manner as provided for ad valorem taxes; and

WHEREAS, in order to effectuate the intended non-ad valorem assessments the Town must enter into various agreements with Palm Beach County Property Appraiser and Tax Collector for the provision of related services and the payment of costs associated therewith.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified and confirmed.

Section 2. The Agreement between Gary R. Nikolits, as Palm Beach County Property Appraiser and the Town, attached hereto as Exhibit A, and the Interlocal Agreement with Anne M. Gannon, as Tax Collector for Palm Beach County and the Town, attached hereto as Exhibit B and incorporated by reference as a part of this resolution, are hereby approved and the Mayor is authorized to execute the same on behalf of the Town.

Section 3. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 12th day of April 2016.

Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	Richard M. Kleid, Council President Pro Tem
	Bobbie Lindsay, Town Council Member
ATTEST:	Danielle H. Moore, Town Council Member
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

Constantine Dino Maniotis
Tax Roll Coordinator
Governmental Center – Fifth Floor
301 North Olive Avenue
West Palm Beach, Florida 33401
e-mail: dmanioti@pbcgov.org

Gary R. Nikoltis
Palm Beach County
Property Appraiser

February 29, 2016

Town of Palm Beach
Jane Struder, CPA
Finance Director
360 South County Road
Palm Beach, Florida 33480

Dear Jane,

Attached, is the copy of our standard agreement for services in accordance with Florida Statutes 197.3632 (3). Please advise your board to execute two copies at their next scheduled meeting. Return all originals to the Property Appraiser's Office, one set with Mr. Nikolits' signature will be returned to you for your files. Please provide the Levying Authority name, Purpose of Assessment and Contact Information to the Property Appraiser's office it is very important that you return it back to us.

Please call (561) 355-2681 if you need assistance in this matter.

Sincerely,

Dino Maniotis, CFE
Tax Roll Coordinator

enc.

cc: Information System Services
Palm Beach County Tax Collector

Constantine Dino Maniotis
Tax Roll Coordinator
Governmental Center – Fifth Floor
301 North Olive Avenue
West Palm Beach, Florida 33401
e-mail: dmanioti@pbcgov.org

Gary R. Nikoltis
Palm Beach County
Property Appraiser

February 29, 2016

Town of Palm Beach
Jane Struder, CPA
Finance Director
360 South County Road
Palm Beach, Florida 33480

Dear Jane,

Please provide the Levying Authority name, Purpose of Assessment and Contact Information to the Property Appraiser's office **exactly how you want your NAV to be printed on the TRIM notice**.
Please return this form back to me.

Levying Authority	Purpose of Assessment	Contact Information

- Levying Authority - **40 character field** – example Town of Palm Beach
- Purpose of Assessment – **30 character field** – example **Underground Utilities**
- Contact information – **10 character field** – the phone number that you want all calls to go regarding any questions about the assessments.

Sincerely,

Dino Maniotis, CFE
Tax Roll Coordinator

AGREEMENT Exhibit A

THIS AGREEMENT made and entered into this **29** day of **February, 2016**, by and between Gary R. Nikolits, as Palm Beach County Property Appraiser (the "Appraiser"), and **Local Government Town of Palm Beach –Underground Utilities Assessment,** hereinafter "Local Government",

WHEREAS, Local Government has elected under Section 197.363(1), Florida Statutes, for the collection of its non-ad valorem assessments pursuant to the uniform method for the levy, collection and enforcement of non-ad valorem assessments as provided for in Section 197.3632, Florida Statues.

WHEREAS, the Appraiser and Local Government are required to enter into an agreement pursuant to Section 197.3632(2), Florida Statutes, for the Appraiser to provide the Local Government with the information outlined in Section 197.3632(3)(b), Florida Statutes; and

WHEREAS, Chapter 92-264, Laws of Florida was enacted to provide that non-ad valorem assessments be set forth in the Notice of Proposed Property Taxes for Palm Beach County;

NOW, THEREFORE, in consideration of the following covenants, conditions and promises the parties agree as follows:

1. The above representations are true and correct.
2. The Appraiser is entering into this Agreement without any determination that Local Government is qualified to collect its non-ad valorem assessments by the uniform method, and to the extent permitted by law, Local Government will indemnify and hold the Appraiser harmless from any challenge thereto, subject to the provisions of Florida Statute 768.28 relating to sovereign immunity.
3. The Appraiser will provide to Local Government the information described in Section 197.3632(3)(b), Florida Statutes, in compatible electronic medium by June 1, 2016.
4. Local Government in levying and collecting non-ad valorem assessments pursuant to Section 197.3632, Florida Statutes, will provide to the Appraiser the assessment rate expressed in dollars and cents per unit of assessment, the associated assessment amount and the purpose of the assessment, extended against each parcel within the boundaries of Local Government in compatible electronic medium prior to July 28, 2016. Should the above date fall upon a Holiday, Saturday or Sunday the Local Government will agree to provide to the Appraiser by the last business day prior to the Holiday, Saturday or Sunday.
5. The Appraiser will utilize the information provided by the Local Government pursuant to paragraph 4 herein in preparing the Notice of Proposed Property Taxes pursuant to Section 200.069, Florida Statutes, and, in addition to the information required in the Notice required by Section 200.069, Florida Statutes, the Appraiser shall include the non-ad valorem assessment levied pursuant to Section 197.3632, Florida Statutes, as separate, itemized entries.
6. Additionally, the Appraiser agrees to make available to Local Government an additional list of the information described in Section 197.3632(3)(b), Florida Statutes, shortly before the September 12, 2016 certification date for Local Government to reflect the changes to the assessment roll between said date and June 1, 2016.
7. In return for the providing of the information as outlined in Paragraphs 3 and 6, Local Government agrees to reimburse the Appraiser, in accordance with Section 197.3632(2), Florida Statutes, for the necessary administrative costs, as described in exhibit 'A', incurred in providing the information.
8. The parties recognize the Appraiser processes changes to the assessment roll through a procedure known as Certificate of Corrections (C of C's). The Appraiser agrees to provide a copy of each C of C's processed to Local Government. The parties recognize Local Government has a process to make changes on its assessment roll. Local Government agrees to provide the Appraiser with information in written form, of any changes it makes.
9. This agreement shall automatically be extended hereafter, from year to year, unless and until terminated by either of the parties. This Agreement may be terminated at any time by the Local Government upon written notice to the Appraiser and payment for all services provided under this Agreement through the date of termination. This Agreement may be terminated at any time by the Appraiser upon written notice to the Local Government; however, notice given by the Appraiser after January 1 and prior to October 1, shall be effective only following completion of certification of that year's non-ad valorem tax roll. Upon cancellation of the Agreement by the Appraiser, the Local Government shall reimburse all outstanding bills to the Appraiser within a reasonable time.

IN WITNESS WHEREOF, the parties or their duly authorized representatives hereby execute this Agreement on the date first written above.

Local Government

By: _____

Gary R. Nikolits, as Palm Beach County Property Appraiser

Attest: _____

Exhibit 'A'

Non Ad Valorem - Cost Summary

The following is a summary of costs which this office will assess to each Local Government that utilizes the uniform method of collection. All costs will be assessed on an annual basis at the end of each Tax Roll cycle. These costs are subject to change, and if a change is to be made the Local Government will be notified of that change at the beginning of the Tax Roll cycle.

(A) There will be an initial cost for setting up the new NAV assessment to the tax roll. The amount to be charged will be the greater of the actual cost and expenses incurred by the Property Appraiser's Office or $500. This cost may include personnel cost, forms, supplies, data processing computer equipment, postage and programming cost.

(B) Administrative services: This fee covers administrative costs and services per F.S. 197.3632(2) which will be assessed to each Local Government annually until the cancellation of the Agreement.

Administrative services = $150.00/ Local Government per year

ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

Governmental Center • 301 N. Olive Avenue, 3rd Floor • West Palm Beach, FL 33401
Mailing Address • Post Office Box 3715 • West Palm Beach, FL 33402-3715
www.pbctax.com • Tel (561) 355-2264 • Fax (561) 355-4123

TOWN OF PALM BEACH
EXHIBIT B
FEB 02 2016
Town Manager's Office

Serving *you*.

Belle Glade
Service Center
2976 State Road 15
Belle Glade
33430

Central Palm Beach
Service Center
4215 South Military Trail
Lake Worth
33463

Delray Beach/South County
Service Center
501 South Congress Avenue
Delray Beach
33445

Palm Beach Gardens
Driver License Office
3185 PGA Boulevard
Palm Beach Gardens
33410

Palm Beach Gardens/NE County
Service Center
3188 PGA Boulevard
Palm Beach Gardens
33410

Royal Palm Beach
Service Center
200 Civic Center Way
Royal Palm Beach
33411

West Palm Beach/Downtown
Service Center
301 North Olive Avenue
West Palm Beach
33401

January 28, 2016

Town of Palm Beach
Mr. Thomas G. Bradford, Town Manager
PO Box 2029
Palm Beach FL 33480

Re: Interlocal Agreement

Dear Mr. Bradford:

Please complete the enclosed Interlocal Agreement for the implementation and collection of the Town of Palm Beach's non-ad valorem assessment billing for Town-wide Underground Utilities Assessment Area and return it to my attention at:

Palm Beach County Tax Collector
Attn: Finance & Budget
301 N. Olive Avenue, 3rd Floor
West Palm Beach FL 33401

Please feel free to contact me at (561) 355-6836 or mdillman@pbctax.com if you have any questions.

Sincerely,

Mary Dillman

Mary Dillman
Administrative Assistant
Finance & Budget

md

Enclosure

AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2016 by and between Anne M. Gannon as Constitutional Tax Collector for Palm Beach County (the "Tax Collector"), and the Town of Palm Beach (the "Town") for the implementation and collection of the Town's non-ad valorem assessments billing Town-wide Underground Utilities Assessment Area as follows:

1. The Town shall meet all the requirements of Florida Statutes 197.3631 and 197.3632 for the implementation of the Town's non-ad valorem assessment billing.

2. Upon the performance by the Town of its requirements in compliance with the above statutes and this Agreement, the Tax Collector agrees to implement the Town's non-ad valorem assessments billing and collection.

3. The Town further agrees that it shall provide to the Tax Collector compensation for the actual cost of collecting these non-ad valorem assessments as provided in Florida Statutes (F.S. Section 197.3632(8)(c). Since the actual costs of collection cannot be precisely determined, the parties agree that one percent (1%) of total collections will be considered the costs.

4. This Agreement shall be in effect for the tax year 2016 and subsequent years thereafter unless canceled by either the Town or the Tax Collector by giving notice in writing to the other by January 10th.

5. This Agreement may be modified by both parties in writing provided such modifications are agreed upon prior to any notice of termination.

6. This Agreement shall be changed, modified, or amended in writing as necessary to conform with any new statutory requirements when and if enacted into law.

7. Subject to the provisions and limitations of Florida Statute 768.28, the Town shall indemnify and save harmless and defend the Tax Collector, its agents, servants, and employees from and against any and all claims, liability, losses, or causes of action which may arise from any misconduct, improper action, negligent act, or omission of the Town, its servants, or employees in the performance of services under this Agreement. The Town acknowledges that the Tax Collector is entering this Agreement without any determination that the Town is legally authorized or qualified to assess these non-ad valorem assessments pursuant to Section 197.3632, Florida Statutes, determine the legality of the assessment, or determine the constitutionality of any lien resulting from nonpayment of the assessment.

8. **Notice**

All notices or other communications hereunder shall be in writing and shall be deemed duly given if delivered in person or sent by certified mail return receipt requested and addressed as follows:

If to the Town:

With a copy to:

If to the Tax Collector:
Honorable Anne M. Gannon
Constitutional Tax Collector,
Serving Palm Beach County
301 North Olive Avenue, Third Floor
West Palm Beach, Florida 33401

With a copy to:
Carmen Richardson,
Director, Finance and Budget Dept.
301 North Olive Avenue, Third Floor
West Palm Beach, Florida 33401

DATED this ____ day of _____, 2016

_____
Anne M. Gannon, as Date
Constitutional Tax Collector
for Palm Beach County

By: _____
Date

ATTEST:

_____

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 38-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending Resolution No. 54-90 so as to Amend the Name of the "Town Hall Square Historic District" to the "Town Square Historic District"; Providing That All Other Provisions of Resolution No. 54-90 Remain Intact; Providing an Effective Date.

Presenter

John S. Page, Director of Planning, Zoning & Building

Supporting Documents

- **Memorandum Dated March 17, 2016 From John S. Page, Director of Planning, Zoning and Building**
- **Resolution No. 38-2016**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: John S. Page, Director of Planning, Zoning & Building

Re: Town Hall Square Historic District Name Change
Resolution No. 38-2016

Date: March 17, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council consider a potential name change, from Town Hall Square Historic District to the simplified Town Square Historic District. If viewed favorably, it is further recommended that the attached Resolution be adopted memorializing the change.

GENERAL INFORMATION

The first of several improvement phases at Memorial Park, including fountain restoration, has been completed and was celebrated by the community-at-large on January 31st of this year. Centennial Commission member Bill Bone reported on the success of that event at the Council's February 9 meeting, and provided additional details about on-going private fundraising and the commitment of the Commission to continue working/coordinating with the Town on the larger streetscape project surrounding the Park. He explained that the Commission is changing its name from the Centennial Commission to the Town Square Commission to better identify its ongoing purpose and to accurately portray the importance of all structures in the approved historic district (not just Town Hall as the name suggests). He asked that the Town Council consider doing the same, renaming the previously designated landmarked property from Town Hall Square Historic District (the name that appears on the 1990 Designation Report and the Town Council Resolution that was adopted at said time) to the more inclusive Town Square Historic District.

The Town Council referred the potential name change to the Landmarks Preservation Commission for recommendation, and further asked for feedback from the Preservation Foundation. This brief history was reported to the Landmarks Preservation Commission at its meeting of March 16, 2016 (following posting of public notice in the local press). Commissioners were informed that the name change would not alter the previous terms of landmarking approval dating back to 1990, nor would the change affect the boundaries of the district. Alex Ives, President, Preservation Foundation of Palm Beach, was present at the

meeting and reported that the Foundation had no strong feelings about the name change. He offered no objection. No comments were received from the general public.

Upon motion to change the district name to Town Square Historic District, the Commission recommended unanimously to recommend same to the Town Council. The attached Resolution, prepared by Town Attorney Randolph, memorializes the change.

TOWN ATTORNEY REVIEW

Please be advised that the Town Attorney has reviewed Resolution No. 38-2016 and has approved it as to legal form and sufficiency.

Attachment

cc: John C. Randolph, Town Attorney
Bill Bone, Centennial Commission
Landmarks Preservation Commissioners

RESOLUTION NO. 38-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION NO. 54-90 SO AS TO AMEND THE NAME OF THE "TOWN HALL SQUARE HISTORIC DISTRICT" TO THE "TOWN SQUARE HISTORIC DISTRICT"; PROVIDING THAT ALL OTHER PROVISIONS OF RESOLUTION NO. 54-90 REMAIN INTACT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 54-90, the Town Council ratified and confirmed the determination of the Landmarks Preservation Commission that certain properties described in said Resolution be designated as an historic district of the Town; and

WHEREAS, Resolution No. 54-90 named the historic district the "Town Hall Square Historic District"; and

WHEREAS, the Landmarks Preservation Commission has recommended to the Town Council that the name, "Town Hall Square Historic District" be modified to read "Town Square Historic District"; and

WHEREAS, it is the intent of the Town Council to change only the name of the historic district designated in Resolution No. 54-90 and for all other provisions of Resolution No. 54-90 remain the same.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, AS FOLLOWS:

Section 1. Resolution No. 54-90 is hereby amended to rename the "Town Hall Square Historic District" to the "Town Square Historic District."

Section 2. All other provisions of Resolution No. 54-90 shall remain intact.

Section 3. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April, 2016.

_____	_____
Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	_____
	Richard M. Kleid, Town Council President Pro Tem
	_____
	Danielle H. Moore, Town Council Member
	_____
ATTEST:	Bobbie Lindsay, Town Council Member
_____	_____
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 41-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order to Seacoast Embroidery, Inc., Through the City of Delray Beach Bid No. 2016-012, in the Amount of $37,578.38 for the Purchase of Uniforms for the Palm Beach Fire Rescue Department; Establishing an Annual Budget Not to Exceed $55,260.

Presenter

Kirk W. Blouin, Director of Public Safety

Supporting Documents

- **Memorandum Dated March 23, 2016, from Kirk W. Blouin, Director of Public Safety**
- **Resolution No. 41-2016**
- **Bid No. 2016-012 Tabulation Sheet - Delray Beach**

TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Kirk W. Blouin, Director of Public Safety

Re: Authorization for the Purchase of Department Personnel Uniforms
RESOLUTION NO. 41-2016

Date: March 23, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council approve Resolution No. 41-2016 for the purchase of uniforms for the Palm Beach Fire Rescue Department from Seacoast Embroidery, Inc., through the City of Delray Beach Bid No. 2016-12, in the annual amount of $37,578.38 and establishing an annual budget not to exceed $55,260.00.

GENERAL INFORMATION

The Town contracts with a uniform provider for the purchase of uniforms for the Fire Department. These services were previously awarded through (Bid No. 2015-02); however, the annual renewal will not be exercised as due diligence has revealed that it is in the Town's best interest to utilize a current City of Delray Beach Contract (Bid No. 2016-012, Fire Department Uniforms) with Seacoast Embroidery Inc. to obtain this service. The awarded contract term is for a three year period with the option of two additional 12-month renewal periods.

The Purchasing Division has reviewed all documents pertaining to the Contract and finds that it is in compliance with Town piggybacking requirements.

FUNDING/FISCAL IMPACT

Funding for this purchase will come from monies available from the existing uniform account which has a total annual budget of $55,260.00.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

The resolution has been approved by the Town Attorney as to form and legal sufficiency.

cc: Jane Struder, Director of Finance
Kirk Blouin, Public Safety Director
Adis Pedraza, Purchasing Manager
John Randolph, Town Attorney

RESOLUTION NO. 41-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER TO SEACOAST EMBROIDERY, INC., THROUGH THE CITY OF DELRAY BEACH BID NO. 2016-012 IN THE AMOUNT OF $37,578.38 FOR THE PURCHASE OF UNIFORMS FOR THE PALM BEACH FIRE RESCUE DEPARTMENT; ESTABLISHING AN ANNUAL BUDGET NOT TO EXCEED $55,260.

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida, as follows:

Section 1: The Town Council of the Town of Palm Beach hereby approves a purchase order to Seacoast Embroidery, Inc. in the amount of $37,578.38 through the City of Delray Beach Bid No. 2016-012, establishing an annual budget not to exceed of $55,260.

Section 2: The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this project.

Section 3: The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the project, including any necessary change order work as recommended by the Director of Public Safety.

PASSED AND ADOPTED in regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April, 2016.

Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	Richard M. Kleid, President Pro Tem
	Danielle H. Moore, Town Council Member
ATTEST:	Bobbie Lindsay, Town Council Member
Susan A. Owens, Town Clerk	Margaret Zeidman, Town Council Member

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
1	5.11 Tactical Polo-SS		Dark Navy	X-Small	No Bid	40.95	34.16	51.50
				Small	No Bid	40.95	34.16	51.50
				Medium	No Bid	40.95	34.16	51.50
				Large	No Bid	40.95	34.16	51.50
				XL	No Bid	40.95	34.16	51.50
				XXL	No Bid	40.95	34.16	51.50
				XXXL	No Bid	45.40	38.52	56.00
2	5.11 Tactical Polo-LS		Dark Navy	X-Small	No Bid	45.40	38.52	56.00
				Small	No Bid	45.40	38.52	56.00
				Medium	No Bid	45.40	38.52	56.00
				Large	No Bid	45.40	38.52	56.00
				XL	No Bid	45.40	38.52	56.00
				XXL	No Bid	45.40	38.52	56.00
				XXXL	No Bid	49.80	42.88	60.50
3	5.11 Tactical Polo-SS		Grey	X-Small	No Bid	40.95	34.16	51.50
				Small	No Bid	40.95	34.16	51.50
				Medium	No Bid	40.95	34.16	51.50
				Large	No Bid	40.95	34.16	51.50
				XL	No Bid	40.95	34.16	51.50
				XXL	No Bid	40.95	34.16	51.50
				XXXL	No Bid	45.45	38.52	56.00
4	5.11 Tactical Polo-LS		Grey	X-Small	No Bid	40.40	38.52	56.00
				Small	No Bid	40.40	38.52	56.00
				Medium	No Bid	40.40	38.52	56.00
				Large	No Bid	40.40	38.52	56.00
				XL	No Bid	40.40	38.52	56.00
				XXL	No Bid	40.40	38.52	56.00
				XXXL	No Bid	49.80	42.88	60.50
5	5.11 Tactical Polo-SS		White	X-Small	No Bid	40.95	34.16	51.50
				Small	No Bid	40.95	34.16	51.50
				Medium	No Bid	40.95	34.16	51.50
				Large	No Bid	40.95	34.16	51.50
				XL	No Bid	40.95	34.16	51.50
				XXL	No Bid	40.95	34.16	51.50
				XXXL	No Bid	45.45	38.52	56.00
6	5.11 Tactical Polo-LS		White	X-Small	No Bid	45.40	38.52	56.00
				Small	No Bid	45.40	38.52	56.00
				Medium	No Bid	45.40	38.52	56.00
				Large	No Bid	45.40	38.52	56.00
				XL	No Bid	45.40	38.52	56.00
				XXL	No Bid	45.40	38.52	56.00
				XXXL	No Bid	49.80	42.88	60.50

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
7	5.11 Professional T-SS		Dark Navy	X-Small	No Bid	22.45	19.87	33.60
				Small	No Bid	22.45	19.87	33.60
				Medium	No Bid	22.45	19.87	33.60
				Large	No Bid	22.45	19.87	33.60
				XL	No Bid	22.45	19.87	33.60
				XXL	No Bid	22.45	19.87	33.60
				XXXL	No Bid	25.73	23.09	36.95
8	5.11 Professional T-LS		Dark Navy	X-Small	No Bid	25.70	23.41	36.95
				Small	No Bid	25.70	23.41	36.95
				Medium	No Bid	25.70	23.41	36.95
				Large	No Bid	25.70	23.41	36.95
				XL	No Bid	25.70	23.41	36.95
				XXL	No Bid	25.70	23.41	36.95
				XXXL	No Bid	28.90	26.68	40.50
9	5.11 Performance Polo-LS		ALL	Medium	No Bid	25.30	34.16	51.50
				Large	No Bid	25.30	34.16	51.50
				XL	No Bid	25.30	34.16	51.50
				XXL	No Bid	25.30	34.16	51.50
				XXXL	No Bid	28.60	38.52	56.00
10	5.11 Station T Shirt-SS		Dark Navy	X-Small	No Bid	12.92	12.25	N/A
				Small	No Bid	12.92	12.25	19.00
				Medium	No Bid	12.92	12.25	19.00
				Large	No Bid	12.92	12.25	19.00
				XL	No Bid	12.92	12.25	19.00
				XXL	No Bid	12.92	12.25	19.00
				XXXL	No Bid	16.21	15.52	22.50
11	5.11 Station T Shirt-LS		Dark Navy	X-Small	No Bid	15.65	14.97	N/A
				Small	No Bid	15.65	14.97	21.85
				Medium	No Bid	15.65	14.97	21.85
				Large	No Bid	15.65	14.97	21.85
				XL	No Bid	15.65	14.97	21.85
				XXL	No Bid	15.65	14.97	21.85
				XXXL	No Bid	17.54	19.33	26.50
12	5.11 Class A-SS		White	Small	No Bid	39.65	36.90	36.95
				Medium	No Bid	39.65	36.90	36.95
				Large	No Bid	39.65	36.90	36.95
				XL	No Bid	39.65	36.90	36.95
				XXL	No Bid	39.65	36.90	36.95
				XXXL	No Bid	42.95	40.17	40.50
13	5.11 Class A-LS		White	Small	No Bid	39.68	36.90	36.95
				Medium	No Bid	39.68	36.90	36.95
				Large	No Bid	39.68	36.90	36.95

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
				XL	No Bid	39.68	36.90	36.95
				XXL	No Bid	39.68	36.90	36.95
				XXXL	No Bid	42.95	40.17	40.50
14	Flying Cross LS		White	Small	No Bid	32.95*	42.24	42.75
				Medium	No Bid	32.95*	42.24	42.75
				Large	No Bid	32.95*	42.24	42.75
				XL	No Bid	32.95*	42.24	42.75
15	5.11 Utilty PT Shorts		Dark Navy	Small	No Bid	24.95	23.83	27.50
				Medium	No Bid	24.95	23.83	27.50
				Large	No Bid	24.95	23.83	27.50
				XL	No Bid	24.95	23.83	27.50
				XXL	No Bid	24.95	23.83	27.50
				XXXL	No Bid	27.80	27.09	30.75
16	5.11 Stryke Pant w/Flex-Tac		Dark Navy	28-44	No Bid	58.50	46.36	53.25
				46-54	No Bid	58.50	52.22	59.95
17	5.11 Class A-SS		Dark Navy	28-44	No Bid	41.50	33.28	35.85
				46-54	No Bid	41.50	36.40	39.20
18	5.11 Class A-LS		Dark Navy	28-44	No Bid	72.95*	34.66*	39.50
				46-54	No Bid	72.95*	34.66*	47.50
19	Elbeco Prestige Class A Pa		Dark Navy	28-42	No Bid	58.99	64.96*	(28-44)66.25*
				44-50	No Bid	58.99	71.46*	(46-54)79.50*
				52-54	No Bid	58.99	77.95*	(54)79.50*
20	TRU-SPEC EMS Pants		Dark Navy	28-44	No Bid	34.75	34.66	34.30*
				46-54	No Bid	34.75	40.51	38.50*
				46-54	No Bid	34.75	40.51	41.30*
21	Topps Safety PC04-1605		Dark Navy	38-50	No Bid	119.75	106.59	(38-48) 144.5
				52-54	No Bid	119.75	106.59	(50+) 166.85
				56-58	No Bid	119.75	106.59	(50+)166.85
22	Flying Cross Single Breasted		Dark Navy	38-50	No Bid	224.00* (up to 56)	258.73	249.80
				52-54	No Bid	224.00* (up to 56)	284.60	274.80
				56-58	No Bid	224.00* (up to 56)	310.48	No Bid
23	Flying Cross Double Breas		Dark Navy	38-50	No Bid	224.00* (up to 56)	239.20	231.85
				52-54	No Bid	224.00* (up to 56)	263.12	255.10

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
				56-58	No Bid	224.00* (up to 56)	287.04	No Bid
24	Flying Cross Pants		Dark Navy	28-42	No Bid	63.50*	72.80	70.60
				44-50	No Bid	63.50*	80.08	77.65
				52-54	No Bid	63.50*	87.36	No Bid
25	Bates High Gloss Shoes		Black	4-15	No Bid	48.75	50.96	52.50
26	Bates High-Shine Shoes		Black	4-15	No Bid	58.90	60.08	64.00
27	Haix Airpower R7 Work Boot		Black	4.5-15	No Bid	169.75	108.00*	203.95
28	Hair Airpower XR1 Work Boot		Black	4.5-15	No Bid	233.75	220.00*	281.00
29	Red Wing Boot 4473		Black	6-12,13,14	No Bid	167.00*	172.80*	No Bid
30	Red Wing Boot 5266		Black	4-12,13,14	No Bid	79.90*	84.37*	No Bid
31	Red Wing Boot 5290		Black	4-12,13,14	No Bid	58.50*	89.75*	No Bid
32	Red Boot USBBK11		Black	4 - 14	No Bid	119.75	90.45*	No Bid
33	Leather 1.75 Plain Belt/ Silver		Black	28-44	No Bid	12.50	19.46*	17.50
				46-54	No Bid	12.50	21.41*	20.60
				56-60	No Bid	12.50	23.35*	21.90
34	Leather 1.75 Plain Belt/ Gold Buckle		Black	28-44	No Bid	12.50	19.46*	17.50
				46-54	No Bid	12.50	21.41*	20.60
				56-60	No Bid	12.50	23.35*	21.95
35	Leather 1.75 Hi- Gloss Belt/ Silver Buckle		Black	28-44	No Bid	18.90	24.36*	20.60
				46-54	No Bid	18.90	26.80*	25.50
				56-60	No Bid	18.90	29.23*	26.95

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
36	Leather 1.75 Hi- Gloss Belt/Gold Buckle		Black	28-44	No Bid	18.90	24.36*	20.60
				46-54	No Bid	18.90	26.80*	25.50
				56-60	No Bid	18.90	29.23*	26.95
37	Uniform Rappel Belt		Black	small	No Bid	30.50*	66.00	28.75*
				Medium	No Bid	30.50*	66.00	28.75*
				Large	No Bid	30.50*	66.00	28.75*
				XL	No Bid	30.50*	66.00	28.75*
38	Bayly-Bell Crown White Dress Hat #07GB1D3		White	6 3/8-8	No Bid	89.00*	116.51	77.75
	Bayly-Bell Crown White Dress Hat 976803		Navy	6 3/8-8	No Bid	47.90*	85.40	43.50
39	Bayly-Bell Crown White Dress Hat #07GB8D3		White	6 3/8-8	No Bid	89.00*	96.99	111.25
40	Bayly-Bell Crown White Dress Hat		White	63/8-8	No Bid	89.00*	116.51	111.25
41	5.11 Responder Parka		Dark Navy	Small	No Bid	214.90	225.86	248.50
				Medium	No Bid	214.90	225.86	248.50
				Large	No Bid	214.90	225.86	248.50
				XL	No Bid	214.90	225.86	248.50
				XXL	No Bid	214.90	225.86	248.50
				XXXL	No Bid	214.90	237.33	259.50
42	Breakaway Dress Tie		Navy	Regular	No Bid	6.50	6.75*	5.20
			Navy	Long	No Bid	6.50	7.05*	5.20
			Black	Regular	No Bid	6.50	6.75*	5.20
			Black	Long	No Bid	6.50	7.05*	5.20
43	Dress Hand Tie		Navy	Regular	No Bid	4.95	3.60*	4.00
			Navy	Long	No Bid	4.95	3.97*	4.00
			Black	Regular	No Bid	4.95	3.60*	4.00
			Black	Long	No Bid	4.95	3.97*	4.00
44	Cotton Parade Glove		White	small	No Bid	4.96	4.00*	4.00
				Medium	No Bid	4.96	4.00*	4.00
				Large	No Bid	4.96	4.00*	4.00
				XL	No Bid	4.96	4.00*	4.00
				XXL	No Bid	4.96	4.00*	4.00

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
45	Water Safety Products-922 Lifeguard Board Short		White	Small	No Bid	29.75*	26.05	27.50
				Medium	No Bid	29.75*	26.65	27.50
				Large	No Bid	29.75*	26.65	27.50
				XL	No Bid	29.75*	26.65	27.50
				XXL	No Bid	29.75*	26.65	27.50
				XXXL	No Bid	29.75*	32.63	27.50
46	Superior Cotton Knit Beanie 12"		Navy	Fit All	No Bid	4.25*	5.00	5.00
47	Fahrenhit 679 Sun Protection Hat		NAvy	Small	No Bid	16.50*	19.50	No Bid
				Medium	No Bid	16.50*	19.50	No Bid
				Large	No Bid	16.50*	19.50	No Bid
				XL	No Bid	16.50*	19.50	No Bid
48	FlexFit Pro-Formance 6580 Cap		Navy	small	No Bid	14.75	11.40	15.00
				Medium	No Bid	14.75	11.40	15.00
				Large	No Bid	14.75	11.40	15.00
				XL	No Bid	14.75	11.40	15.00
49	Name Tag			Rho-Glo	12.12*	9.99	9.90*	15.50
				Hi-Glo	16.20	9.99	9.90*	22.45
50	Servicing Since Bar J6			Rho-Glo	11.33*	9.99	9.90*	14.15
				Hi-Glo	12.49	9.99	9.90*	16.15
51	FD Jacket Collar insignia			Rho-Glo	11.70*	9.99	10.35*	29.60
52	Jacket Collar Insignia w/Bugles		A2875 Hi-Glo 2		11.17	12.99	2.70*	25.95
			A2873 Hi-Glo 3		11.17	12.99	2.70*	25.95
			A2872 Hi-Glo 4 Bugles		11.17	12.99	2.70*	25.95
			A2871 Hi-Glo 5 Bugles		11.17	12.99	2.70*	25.95
53	Dress Hat Insgnia 1 5/8"		A2327 Rho-Glo Ladder		14.45	18.99	16.65*	19.45
			A6864 Rho-Glo Engine		14.45	18.99	16.65*	19.45
54	Dress Hat 1 5/8" Bugles		A175 Hi-Glo 2 Bugles		14.45	18.99	19.80*	19.45
			A2910 Hi-Glo 3 Bugles		14.45	18.99	19.80*	19.45
			A1962 Hi-Glo 4 Bugles		14.45	18.99	19.80*	19.45
			A2811 Hi-Glo 5 Bugles		14.45	18.99	19.80*	19.45
55	Colar Insignia		J51 Hi-Glo		5.34*	5.94	2.70*	6.30
			J53 Hi-Glo		5.34*	5.94	2.70*	6.30
			J54 Hi-Glo		5.34*	5.94	2.70*	6.30
			J55 Hi-Glo		5.34*	5.94	2.70*	6.30
56	Emergency Paramedic Pin		A7303 Hi-Glo		15.30	18.88	16.20*	20.90
57	FD Tie Clip		J86 Rho-Glo		6.88*	7.75	20.70*	8.30
			J86 Rho-Glo		6.88*	7.75	23.40*	8.30

Bid No 2016-012
Fire Department Uniforms
City of Delray Beach

Attachement A					Lawmen's & Shooters' Supply Inc:10.09.15@10:53 AM	Designlab, Inc. :10.09.15@1:53 PM	Seacoast Embroidery, Inc. Received:10.08.15@2:52 PM	Red the Uniform Tailor Received:10.09.15@10:53 AM
Item	Description	Special Instuctions	Color	Size				
58	Fire Chief Badge 158C				32.20	64.50	85.50	47.90*
59	Assitanct Chief Badge 158C				32.20	64.50	85.50	47.90*
60	Division Chief Badge 158C				32.20	64.50	85.50	47.90*
61	Battalion Chief Badge				32.20	64.50	85.50	47.90*
62	Captain Badge 158C				32.20	64.50	85.50	47.90*
63	paramdeic Badge 158C				32.20	64.50	85.50	47.90*
64	Engineer Badge 158C				32.20	64.50	85.50	47.90*
65	Firefighter Badge 158C				32.20	64.50	85.50	47.90*
66	Watermen Super-Stretch		NAVY	20-44	No Bid	No Bid	40.50	No Bid
67	Women's Professional Boardshort			0-16	No Bid	No Bid	32.25	No Bid
68	Nike Swim Nylon Core Tank		NAVY	20-44	No Bid	No Bid	35.25*	No Bid
69	Port Authority J310 Ranger		NAVY	Small	No Bid	No Bid	80.99	98.75
				Medium	No Bid	No Bid	80.99	98.75
				Large	No Bid	No Bid	80.99	98.75
				XL	No Bid	No Bid	80.99	98.75
70	Hanes Short Sleeve T-Shirt			Small	No Bid	No Bid	7.98	28.50
				Medium	No Bid	No Bid	7.98	28.50
				Large	No Bid	No Bid	7.98	28.50
				XL	No Bid	No Bid	7.98	28.50
71	Hanes Long Sleeve T-Shirt			Small	No Bid	No Bid	12.36	31.50
				Medium	No Bid	No Bid	12.36	31.50
				Large	No Bid	No Bid	12.36	31.50
				XL	No Bid	No Bid	12.36	31.50
72	Gildan 7.5 oz Sweastshit			Small	No Bid	No Bid	18.77	32.50
				Medium	No Bid	No Bid	18.77	32.50
				Large	No Bid	No Bid	18.77	32.50
				XL	No Bid	No Bid	18.77	32.50
73	Otto Air Mesh		NAVY	Fit All	No Bid	No Bid	7.80	12.00
74	Apoloo Microfiber Sun Hat		NAVY	Fit All	No Bid	No Bid	16.46	No Bid

*** Denotes alternate item proposed**

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 42-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Providing Authorization for a Contract Extension for Tree Trimming and Pruning Services to Zimmerman Tree Service, in an Amount Not-to-Exceed $176,116 for Tree Trimming and Pruning Services, and Establishing a Project Budget of $185,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 16, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 42-2016**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P.E., Director of Public Works

Re: Authorization for a Contract Extension for Tree Trimming and Pruning Services to Zimmerman Tree Service
Resolution No. 42-2016

Date: March 16, 2016

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 42-2016, authorizing a contract extension to Zimmerman Tree Service, for tree trimming and pruning services in an amount not-to-exceed $176,116, and establish an overall budget of $185,000.

GENERAL INFORMATION

The operation for trimming and pruning of the Town's trees was changed in FY10 from a Town staff operation to utilizing a professional tree trimming contractor. This change has been very successful. The contractor trims the royal palms twice a year and performs maintenance trimming on other trees in Town owned parks and right-of-ways. Coconut palm tree trimming is contracted separately.

The vendor provides an hourly price based on using two (2) or three (3) men crews and the crews are supervised under the direction of the Town arborist and/or the Parks Bureau Supervisor. The trimming and pruning historically averages 800 hours for the two (2) man crews and 200 hours for the three (3) man crews. This bid also includes provisions for the trimming of the historic and specimen trees and to provide maintenance of traffic while performing their services. Maintenance of traffic was not always properly performed and required Town staff support.

The Town issued Bid No. 2015-08 for the tree trimming and pruning services. On March 24, 2015, Zimmerman Tree Service was awarded the contract and has performed satisfactorily. The contract provides for the option of four (4) twelve (12) month renewals with all original terms, conditions, and pricing. This is the first renewal to this contract. The contractor has requested a CPI increase of 1.2% as detailed in the terms of their contract. This will increase their hourly rate for each of the crew structures and the overall cost based on the bid quantities to $176,116. A 5% contingency has been included in the overall budget for unforeseen conditions or special trimmings.

FUNDING/FISCAL IMPACT

The contract prices are higher than previous tree trimming contract prices but were obtained using competitive bids. Staff will continue to evaluate the impact and adjust the budget for FY16 and FY17 accordingly.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Struder, Finance Director
Eric B. Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Division Manager
Adis Pedraza Purchasing Manager

RESOLUTION NO. 42-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, PROVIDING AUTHORIZATION FOR A CONTRACT EXTENSION FOR TREE TRIMMING AND PRUNING SERVICES TO ZIMMERMAN TREE SERVICE, IN AN AMOUNT NOT-TO-EXCEED $176,116 FOR TREE TRIMMING AND PRUNING SERVICES, AND ESTABLISHING A PROJECT BUDGET OF $185,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

WHEREAS, a contract was awarded on March 24, 2015, to Zimmerman Tree Service to provide tree trimming and pruning services to the Town of Palm Beach; a copy of which is on file with the Purchasing Division of the Town of Palm Beach; and

WHEREAS, vendor has agreed to an extension of the terms and conditions of the said contract, which is on file with the Purchasing Division of the Town of Palm Beach; and

WHEREAS, Zimmerman Tree Service has provided acceptable service under that contract; and

WHEREAS, that contract allows for four (4) twelve (12) month extensions.

NOW, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

Section 1. The Town Council of the Town of Palm Beach hereby authorizes a contract extension to Zimmerman Tree Service, in an amount not-to-exceed $176,116 for Town-wide tree trimming and pruning services, and establishes an overall project budget of $185,000.

Section 2. The Town Manager is hereby authorized to execute this contract extension on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 12th day of April 2016.

Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	Richard M. Kleid, Council President Pro Tem
	Bobbie Lindsay, Town Council Member
ATTEST:	Danielle H. Moore, Town Council Member
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 43-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order to A.D.A. Engineering, Inc., for Preliminary Analysis and Design Services for the D-2 and D-9 Drainage Basins in the Amount of $82,340 and Establishing a Total Engineering Budget of $90,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 28, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 43-2016**
- **A.D.A. Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., and Director of Public Works

Re: Approve a Purchase Order for Preliminary Analysis and Design Services for the D-2 and D-9 Drainage Basins
Accelerated Capital Improvement Program - Phase 2
Resolution No. 43-2016

DATE: March 28, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution 43-2016 approving a purchase order to A.D.A Engineering, Inc. (ADA), for Preliminary Analysis and Design in the amount of $82,340 for the D-2 and D-9 Drainage Basins and establishing a total engineering budget of $90,000 including contingency.

GENERAL INFORMATION

The D-2 and D-9 drainage basins are located at the north end of Town. The D-9 drainage basin coverage area is from East Inlet Drive south to Angler Avenue, while the D-2 drainage basin covers the area from Angler Avenue south to between Nightingale Trail and La Puerta Way. Each individual basin contains a stormwater distribution system that consists of a pump station, inlets, and various sizes and lengths of piping. The drainage collection systems within these basins convey stormwater to its designated pumping station and then discharges into the intracoastal waterway.

The D-2 and D-9 drainage basins presently function independently. The drainage analysis and preliminary design will determine if efficiencies and safety redundancies can be achieved through the joint operation of the drainage basins via interconnection. The drainage analysis is necessary before any design considerations can be implemented.

Town staff has secured a proposal from ADA to conduct field reviews, data collection, and model development, establish levels of service, and produce a final report. We have negotiated a preliminary analysis and design proposal with ADA in the amount of $82,340 for the scope of services identified in their proposal. Staff recommends a total engineering budget of $90,000 which includes $7,660 in general contingency.

FUNDING/FISCAL IMPACT

Funding for this project is fully contained within the Town's Accelerated Capital Improvement Program - Phase 2.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Finance Director
Eric Brown, P.E., Assistant Director of Public Works
William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Senior Project Engineer
Douglas Terry, Water Resources Division Manager
Jeffrey Sanon, P.E., Project Engineer
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 43-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER TO A.D.A. ENGINEERING, INC., FOR PRELIMINARY ANALYSIS AND DESIGN SERVICES FOR THE D-2 AND D-9 DRAINAGE BASINS IN THE AMOUNT OF $82,340 AND ESTABLISHING A TOTAL ENGINEERING BUDGET OF $90,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order to A.D.A. Engineering, Inc. in the amount of $82,340, for preliminary analysis and design services for the D-2 and D-9 Drainage Basins, and establishes a total engineering budget of $90,000 including contingency.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

West Palm Beach Office
1800 Old Okeechobee Rd,
Suite 202
West Palm Beach, FL 33409
PH: 561.615.8880
www.adaeng.net

March 28, 2016

William K. Francis, P.E.
Town Engineer
Town of Palm Beach
951 Old Okeechobee Rd, Suite A
West Palm Beach, Florida 33401

RE: D-2 TO D-9 DRAINAGE BASIN INTERCONNECT ASSESSMENT STUDY

Dear Mr. Francis:

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to submit this Task Order proposal for professional engineering services associated with a hydrologic/hydraulic modeling study to evaluate the potential for significant improvements to flood protection with an effective interconnection between the D-2 and D-9 Drainage Basins which are located in the northern 160 acres of the Town. The contractual framework of this Task Order is based on the Professional Services Agreement between the Town and ADA, dated December 2015. This Task Order defines the scope of work, schedule, exclusions, and compensation for the professional engineering services associated with this project.

I. SCOPE OF WORK

The Scope of Work is comprised of the following essential tasks:

Task 1 – Data Collection, Review and Coordination
Task 2 – Model Development
Task 3 – Establishing Existing Level of Service for Flood Protection
Task 4 – Simulating Proposed Improvements via Interconnection
Task 5 – Final Report

Below is a description of the level of effort associated with each of these tasks.

Task 1 – Data Collection, Review and Coordination

ADA will attend up to three meetings with staff including a kickoff meeting and a meeting to review the results. Prior to the kickoff meeting, ADA will have performed an initial review of all available data and prepared an overview of the findings to lead the discussion with Town Staff. In addition, a Project Management Plan will be presented for Town review at the kickoff meeting. Coordination between the Town and ADA will occur on an as-needed basis and will include periodic status updates. A field visit will be performed to review the overall surface drainage system.

The primary advantage of a basin interconnect study is to determine the infrastructure needed to leverage situations where one basin has storage or discharge capacity while the other basin is flooded. First the storage and discharge capacity of each basin must be determined during various rainfall events. Then simulations of potential flooding conditions are created using the computer model. Once the flooding issues are identified in each location, different pipe sizes are tested to determine what type of interconnect will be most cost effective to reduce flooding.

It is assumed for the purposes of this scope of work that ADA will develop a hydrologic/hydraulic representation of the D-2 and D-9 basins as well as all related drainage infrastructure using the ICPR4 modeling tool. In order to develop a model of both basins, ADA will use readily available data. The following datasets and sources are assumed to be readily available and will be used to establish the hydrology and hydraulics of the system:

Dataset	Source
Topography	LiDAR
Soil Storage	NRCS Soils and Green-Ampt Method
Impervious Area	Interpreted from LiDAR and Infrared Photography
Topography DEM	LiDAR
Rainfall Data	SFWMD Design Storms (SFWMD ERP Volume II Applicant Handbook)
Seasonal High Water Table	USGS Maps
Roadway Edge of Pavement Elevations	LiDAR
Roadway Centerline Elevations	LiDAR
Building Finished Floor Elevations	Records or Assumed Freeboard above Crown of Road
Geometry of Inlets (Location, Elevation, Pipe Inverts and Orientation)	Town of Palm Beach GIS Atlas
Geometry of Manholes (Location, Elevation, Pipe Inverts and Orientation)	Town of Palm Beach GIS Atlas
Geometry of Pipes (Location, Size, Length)	Town of Palm Beach GIS Atlas
Operational Data for Pump Stations (On/Off Elevations, Rating Curves)	Town of Palm Beach Records

In order to generate an accurate representation of storage capacity, calculations will be performed to determine building footprints and exclude the buildings from the stage storage and overland flow areas. Available datasets for building footprints are inaccurate. LiDAR datasets acquired in 2007 by the Florida Division of Emergency Management (FDEM) will be used for the Digital Elevation Model (DEM) with a cell resolution of 5 feet. This is a "bare earth" dataset devoid of buildings. Combining this

data with aerial infrared photography will allow ADA to separate the buildings from the tree canopies and to develop an overall spatial dataset of impervious areas which will require some digitizing and manual correction. A substantial amount of manual correction is anticipated due to the high number of tree canopies which obscure the aerial data.

Based on a review of the Town's GIS atlas, there are roughly 100 manholes, 200 inlets and 300 pipes in the combined D-2 and D-9 Basins. This data will be used to develop the geometry needed to define the drainage infrastructure in ICPR4. For the purposes of this effort, the geometric data in the Atlas will be verified using only the information available in the D-2 and D-9 Drainage Studies. No field services such as survey or geotechnical investigations will be utilized in verifying available data. At the kickoff meeting, ADA will review these items with Town staff to verify that all information utilized represents the latest information available.

Task 2 –Model Development

Based on the data collected as part of Task 1, ADA will develop a representation of the D-2 and D-9 Drainage Basins in ICPR4. In order to minimize the distorting effects of imposing subbasin boundaries in one-dimensional models, the two-dimensional component of ICPR4 allows for direct usage of the Digital Elevation Model to determine direction of flow, flooding extent and depth.

The hydrologic component of the model will be developed based on use of the Green-Ampt method to determine infiltration capacity, impervious area, and seasonal high water table to determine rainfall-runoff relationship. Break-points and break-lines will be incorporated into the LIDAR Digital Elevation Model (DEM) in order to define overland flow characteristics. Building footprints will be utilized to be excluded from availability for surface storage or overland flow. To be consistent with the D-2 and D-9 Drainage studies, the design storm events that will be simulated are as follows:

- 1-year, 1-hour
- 3-year, 1-hour
- 100-year, 3-day

The hydraulic network will be developed using the Town's Atlas to define inlets, manholes and pipes. The inlets will be linked to the two-dimensional representation of the surface. For modeling purposes, inlets in intersections by be treated as a single inlet based on the lowest grate elevation. The discharge pumps will be modeled using operational data provided by the Town, and the downstream boundary condition will be based on tidal conditions determined through coordination with Town staff.

ADA will submit three (3) sets of the Model Development Technical Memorandum for review and comment by the Town. Once the review is complete, ADA will meet with

Town staff to review the comments and discuss any necessary modifications or revisions.

Task 3 – Establishing Existing Level of Service for Flood Protection

Once developed, simulations will be run to evaluate the level of service of flood protection provided by the existing system. The simulations will be run for a variety of scenarios. The 1-year, 3-year and 100-year design storms will be simulated with the rain applied to both the D-2 and D-9 sub-basins as well as with the rainfall applied to only one sub-basin and then the other. This approach will allow for a baseline condition to determine the effectiveness of existing interconnections and provide insight for potential improvements to the sub-basin interconnects. The level of service will be defined based on roadway and structural flooding. The lowest existing level of service rainfall condition will be identified as the controlling condition for testing interconnection alternatives.

ADA will submit three (3) sets of the Existing Level of Service Technical Memorandum for review and comment by the Town. Once the review is complete, ADA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 4 – Simulating Proposed Improvements via Interconnection

Once the existing level of service has been established, a series of simulations will be prepared to evaluate the impact of up to 3 potential interconnects in the drainage infrastructure on the west side (North Lake Way) or the east side (North Ocean Blvd) of the basins. Weir structures and pipes of various sizes will be considered in determining the most effective improvement. Each of the 3 alternative interconnections will be tested against the rainfall volume and distribution that resulted in the lowest level of service in Task 3. Once the most effective interconnection approach has been identified, simulations will be performed to evaluate the proposed level of service assuming the 1-year, 3-year and 100-year design storms are applied to both the D-2 and D-9 sub-basins as well as applied to only one sub-basin and then the other.

ADA will submit three (3) sets of the Proposed Level of Service Technical Memorandum for review and comment by the Town. Once the review is complete, ADA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 5 – Final Report

Based on the findings from Tasks 2 and 3 and comments from Town staff, ADA will prepare a Draft Report describing the assumptions and approach of the analysis as well as providing a description of the recommended improvements to the system to efficiently interconnect the D-2 and D-9 Basins. The Draft Report will include a

conceptual plan for the proposed improvement and an Opinion of Probable Construction Cost for implementation. ADA will submit three (3) sets of the Draft Report for review and comment by the Town Staff. After meeting with Town staff, ADA will be available to present the findings of the Draft Report to Town Council or any related Boards as requested. Once all staff and stakeholders have provided comments, a Final Report will be developed incorporating all revisions to the Draft Report. ADA will submit three (3) sets of the Final Report to the Town

II. SCHEDULE

We are prepared to initiate our work within one week of receiving your written authorization of this proposal. ADA will complete the work outlined in the Scope of Work based on the following timeline starting with issuance of the notice to proceed.

Task	Weeks from NTP
1 – Data Collection, Review & Coordination	4
2 – Model Development	8
3 – Establishing Existing LOS Flood Protection	12
4 – Simulating Proposed Improvements	16
5 – Final Report	18

III. EXCLUSIONS

The services outlined below are not included as part of the scope of work, although additional service agreements can be executed to assist the Town with these services if necessary:

- Topographic surveys
- Geotechnical studies
- Preparing conceptual or construction Environmental Resources Permits

IV. COMPENSATION

ADA will be compensated for the services described above on a time and material basis with a not to exceed fee of $82,340.00. Payment for services will be made in accordance with the Professional Services Agreement between the Town and ADA, dated December 2015. The attached fee estimate shows the costs associated with each of the tasks outlined in the scope of work.

We look forward to assisting the Town on this important project assignment. If you have any questions or need additional information, please do not hesitate to contact me at (561) 227-9113.

A.D.A. ENGINEERING, INC.

Brent Whitfield, P.E.
Associate Vice President

Enclosures: Fee Estimate

cc. Jeff Sanon, PE (Town of Palm Beach)
Jeff Hiscock, PE (ADA Engineering)
Alex Vazquez, PE (ADA Engineering)

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 44-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Increasing the Contract Amount to Christmas Designers, Inc., in the Amount of $2,100 for Rental of Palm Tree Lighting on Royal Poinciana Way, and Establishing a New Project Budget of $91,600.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 25, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 44-2016**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Acceptance of Donation for Rental of Palm Tree Lighting on Royal Poinciana Way
Resolution No. 44-2016

DATE: March 25, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 44-2016 to increase the holiday decoration and lighting contract in the amount of $2,100 and to establish a new contract budget of $91,600.

GENERAL INFORMATION

At the September 10, 2015 Town Council meeting, Council approved Resolution 140-2015 in the amount of $89,500 for the installation, removal, and storage of the holiday trees, decorations and palm tree lighting with Christmas Designers, Inc. This included the extended rental of the lighting on the Worth Avenue palm trees which is funded via donation from the Worth Avenue Association. Due to a request for additional rental of lighting on the royal palms on Royal Poinciana Way, staff is requesting that an additional $2,100 be added to the budget and a new budget amount of $91,600 be established. Council provided verbal confirmation for this request at the January 12, 2016 meeting and this Resolution is for documentation of approval.

FUNDING/FISCAL IMPACT

Funding is from donation by the merchants of Royal Palm Way and there are sufficient funds in this account for this extension.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Struder, Director of Finance
Eric Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Maintenance Division Manager
Adis Pedraza, Purchasing Agent

RESOLUTION NO. 44-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, INCREASING THE CONTRACT AMOUNT TO CHRISTMAS DESIGNERS, INC., IN THE AMOUNT OF $2,100 FOR RENTAL OF PALM TREE LIGHTING ON ROYAL POINCIANA WAY, AND ESTABLISHING A NEW PROJECT BUDGET OF $91,600.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

Section 1. The Town Council of the Town of Palm Beach hereby increases the contract amount to Christmas Designers, Inc, in the amount of $2,100 for the temporary palm tree lighting on Royal Poinciana Way, and establishes a new project budget of $91,600.

Section 2. The Town Manager is hereby authorized to execute a change order on behalf of the Town of Palm Beach for these services.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the additional services, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach on this 12th day of April, 2016.

Gail L. Coniglio, Mayor

Michael J. Pucillo, Town Council President

Richard M. Kleid, Council President Pro Tem

Bobbie Lindsay, Town Council Member

ATTEST:

Danielle H. Moore, Town Council Member

Susan A. Owens, MMC, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 46-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing an Increase to Purchase Order No. 160345 to Coach Comp America, in the Amount of 10,500 for a New Total of $35,000.

Presenter

Danielle Olson, Director of Human Resources

Supporting Documents

- **Memorandum dated April 1, 2016, from Danielle Olson, Director of Human Resources**
- **Resolution No. 46-2016**

TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Danielle Olson, Director of Human Resources

Re: Approval of Increase of Purchase Order #160345
[Resolution No. 46-2016]

Date: April 1, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council adopt Resolution No. 46-2016, approving an increase of $10,500 to Purchase Order 160345 to Coach Comp America for medical services to include, physical examinations for applicants and applicable Public Safety and Public Works employees, blood specimen collection, hair and urine specimen collection and vaccinations. The increase brings the Purchase Order to a new total of $35,000.

GENERAL INFORMATION

In accordance with the Town's Purchasing and Procedures Manual, contractual Medical Services are exempt from competition. In April of 2015, the Town negotiated an agreement with Coach Comp for the provision of professional medical services while the Town solicited and negotiated an agreement with a physician to offer in house services (to be provided at the Town's clinic).

Staff is currently in the final stages of securing a contract for these services While we work to secure the contract, pre-employment drug screenings, physicals, and post-employment physicals for Public Safety/Public Works must continue in order to continue recruitment and maintain compliance with the Drug Free Workplace Act.

FUNDING/FISCAL IMPACT

There are sufficient funds in the Human Resources budget for FY16. Therefore, no additional funds are being requested.

PURCHASING REVIEW

The Purchasing Division has reviewed this item and approves as recommended.

TOWN ATTORNEY REVIEW

The Resolution has been approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Struder, Director of Finance
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 46-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AUTHORIZING AN INCREASE TO PURCHASE ORDER NO. 160345 TO COACH COMP AMERICA, IN THE AMOUNT OF 10,500 FOR A NEW TOTAL OF $35,000.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

Section 1. The Purchasing Division of the Finance Department is hereby authorized to increase purchase order 160345 in the amount of $10,500.00 to Coach Comp America, allowing for a total budget of $35,000 for medical services to include, physical examinations for applicants and applicable Public Safety and Public Works employees, blood specimen collection, hair and urine specimen collection and vaccinations.

Section 2. The Town Manager is hereby authorized to increase this purchase order on behalf of the Town of Palm Beach.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further action as may be necessary to effectuate the implementation of these services, including any necessary change order work as recommended by the Human Resources Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of

Palm Beach assembled this 12th day of April 2016.

Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	Richard M. Kleid, Council President Pro Tem
	Bobbie Lindsay, Town Council Member
ATTEST:	Danielle H. Moore, Town Council Member
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Consent - Other

Agenda Title

Appointments to Investment Advisory Committee

Presenter

Jane Struder, Director of Finance

Supporting Documents

- **Memorandum Dated April 1, 2016, from Jane Struder, Director of Finance**

TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Jane Struder, Director of Finance

Re: Investment Advisory Committee Appointments

Date: April 1, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council re-appoint Mr. Bernard Panfel and appoint Mr. Andrew Frazier to serve in the position vacated by Mr. Berry Snyder (who has resigned from the Board) as regular members of the Investment Advisory Committee.

GENERAL INFORMATION

The Investment Advisory Committee shall be comprised of residents of the Town with prior investment experience. The members of the Investment Advisory Committee shall hold office for two year terms. The Investment Advisory Committee oversees the investment of the Town's surplus funds and the assets of the OPEB Trust.

Mr. Bernard Panfel has submitted an application indicating that he is interested in continuing to serve on the Investment Advisory Committee and is eligible for reappointment. Mr. Andrew Frazier has submitted an application to fill the seat vacated by Mr. Berry Snyder. No other Town residents have submitted applications or letters of interest for these appointments.

jls
cc: Susan A. Owens, Town Clerk

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Consent - Other

Agenda Title

Appointments to Code Enforcement Board

Presenter

Kirk W. Blouin, Director of Public Safety

Supporting Documents

- **Memorandum dated April 1, 2016, by Kirk W. Blouin, Director of Public Safety**
- **CEB Roster**
- **2016 Attendance Record**
- **2016 Voting Conflict Record**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To:	Mayor and Town Council
Via:	Thomas G. Bradford, Town Manager
From:	Kirk W. Blouin, Director of Public Safety
Re:	Code Enforcement Board Appointments
Date:	April 1, 2016

STAFF RECOMMENDATION

Staff recommends Town Council appoint two (2) regular members to the Code Enforcement Board to fill the seats vacated as a result of the term expirations of Harris S. Fried and Robert G. Donnelley in April 2016.

Staff recommends Town Council make any appointments to the Code Enforcement Board which may become necessary as a result of making the aforementioned appointments.

GENERAL INFORMATION

There are two (2) vacancies for regular members on the Code Enforcement Board as a result of the term expirations of Harris S. Fried and Robert G. Donnelley.

Member Harris S. Fried has completed three terms as a regular member. Mr. Fried has reached his term limits. He is in-eligible for re-appointment.

Member Robert G. Donnelley has completed one term as a regular member. He is eligible for re-appointment as a regular member. Mr. Donnelley has submitted written verification of interest in continuing to serve as well as an updated application.

Alternate Member Jay N. Nisberg has completed one year as an alternate member. Mr. Nisberg has submitted his written verification of interest in being promoted to a regular member and is eligible to be appointed as a regular member. He has submitted an updated application.

Pursuant to the news release notifying the public of the upcoming vacancies of the Code Enforcement Board no other applications have been received.

KB/jd

TOWN OF PALM BEACH
POLICE DEPARTMENT

DEDICATED TO EXCELLENCE

CODE ENFORCEMENT BOARD ROSTER

Harris S. Fried, Chairman

James M. Ballentine, Jr., Vice Chairman

Madelyn Greenberg, Member

Cynthia Van Buren, Member

Robert G. Donnelley, Member

Matthew Natale, Member

Scotch Peloso, Member

Jay N. Nisberg, Alternate

Note: Board currently has one alternate member vacancy with a term expiration of April 2017

Town of Palm Beach

Code Enforcement Board — Attendance Record 2016

Member	1/21	2/18	3/17	4/21	5/19	6/16	7/21	8/18	9/15	10/20	11/17	12/15
Harris S. Fried			*(Regular Member as of 7/2006)*									
	P	**P**	**P**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
James M. Ballentine, Jr.			*(Regular Member as of 8/2009)*									
	P	**P**	**P**									
Madelyn Greenberg			*(Regular Member as of 4/2008)*									
	P	**P**	**U**									
Cynthia Van Buren			*(Regular Member as of 4/2008)*									
	P	**U**	**P**									
Robert G. Donnelley			*(Regular Member as of 12/2013)*									
	P	**P**	**P**									
Matthew Natale			*(Regular Member as of 4/2015)*									
	P	**P**	**P**									
Scotch Peloso			*(Regular Member as of 8/2015)*									
	U	**P**	**P**									
Jay N. Nisberg			*(Alternate Member as of 4/2015)*									
	P	**P**	**P**									

LEGEND: P= Present
E- Excused
U= Unexcused Absence
A= Absence pending classification as excused or unexcused
X= No meeting date

Town of Palm Beach

Code Enforcement Board — Voting Conflict Record 2016

Member	1/21	2/18	3/17	4/21	5/19	6/16	7/21	8/18	9/15	10/20	11/17	12/15
Harris S. Fried			*(Regular Member as of 7/2006)*									
	*	*	*									
James M. Ballentine, Jr.			*(Regular Member as of 8/2009)*									
	*	*	*									
Madelyn Greenberg			*(Regular Member as of 04/2008)*									
	*	*	*									
Cynthia Van Buren			*(Regular Member as of 4/2008)*									
	*	*	*									
Robert G. Donnelley			*(Regular Member as of 12/2013)*									
	*	*	*									
Matthew Natale			*(Regular Member as of 4/2015)*									
	*	*	*									
Scotch Peloso			*(Regular Member as of 8/2015)*									
	*	*	*									
Jay N. Nisberg			*(Alternate Member as of 4/2015)*									
	*	*	*									

LEGEND: V = One Voting Conflict during a meeting
V2 = Two Voting Conflicts during a meeting
V3 = Three Voting Conflicts during a meeting
VPD = Voting Conflict Previously Declared (This category to be used when a conflict has been declared at a previous meeting, and the changes being reviewed are part of an ongoing renovation project.
ONLY COUNT ORIGINAL DECLARED CONFLICT FOR ONGOING PROJECTS PER JOHN C. RANDOLPH, TOWN ATTORNEY
X= No longer on Board
* = No conflict

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Consent - Other

Agenda Title

Appropriation Request in the Amount of $29,110.83 from the FY 2016 Equipment Replacement Program Contingency for the Replacement of a Patrol Vehicle

Presenter

Kirk W. Blouin, Director of Public Safety

Supporting Documents

- **Memorandum from Kirk W. Blouin, Director of Public Safety dated March 21, 2016**
- **Attachment A**
- **Attachment B**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Kirk W. Blouin, Director of Public Safety

Re: Request Funds in the amount of $29,110.83 from FY 2016 Equipment Replacement Program Contingency for the Replacement of a Patrol Vehicle

Date: March 21, 2016

STAFF RECOMMENDATION

Staff recommends the approval of allocation from the Town's FY2016 Equipment Replacement Program contingency in the amount of $29,110.83 for the replacement of a patrol vehicle.

GENERAL INFORMATION

In December 2015, a Palm Beach police officer was involved in a car accident in which a 2012 Chevrolet Caprice Patrol vehicle was declared totaled by the Town's Risk Management Department (Claim #2016-000020).

The vehicle (Asset #40103470) has an accumulated depreciation of $29,110.83 in the Town's Equipment Replacement Program (Attachment A). The total cost to replace the 2012 Caprice with a 2016 Ford Interceptor Police Utility vehicle (which is the current approved police vehicle) is $36,949 (Attachment B). The remaining funds ($7,838.17) will be paid from the Town's FY2016 Risk Management Fund.

FUNDING/FISCAL IMPACT

There are accumulated funds in the Town's Equipment Replacement Program for Asset #40103470 in the amount of $29,110.83. It is requested that funds in the FY2016 Equipment Replacement Program contingency be appropriated for the replacement of the patrol vehicle as stated above.

PURCHASING REVIEW

These items have been reviewed by the Finance Department and Purchasing Division and are approved as recommended.

TOWN ATTORNEY REVIEW

It was not requested that the Town Attorney review this document.

KWB/lsg

Attachments
cc: Jane Struder, Finance Director
Adis Pedraza, Purchasing Manager

Attachment A

Town of Palm Beach

Schedule of Depreciation-Replacement Cost

Last Depreciation Date: 9/30/2015 Depreciation Date:12/31/2015

Dept	Asset #	Description	Aquire Date	Useful Life	Replacement Date	Replacement Cost	Accumulated Depreciation	Current Year Depreciation	Salvage Amount
428	40103470	2012 CHEVY CAPRICE VEH.#428-809	08/09/2012	4	08/09/2016	34,933.00	26,927.52	2,183.31	0.00
			Department 428 Total			34,933.00	26,927.52	2,183.31	0.00
			Grand Total			34,933.00	26,927.52	+ 2,183.31	0.00

$29,110.83

PURCHASE ORDER

TOWN OF PALM BEACH
951 OLD OKEECHOBEE RD. STE D
WEST PALM BEACH, FL 33401
(561) 838-5406 Fax:(561) 835-4688

3

DATE	PO NUMBER
2/5/2016	160740

FOB Point: DESTINATION
Ship Via: best
Terms: Net 30 Days
Req. Del. Date:
Contract No:

SHIP TO:

VENDOR: 001857
DON REID FORD
1875 S. ORLANDO AVE
MAITLAND, FL 32751

Attn: GORMAN, LISA
Req. No: 0019113
Dept: RISK MANAGEMENT
Confirming? No
Vendor Contact: ERIC JORE
Vendor Phone: (407) 644-8111 Vendor Fax: (407) 647-4779

Line	Qty	Unit	Description	Unit Price	Ext. Price
1	1.00		2016 Ford Interceptor (K8A)	25,487.00000	25,487.00
2			Full Size Police Rated Utility - AWD		
3			Specification No. 7		
4					
5			Including all standard equipment as		
6			specified by the manufacturer for this		
7			model and FSA's base specification		
8			requirements, included and made part of		
9			the FSA contract as awarded by		
10			specification, by zone.		
11					
12			Base Price: $25,487.00		
13	1.00		CONTINUATION OF SPECIFICATIONS:	11,462.00000	11,462.00
14					
15			2016 Ford Interceptor (K8A) -		
16			Full Size Police Rated Utility - AWD -		
17			Specification No. 7		
18					
19			Including the following options:		
20					
21			1ea 16D - Badge Delete (Police		
22			Interceptor Badge Only) - No Charge		
23					
24			1ea 59J - Fleet Key, keyed alike - key		
25			code: 1111X - $49.00		
26					
27			1ea 68G - Rear door handles and locks		
28			inoperative - $34.00		

FAXED
FEB 08 2016
BY:

SUBTOTAL	
TAX	
FREIGHT	
TOTAL	

Account Number	Amount	Account Number	Amount
E 320.45.428.521.60.64.01	29,110.83		
E 501.10.590.519.30.45.02	7,838.17		

DEPARTMENT COPY

Authorized Signature

PURCHASE ORDER

TOWN OF PALM BEACH
951 OLD OKEECHOBEE RD. STE D
WEST PALM BEACH, FL 33401
(561) 838-5406 Fax:(561) 835-4688

3

DATE	PO NUMBER
2/5/2016	160740

FOB Point: DESTINATION
Ship Via: best
Terms: Net 30 Days
Req. Del. Date:
Contract No:

SHIP TO:

VENDOR: 001857
DON REID FORD
1875 S. ORLANDO AVE
MAITLAND, FL 32751

Attn: GORMAN, LISA
Req. No: 0019113
Dept: RISK MANAGEMENT
Confirming? No
Vendor Contact: ERIC JORE
Vendor Phone: (407) 644-8111 **Vendor Fax:** (407) 647-4779

Line	Qty	Unit	Description	Unit Price	Ext. Price
29					
30			1ea SFST - Safestop vehicle anti-theft		
31			activated or emergency lights		
32			activated, plug & play - $250.00		
33					
34			1ea 43D - Courtesy lamp disabled -		
35			$19.00		
36					
37			1ea 17T - Dome lamp - red/white rear -		
38			$49.00		
39					
40			1 ea DLR - Two tone painter (dealer		
41			installed) Ford Royal Blue (LM) - White		
42			doors - $1,395.00		
43					
44			1ea Havis Optional Equipment (Console)		
45			- Harris Radio (radio not included) -		
46			$596.00		
47					
48			1ea PS PG 6000 - Rear transport seat		
49			Pro Gard 6000 series - $2,495.00		
50					
51			1ea CAGE PG SS - DLR Pro Gard P1000		
52			Series Half Cage (Non-contract item) -		
53			included with PS PG 6000		
54					
55			5ea LABOR - Labor rate per hour (5 hour		
56			per vehicle) - $85.00.per hour /		

SUBTOTAL	
TAX	
FREIGHT	
TOTAL	

Account Number	Amount	Account Number	Amount

DEPARTMENT COPY

Authorized Signature

PURCHASE ORDER

TOWN OF PALM BEACH
951 OLD OKEECHOBEE RD. STE D
WEST PALM BEACH, FL 33401
(561) 838-5406 Fax:(561) 835-4688

3

DATE	PO NUMBER
2/5/2016	160740

FOB Point: DESTINATION
Ship Via: best
Terms: Net 30 Days
Req. Del. Date:
Contract No:

SHIP TO:

VENDOR: 001857
DON REID FORD
1875 S. ORLANDO AVE
MAITLAND, FL 32751

Attn: GORMAN, LISA
Req. No: 0019113
Dept: RISK MANAGEMENT
Confirming? No
Vendor Contact: ERIC JORE
Vendor Phone: (407) 644-8111 **Vendor Fax:** (407) 647-4779

Line	Qty	Unit	Description	Unit Price	Ext. Price
57			$425.00		
58			1ea ESP - Warranty - 5YR. 100,000 mile		
59			zero deductible - PREMIUM CARE -		
60			$3,330.00		
61					
62			1ea WPLB - LED 1 TIER Whelen (model		
63			S8FSA1) - $2820.00		
64					
65			Total of all Options: $11,462		
66					
67			Total including options: $36,949.00		
68					
69			IN FULL ACCORDANCE WITH THE FLORIDA		
70			SHERIFF'S ASSOCIATION CONTRACT NO.		
71			15-23-0904. REF. QUOTATION NO. 34-2016		
72			(Rev. 2)		
73					
74			FORD MOTOR COMPANY		
75			FSA FIN CODE QE065		
76			TOWN OF PALM BEACH		
77			FIN CODE QB522		

SUBTOTAL	36,949.00
TAX	0.00
FREIGHT	0.00
TOTAL	36,949.00

Account Number	Amount	Account Number	Amount

DEPARTMENT COPY

Authorized Signature

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Certification of Election Results

Agenda Title

RESOLUTION NO. 35-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Declaring the Results of the Bond Referendum, Held in Conjunction with the Presidential Preference Primary, on the 15th Day of March, 2016.

Presenter

Susan A. Owens, MMC, Town Clerk

Supporting Documents

- **Memorandum dated March 28, 2016, from Susan A. Owens, MPA, MMC, Town Clerk**
- **Resolution No. 35-2016**
- **Exhibit A-Affidavits**
- **Exhibit B-Official Results**

TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Susan A. Owens, MPA, MMC, Town Clerk

Re: Declaring the Results of the March 15, 2016, Underground Utility Project Bond Referendum **Resolution No. 35-2016**

Date: March 28, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council approve Resolution No. 35-2016, declaring the results of the March 15, 2016, Town of Palm Beach Underground Utility Project Bond Referendum.

GENERAL INFORMATION

On March 15, 2016, the Town of Palm Beach held a Bond Referendum, in conjunction with the Presidential Preference Primary, for the purpose of referring the Underground Utility Project to the electorate for approval or rejection. After the closing of the polls, the votes were tabulated as provided by law and the Palm Beach County Supervisor of Elections certified the following results to the Town:

FOR BONDS	2,180 votes (50.72%)
AGAINST BONDS	2,118 votes (49.28%)

In accordance with Section 34-121 of the Town of Palm Beach Code of Ordinances, the Town Council shall declare the results, as certified by the Palm Beach County Supervisor of Elections, at the first regular meeting of the Town Council following the election, or at an earlier meeting called for such purpose in the discretion of the Town Council.

TOWN ATTORNEY REVIEW

This item has been reviewed and approved for legal form and sufficiency by the Town Attorney.

Attachments

SAO

RESOLUTION NO. 35-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, DECLARING THE RESULTS OF THE BOND REFERENDUM, HELD IN CONJUNCTION WITH THE PRESIDENTIAL PREFERENCE PRIMARY, ON THE 15TH DAY OF MARCH, 2016.

WHEREAS, on the 15th day of March, 2016, there was held a bond referendum in the Town of Palm Beach, Palm Beach County, Florida, in conjunction with the Presidential Preference Primary, between the hours of 7:00 A.M. and 7:00 P.M., wherein the following question was submitted to the qualified electors of the Town of Palm Beach:

TOWN OF PALM BEACH, FLORIDA
UNDERGROUND UTILITY PROJECT
GENERAL OBLIGATION BONDS

To improve reliability, safety, aesthetics and avoid pole hardening, shall Town finance burying overhead utility lines for electric, telephone and cable service by issuing general obligation bonds not exceeding $90,000,000, maturing within 31 years of issuance, bearing interest rate(s) not exceeding legal maximum, payable from Town's full faith, credit, ad valorem taxing power and non-ad valorem special assessments, with project review by a citizens advisory committee, as described in Resolution No. 201-2015?

WHEREAS, due and legal notice of said Referendum was duly published as required by law and the appropriate affidavits of proof of notice required pursuant to Resolution No. 201-2015 are attached hereto as Exhibit "A"; and

WHEREAS, on the 15th day of March, 2016, the Precinct Clerks, Deputies, and Inspectors of said Referendum, after taking and subscribing their oaths in accordance with law, did conduct said Referendum on said date; and

WHEREAS, after the closing of the polls, the votes were tabulated as provided by law, and the Palm Beach County Supervisor of Elections made her certified return to the Town Council; and

WHEREAS, in accordance with Section 34-121 of the Town of Palm Beach Code of Ordinances, the Town Council declares the results of the March 15, 2016, Town of Palm Beach Municipal Bond Referendum, based upon certification by the Supervisor of Elections of Palm Beach County attached hereto as Exhibit "B".

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. The foregoing recitals are hereby ratified and confirmed.

SECTION 2. The Town of Palm Beach Underground Utility Project General Obligation Bond Referendum is hereby declared to be **approved** by the electorate of the Town of Palm Beach.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April, 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

_____
ATTEST: Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

EXHIBIT "A"

RECEIVED
2016 FEB 26 11:32 TWN CLERK

THE PALM BEACH DAILY NEWS

Published Daily from the third Sunday in September through
the third Sunday in May; Bi-weekly June through September.
Palm Beach, Palm Beach County, Florida

PROOF OF PUBLICATION

STATE OF FLORIDA
COUNTY OF PALM BEACH

Before the undersigned authority personally appeared **Linda Goings** who on oath says that she is the **Advertising Director** of the Palm Beach Daily News, a daily and a bi-weekly newspaper published at Palm Beach in Palm Beach County, Florida; that the attached copy of advertisement, being a **Public Notice** in the matter of Reference **#CMG1040764R** was published in said newspaper in the issue of Tuesday**, February 9, 2016 and Tuesday February 23, 2016.**

Advertising Director

Sworn to and subscribed before me this 24th day of February 2016.

Notary Public

STEPHANIE L. WIGGINS
MY COMMISSION # FF 079661
EXPIRES: April 26, 2018
Bonded Thru Notary Public Underwriters

TOWN OF PALM BEACH
Office of the Town Clerk

NOTICE TO THE QUALIFIED VOTERS OF THE TOWN OF PALM BEACH

Pursuant to the Charter of the Town of Palm Beach, Florida, and the General Laws pertaining thereto, there will be held in the Town of Palm Beach, Florida, on the **15th day of March, 2016**, a Bond Referendum for the purpose of referring to the electorate the approval or rejection of the issuance of Underground Utility Project General Obligation Bonds.
The official ballot to be used in said election is substantially as follows, to wit:

TOWN OF PALM BEACH, FLORIDA UNDERGROUND UTILITY PROJECT GENERAL OBLIGATION BONDS

To improve reliability, safety, aesthetics and avoid pole hardening, shall Town finance burying overhead utility lines for electric, telephone and cable service by issuing general obligation bonds not exceeding $90,000,000, maturing within 31 years of issuance, bearing interest rate(s) not exceeding legal maximum, payable from Town's full faith, credit, ad valorem taxing power and non-ad valorem special assessments, with project review by a citizens advisory committee, as described in Resolution No. 201-2015?

----- FOR BONDS
----- AGAINST BONDS

PUBLISH: February 9, 2016
February 23, 2016

Susan A. Owens, MPA, MMC, Town Clerk

2/9/16

TOWN OF PALM BEACH
Office of the Town Clerk

NOTICE TO THE QUALIFIED VOTERS OF THE TOWN OF PALM BEACH

Pursuant to the Charter of the Town of Palm Beach, Florida, and the General Laws pertaining thereto, there will be held in the Town of Palm Beach, Florida, on the **15th day of March, 2016**, a Bond Referendum for the purpose of referring to the electorate the approval or rejection of the issuance of Underground Utility Project General Obligation Bonds.
The official ballot to be used in said election is substantially as follows, to wit:

TOWN OF PALM BEACH, FLORIDA UNDERGROUND UTILITY PROJECT GENERAL OBLIGATION BONDS

To improve reliability, safety, aesthetics and avoid pole hardening, shall Town finance burying overhead utility lines for electric, telephone and cable service by issuing general obligation bonds not exceeding $90,000,000, maturing within 31 years of issuance, bearing interest rate(s) not exceeding legal maximum, payable from Town's full faith, credit, ad valorem taxing power and non-ad valorem special assessments, with project review by a citizens advisory committee, as described in Resolution No. 201-2015?

----- FOR BONDS
----- AGAINST BONDS

PUBLISH: February 9, 2016
February 23, 2016

Susan A. Owens, MPA, MMC, Town Clerk

2/23/16

Affidavit

February 12, 2016

We, El Latino Semanal LLC. are a newspaper of general circulation in Palm Beach County, Florida. Pursuant to Florida Statue 166.041 we are authorized to publish legal advertising in the State of Florida.

We hereby declare that we published the following ad Notice of Qualified Voters contracted by Town of Palm Beach.

Issue #1787 – February 12, 2016

Our Federal ID Number is 81-1358527

MIGUEL ALBERTO LAVIN
Notary Public - State of Florida
My Comm. Expires May 27, 2016
Commission # EE 170426
Bonded Through National Notary Assn.

Jose R. Uzal, Manager

El Latino Semanal LLC.

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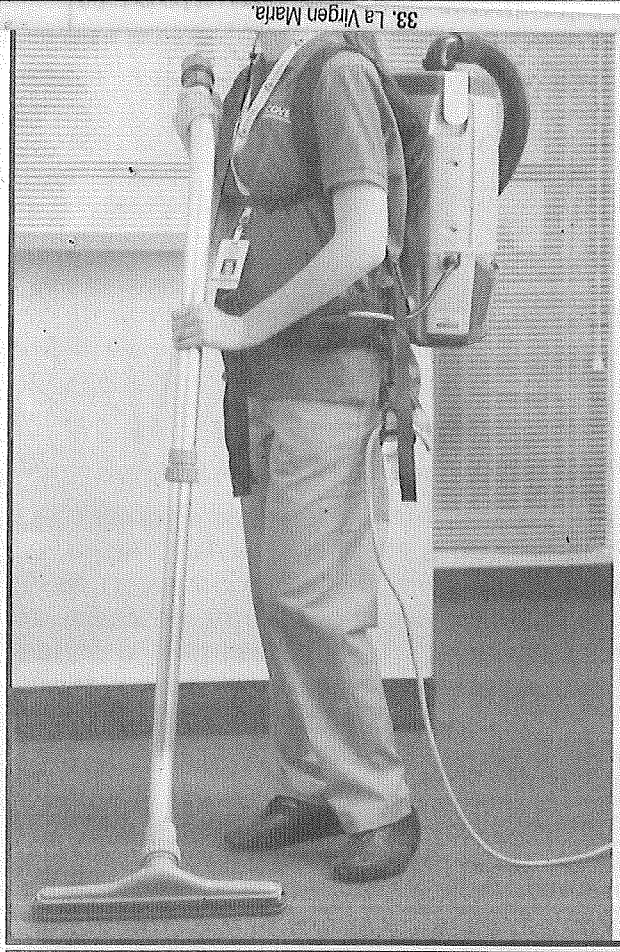
33. La Virgen María.



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CIUDAD DE PALM BEACH

Oficina de la Secretaria de la Ciudad

AVISO A LOS VOTANTES CALIFICADOS DE LA CIUDAD DE PALM BEACH

De conformidad con el Acta Constitutiva de la Ciudad de Palm Beach, Florida, y las Leyes Generales pertenecientes a la misma, se llevara acabo en la Ciudad de Palm Beach, Florida, el **15th de Marzo, 2016**, un Referéndum de Bonos con el propósito de referirse a los electores la aprobación o rechazo de la emisión del Proyecto de Servicios Subterráneos con Bonos Obligatorios Generales.

La boleta oficial que sera usada en dicha elección sera como la siguiente:

CIUDAD DE PALM BEACH, FLORIDA
BONOS DE RESPONSABILIDAD GENERAL PARA PROYECTO DE SERVICIOS PÙBLICOS SUBTERRÁNEOS.

Para mejorar la confiabilidad, seguridad, estética y evitar fortalecimiento de los postes, ¿deberá la Ciudad financiar el que se entierren las líneas aéreas para el servicio telefónico, eléctrico y de cable, al emitir bonos de responsabilidad general que no excedan $90,000,000, que se vencen dentro de 31 años de su emisión, con tasas de intereses que no excedan el máximo legal, pagaderos del poder crediticio y de impuestos al avalúo de plena fe y cuotas especiales no al avalúo de la Ciudad, con revisiones del proyecto por un comité consultivo de ciudadanos, como se describe en la Resolución No.201-2015?

----- A FAVOR DE BONOS

----- EN CONTRA DE BONOS

PUBLICAR: Viernes, 12 de Febrero, 2016, Viernes 26 de Febrero, 2016

Susan A. Owens, MPA, MMC, Secretaria de la Ciudad.

Affidavit

February 26, 2016

We, El Latino Semanal LLC. are a newspaper of general circulation in Palm Beach County, Florida. Pursuant to Florida Statue 166.041 we are authorized to publish legal advertising in the State of Florida.

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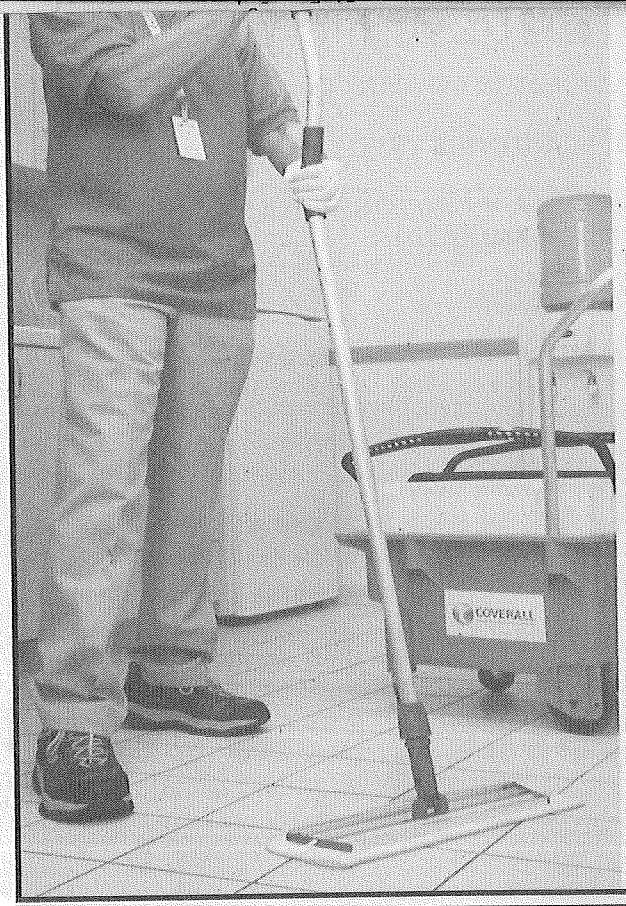
Issue #1789 – February 26, 2016

Our Federal ID Number is 81-1358527

Jose R. Uzal, Manager

El Latino Semanal LLC

MIGUEL ALBERTO LAVIN
Notary Public - State of Florida
My Comm. Expires May 27, 2016
Commission # EE 170426
Bonded Through National Notary Assn.



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----- A FAVOR DE BONOS

----- EN CONTRA DE BONOS

PUBLICAR: Viernes, 12 de Febrero, 2016, Viernes 26 de Febrero, 2016

Susan A. Owens, MPA, MMC, Secretaria de la Ciudad.

Palm Beach Question

		Registered	Ballots Cast	Turnout (%)	FOR BONDS	AGAINST BONDS	Over Votes	Under Votes						
1390	All Tally Types	2063	1299	62.97	788	476		35						
1392	All Tally Types	1252	689	55.03	331	319		39						
1394	All Tally Types	1183	677	57.23	364	280		33						
7154	All Tally Types	633	372	58.77	211	140	1	20						
7156	All Tally Types	186	103	55.38	37	60		6						
7158	All Tally Types	1275	746	58.51	301	410		35						
7166	All Tally Types	930	607	65.27	148	433		26						
All Tally Types		7522	4493	59.73	2180	2118	1	194						
Contest Total		7522	4493	59.73	2180	2118	1	194						

RECEIVED
2016 MAR 25 PM 2:29 TWN CLERK

STATE OF FLORIDA
COUNTY OF PALM BEACH
I, SUSAN BUCHER, SUPERVISOR OF ELECTIONS,
HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY
OF THE RECORDS ON FILE IN THIS OFFICE.
WITNESS MY HAND AND SEAL, THIS 21st DAY OF
March, 2016.

SUSAN BUCHER
SUPERVISOR OF ELECTIONS
PALM BEACH COUNTY, FLORIDA
BY: Shaunaie A. Kelly
Chief Deputy

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Board/Commission Annual Report

Agenda Title

Annual Report - Architectural Commission (ARCOM)

Presenter

Ann L. Vanneck, Vice Chairman

Supporting Documents

- **Memorandum Dated March 28, 2016 from John S. Page, Director of Planning, Zoning & Building**
- **ARCOM Report of Activities for 2015 Calendar Year**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: John S. Page, Director of Planning, Zoning and Building

Re: Annual Report - Architectural Commission (ARCOM)

Date: March 28, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council hear the presentation of the Annual Report for 2015 by Mrs. Ann L. Vanneck, Vice Chairman of the Architectural Commission (ARCOM).

GENERAL INFORMATION

Attached is a summary of the activities of ARCOM for the past year. Mrs. Ann L. Vanneck, the Vice Chairman of ARCOM, is prepared to address the Town Council with additional comments regarding the Commission's activities, and to answer any questions.

Attachment

JP:jl

cc: Ann L. Vanneck, Vice Chairman, Architectural Commission
Members, Architectural Commission
John Lindgren, AICP, Planning Administrator

ARCOM Commission
Report of Activities for 2015 Calendar Year

ARCOM currently has 10 members (7 regular members & 3 alternates):

- Two members are licensed architects
  - Robert Garrison
  - Richard Sammons
- One member is a master gardener
  - Ann Vanneck

Attendance by commissioners:

- An average of 88% attendance for all meetings during the year; there were a total of 14 absences by commissioners (3 excused, 11 unexcused).

Applications reviewed:

- 114 new Major Items submitted in 2015 (a 12% decrease from the previous year, but 10% higher than 2013) – two were denied, two were removed from the agenda, and three were withdrawn by the applicant.
- 59 new Minor Items submitted in 2015 (an 11% increase from the previous year) – one was denied, and two were withdrawn by the applicant.
- 64 Deferrals occurred over the course of the year (consistent with past years), many of which were requested by the applicant.
- 38 new homes were reviewed by ARCOM in 2015, of which, 36 were approved (the same number as last year).
- ARCOM reviewed 24 "Combination Projects" (a 14% increase from the previous year) where they made recommendations to Town Council regarding variances needed for the projects.

On behalf of the Commission, staff conducted 404 approvals of minor projects and revisions, which was a 12.3% increase from the previous year.

Additional projects & accomplishments:

- ARCOM completed the lengthy review of the Testa's redevelopment project.
- ARCOM reviewed several various types of architecture (including modern/contemporary) over the course of the year, and had to determine if the various styles were too dissimilar with the surrounding neighborhood in each review. It was a difficult task and one the Commission and the Town will continue to face in upcoming years, especially given the ever-increasing popularity of the modern/contemporary architecture.

Commissioners remain enthusiastic and engaged in their volunteer service to the Town, and look forward to the continued work of ensuring the high quality of development and redevelopment within the Town.

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - Old Business

Agenda Title

Pavement Markings / Passing Lanes - North Ocean Boulevard

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 29, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Geometric Design of Highways and Streets**
- **FDOT May 2013**
- **Kimley Horn Letter**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P.E., Director of Public Works

Re: Pavement Markings / Passing Lanes – North Ocean Boulevard

Date: March 29, 2016

STAFF RECOMMENDATION

This item is for informational purposes only.

GENERAL INFORMATION

The North Ocean Boulevard Seawall project, in front of the Palm Beach Country Club, was recently completed. The scope of the work included the replacement of the previous seawall, drainage improvements, abandonment of approximately 57 ocean outfalls, landscaping and irrigation replacement, and repaving and striping of the roadway.

The roadway striping for the recent project was designed by Kimley-Horn and Associates, Inc. (KHA) in accordance with all applicable standards and statutes including, but not limited to, the American Association of State Highway and Transportation Officials (AASHTO) – Geometric Design of Highways and Streets, 2004 (see attached manual), the State of Florida Department of Transportation (FDOT) – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highway "Florida Greenbook", May 2013 Edition (see attached manual), Sections 20.23(3)(a), 334.044(10)(a), and 336.045, Florida Statutes, and Rule 14-15.002, Florida Administrative Code.

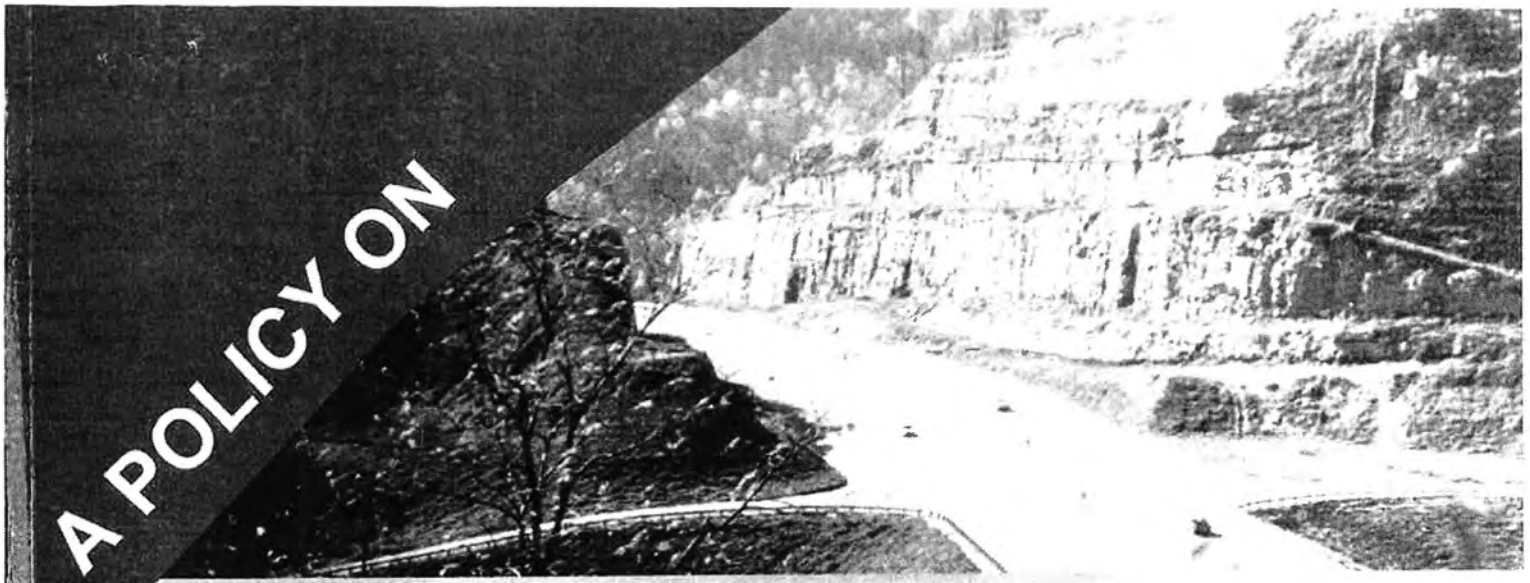
Previously, Town Council determined passing should be kept, via striping, on this stretch of North Ocean Boulevard. However, the roadway was designed with a non-passing configuration. Shortly after completion of the roadway, Public Works staff received various complaints and requests to restripe the roadway to a passing configuration. The roadway was temporarily returned to a passing configuration. However, pursuant to the direction of KHA in their letter dated March 28, 2016 (see attached letter), and suggestions from the Palm Beach Police Department, this section of roadway should not be a passing zone, therefore, the striping was returned to the non-passing configuration as set forth in the project plans with temporary stripe tape.

The roadway is scheduled to receive permanent thermo-plastic striping this summer and must be done so in the non-passing configuration in accordance with the above and for the safety of the motoring public.

A representative of KHA will be available at the meeting and will be prepared to make a presentation, if needed.

Attachments

cc: William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Project Engineer



A POLICY ON

Geometric Design of Highways and Streets

2004

American Association of State Highway and Transportation Officials

Passing Sight Distance for Two-Lane Highways

Criteria for Design

Most roads and many streets are two-lane, two-way highways on which vehicles frequently overtake slower moving vehicles. Passing maneuvers in which faster vehicles move ahead of slower vehicles must be accomplished on lanes regularly used by opposing traffic. If passing is to be accomplished safely, the passing driver should be able to see a sufficient distance ahead, clear of traffic, to complete the passing maneuver without cutting off the passed vehicle before meeting an opposing vehicle that appears during the maneuver. When appropriate, the driver can return to the right lane without completing the pass if he or she sees opposing traffic is too close when the maneuver is only partially completed. Many passing maneuvers are accomplished without the driver being able to see any potentially conflicting vehicle at the beginning of the maneuver, but design should not be based on such maneuvers. Because many cautious drivers would not attempt to pass under such conditions, design on this basis would reduce the usefulness of the highway. An alternative to providing passing sight distance is found later in this chapter in the section on "Passing Lanes."

Passing sight distance for use in design should be determined on the basis of the length needed to complete normal passing maneuvers in which the passing driver can determine that there are no potentially conflicting vehicles ahead before beginning the maneuver. While there may be occasions to consider multiple passings, where two or more vehicles pass or are passed, it is not practical to assume such conditions in developing minimum design criteria. Instead, sight distance should be determined for a single vehicle passing a single vehicle. Longer sight distances occur in design and such locations can accommodate an occasional multiple passing.

Minimum passing sight distances for design of two-lane highways incorporate certain assumptions about driver behavior. Actual driver behavior in passing maneuvers varies widely. To accommodate these variations in driver behavior, the design criteria for passing sight distance should accommodate the behavior of a high percentage of drivers, rather than just the average driver. The following assumptions are made concerning driver behavior in passing maneuvers:

1. The overtaken vehicle travels at uniform speed.
2. The passing vehicle has reduced speed and trails the overtaken vehicle as it enters a passing section.
3. When the passing section is reached, the passing driver needs a short period of time to perceive the clear passing section and to react to start his or her maneuver.
4. Passing is accomplished under what may be termed a delayed start and a hurried return in the face of opposing traffic. The passing vehicle accelerates during the maneuver, and its average speed during the occupancy of the left lane is 15 km/h [10 mph] higher than that of the overtaken vehicle.
5. When the passing vehicle returns to its lane, there is a suitable clearance length between it and an oncoming vehicle in the other lane.

Some drivers accelerate at the beginning of a passing maneuver to an appreciably higher speed and then continue at a uniform speed until the maneuver is completed. Many drivers

accelerate at a fairly high rate until just beyond the vehicle being passed and then complete the maneuver either without further acceleration or at reduced speed. For simplicity, such extraordinary maneuvers are ignored and passing distances are developed with the use of observed speeds and times that fit the practices of a high percentage of drivers.

The minimum passing sight distance for two-lane highways is determined as the sum of the following four distances (shown in Exhibit 3-4):

- d_1—Distance traversed during perception and reaction time and during the initial acceleration to the point of encroachment on the left lane.
- d_2—Distance traveled while the passing vehicle occupies the left lane.
- d_3—Distance between the passing vehicle at the end of its maneuver and the opposing vehicle.
- d_4—Distance traversed by an opposing vehicle for two-thirds of the time the passing vehicle occupies the left lane, or $^2/_3$ of d_2 above.

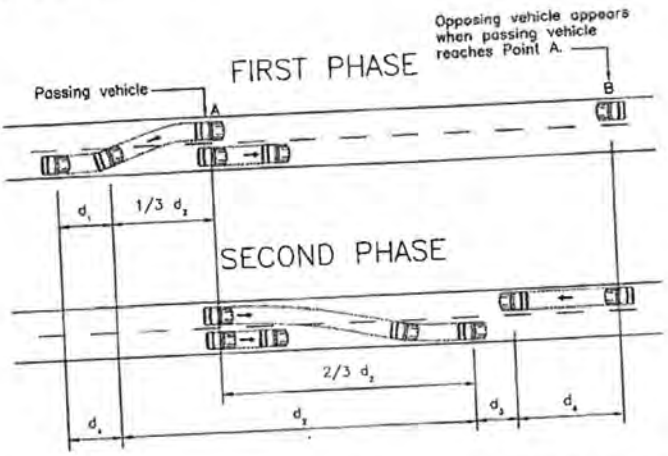


Exhibit 3-4. Elements of Passing Sight Distance for Two-Lane Highways

Various distances for the components of passing maneuvers, based on extensive field observations of driver behavior (**11**) are presented for four passing speed groups in Exhibit 3-5. Time and distance values were determined in relation to the average speed of the passing vehicle. The speeds of the overtaken vehicles were approximately 15 km/h [10 mph] less than the speeds of the passing vehicles.

Very little change was noted in the passing practices of drivers in a restudy of three of the original sections despite increased vehicle performance capabilities. A later study (**12**) of vehicle passing performance on two-lane highways produced a different set of passing sight distance values. These values were subsequently reviewed (**13**) to evaluate minimum passing sight distances. This evaluation reported the total passing sight distances as seen in Exhibit 3-5 are greater than those determined in subsequent studies for all speeds except 110 km/h [70 mph]. Thus, the minimum passing sight distances presented in Exhibit 3-7 are generally conservative for modern vehicles and are used below.

Component of passing maneuver	Metric				US Customary			
	Speed range (km/h)				Speed range (mph)			
	50–65	66–80	81–95	96–110	30–40	40–50	50–60	60–70
	Average passing speed (km/h)				Average passing speed (mph)			
	56.2	70.0	84.5	99.8	34.9	43.8	52.6	62.0
Initial maneuver:								
a = average acceleration[a]	2.25	2.30	2.37	2.41	1.40	1.43	1.47	1.50
t_1 = time (sec)[a]	3.6	4.0	4.3	4.5	3.6	4.0	4.3	4.5
d_1 = distance traveled	45	66	89	113	145	216	289	366
Occupation of left lane:								
t_2 = time (sec)[a]	9.3	10.0	10.7	11.3	9.3	10.0	10.7	11.3
d_2 = distance traveled	145	195	251	314	477	643	827	1030
Clearance length:								
d_3 = distance traveled[a]	30	55	75	90	100	180	250	300
Opposing vehicle:								
d_4 = distance traveled	97	130	168	209	318	429	552	687
Total distance, $d_1 + d_2 + d_3 + d_4$	317	446	583	726	1040	1468	1918	2383

[a] For consistent speed relation, observed values adjusted slightly.

Note: In the metric portion of the table, speed values are in km/h, acceleration rates in km/h/s, and distances are in meters. In the U.S. customary portion of the table, speed values are in mph, acceleration rates in mph/sec, and distances are in feet.

Exhibit 3-5. Elements of Safe Passing Sight Distance for Design of Two-Lane Highways

MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS

(Commonly known as the "Florida Greenbook")

State of Florida

Department of Transportation

MAY 2013

EDITION

The Florida Greenbook will be posted on the FDOT Web Site at: ***http://www.dot.state.fl.us/rddesign/FloridaGreenbook/FGB.shtm***

INTRODUCTION

The purpose of this Manual is to provide uniform minimum standards and criteria for the design, construction, and maintenance of all public streets, roads, highways, bridges, sidewalks, curbs and curb ramps, crosswalks (where feasible), bicycle facilities, underpasses, and overpasses used by the public for vehicular and pedestrian traffic as directed by Sections 20.23(4)(a), 334.044(10)(a), 334.048(3) and 336.045, F.S.

In the following statutory excerpts, the term "Department" refers to the Florida Department of Transportation.

> **Section 20.23, F.S. Department of Transportation.** There is created a Department of Transportation which shall be a decentralized agency.
> **(3)(a)** The central office shall establish departmental policies, rules, procedures, and standards and shall monitor the implementation of such policies, rules, procedures, and standards in order to ensure uniform compliance and quality performance by the districts and central office units that implement transportation programs. Major transportation policy initiatives or revisions shall be submitted to the commission for review.

> **Section 334.044, F.S. Department; powers and duties.** The department shall have the following general powers and duties:
> **(10)(a)** To develop and adopt uniform minimum standards and criteria for the design, construction, maintenance, and operation of public roads pursuant to the provisions of Section, 336.045, **F.S.**

> **Section 334.048, F.S. Legislative intent with respect to department management accountability and monitoring systems.** The department shall implement the following accountability and monitoring systems to evaluate whether the department's goals are being accomplished efficiently and cost-effectively, and ensure compliance with all laws, rules, policies, and procedures related to the department's operations:
> **(3)** The central office shall adopt policies, rules, procedures, and standards which are necessary for the department to function properly, including establishing accountability for all aspects of the department's operations.

C.3.b Passing Sight Distance

The passing maneuver, which requires occupation of the opposing travel lane, is inherently dangerous. The driver is required to make simultaneous estimates of time, distance, relative speeds, and vehicle capabilities. Errors in these estimates result in frequent and serious crashes.

Highways with two or more travel lanes in a given direction are not subject to requirements for safe passing sight distance. Two-lane, two-way highways should be provided with safe passing sight distance for as much of the highway as feasible. The driver demand for passing opportunity is high and serious limitations on the opportunity for passing reduces the capacity and safe characteristics of the highway.

The distance traveled after the driver's final decision to pass (while encroaching into the opposite travel path) is that which is required to pass and return to the original travel lane in front of the overtaken vehicle. In addition to this distance, the safe passing sight distance must include the distance traveled by an opposing vehicle during this time period, as well as a reasonable margin of safety. Due to the many variables in vehicle characteristics and driver behavior, the passing sight distance should be as long as is practicable.

The determination of passing sight distance shall be based on a height of eye equal to 3.50 feet and a height of object passing equal to 3.50 feet. Where passing is permitted, the passing sight distance shall be no less than the values given in Table 3-3.

C.3.c Sight Distance at Decision Points

It is desirable to provide sight distances exceeding the minimum at changes in geometry, approaches to intersections, entrances and exits, and other potential decision points or hazards. The sight distance should be adequate to allow the driver sufficient time to observe the upcoming situation, make the proper decision, and take the appropriate action in a normal manner.

TABLE 3 – 3
SIGHT DISTANCES AND LENGTHS OF VERTICAL CURVES

MINIMUM STOPPING SIGHT DISTANCES (FEET) (For application of stopping sight distance, use an eye height of 3.50 feet and an object height of 6 inches above the road surface)												
Design Speed (MPH)	15	20	25	30	35	40	45	50	55	60	65	70
Stopping Sight Distance (FEET)	80	115	155	200	250	305	360	425	495	570	645	730

ROUNDED K VALUES FOR MINIMUM LENGTHS VERTICAL CURVES												
L = KA L = LENGTH OF VERTICAL CURVE A = ALGEBRAIC DIFFERENCE OF GRADES IN PERCENT												
Design Speed (MPH)	15	20	25	30	35	40	45	50	55	60	65	70
K Values for Crest Vertical Curves	5	10	19	31	47	70	98	136	185	245	313	401
K Values for Sag Vertical Curves	10	17	26	37	49	64	79	96	115	136	157	181

- The length of vertical curve must never be less than three times the design speed of the highway
- Curve lengths computed from the formula L = KA should be rounded upward when feasible
- The minimum lengths of vertical curves to be used on major highways are shown in the table below

MINIMUM LENGTHS FOR VERTICAL CURVES ON MAJOR HIGHWAYS (FEET)			
Design Speed (MPH)	50	60	70
Crest Vertical Curves (FEET)	300	400	500
Sag Vertical Curves (FEET)	200	300	400

MINIMUM PASSING SIGHT DISTANCES (FEET) (For application of passing sight distance, use an eye height of 3.50 feet and an object height of 3.50 feet above the road surface)											
Design Speed (MPH)	20	25	30	35	40	45	50	55	60	65	70
Minimum Passing Sight Distance (FEET)	710	900	1090	1280	1470	1625	1835	1985	2135	2285	2480

Kimley»Horn

March 28, 2016

Mr. Paul Brazil, P.E.
Public Works Director
Town of Palm Beach
951 Old Okeechobee Road, Suite A
West Palm Beach, FL 33401

RE: ***North Ocean Boulevard Seawall Replacement Project***
Roadway Striping Design

Dear Mr. Brazil,

It has come to our attention that members of the community have expressed a desire for roadway markings on North Ocean Blvd. that differs from the markings shown on the striping plan presented in the Construction Documents for the above referenced project. Specifically, there is a desire for markings that would allow for vehicle passing north of the transition from a three-lane to a two-lane roadway section. This area lies generally between the Palm Beach Country Club access driveways and the curve that directs North Ocean Blvd. further west of the oceanfront. The purpose of this letter is to describe the design criteria and applicable codes that were used during the design of the roadway markings which restricts this no-passing zone.

The applicable codes that govern the design of all public roadways in the state of Florida is the *Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways* (commonly referred to as the *"Florida Greenbook"*) as published by the Florida Department of Transportation. Authority for this "*Florida Greenbook*" manual is given under Sections 20.23(3)(a), 334.044(10)(a), and 336.045, Florida Statutes, and Rule 14-15.002, Florida Administrative Code. This code was applied during the design of the roadway striping plan. It is important to note that the *Manual of Uniform Traffic Control Devices* (commonly referred to as the "*MUTCD*") is incorporated by reference into the Florida Greenbook and was also used to design the roadway markings.

The design codes stated above provide municipalities with the minimum criteria that must be applied during design of public roadways. Municipalities may adopt additional or alternate criteria, but such criteria can only be more stringent than the minimum criteria contained in the above referenced codes.

The following is an excerpt from Chapter 3, Section C.3.b in the *Florida Greenbook*:

"The passing maneuver, which requires occupation of the opposing travel lane, is inherently dangerous. The driver is required to make simultaneous estimates of time, distance, relative speeds, and vehicle capabilities. Errors in these estimates result in frequent and serious crashes."

In determining whether passing could be allowed on this section of roadway, several factors must be considered:

1. Passing sight distance available
2. The presence of the horizontal curve at the north end of the project
3. The presence of the three-lane section of roadway which creates the left hand turn lane for the Palm Beach Country Club access driveways
4. The presence of the parking area on the west side of the road north of the Palm Beach Country Club access driveways

The distance traveled after the driver's final decision to pass (while encroaching into the opposite travel path) is that which is required to pass and return to the original travel lane in front of the overtaken vehicle. In addition to this distance, the safe passing sight distance must include the distance traveled by an opposing vehicle during this time period, as well as a reasonable margin of safety. Due to the many variables in vehicle characteristics and driver behavior, the passing sight distance should be as long as is practicable. For this segment of North Ocean Blvd., which has a posted speed limit of 25 mph, the Minimum Passing Sight Distance required per Table 3-6 of the *Florida Greenbook* is 900 feet.

The blind curve at the north end of the project provides a direct limitation to the site distance available on this segment of roadway. Chapter 18 of the *Florida Greenbook* adopts the *MUTCD* in its entirety which governs the placement of No-Passing Zone Markings in proximity to horizontal curves. For this segment of North Ocean Blvd., which has a posted speed limit of 25 mph, No-Passing Zone markings must be placed when sight distance is reduced to less than 450 feet.

The passing maneuver needs to be accomplished within a minimum distance of 900 feet, however, because the *MUTCD* requires that No-Passing Zone markings be placed at a horizontal curve when the sight distance is reduced to less than 450 feet, these two distances need to be taken together when considering whether passing could be allowed. This total safe passing sight distance would extend from the northern curve to approximately the center driveway of the Palm Beach Country Club. Because the distance available for passing is only approximately 800 feet, the entire

area between the turning lane and the curve must be marked as a no-passing zone with a double yellow centerline.

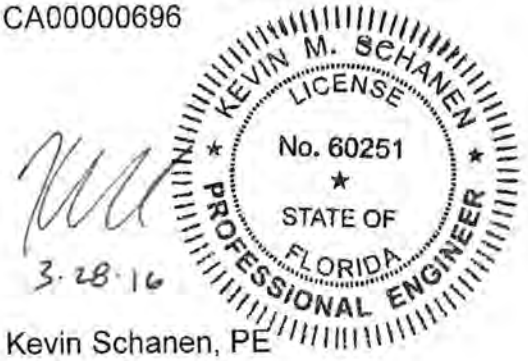
Another consideration in determining whether passing could be permitted in this area is the parking area along the west side of the road. Drivers exiting this area will be looking to the north to determine if it is safe to pull their vehicle out of a marked space. They will not be expecting a vehicle driving on the wrong side of the road to make a pass and this too could lead to an accident. Even if safe passing sight distance was provided along this segment of roadway, the presence of the parking area would lead to the required presence of no-passing zone markings.

Kimley-Horn has provided engineering services to the Town of Palm Beach for multiple decades. When providing the Town with engineering designs, the standard of care requires that we follow the applicable design codes. In this case, we have followed the applicable design codes and stand by our original pavement marking design. As such, we recommend to the Town that the pavement markings shown on the Construction Documents for the North Ocean Blvd. Seawall Replacement Project be permanently implemented in the field.

Should you have any questions regarding this information please do not hesitate to contact me at (561) 840-0820.

Sincerely,

Kimley-Horn and Associates, Inc.
CA00000696



Kevin Schanen, PE
PE# 60251
Vice President

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TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Appointments to the Recreation Advisory Commission

Presenter

Beth Zickar, Director of Recreation

Supporting Documents

- **Memorandum Dated April 4, 2016, from Beth Zickar, Director of Recreation**
- **Ballot for RAC Appointments**
- **Commission Members List**
- **RAC Attendance-Voting Conflicts**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Beth Zickar, Director of Recreation

Re: Appointments to the Recreation Advisory Commission - 2 Regular Members and 2 Alternate Members

Date: April 4, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council appoint a regular member to the Recreation Advisory Commission to fill the seat being vacated as a result of the term expiration of Mr. Stephen Hall.

Staff recommends that Town Council appoint a regular member to the Recreation Advisory Commission to fill the seat being vacated as a result of the term expiration of Mr. Matthew Smith.

Staff recommends that Town Council appoint an alternate member to the Recreation Advisory Commission to fill the seat being vacated as a result of the term expiration of Mrs. Leslie Wytrzes.

Staff recommends that Town Council appoint an alternate member to the Recreation Advisory Commission to fill the seat being vacated as a result of the term expiration of Mrs. Linda Wartow.

Staff recommends that Town Council make any appointments to the Recreation Advisory Commission which may become necessary as a result of making the aforementioned appointments.

GENERAL INFORMATION

Mr. Matthew Smith is currently a regular member on the Recreation Advisory Commission and **is eligible for re-appointment**. Mr. Smith was first appointed in 2012 as an alternate member and served 2.5 years of a 3 year term. He was then appointed to his current term in February of 2015 as a regular member (to fill the remainder of the term left vacant due to the resignation of Mr. Donald Singer), which will expire April 2016. Mr. Smith has submitted written verification of his interest in continuing to serve on the Recreation Advisory Commission.

Mr. John C. Hartz, Jr. is currently an alternate member on the Recreation Advisory Commission serving his first term which is set to expire in 2018. Mr. Hartz was first appointed in February of 2015. Mr. Hartz has requested to be considered for promotion to regular member status and has submitted written verification of his interest to serve on the Recreation Advisory Commission.

Mrs. Linda Wartow, is currently an alternate member on the Recreation Advisory Commission and **is eligible for re-appointment**. Mrs. Wartow was first appointed in February 2015 and is serving her first partial term as an alternate member which will expire in April of 2016. Mrs. Wartow has also requested to be considered for promotion to regular member status and has submitted written verification of her interest in continuing to serve on the Recreation Advisory Commission.

Mrs. Leslie Wytrzes is currently an alternate member on the Recreation Advisory Commission and **is eligible for re-appointment**. Mrs. Wytrzes was first appointed in February of 2015 as an alternate member (to fill the remainder of the term left vacant due to Mr. Smith's appointment to regular member) and served 2 months of a 3 year term. Mrs. Wytrzes was then appointed to a second partial term in April of 2015 as an alternate member to fill a position left vacant when Dr. Howe was appointed to a regular member. This term will expire in April of 2016. Mrs. Wytrzes has also requested to be considered for promotion to regular member status and has submitted written verification of her interest in continuing to serve on the Recreation Advisory Commission.

Mr. Nicholas Coniglio of 201 El Dorado Lane, has submitted written verification of his interest to serve on the Recreation Advisory Commission. Mr. Coniglio has indicated that he will be available for all meetings.

Attachments

BZ:lw

c: Susan Owens, Town Clerk

BALLOT FOR APPOINTMENT OF MEMBERS
TO THE RECREATION ADVISORY COMMISSION
Town Council Meeting On April 12, 2016

Position(s) to be filled: 2 **Regular Members** (Terms to expire April 2019)

Please circle 2 names from the list appearing below.

Regular Member(s) Applying for Re-appointment

Mr. Matthew Smith (Completing partial Term 1 – expires 4/16)

Alternate Member(s) Applying for Promotion to Regular Member

*John C. Hartz Jr. (Completing Term 1 – expires 4/18)

Mrs. Linda Wartow (Completing partial Term 1 – expires 4/16)

Mrs. Leslie Wytrzes (Completing partial Term 2 – expired 4/16)

Individuals Who Have Submitted Applications

Mr. Nicholas Coniglio

Signature of Town Council Member: _____

**Any currently serving Alternate member who is not elevated to the position of Regular member shall retain his/her current position*

RECREATION ADVISORY COMMISSION MEMBERS

REGULAR MEMBERS

KHOOSHE AIKEN
Regular Member:
First Appointed: 4/13/11 Term Expires 04/14
Re-Appointed: 4/08/14 Term Expires 04/17

STEPHEN D. HALL (Vice Chairman)
Alternate Member:
First Appointed 04/08/08 Term Expires**:** 04/10

Regular Member:
First Appointed: 04/13/10 Term Expires: 04/13
Re-Appointed: 04/09/13 Term Expires: 04/16

DR. G. ELLEN HOWE
Alternate Member:
First Appointed: 04/13/10 Term Expires: 04/13
Re-Appointed: 04/09/13 Term Expires: 04/16

Regular Member:
First Appointed: 04/16/15 Term Expires: 04/18

PAMELA MCIVER (Chairwoman)
Alternate Member:
First Appointed: 04/14/09 Term Expires 04/12

***Regular Member*:**
First Appointed: 04/13/11 Term Expires 04/14
Re-Appointed: 04/08/14 Term Expires 04/17

ROBERTA MAMBRINO
Alternate Member
First Appointed: 06/14/11 Term Expires 04/12
Re-Appointed: 04/10/12 Term Expires: 04/15

Regular Member
First Appointed: 08/14/12 Term Expires: 04/14
Re-Appointed: 04/08/14 Term Expires 04/17

MATTHEW SMITH
Alternate Member
First Appointed: 08/14/12 Term Expires: 04/15

Regular Member:
First Appointed: 02/10/15 Term Expires: 04/16

ALEXANDRA WOODFIELD
Alternate Member:
First Appointed: 04/9/13 Term Expires: 04/16

Regular Member:
First Appointed: 04/16/15 Term Expires: 04/18

ALTERNATE MEMBERS

JOHN C. HARTZ, JR.
First Appointed: 02/14/15 Term Expires: 04/18

LINDA WARTOW
First Appointed: 02/14/15 Term Expires: 04/16

LESLIE WYTRZES
First Appointed: 02/10/15 Term Expires: 04/15
Re-Appointed: 04/14/15 Term Expires: 04/16

Recreation Advisory Commission Attendance Record 2014-2016

	2014					2015					2016				
	1/8	3/5	5/7	9/3	11/5	1/7	3/4	5/6	9/2	11/4	1/6	3/2	5/4	9/7	11/2
Mrs. Kooshe Aiken	P	P	P	U	P	U	P	E	P	U	E	P			
Mr. Stephen Hall	P	P	P	P	P	P	P	P	P	U	P	P			
Mr. John Hartz								P	P	P	P	P			
Dr. G. Ellen Howe	P	P	P	U	P	P	U	P	U	P	P	P			
Mrs. Roberta Mambrino	P	P	P	U	P	P	P	P	U	P	P	P			
Mrs. Pamela McIver	E	P	P	P	P	P	P	P	U	P	P	P			
Mr. Matthew Smith	P	P	P	P	P	P	P	P	P	U	P	P			
Mrs. Linda Wartow								P	U	P	P	P			
Mrs. Alexandra Woodfield	P	P	P	P	P	P	P	P	P	P	P	P			
Mrs. Leslie Wytrzes							P	P	P	P	P	P			
Mr. Daniel McDonnell	*P*	*P*	*P*	*P*	*P*	*P*	*P*								
Mr. Timothy O'Hara	*P*	*P*	*P*	*P*	*P*	*P*	*U*								

Recreation Advisory Commission Voting Conflicts 2014-2016

	2014					2015					2016				
	1/8	3/5	5/7	9/3	11/5	1/7	3/4	5/6	9/2	11/4	1/6	3/2	5/4	9/7	11/2
Mrs. Kooshe Aiken															
Mr. Stephen Hall															
Mr. John Hartz															
Dr. G. Ellen Howe															
Mrs. Roberta Mambrino															
Mrs. Pamela McIver															
Mr. Matthew Smith															
Mrs. Linda Wartow															
Mrs. Alexandra Woodfield															
Mrs. Leslie Wytrzes															
Mr. Daniel McDonnell															
Mr. Timothy O'Hara															

X = Voting Conflict

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Adoption of Goals for Town Manager in 2016

Presenter

Thomas G. Bradford, Town Manager

Supporting Documents

- **Memorandum Dated April 7, 2016, from Thomas G. Bradford, Town Manager**

  Town Manager Goals 2016 Tally Sheet

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

From: Thomas G. Bradford, Town Manager

Re: Establishment of Town Manager Goals for 2016/2017

Date: April 7, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council pass a motion to adopt the Town Manager goals for 2016/2017[1]. If the Mayor or any individual Town Council members believe that Town Council should adopt goals that differ from those set forth below, please be prepared to propose your alternative(s) for consideration at the April 12 meeting.

GENERAL INFORMATION

Attached to this memorandum is a spreadsheet which presents the results of your individual scoring for the Town Manager goals for 2016/2017. The Town Council's formal adoption of top goals will provide guidance to me on matters to focus on during this evaluation period and indirectly communicates to the public matters of greatest importance in the next year ahead.

If you accept the results of your scoring without modification, then the top five Town Manager goals for 2016/2017 will be as follows:

1. Develop a financing plan working with the Underground Utilities Task Force, engineering/design consultant's construction plan, cost estimates, and financial advisors to develop the financing plan with anticipated issuance of GO Bonds prior to the first phase of construction currently estimated to be May of 2017. Monitor long term interest rates in order to move quickly if rates begin rising.

2. Explore all methods available to develop and retain future leaders in Public Safety, including modifications to pension benefits, mentoring programs, and evaluating current compensation packages.

3. Continue monitoring and modifying coastal program. (I consider Port of Palm Beach activities, monitoring of same to be related to the Town's coastal program)

4. Identify strategies that pro-actively deal with growth impacts in West Palm Beach protecting water quality and quantity, traffic, life safety and quality of life.

[1] The Town Manager evaluation period is from 01/10/16 to 01/09/17.

5. Develop a strategic plan for changes in Town Recreation programs, services, and facilities. Engage with patrons, parents, and community groups to incorporate feedback and ideas in programming services and facilities. Develop a public awareness plan for recreation programs. Prioritize recreation needs. Develop the Phase 2 implementation plan by June 30, 2016.

I recommend the Town Council adopt the above stated five items as the Town Manager's goals for 2016/2017.

This process is conducted in order to provide direction for and action by the Town Manager in his ongoing work efforts during his/her evaluation period. The other items that received votes in this process and many other initiatives may also receive attention, funding, and action during this same time frame.

TGB
Attachment
cc: Jay Boodheshwar, Deputy Town Manager
Department Directors

TOWN OF PALM BEACH									
MAYOR AND TOWN COUNCIL									
TOWN MANAGER GOALS FOR 2016/2017									
SCORE SHEET TABULATIONS									
GOALS	Coniglio	Pucillo	Kleid	Lindsay	Moore	Zeidman	Score	Avg/6	Rankings
Underground project planning and financing	3	5	5	5	3	5	26	4.33	1
Develop & retain future leaders in Pub. Safety	4	0	3	4	5	4	20	3.33	2
Coastal program monitor and modify	2	2	4	0	0	3	11	1.83	3
Strategies for growth impacts from West Palm	5	4	0	0	0	0	9	1.50	4
Recreation Strategic Planning	1	3	2	0	2	0	8	1.33	5
Recruitment program	0	0	0	0	4	0	4	0.67	7
Port of Palm Beach activities	0	1	0	2	0	2	5	0.83	6
Parking & traffic strategies	0	0	1	1	1	1	4	0.67	7
Update Comp Plan for Impacts, Conserv, CIP	0	0	0	3	0	0	3	0.50	8
Note:									
The scoring system assigned five (5) points for an elected official's top goal, four (4) points for the second highest goal									
three (3) points for the third highest, two (2) points for the fourth highest, and one (1) point for the fifth highest. Each goal's									
cumulative score was tallied and the sum divided by 6 to give that goal an average score and a resulting ranking.									

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended September 30, 2015

Presenter

Jane Struder, Director of Finance

Supporting Documents

- **Memorandum Dated April 1, 2016, from Jane Struder, Director of Finance**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Jane Struder, Director of Finance

Re: Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended September 30, 2015

Date: April 1, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council accept the Comprehensive Annual Financial Report and management letter for fiscal year ended September 30, 2015, and accept management's statement of explanation and response concerning the auditor's management letter comment.

GENERAL INFORMATION

A copy of the Town of Palm Beach Comprehensive Annual Financial Report (CAFR) for fiscal year ended September 30, 2015, completed in accordance with Section 11.45 of the Florida Statutes, is being provided to each of you under separate cover and can be viewed on the Town's website at www.townofpalmbeach.com under the "Government" tab, by clicking on Departments/Finance Department/Financial Reports.

This document serves as the required annual audit of the Town of Palm Beach. It exceeds the minimum requirements for an annual audit, providing information which staff expects will qualify the Town to receive the Government Finance Officers' Association Certificate of Achievement for Excellence in Financial Reporting for the 28th consecutive year.

The completed CAFR will be forwarded to the Auditor General's Office once it is approved, to satisfy the statutory requirements.

The final reported General Fund unassigned fund balance for fiscal year ended September 30, 2015, is $22,267,050. This amount represents 34.8% of the FY16 operating expenditure budget (total budget less coastal transfer), and exceeds the 25% minimum by $6,292,272.

N. Ronald Bennett CPA, with the firm of Nowlen, Holt & Miner, P.A., will make a brief presentation regarding the audit results for FY2015 at the Town Council meeting.

Attachment

jls

cc: Department Directors
John C. Randolph, Town Attorney
Jay Boodheshwar, Deputy Town Manager

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Pension and Retirement Matters
Jane Struder, Director of Finance
TIME CERTAIN 11:00 AM

a. Consideration of the Mercer Police and Fire-Rescue Compensation and Benefits Survey Underwritten by the Palm Beach Civic Association and the Palm Beach Police Foundation and the Recommendations of the Finance and Taxation Committee Pertaining to Same. *(Deferred from March 8, 2016, Town Council Meeting)*
Heidi Gobetz, Mercer Group

b. RESOLUTION NO. 47-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving an Amendment to the Statement of Overall Investment Objectives and Policy for the Town of Palm Beach Retirement System Pursuant To Section 82-57(I) of the Code of Ordinances of the Town of Palm Beach, and Providing an Effective Date. (Assumed Investment Rate of Return Will Dcrease From 7.5% to 7.0% by 10 Basis Points per Year Until the Investment Rate of Return Reaches 7.0%).
William B. Hanes, Pension Administrator

Presenter

Supporting Documents

- **a. Police and Fire Compensation and Benefits Report by Mercer**
- **b. Memorandum dated April 12, 2016, from William P. Hanes, Pension Administrator**
- **Resolution No. 47-2016**

POLICE AND FIRE RESCUE COMPENSATION AND BENEFITS SURVEY

PALM BEACH CIVIC ASSOCIATION AND PALM BEACH POLICE FOUNDATION

Report Issued: March 22, 2016
Report Discussion: March 30, 2016 at the TOPB Tax and Finance Committee Meeting

Gary Lawson
Heidi Gobetz
LaCinda Glover
David Miller
Pete Eddings

INTRODUCTION

- Palm Beach Civic Association and Palm Beach Police Foundation engaged Mercer to review the compensation and core benefits programs provided to public safety employees at Town of Palm Beach (TOPB) Police Department and the TOPB Fire Rescue. The following positions were included in this study:
  - Police Officer/Deputy
  - Sergeant
  - Lieutenant
  - Firefighter/EMT
  - Firefighter/Paramedic
  - Driver Engineer/EMT
  - Driver Engineer/Paramedic
  - Lieutenant/Paramedic
- Mercer was engaged in February and began working immediately with the TOPB to develop a survey questionnaire and gather contact information for the surrounding counties. A survey was deemed the most efficient way to gather the information in a short timeframe, given not all of the desired details were readily available via public sources.
- Both Mercer and the TOPB solicited 38 organizations (20 Police/18 Fire Rescue). The survey was sent out on February 17th and was originally set to close one week after it was released, but had to be extended to increase the participation rate.
- The survey closed March 11th with 26 participating organizations (14 Police/12 Fire Rescue).
- **NOTE: All information was provided by the participating organizations and definitive statements throughout the report reflect the data provided to Mercer.**

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SURVEY PARTICIPANTS*

Police	Fire Rescue
Boca Raton Police Department	Boca Raton Fire Rescue
Boynton Beach Police Department	Boynton Beach Fire Rescue
Broward County Sheriff's Office	Broward County Sheriff's Office – Fire Rescue
Coral Gables Police Department	Coral Gables Fire Rescue
Davie Police Department	Coral Springs Fire Rescue
Ft. Lauderdale Police Department	Davie Fire Rescue
Jupiter Police Department	Ft. Lauderdale Fire Rescue
Miami-Dade Police Department	Hollywood Fire Rescue
Miramar Police Department	Palm Beach County Fire Rescue
Palm Beach Gardens Police Department	Palm Beach Gardens Fire Rescue
Palm Beach Sheriff's Office (PBSO)	Sunrise Fire Rescue
Plantation Police Department	West Palm Beach Fire Rescue
Sunrise Police Department	
West Palm Beach Police Department	

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* Throughout the report "market" refers to this list of participating peer organizations.

COMPENSATION AND BENEFITS ELEMENTS SURVEYED

- Mercer focused its review on three areas: salary, retirement, and other critical pay practices, with the most material elements being salary and retirement. The following topics were included in the survey:

Salary	Retirement	Other Practices
• Pay (annual vs. hourly) • Standard work week • Overtime • Assignment pay • Longevity pay • Performance bonuses	• Structure (defined benefit (DB) vs. defined contribution (DC)) • Benefit level and pensionable earnings • Cost of living adjustments (COLAs) • Retirement ages • Survivorship benefits	• Medical insurance • Take home car (police) • Tuition reimbursement • Clothing reimbursement • Paid-time off

- Mercer also assessed the additive impact of salary, performance bonuses, longevity pay, and retirement to better understand the TOPB pay mix vs. that of the peers. Due to incomplete responses, Mercer was unable to include a value for medical; however, medical benefits were compared anecdotally against peers. This methodology is similar to how other benefits/practices were compared, where the value to the employee is often circumstantial.

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OBSERVATION OF FINDINGS: POLICE

Compensation Element	TOPB Alignment to Market	Rationale	Page
Salary	↑	• Officer/Deputy and Sergeant positions ~10%-above median; Lieutenant aligned with market	11
Work Week/Overtime	=		12
Assignment Pay	=		13
Longevity Pay	↓	• Do not provide to new hires, where majority provide an incentive	13
Performance Bonus	↑	• No peers provide performance bonuses	13
Retirement Benefit	↓	• Hybrid structure inconsistent with DB nature of peers; value is 50%-65% below market	15, 18
Retirement Provisions	↓	• Lack of early retirement provision for DB benefit, COLA, and subsidized survivorship benefit compared to peers	16
Medical	↑	• No/low employee cost and lower out-of-pocket maximum and deductibles than peers	21
Take Home Car	↓	• Only undercover detectives may take their vehicle home	23
Tuition Reimbursement	=		23
Clothing Allowance	↓	• Provide to Lieutenant and higher, where majority provide benefit to all positions	23
Paid-Time Off	=		24

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KEY Below Market Median Practice ↓ Aligned w/Market Median Practice = Above Market Median Practice ↑

OBSERVATION OF FINDINGS: FIRE RESCUE

Compensation Element	TOPB Alignment to Market	Rationale	Page
Salary	↓	• Hourly pay rate is approximately 15% to 20% below market median	26
Work Week/Overtime	↓	• Work an average of 56 hours compared to market median of 48 hours	27
Assignment Pay	=		28
Longevity Pay	↓	• Do not provide to new hires, where majority provide an incentive	28
Performance Bonus	↑	• No peers provide performance bonuses	28
Retirement Benefit	↓	• Hybrid structure inconsistent with DB nature of peers; value is 50%-65% below market	30, 33
Retirement Provisions	↓	• Lack of early retirement provision for DB benefit, COLA, and subsidized survivorship benefit compared to peers	31
Medical	↑	• No/low employee cost and lower out-of-pocket maximum and deductibles than peers	36
Tuition Reimbursement	=		38
Clothing Allowance	↓	• Do not provide, where majority provide a benefit	38
Paid-Time Off	=		39

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KEY Below Market Median Practice ↓ Aligned w/Market Median Practice = Above Market Median Practice ↑

GENERAL EMPLOYEE VS PUBLIC SAFETY BENEFITS

- The focus of the survey was on public safety employees. Mercer asked broadly about the benefits provided to general employees and conducted ancillary research on general employee vs. public safety employee retirement plan practices.
  - Our research confirmed that among peers, public safety employees almost unanimously received a different structure of benefits than general employees.
- While some organizations have multiple differences in benefit offerings between general and public safety employees, the biggest difference is the pension benefit. Most market peers offered their public safety employees a different retirement benefit than offered to general employees and the key pension differences include:
  - Plan accrual rate
  - Benefit cap
  - Definition of final average compensation
  - Cost of living adjustments (COLAs)
  - Retirement ages
- The purpose of this study was to review total rewards provided to public safety employees; the analysis did not review the total rewards provided to general employees.

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EXECUTIVE SUMMARY
SALARY

- Police:
  - Salaries are above market median and align with peer 75th percentile for the Officer/Deputy and Sergeant positions; salaries at close to peer median for the Lieutenant position.
  - Pay practices (salary increases, work week, overtime, assignment pay, etc.) are generally aligned with peer practice.
- Fire Rescue:
  - While annual salaries align with peer median, the hourly rate is well below peer practice due to average number of hours per week worked.
    - Firefighters work an average of 56 hours per week vs. peer median of 48 hours per week.
  - Salary increases for Firefighters and Driver Engineers positions are below peer practice for two reasons: the number of steps is four times that of peer practice and step progression has only occurred twice in the past five years due to contract negotiations.
- For both Police and Fire Rescue, the lack of longevity pay is below peer practice but the TOPB performance bonus helps make up a portion of the gap.

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EXECUTIVE SUMMARY
RETIREMENT

- In general, the public and the Town Council are aware that changes to the TOPB public safety retirement benefits implemented in 2012 positioned the TOPB at the bottom of peer practice.
  - Throughout the report, Mercer highlighted the below market retirement positioning and outlined the key underlying features that attribute to it, while taking into account other key areas of compensation and benefits in order to get a holistic view.
- Retirement benefits are below market practice for multiple reasons:
  - Hybrid DB/DC structure vs. dominant DB structure among peers. TOPB employees find the DC structure foreign and do not fully understand the value.
  - Below market accrual rate in the DB plan (1.25% vs. 3% among peers).
  - Lack of early retirement provision for DB benefit; TOPB DB benefits do not commence until age 65 whereas all of the peers allow for benefit commencement by at least age 50. This is especially problematic given the average TOPB retirement age is 49 for officers and 48 for firefighters.
  - 38% of Police peers and half of the Fire Rescue peers provide COLAs. 58% (Fire Rescue) and 85% (Police) provide subsidized survivorship benefits.
  - Pensionable earnings includes base salary only (peers often include overtime and longevity pay).
- While the TOPB-provided retirement benefit is below market, the mandatory/required employee contribution at the TOPB is 2 to 2.5 percentage points below market median.
- Although peer practice is to provide retirement benefits via DB plans, and DC plans are foreign to the public safety culture, DB plans can carry significant funding/financial risk.

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EXECUTIVE SUMMARY
OTHER PRACTICES

- Active medical benefits are above market median due to favorable employee/employer cost share combined with lower out-of-pocket maximums.
- Retiree medical benefits are above median market practice due to the TOPB paying a portion of the premium (all peers provide on a 100% employee-paid basis only) and lower out-of-pocket maximums and deductibles than peers.
- The inability for officers to take home a car and the stipulation on clothing allowances is below peer practice.
- Tuition reimbursement and paid-time off practices are generally aligned with peer practice.

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POLICE COMPARISON

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SALARY COMPARISON
PAY RANGES

The TOPB's philosophy is to pay salary at the market 75th percentile. TOPB salary is aligned with the market 75th percentile for the Officer/Deputy and Sergeant positions, and the market median for the Lieutenant position.

Annual Salary

	Minimum					Mid-Point					Maximum				
Position	TOPB	Market Median	Variance	Market 75th Percentile	Variance	TOPB	Market Median	Variance	Market 75th Percentile	Variance	TOPB	Market Median	Variance	Market 75th Percentile	Variance
Officer/Deputy	$51,000	$50,050	*2%*	$52,336	*-3%*	$69,273	$63,024	*10%*	$67,287	*3%*	$87,545	$76,471	*14%*	$81,794	*7%*
Sergeant	$78,750	$65,800	*20%*	$76,120	*3%*	$90,707	$81,649	*11%*	$86,469	*5%*	$102,664	$95,213	*8%*	$99,983	*3%*
Lieutenant	$79,975	$79,914	*0%*	$97,750	*-18%*	$97,733	$100,588	*-3%*	$107,073	*-9%*	$115,492	$115,731	*0%*	$119,048	*-3%*

Hourly Rate

	Minimum					Mid-Point					Maximum				
Position	TOPB	Market Median	Variance	Market 75th Percentile	Variance	TOPB	Market Median	Variance	Market 75th Percentile	Variance	TOPB	Market Median	Variance	Market 75th Percentile	Variance
Officer/Deputy	$24	$24	*0%*	$25	*-4%*	$33	$31	*8%*	$33	*0%*	$42	$38	*11%*	$40	*5%*
Sergeant	$38	$31	*22%*	$35	*8%*	$43	$38	*13%*	$41	*5%*	$49	$45	*8%*	$48	*2%*
Lieutenant	$38	$38	*2%*	$43	*-10%*	$47	$47	*0%*	$50	*-6%*	$56	$55	*2%*	$56	*0%*

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Note: Minimum, Mid-Point, and Maximum represent the range of pay for each position.

SALARY COMPARISON
PAY PRACTICES

In general, the TOPB's pay practices for police are aligned with market practice.

	Town of Palm Beach	Peer Practice
Salary Increases	• Merit plan – Meets expectations: 3% – Maximum: 7.5%	• 8 of 14 report utilizing a step plan to determine yearly increases – The median number of steps ranged from 9 to 11, depending on position • Two peers reported giving flat pay increases of 2.5%
Average Weekly Hours Worked per Shift	• 40 hours	• 7 peers report working 40 hours in a standard work week • 2 report working 80.5 hours over a two week period
Overtime Eligibility	• Positions eligible: All • Requirements: Over 167 hours in a 28 day cycle (i.e., 41.75 hours weekly)	• All Officer/Deputy and Sergeant positions are overtime-eligible • 8 out of 11 Lieutenants are eligible • Median practice is to pay overtime after 40 hours per week (8 out of 14 pay overtime after 40 hours per week)

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SALARY COMPARISON
PAY PRACTICES *(CONT'D)*

	Town of Palm Beach	Peer Practice
Longevity Pay	• None	• 8 out of13 report providing longevity pay to new hires – 3 out of 13 peers provide a flat dollar amount, based on years of service (ranging from $250 to $600 at 5 years to a maximum of $2,000 at 15+ years) – 5 out of 13 peers provide pay as a percentage of base (ranging from 2% at 10 years to a maximum of 16% at 20+ years)
Performance Bonus	• Performance bonus: Employees after completing 5 years of service – $500 - $6,000 – FY17 Projected Average bonus is $1,906	• No peers reported providing an annual performance bonus
Assignment Pay	• Motorcycle Unit: $2,500 per year • FTO Officers: $5,000 • FTO Sergeant: $3,000 • Detective: $0 • Tactical Unit: $0 • K9 Unit: Not applicable	• All peers reported providing some type of assignment pay • Pay form (flat dollar amount or percentage of pay) varies by assignment • Prevalence (and median dollar amounts), per assignment: – Motorcycle Unit (62%): $1,625 – FTO (100%): $2,100 – Detective (85%): $1,950 – Tactical Unit (46%): $1,625 – K9 Unit (62%): $1,300 • When expressed as a percentage, most common pay is 5% of base for assignments • Most common "other" type of benefit is specialty pay for officers working alternative shifts

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RETIREMENT METHODOLOGY

- Retirement benefits were assessed based on the following components:
  - Prevalence/structure of plan(s)
  - Key plan provisions
  - Benefit levels/income replacement at retirement
    - Income replacement is defined as the percentage of the participant's final average five-year base salary that is replaced/payable for life; DC plan account balances are converted to an equivalent life income in order to be expressed as income replacement
  - Pay mix (i.e., impact of retirement when including salary, bonuses, and longevity pay)
- Mercer compared benefits at two retirement ages: 50 and 55. According to the TOPB's Retirement System Annual report, the average retirement age for officers in 2015 was 49 years. The retirement age at the TOPB has not varied widely over the last 10 years.
  - Benefits under the TOPB DB plan do not commence until age 65, which is an unrealistic retirement age assumption in the public safety sector based on historic data and peer practice.
- Mercer's analysis takes into account variances in pensionable earnings, COLAs, survivorship benefits, and early retirement provisions. DC plans are assumed to earn 6% interest annually and are converted to an equivalent life annuity using standard mortality assumptions and 5% post-retirement interest.
  - *Detailed assumptions can be found in the Appendix.*

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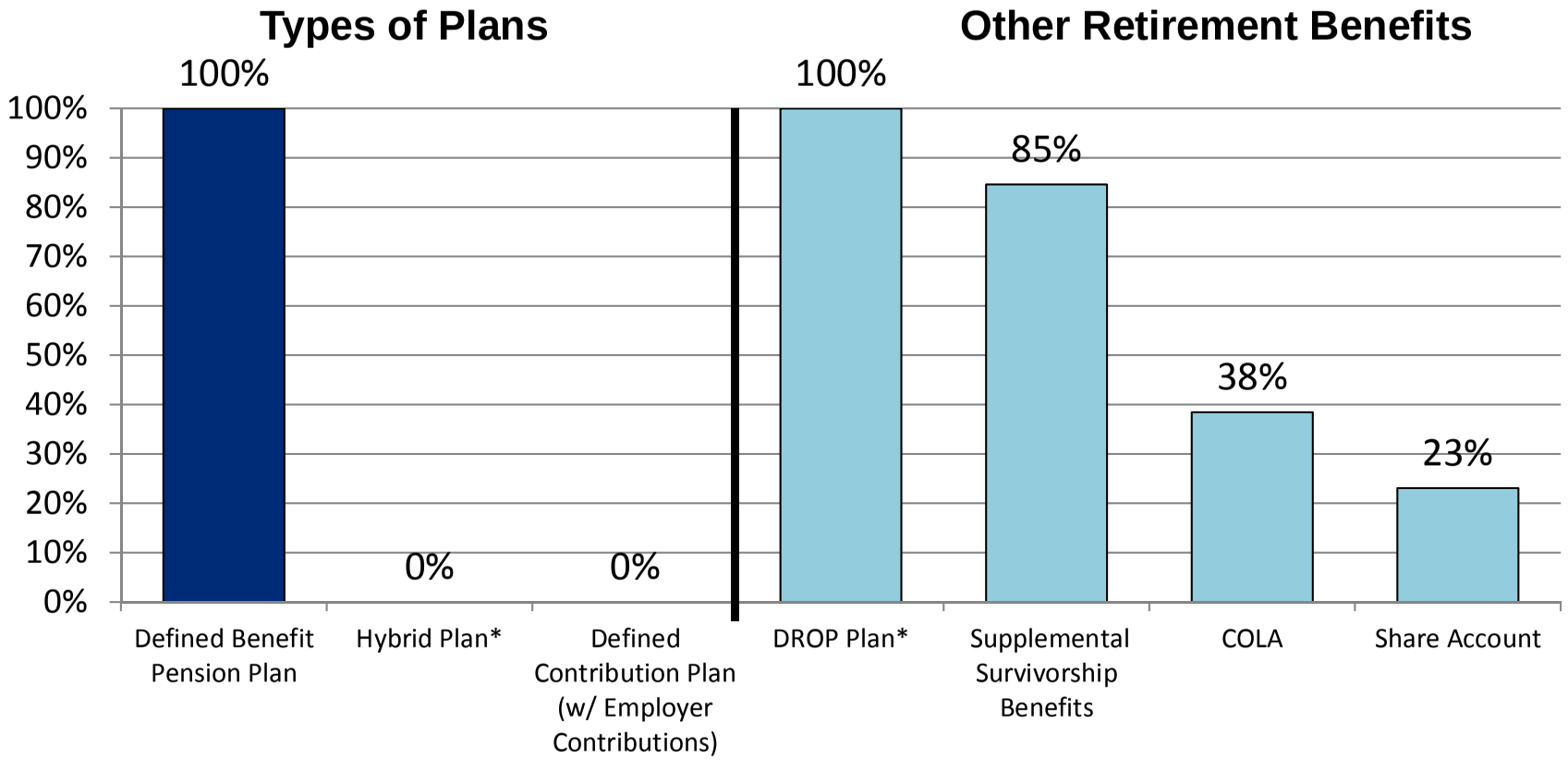
RETIREMENT
PREVALENCE OF PEER PLANS

Unlike the TOPB, 100% of the peers solely utilize a DB plan to provide retirement benefits for the vast majority of employees (a few peers also offer a DC plan with very low participation rates).



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* TOPB provides this benefit.

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RETIREMENT
KEY PLAN PROVISIONS

TOPB is the only entity to offer a hybrid DB/DC plan, both the accrual rate and pensionable earnings is less generous than the majority, and the lack of a COLA further decreases competitiveness.

	Town of Palm Beach	Peer Practice
Overall Structure	• Hybrid Plan: combination of a defined benefit and defined contribution plan	• All peers provide a defined benefit plan • No peers provide a DC plan with employer contributions
Pension Plan Formula Type	• Final average pay	• All peers provide a final average pay defined benefit pension
Pay Definition/Pensionable Earnings	• Base salary only	• All but two peers include some earnings besides base salary in average compensation – 9 of 13 report including overtime in earnings (4 with a limit on number of hours)
Pension Accrual Rate	• 1.25% per year of service	• Median benefit accrual rate is 3.0% (ranges from 2.67% to 3.5%)
Final Average Pay	• Final average 5 years	• 7 of 13 use 5-year average pay to determine benefit level • Others include: average 3 (4 peers), and average 8 (2 entities)
COLA	• None	• 5 of 13 provide a COLA − Median practice of those that provide a COLA is a 2% yearly adjustment, starting 5 years after retirement

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RETIREMENT
KEY PLAN PROVISIONS *(CONT'D)*

On the favorable side, the TOPB requires lower employee contributions than most peers. To the contrary, the inability to withdraw the DB portion of the benefit until age 65 is inconsistent with peers and the national public safety culture.

	Town of Palm Beach	Peer Practice
Mandatory Employee Contributions	• 6.47% (4% to DC plan, 2.47% to DB plan)	• Median mandatory contribution for all plans is 8.6%
Employer Contributions (DC Plan Only)	• 4% matching contribution • Discretionary employer non-matching contribution up to 4%, determined annually by the council	• No peers provide a DC plan with employer contributions
Retirement Ages and Years of Service	• Normal retirement: Age 65 with 10 years of service • Early retirement: No early election based on age/years of service	• Normal Retirement: 9 out of 13 peers allow normal retirement at age 55 and 10 years of service or earlier; 11 out of 13 allow normal retirement after 25 years of service • Early Retirement: 9 out of 13 allow early retirement at age 50 with 10 years of service
Early Retirement Reduction	• No early retirement	• Most common reported early retirement reduction factors are 3% and 5% per year (3 peers each)
Survivorship Benefits	• Members can elect an optional, actuarially-reduced survivorship benefit	• 11 out of 13 peers reported providing some survivorship benefit beyond an optional reduced survivorship benefit

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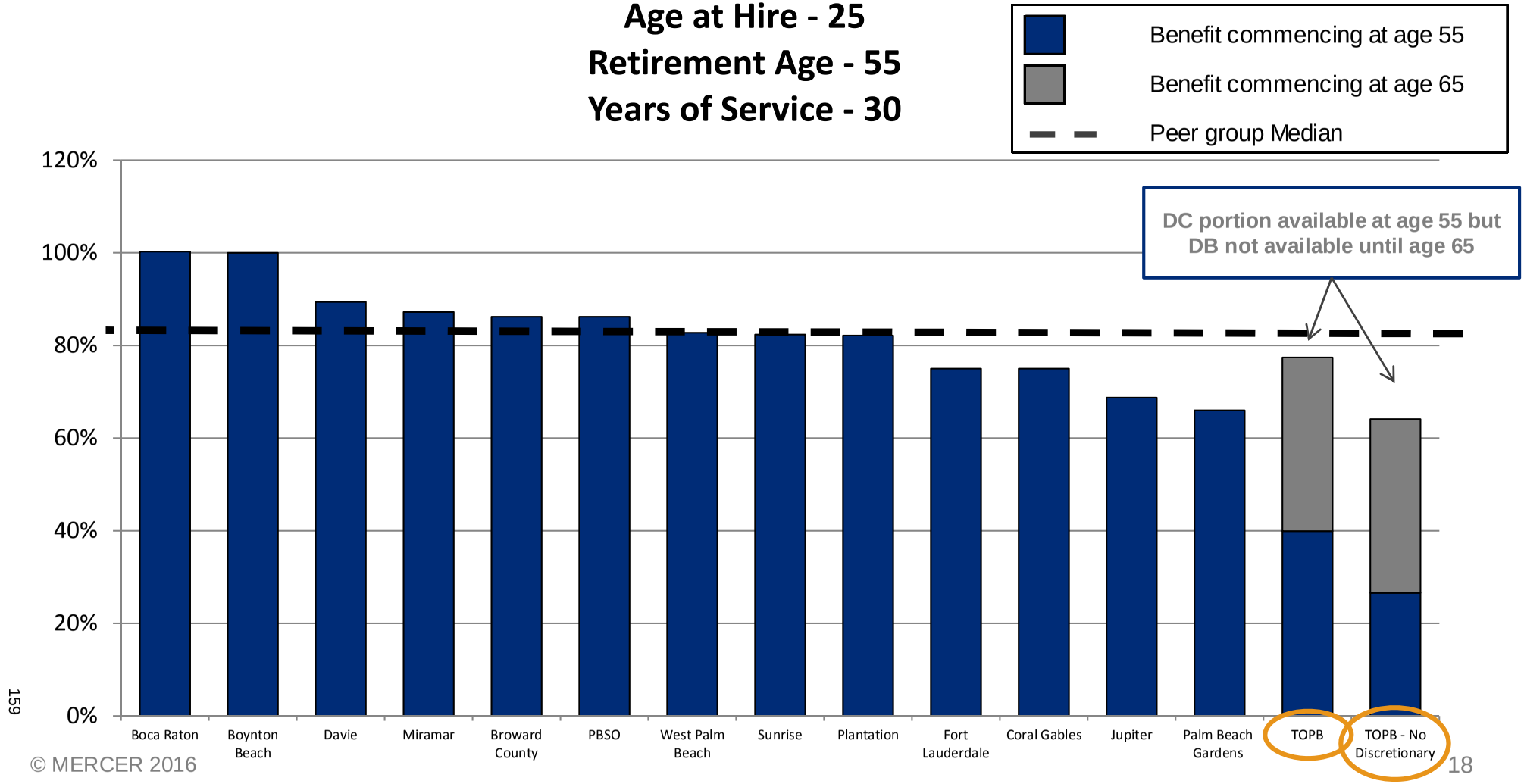
RETIREMENT
INCOME REPLACEMENT FROM ALL SOURCES OF RETIREMENT INCOME – AGE 55 WITH 30 YEARS

TOPB employees who retire at age 55 with 30 years of service are living off approximately **50%-65% less pre-retirement income than the peer median for 10 years**. The gap narrows once age 65 is attained but TOPB remains below market. If the discretionary contribution were not provided the TOPB value is even less.



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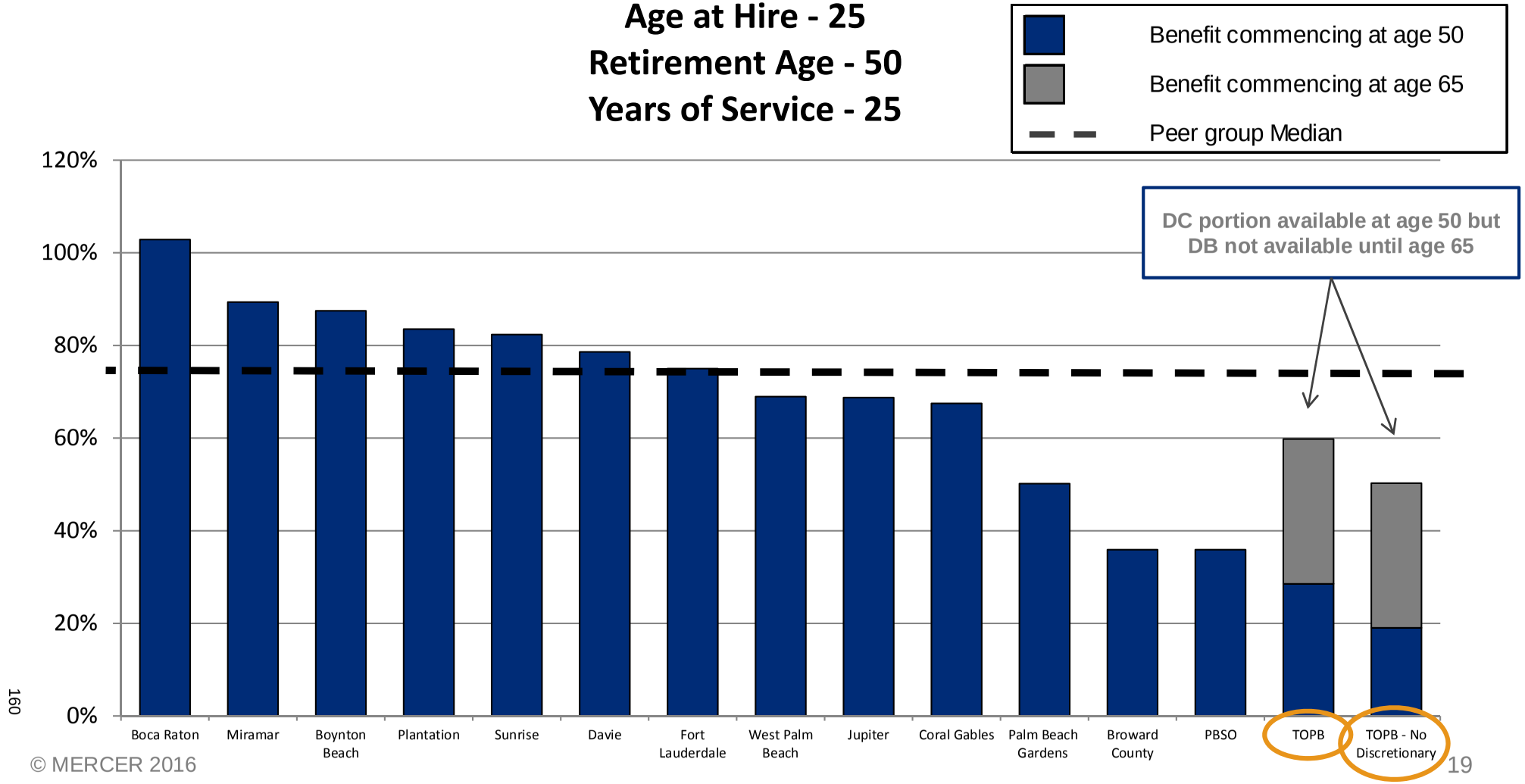
RETIREMENT
INCOME REPLACEMENT FROM ALL SOURCES OF RETIREMENT INCOME – AGE 50 WITH 25 YEARS

TOPB employees who retire at age 50 with 25 years of service are living off approximately **60%-65% less pre-retirement income than the peer median for 15 years**. The gap narrows once age 65 is attained but TOPB remains below market. If the discretionary contribution were not provided the TOPB value is even less.



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RETIREMENT
MANDATORY EMPLOYEE CONTRIBUTIONS

The TOPB's mandatory employee contribution is approximately 2 percentage points below market median.

Entity	Mandatory Employee Contributions
Miramar	13.4%
Boca Raton	11.5%
West Palm Beach	11.0%
Coral Gables	10.0%
Jupiter	10.0%
Sunrise	10.0%
Palm Beach Gardens	8.6%
Ft. Lauderdale	8.5%
Plantation	8.0%
Boynton Beach	7% + additional 1% first 20 years
Davie	7.0%
Palm Beach	**6.47% (includes 4% contribution to DC Plan)**
Palm Beach Sheriff's Office (PBSO)	3.0%
Broward County Sheriff's Office	3.0%
25th Percentile	**8.0%**
Median	**8.6%**
75th Percentile	**10.0%**

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OTHER PRACTICES
ACTIVE MEDICAL INSURANCE

	Town of Palm Beach	Peer Practice
Plan Types Offered	• HMO and PPO (HMO is most prevalent)	• Out of 11 peers reporting: – 7 offer a PPO plan – 6 offer a HMO plan – 5 offer a CDHP plan – 2 offer an EPO plan
Employee/Employer Cost Share	• Employer covers 100% of employee coverage and 75% of dependent coverage	• 4 out of 10 peers report covering 100% of employee coverage, with a reduced cost-share for dependents
Employee Premium	• Employee Only: $0 per month • Employee + Dependent: $50.69 per month • Family: $101.37 or $152.05 per month	• Median monthly premiums: – Employee: $32.50 – Employee + Dependent: $300 – Family: $400
Deductibles	• $0 plan deductibles	• Median deductibles: – Individual, in network: $400 – Individual, out of network: $2,000 – Family, in network: $800 – Family, out of network: $4,000
Out-of-Pocket Maximum	• Individual: $1,500 • Family: $3,000	• Median out-of-pocket maximums: – Individual, in network: $2,500 – Individual, out of network: $5,000 – Family, in network: $6,000 – Family, out of network: $10,500
Health Savings Account	• None	• 4 out of 13 peers report providing a Health Savings Account

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OTHER PRACTICES
RETIREE MEDICAL INSURANCE

	Town of Palm Beach	Peer Practice
Plan Types Offered	• HMO and PPO (PPO is most prevalent for retirees)	• Florida state law that entity must provide same plan design to retirees as actives
Employee/Employer Cost Share	• Varies by time in service and pension amount	• All peers reported that retiree medical is 100% employee-paid
Employee Premium	• Varies by time in service and pension amount	• Median monthly premiums: – Employee: $612 – Employee + Dependent: $1,175 – Family: $1,650
Deductibles	• Individual, in network: $500 • Individual, out of network: $1,000 • Family, in network: $1,500 • Family, out of network: $3,000	• Median deductibles: – Individual, in network: $400 – Individual, out of network: $2,000 – Family, in network: $800 – Family, out of network: $4,000
Out-of-Pocket Maximum	• Individual, in network: $1,500 • Individual, out of network: $3,000 • Family, in network: $4,500 • Family, out of network: $9,000	• Median out-of-pocket maximums: – Individual, in network: $2,500 – Individual, out of network: $5,000 – Family, in network: $6,000 – Family, out of network: $10,500
Retiree Stipend for Health Care Costs	• None	• 5 out of 9 peers report providing a stipend for retirees

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OTHER PRACTICES
VEHICLE, TUITION, AND CLOTHING

	Town of Palm Beach	Peer Practice
Take-home Vehicle	• Only undercover detectives may take their vehicle home	• All responding peers allow their officers a take-home vehicle, with restrictions – It is common to limit use to officers who reside within a specified area
Tuition Reimbursement	• Reimbursement for all job-related and non job-related courses required of an accredited, job-related degree program (undergraduate or graduate) and all job-related courses of a non-degree program, up to a maximum of $5,000 per member per year – Grade: - A or B: 100% - C: 75% (undergraduate programs only) - Covers tuition, books, materials, and other fees	• 10 of 13 peers reported providing some form of tuition reimbursement − 17% indicated that reimbursement is subject to approval or available funds • Most common practices are reimbursement based on performance: – Practice 1: 100% for A, 75% for B, 50% for C – Practice 2: 100% for A or B, 75% for C
Clothing Allowance (for uniformed officers)	• All officers: $100 shoe allowance and dry cleaning for uniforms • Detectives and Lieutenant and higher: $1,080 per year	• 9 out of 13 report providing a uniform allowance • Most common practice is to provide uniforms along with a maintenance allowance (median value is $650) • 3 out of 12 also reported an allowance specifically for shoes (median value is $125)

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OTHER PRACTICES
PAID-TIME OFF

	Town of Palm Beach	Peer Practice
Type of Paid-Time Off	• Separate accruals for vacation and sick time	• 11 out of 13 peers provide separate accruals for vacation and sick time
Schedule for Separate Vacation/Sick Time	• Vacation **(includes 96 hours of holiday leave)** – 1-4 years: 176 hours – 5-9 years: 216 hours – 10-14 years: 232 hours – 15+ years: 256 hours • Sick Time – 96 hours	• Median number of hours of vacation: – 1-4 years: 96 hours – 5-9 years: 120 hours – 10-14 years: 152 hours – 15-19 years: 168 hours – 20+ years: 176 hours • Median and most common sick leave benefit is 96 hours
Leave Carryover/Maximum Accrual	• Vacation: 1 year of accrual • Sick time: unlimited carryover, up to maximum accrual of 1,040 hours	• Most common vacation carryover practices are two years of accrual or a median carryover of 310 hours • Most common sick time carryover practices are unlimited accruals or very high maximums (median carryover is 840 hours)
Required Holidays / Holiday Overtime Pay	• Receive adjusted vacation leave in lieu of holiday pay	• Most common practice is to provide compensation or paid leave in addition to hours worked • 4 peers provide 1.5 x pay in addition to holiday pay
Sick Leave Incentives/ Disincentives	• None	• 9 out of 13 peers report providing sick leave incentive • Most common practices include providing an extra vacation day and allowing conversion of unused sick time to vacation
Bereavement Leave	• 24 hours within Florida • 48 hours outside of Florida	• All peers report providing bereavement leave • Most common practice is 24 hours for an immediate family member, with up to 40 hours if outside Florida
Payout of Unused Leave Upon Retirement	• 100% payout of all vacation and accumulated compensatory time plus 50% of all unused sick time, not to exceed 800 hours	• All peers report providing payout of unused leave upon retirement • Most common practice is to payout 100% of vacation and 50% of sick time

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FIRE COMPARISON

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SALARY COMPARISON
PAY RANGES

TOPB's philosophy is to pay salary at the market 75th percentile but annual salaries for the TOPB are currently only competitive with market median. Hourly salaries are further below market practice due to above average hours worked per week (56 hours/week at TOPB vs. 48 hours/week among most peers).

Annual Salary

	Minimum					Mid-Point					Maximum				
Position	TOPB	Market Median	Variance	Market 75th	Variance	TOPB	Market Median	Variance	Market 75th	Variance	TOPB	Market Median	Variance	Market 75th	Variance
Firefighter/EMT	$49,307	$48,756	*1%*	$49,981	*-1%*	$61,147	$62,918	*-3%*	$65,810	*-7%*	$72,986	$77,047	*-5%*	$79,582	*-8%*
Firefighter/Paramedic	$55,425	$52,612	*5%*	$55,688	*0%*	$68,734	$68,388	*1%*	$69,561	*-1%*	$82,043	$83,243	*-1%*	$86,521	*-5%*
Driver Engineer/EMT	$52,148	$56,095	*-7%*	$60,704	*-14%*	$64,670	$69,103	*-6%*	$73,085	*-12%*	$77,192	$84,184	*-8%*	$84,981	*-9%*
Driver Engineer/Paramedic	$59,548	$59,368	*0%*	$67,154	*-11%*	$73,847	$73,630	*0%*	$78,126	*-5%*	$88,146	$88,695	*-1%*	$90,643	*-3%*
Engine Company Officer/Paramedic	$70,366	$70,395	*0%*	$86,169	*-18%*	$88,840	$86,002	*3%*	$92,843	*-4%*	$107,313	$101,928	*5%*	$103,392	*4%*

Equivalent Hourly Rate Based on Hours Worked

	Minimum					Mid-Point					Maximum				
Position	TOPB	Market Median	Variance	Market 75th	Variance	TOPB	Market Median	Variance	Market 75th	Variance	TOPB	Market Median	Variance	Market 75th	Variance
Firefighter/EMT	$17	$20	*-13%*	$20	*-16%*	$21	$25	*-17%*	$26	*-21%*	$25	$31	*-19%*	$33	*-23%*
Firefighter/Paramedic	$19	$21	*-10%*	$22	*-15%*	$24	$28	*-15%*	$29	*-19%*	$28	$34	*-16%*	$36	*-23%*
Driver Engineer/EMT	$18	$23	*-21%*	$25	*-29%*	$22	$28	*-20%*	$30	*-27%*	$27	$34	*-22%*	$35	*-24%*
Driver Engineer/Paramedic	$20	$24	*-16%*	$28	*-26%*	$25	$29	*-14%*	$33	*-22%*	$30	$36	*-16%*	$37	*-19%*
Engine Company Officer/Paramedic	$24	$30	*-20%*	$35	*-30%*	$31	$37	*-18%*	$38	*-20%*	$37	$41	*-10%*	$45	*-18%*

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Note: Minimum, Mid-Point, and Maximum represent the range of pay for each position.

SALARY COMPARISON
PAY PRACTICES

Salary increases at the TOPB for participants in the step plan have been stagnant for the past two years due to contract negotiations. Furthermore, TOPB Fire Rescue employees work an additional 8 hours on average per week more than peers and have to work approximately 5 hours weekly in excess of peers to begin receiving overtime pay.

	Town of Palm Beach	Peer Practice
Salary Increases	• Firefighter/EMT, Firefighter/Paramedic, Driver Engineer/EMT, Driver Engineer/Paramedic: Step plan* – 40 steps at 1% increments • Lieutenant/Paramedic: Merit plan – Meets expectations: 3% – Maximum: 7.5%	• 10 out of 12 entities report utilizing a step plan to determine yearly increases – The median number of steps ranged from 10 to 11, depending on position • Two peers reported providing merit increases, ranging from 2.5% to 6%
Average Weekly Hours Worked per Shift	• 56 hours	• 10 out of 11 entities report working 48 hours in a standard work week • 1 entity reports working 42 hours in a standard work week
Overtime Eligibility	• Positions eligible: All • Requirements: Over 212 hours in a 28 day cycle (i.e., 53 hours weekly)	• Nearly all positions are overtime-eligible for all peers • Median peer practice is to pay overtime after 48 hours per week

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* Due to contract negotiations, no movement in step progression since 2014 (and 2009 prior to that).

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SALARY COMPARISON
PAY PRACTICES *(CONT'D)*

	Town of Palm Beach	Peer Practice
Longevity Pay	• Not provided	• 8 out of 12 provide longevity pay – Two provide a flat dollar amount, based on years of service – Three provide a percentage of base pay – Two build longevity pay into the service steps – One did not specify the pay format
Performance Bonus	• Performance bonus for non-union employees after completing 5 years of service: – $500 - $6,000 • Performance bonus for union employees after completing 5 years of service with evaluation score of 3.0 or greater: – $500 - $6,000 • FY17 Projected Average bonus is $3,100	• No peers reported providing an annual performance bonus
Assignment Pay	• Field Training Officer: $2,000 • Station Commander: $2,400 • SCBA Technician: $1,200 • Community Education Coordinator: $1,200 • Public Information Officer: $1,200 • Out of Range Step Up Pay for Firefighter, Driver/Engineer, and/or Lieutenant/Paramedic: 5%	• All peers reported providing some type of assignment pay • The majority (8 out of 12) provide a bonus as a percentage of pay • Prevalence (and median benefit), per assignment: – Hazmat (50%): 5% benefit – Special Operations (50%): 5.5% benefit – Dive Rescue: (50%): 2.5%

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RETIREMENT METHODOLOGY

- Retirement benefits were assessed based on the following components:
  - Prevalence/structure of plan(s).
  - Key plan provisions.
  - Benefit levels/income replacement at retirement.
    - Income replacement is defined as the percentage of the participant's final average five-year base salary that is replaced/payable for life; DC plan account balances are converted to an equivalent life income in order to be expressed as income replacement.
  - Pay mix (i.e., impact of retirement when including salary, bonuses, and longevity pay).
- Mercer compared benefits at two retirement ages: 50 and 55. According to the TOPB's Retirement System Annual report, the average retirement age for firefighters in 2015 was 48 years. The retirement age at the TOPB has not varied widely over the last 10 years.
  - Benefits under the TOPB DB plan do not commence until age 65, which is an unrealistic retirement age assumption in the public safety sector based on historic data and peer practice.
- Mercer's analysis takes into account variances in pensionable earnings, COLAs, survivorship benefits, and early retirement provisions. DC plans are assumed to earn 6% interest annually and are converted to an equivalent life annuity using standard mortality assumptions and 5% post-retirement interest.
  - *Detailed assumptions can be found in the Appendix.*

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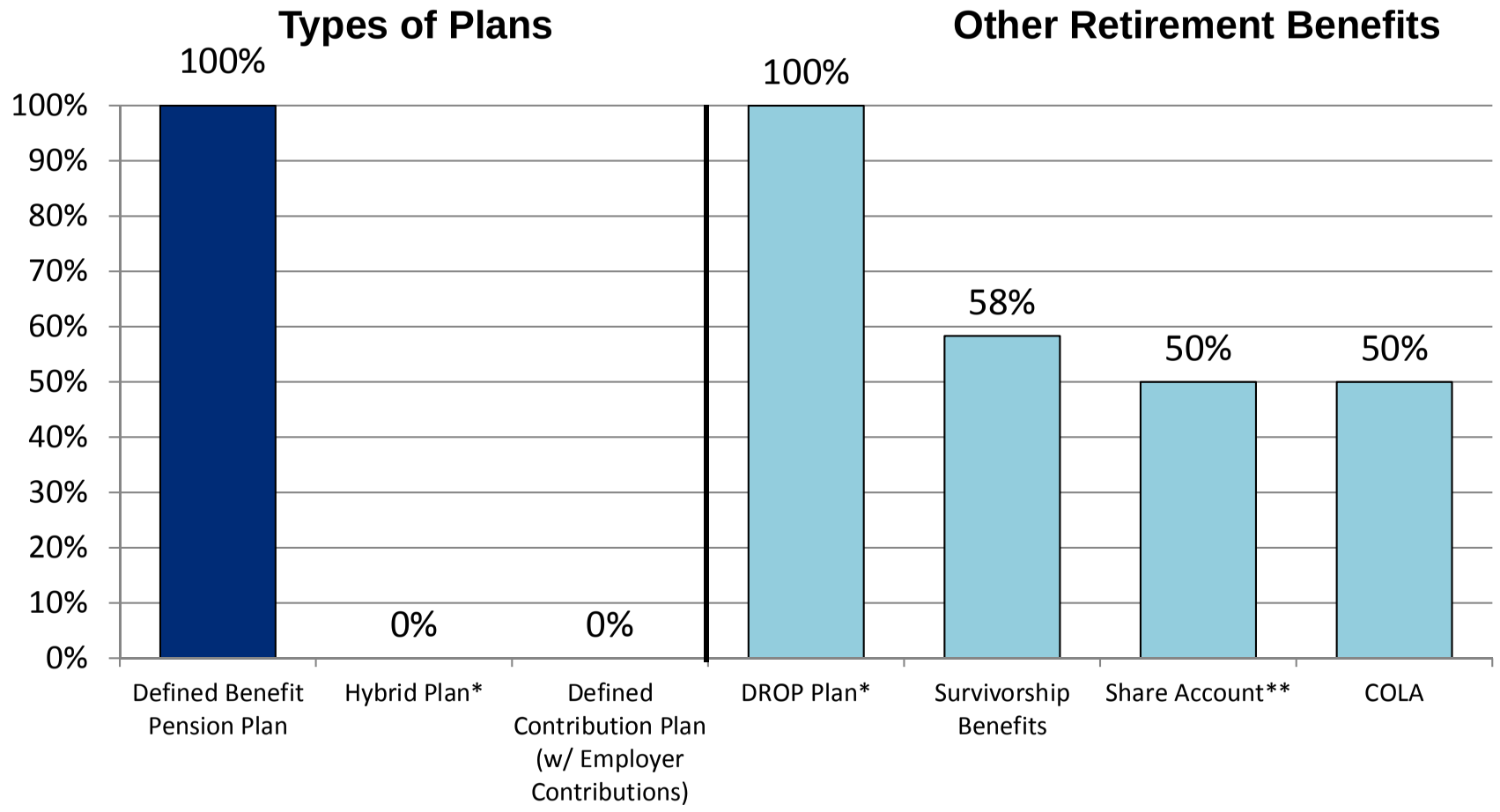
RETIREMENT
PREVALENCE OF PEER PLANS

Unlike the TOPB, 100% of the peers solely utilize a DB plan to provide retirement benefits for the vast majority of employees (a few peers also offer a DC plan with very low participation rates).



* TOPB provides this benefit.

** Includes one entity (Sunrise) that indicated share accounts will be created and funded with agreement of next CBA.

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RETIREMENT
KEY PLAN PROVISIONS

TOPB is the only entity to offer a hybrid DB/DC plan, both the accrual rate and pensionable earnings is less generous than the majority, and the lack of a COLA further decreases competitiveness.

	Town of Palm Beach	Peer Practice
Overall Structure	• Hybrid Plan: combination of a defined benefit and defined contribution plan	• All peers provide a defined benefit plan • No peers provide a DC plan with employer contributions
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Pay Definition / Pensionable Earnings	• Base salary	• All but two peers include some earnings besides base salary in average compensation – 5 out of 9 report including overtime in earnings
Pension Accrual Rate	• 1.25% per year of service	• Median benefit accrual rate is 3.0%
Final Average Earnings	• Final average 5 years	• 5 of 12 report using average pay from the final 5 years to determine benefit level • Others include: average 3 (4 entities), average 2 (1 entity), and average 8 (2 entities)
COLA	• None	• 6 of 12 report providing a COLA – Median practice is a 2% yearly adjustment, starting 5 years after retirement

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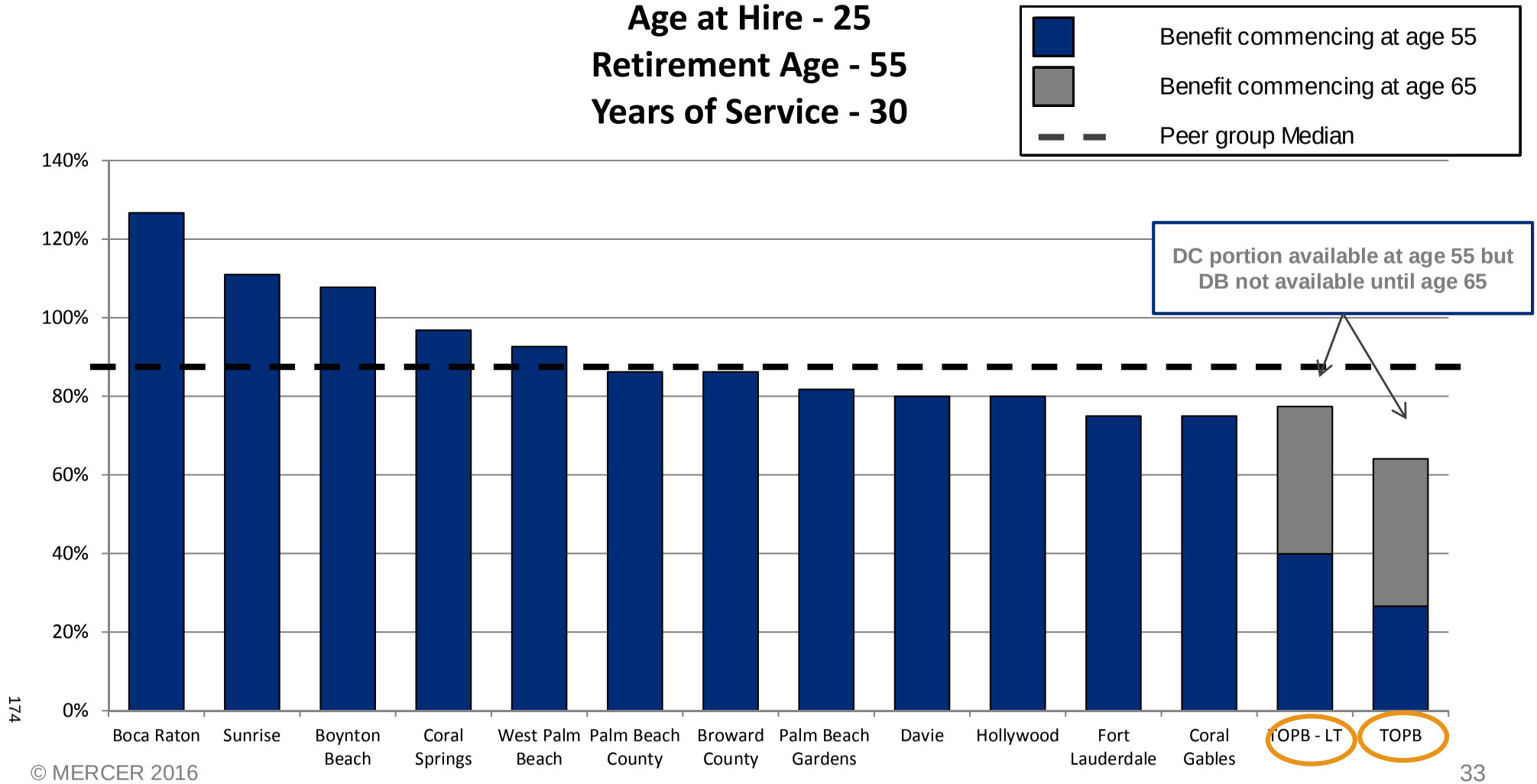
RETIREMENT
KEY PLAN PROVISIONS *(CONT'D)*

On the favorable side, the TOPB requires lower employee contributions than most peers. To the contrary, the inability to withdraw the DB portion of the benefit until age 65 is inconsistent with peers and the national public safety culture.

	Town of Palm Beach	Peer Practice
Mandatory Employee Contributions	• Union: 6.82% (2% to DC plan, 4.82% to DB plan) • Non-Union (Lieutenant/Paramedic): 6.47% (4% to DC plan, 2.47% to DB plan)	• Median mandatory contribution for all plans is 8.9%
Employer Contributions (DC Plan only)	• Union: 2% matching contribution + additional 2% match on voluntary after-tax contribution • Non-Union (Lieutenant/Paramedic): 4% matching contribution + discretionary employer non-matching contribution up to 4%, determined annually by the council	• No peers provide a DC plan with employer contributions
Retirement Ages	• Normal retirement: Age 65 with 10 years of service • Early retirement: No early election based on age/years of service	• Normal Retirement: Age 55 with 10 years of service – 8 out of 12 peers allow normal retirement at age 55 and 10 years of service or earlier • Early Retirement: 6 out of 12 allow early retirement at age 50 with 10 years of service
Early Retirement Reduction	• No early retirement	• Most common reported early retirement reduction factors are 3% (3 peers) and 5% per year (2 peers)
Survivorship Benefits	• Members can elect an optional, actuarially-reduced survivorship benefit	• 7 out of 12 peers reported providing some survivorship benefit beyond an optional reduced benefit – Of those, five peers report providing a 10-year certain benefit to surviving beneficiary

RETIREMENT
INCOME REPLACEMENT FROM ALL SOURCES OF RETIREMENT INCOME – AGE 55 WITH 30 YEARS

TOPB employees who retire at age 55 with 30 years of service are living off approximately **50%-65% less pre-retirement income than the peer median for 10 years**. The gap narrows once age 65 is attained but TOPB remains below market. Firefighters and Driver Engineers receive a lower retirement benefit than Lieutenant and Police employees.



Note: TOPB – Lieutenant/Paramedic (denoted "LT") benefit includes the 4% discretionary contribution.

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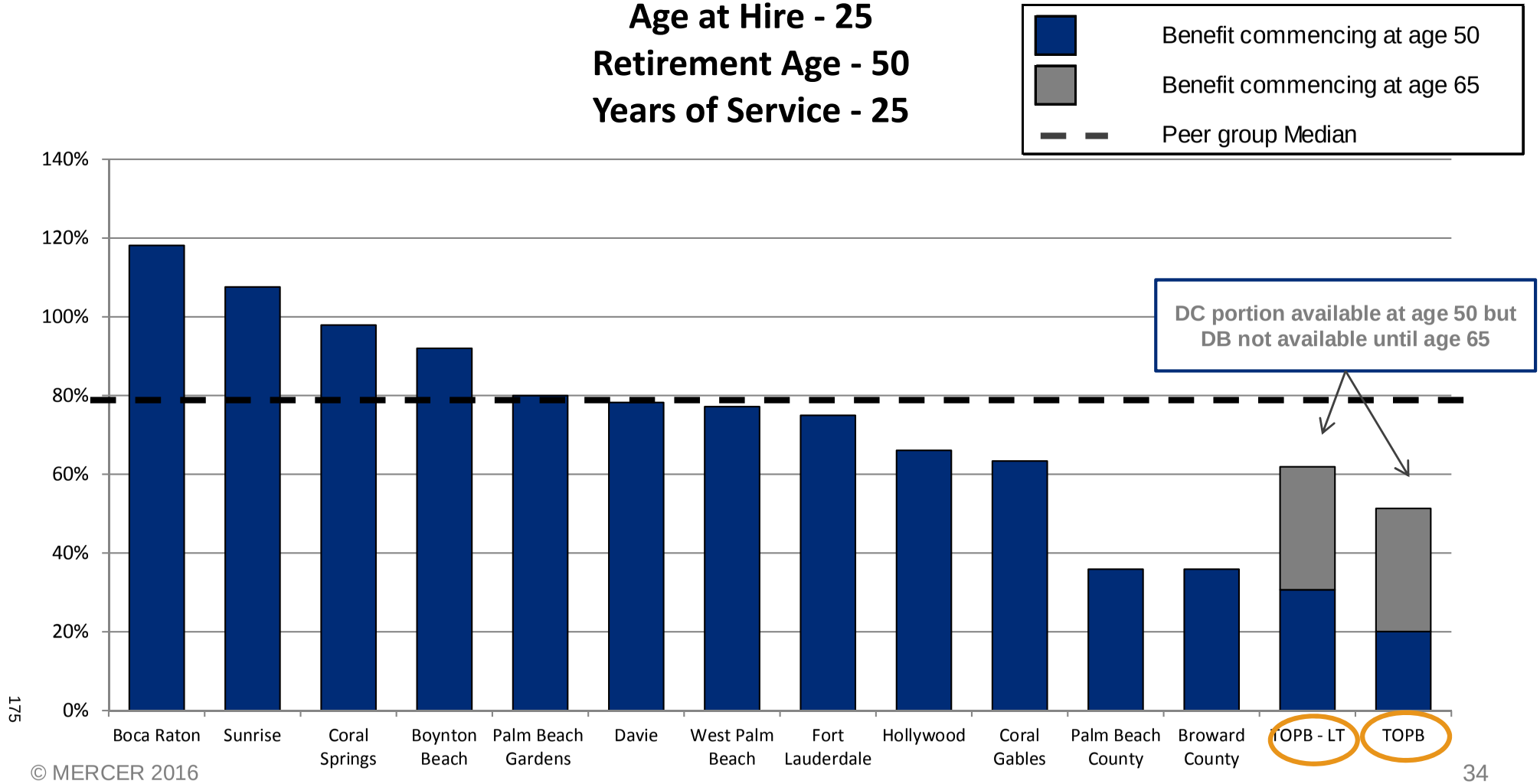
RETIREMENT

INCOME REPLACEMENT FROM ALL SOURCES OF RETIREMENT INCOME – AGE 50 WITH 25 YEARS

TOPB employees who retire at age 50 with 25 years of service are living off approximately **50%-60% less pre-retirement income than the peer median for 15 years**. The gap narrows once age 65 is attained but TOPB remains below market. Firefighters and Driver Engineers receive a lower retirement benefit than Lieutenant and Police employees.



Note: TOPB – Lieutenant/Paramedic (denoted "LT") benefit includes the 4% discretionary contribution.

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RETIREMENT
MANDATORY EMPLOYEE CONTRIBUTIONS

The TOPB's mandatory employee contribution is approximately 2 to 2.5 percentage points below market median. Union employees' contribution to maximize the employer match is aligned with the market median.

Entity	Mandatory Employee Contributions
West Palm Beach	13.1%
Boynton Beach	12.0%
Sunrise	10.63%
Boca Raton	10.2%
Coral Gables	10.0%
Davie	9.0%
Palm Beach (Union)	**8.82% (4.82% to DB plan + 2% to DC plan; additional voluntary 2% after-tax to DC Plan)**
Coral Springs	8.75%
Fort Lauderdale	8.5% (1% after reaching maximum accrual of 75%)
Hollywood	7.5%
Palm Beach (non-Union)	**6.47% (2.47% to DB plan + 4% to DC Plan)**
Broward County Sheriff's Office	3.0%
Palm Beach County	3.0%
25th Percentile	**7.1%**
Median	**8.9%**
75th Percentile	**10.3%**

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OTHER PRACTICES
ACTIVE MEDICAL INSURANCE

	Town of Palm Beach	Peer Practice
Plan Types Offered	• HMO and PPO (HMO is most prevalent)	• Out of 8 peers reporting: – 5 offer a HMO plan – 4 offer a PPO plan – 2 offer a CDHP plan – 0 offer an EPO plan • 2 peers receive medical insurance through a trust
Employee/Employer Cost Share	• Employer covers 100% of employee coverage and 75% of dependent coverage	• 4 out of 7 peers report covering 100% of employee only coverage
Employee Premium	• Employee Only: $0 per month • Employee + Dependent: $50.69 per month • Family: $101.37 or $152.05 per month	• Median monthly premiums: – Employee: $0 – Employee + Dependent: $350 – Family: $357
Deductibles	• $0 plan deductibles	• Median deductibles: – Individual, in network: $0 – Individual, out of network: $500 – Family, in network: $0 – Family, out of network: $1,500
Out-of-Pocket Maximum	• Individual: $1,500 • Family: $3,000	• Median out-of-pocket maximums: – Individual, in network: $2,000 – Individual, out of network: $3,000 – Family, in network: $4,000 – Family, out of network: $6,000
Health Savings Account	• None	• 2 out of 6 peers report providing a Health Savings Account

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OTHER PRACTICES
RETIREE MEDICAL INSURANCE

	Town of Palm Beach	Peer Practice
Plan Types Offered	• HMO and PPO (PPO is most prevalent for retirees)	• Florida state law that entity must provide same plan design to retirees as actives
Employee/Employer Cost Share	• Varies by time in service and pension amount	• 4 out of 6 peers reported that retiree medical is 100% employee-paid
Employee Premium	• Varies by time in service and pension amount	• Insufficient data to report a median premium • Only one other entity provides a discount based on years of service
Deductibles	• Individual, in network: $500 • Individual, out of network: $1,000 • Family, in network: $1,500 • Family, out of network: $3,000	• Median deductibles: – Individual, in network: $0 – Individual, out of network: $500 – Family, in network: $0 – Family, out of network: $1,500
Out-of-Pocket Maximum	• Individual, in network: $1,500 • Individual, out of network: $3,000 • Family, in network: $4,500 • Family, out of network: $9,000	• Median out-of-pocket maximums: – Individual, in network: $2,000 – Individual, out of network: $3,000 – Family, in network: $4,000 – Family, out of network: $6,000
Retiree Stipend for Health Care Costs	• None	• 2 out of 7 peers report providing a stipend for retirees

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OTHER PRACTICES
TUITION AND CLOTHING

	Town of Palm Beach	Peer Practice
Tuition Reimbursement	• Reimbursement for approved undergraduate degree program and job-related courses of a non-degree program, up to a maximum of $5,000 per year – Grade: - A or B: 100% - C: 75% (undergraduate programs only) - Covers tuition, books, materials, and other fees	• 11 out of 12 report providing some form of tuition reimbursement – Common practice to reimburse funds for job-related courses or certifications
Clothing Allowance	• Up to $100 shoe allowance annually for sworn fire rescue positions	• 8 of 12 report providing a clothing allowance – Median benefit is $485 of those that provide

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OTHER PRACTICES
PAID-TIME OFF

	Town of Palm Beach	Peer Practice
Type of Paid-Time Off	• Separate accruals	• 9 out of 11 peers provide separate accruals for vacation and sick time
Schedule for Separate Vacation/Sick Time	• Vacation **(includes 96 hours of holiday leave)** – 1-4 years: 256 hours – 5-9 years: 280 hours – 10-14 years: 304 hours – 15+ years: 352 hours • Sick Time – 96 hours	• Median number of hours of vacation: – 1-4 years: 115 hours – 5-9 years: 136 hours – 10-14 years: 172 hours – 15-19 years: 200 hours – 20+ years: 210 hours • Sick time for peers ranges from 101 hours to 144 hours
Leave Carryover/Maximum Accrual	• Vacation: 1 year of accrual • Sick time: unlimited carryover, up to maximum accrual of 1,040 hours	• Most common vacation practices are unlimited carryovers up to a median maximum of 360 hours • Most common sick time carryover practices are unlimited accruals
Required Holidays/Holiday Overtime Pay	• Receive adjusted vacation leave in lieu of holiday pay	• Most common practice is to provide compensation or paid leave in addition to hours worked • 2 peers provide 1.5x pay in addition to holiday pay
Sick Leave Incentives/ Disincentives	• More than 3 occurrences of sick leave can lead to ineligibility for wage increases, promotional opportunities, other benefits, and disciplinary action	• 9 out of 12 peers report providing sick leave incentive • Most common practices include providing an extra vacation day and allowing conversion of unused sick time to vacation
Bereavement Leave	• For immediate family: – 24 hours within Florida – 48 hours outside of Florida	• All peers report providing bereavement leave • Most common practice is 1 shift for an immediate family member, with 2 shifts if outside Florida
Payout of Unused Leave Upon Retirement	• 100% payout of all vacation and accumulated compensatory time plus 50% of all unused sick time, not to exceed 800 hours	• All peers report providing payout of unused leave upon retirement • Most common practice is to payout 100% of vacation and 50% of sick time

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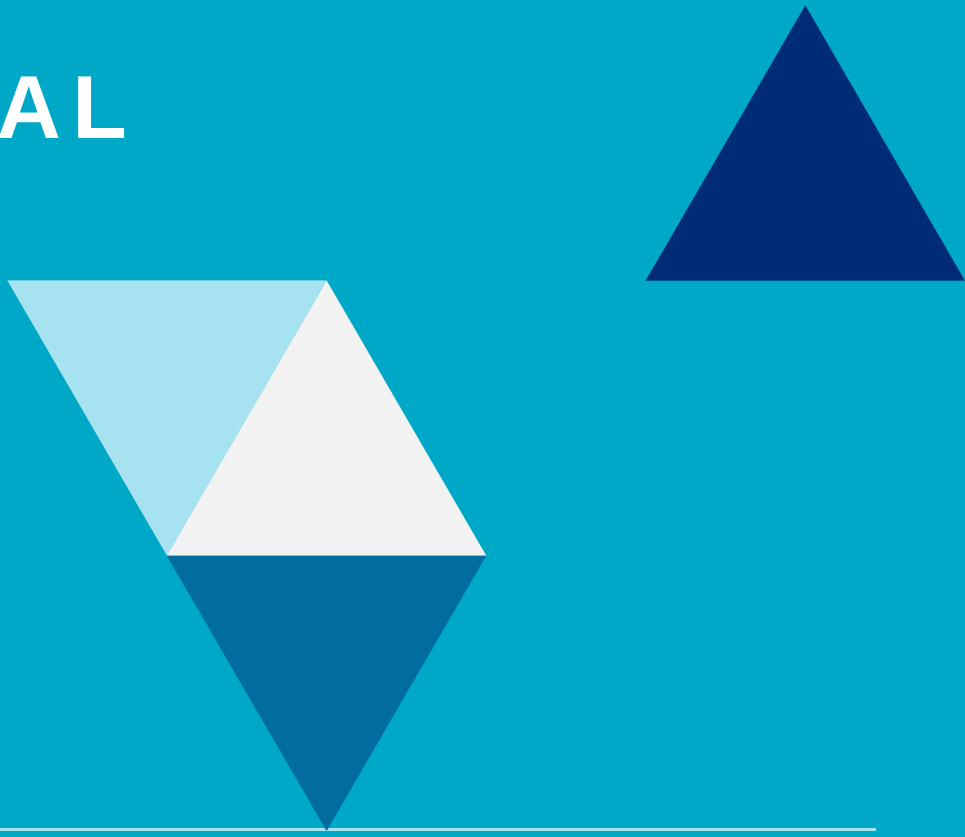
APPENDIX – GENERAL



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DATA COLLECTION METHODOLOGY

- A survey was deemed the most efficient way to gather the information in a short time frame given not all of the desired details were readily available via public sources and a public records request would impede timely delivery.
- As such, data were valued and summarized based on the information provided by the contacts at each peer.
  - In some cases, the peer contact provided documentation on benefit plans in lieu of completing the survey; Mercer verified our interpretation of the benefits with the contact.
  - When discrepancies were found between what was provided by the peer and documentation found online, Mercer followed up with the peer for clarification.
  - For each benefit/provision, summary statistics represent only peers that provided a response.
- A detailed file including all compensation and benefit provisions for each peer will be provided in April to all participating peers.

- Note: Miami-Dade Police only provided information on salary and therefore, were excluded from the retirement and other practices comparison.

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RETIREMENT PLANS
GLOSSARY OF PLAN TYPES

- **Defined Benefit (DB) Plan** – A retirement plan that provides a predetermined benefit at retirement (e.g., pension plan).
- **Defined Contribution (DC) Plan** – A retirement plan that provides an ongoing contribution to an account that grows at some interest rate until retirement (e.g., 401(k) plan).
- **Deferred Retirement Option Plan (DROP)** – An option given to employees who would otherwise be entitled to retire and receive benefits under an employer's defined benefit plan, that allows employees to continue working and instead, have a contribution credited annually for each year still employed into a separate retirement account. The account grows at a prescribed interest rate and there is an agreement that after a set number of years, the employee must retire.
- **Share Account** – Account that allows employees to accumulate excess 185 funds in a tax-deferred account.

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RETIREMENT PLANS
ASSUMPTIONS

Assumptions for Retirement
• Retirement age 55 or 50, based on profile • 3% yearly salary increases • Market interest rate for present value conversions (lump sum to life annuity)/post-retirement earnings rate: 5% • Market mortality table for present value conversions (lump sum to life annuity): 2016 PPA mortality • Earnings rate for defined contribution account balance plans with investment options: 6% • TOPB's additional 2% match on voluntary contributions to the DC plan for Firefighters and Driver Engineers was converted to a pre-tax equivalent value for purposes of comparing to other pre-tax benefits

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MAKE TOMORROW, TODAY

MERCER

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TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: William P. Hanes, Pension Administrator

Re: Approving an Amendment to the Statement of Overall Investment Objectives and Policy for the Town of Palm Beach Retirement System
Resolution No. 47-2016

Date: April 12, 2016

BOARD RECOMMENDATION

The Town of Palm Beach Retirement System Board of Trustees recommends that Town Council adopt Resolution No. 47-2016, approving the change in the investment earnings assumption that was unanimously adopted by the Board of Trustees on March 7, 2016. The current investment earnings assumption is 7.5%. The Board of Trustees recommends that effective with the September 30, 2016 Actuarial Valuation, the assumed rate of investment return will decrease to 7.4%, and will further decrease by 10 basis points each year until the assumed rate of investment return reaches 7.0% effective with the September 30, 2020 Actuarial Valuation. Because the assumed investment rate of return is contained in the Statement of Overall Investment Objectives and Policy for the Town of Palm Beach Retirement System, which was most recently approved by Town Council in Resolution No. 112-2013, an amendment to the Statement of Overall Investment Objectives and Policy is necessary.

GENERAL INFORMATION

The Town of Palm Beach Retirement System Board of Trustees adopted a motion to change the investment earnings assumption at the quarterly meeting of March 7, 2016, pursuant to its authority under Section 82-57 of the Code of Ordinances. The change in the investment earnings assumption is intended to implement a more realistic rate of return, and will have a gradual impact on the Town's budget by reducing the assumed rate of return by 10 basis points per year over a five year period. The first reduction, from 7.5% to 7.4%, will be effective with the September 30, 2016 actuarial valuation, which will establish the Town's retirement contributions for the 2018 fiscal year. The assumed rate will be reduced by 10 basis points each year thereafter until the rate reaches 7.0% effective with the September 30, 2020 actuarial valuation, which will establish the Town's retirement contributions for the 2022 fiscal year.

TOWN ATTORNEY REVIEW

The Resolution No. 47-2016 has been reviewed and approved by the Town of Palm Beach

Retirement System Board Attorney Jim Linn for legal form and sufficiency.

Attachment

cc: Danielle Olson, Director of Human Resources
Jane Struder, Director of Finance

RESOLUTION NO. 47-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING AN AMENDMENT TO THE STATEMENT OF OVERALL INVESTMENT OBJECTIVES AND POLICY FOR THE TOWN OF PALM BEACH RETIREMENT SYSTEM PURSUANT TO SECTION 82-57(I) OF THE CODE OF ORDINACES OF THE TOWN OF PALM BEACH, AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

WHEREAS, the Board of Trustees manages the Town of Palm Beach Retirement System for the benefit of the general employees, police employees, fire employees and lifeguards; and

WHEREAS, Section 82-57(i)(1) of the Code of Ordinances of the Town of Palm Beach authorizes the Board of Trustees to adopt and revise an investment policy for the Retirement System, subject to the approval of Town Council; and

WHEREAS, the Statement of Overall Investment Objectives and Policy for the Town of Palm Beach Retirement System was most recently approved by Town Council in Resolution No. 112-2013; and

WHEREAS, Section IV (D) of the current Statement of Overall Investment Objectives and Policy contains an investment earnings assumption of 7.50%; and

WHEREAS, the Board of Trustees at its March 7, 2016 meeting voted unanimously to change the investment earnings assumption effective with the September 30, 2016 actuarial valuation to 7.4%, and to further decrease the investment earnings assumption by 10 basis points each year until the assumed rate reaches 7.0% effective with the September 30, 2020 actuarial valuation; and

NOW, THEREFORE, it is resolved:

Section 1. The forgoing recitals are hereby ratified and confirmed.

Section 2. That an amendment to Section IV(D) of the Statement of Overall Investment Objectives and Policy Investment Policy for the Town of Palm Beach Retirement System, last approved by Town Council in Resolution No. 112-2013, is hereby approved to read as follows:

1. Actuarial Assumption:

Over a complete market cycle, the total Plan performance has a goal of outperforming an average annual absolute return of 7.5%. Effective with the September 30, 2016 actuarial valuation, the assumed rate of investment return will be decreased to 7.4%, and will further decrease by 10 basis points each year thereafter until the assumed rate reaches 7.0% effective with the September 30, 2020 actuarial valuation.

* * *

Section 3. This Resolution shall take effect immediately upon adoption.

PASSED AND RESOLVED in a regular session on this 12th day of April, 2016

Gail L. Coniglio, Mayor

Michael J. Pucillo, Town Council President

Richard M. Kleid, President Pro Tem

Bobbie Lindsay, Town Council Member

ATTEST:

Danielle H. Moore, Town Council Member

Susan A. Owens, MMC, Town Clerk

Margaret Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Construction Sequencing and Traffic Management Plan for Summer of 2016

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 25, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Construction Sequencing**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P.E., Director of Public Works

Re: Construction Sequencing and Traffic Management Plan for Summer of 2016

Date: March 25, 2016

STAFF RECOMMENDATION

This item is strictly informational in support of several other items on the Town Council Agenda that may have impacts to traffic.

GENERAL INFORMATION

Staff recognizes the potential impacts that could occur without a strong management plan for construction sequencing and traffic management during the upcoming summer. With this in mind, we have prepared a presentation highlighting the planned sequencing of the 2016 season construction projects (see attached).

During the summer of 2015, several Accelerated Capital Improvement Projects were under construction. Along with this construction, Florida Public Utilities (FPU) was working within the Town limits replacing gas lines, a water line was replaced by the City of West Palm Beach on Bradley Place, and the Flagler Bridge construction was ongoing. Independent of these larger construction projects, the Town had more individual building permits issued than has been typical within the last 20 years. It is also important to note that a significant portion of the local road impacts are created by service vehicles for local residents.

All of this together created what could be called the “Perfect Storm” for traffic congestion. In response, the Town Engineer, Bill Francis, developed several mechanisms to reduce the traffic impacts, manage the interaction of construction efforts, and inform the residents and businesses of upcoming road closures. Mr. Francis became personally responsible for meeting with FPU on a weekly basis and managing when and where they could work on a week-by-week basis. A rule was put into place that no two (2) adjacent roads could be closed simultaneously. Mr. Francis also coordinated with Facilities Management to minimize the overlapping of activities. On a weekly basis, Mr. Francis would collect all traffic maintenance issues, facilitate how to reduce the impacts and overlaps, and create a weekly outlook of traffic impacts and road closures which was advertised in a weekly press release. Mr. Francis also instituted a minimum of a 72 hour public notice for any road closures caused by construction. These activities greatly reduced

traffic gridlock and kept the public informed of areas to potentially avoid. All of these tools will be used to minimize impacts to traffic during the upcoming 2016 construction season.

Along with the Town's planned Accelerated Capital Improvement - Phase 2 projects, staff is also coordinating with FPU and the City of West Palm Beach to incorporate the proposed construction activities and ensure impacts to residents and businesses are managed and minimized.

FPU was aggressive last summer in their gas line replacement program and successfully replaced over nine (9) miles of gas lines. This coming summer they are targeting only five (5) miles of gas line replacement, and more geographically spreadout. FPU has also indicated that a full-time project coordinator is being hired to work directly with Public Works staff and residents to ensure projects are actively coordinated and managed.

The City of West Palm Beach has three (3) water main projects planned for this summer. They include the water mains along the Southern Boulevard Bridge, the Island Road Bridge, and Sunrise Avenue between Bradley and North County Road. Public Works staff is coordinating with both FPU and the City of West Palm Beach in developing the proposed construction sequencing plan to minimize impacts to residents and businesses. The projects are included in the presentation.

Attachment

cc: William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Project Engineer
Adis Pedraza, Purchasing Manager

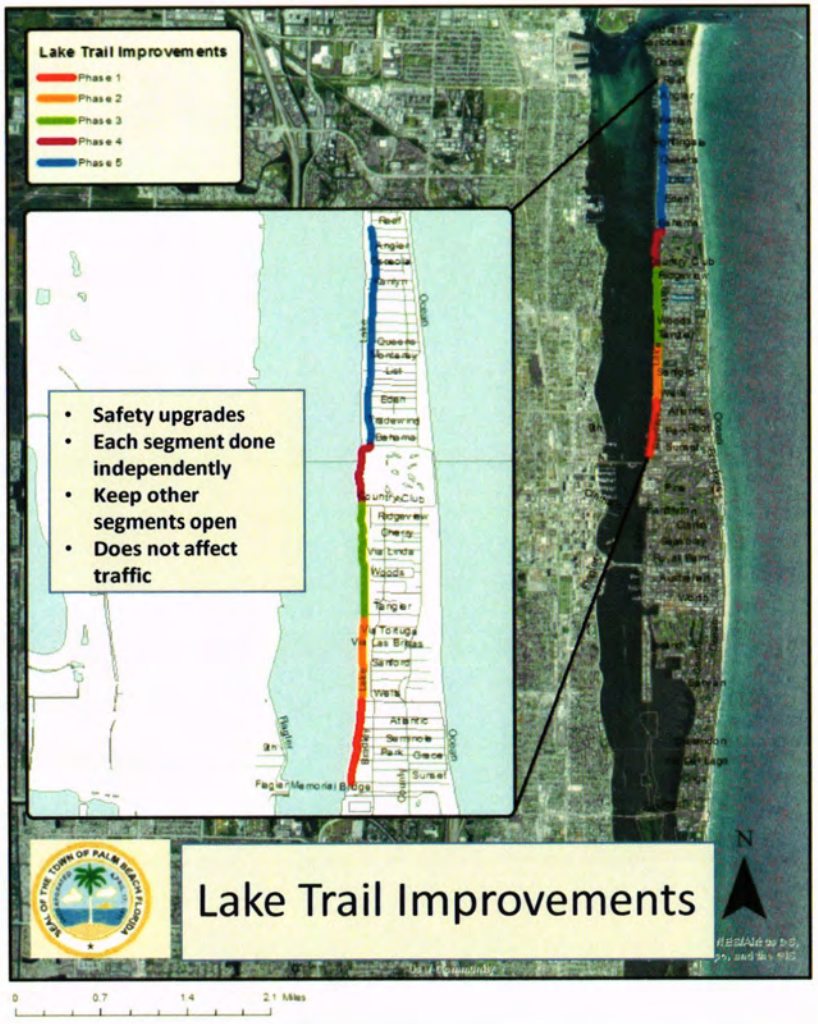
Town of Palm Beach

Construction Sequencing Summer 2016

Presentation Outline

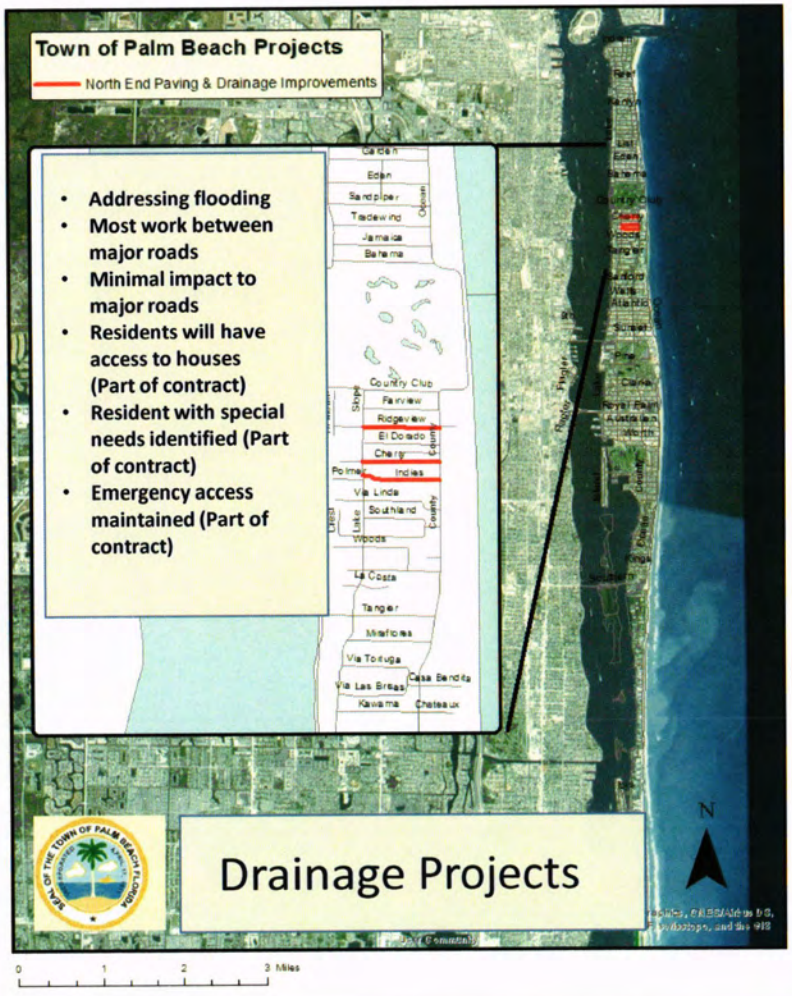
- Capital Improvement Projects
- Undergrounding Neighborhood Projects
- Florida Public Utilities Projects
- City of West Palm Beach Projects

Town of Palm Beach



Town of Palm Beach

Town of Palm Beach



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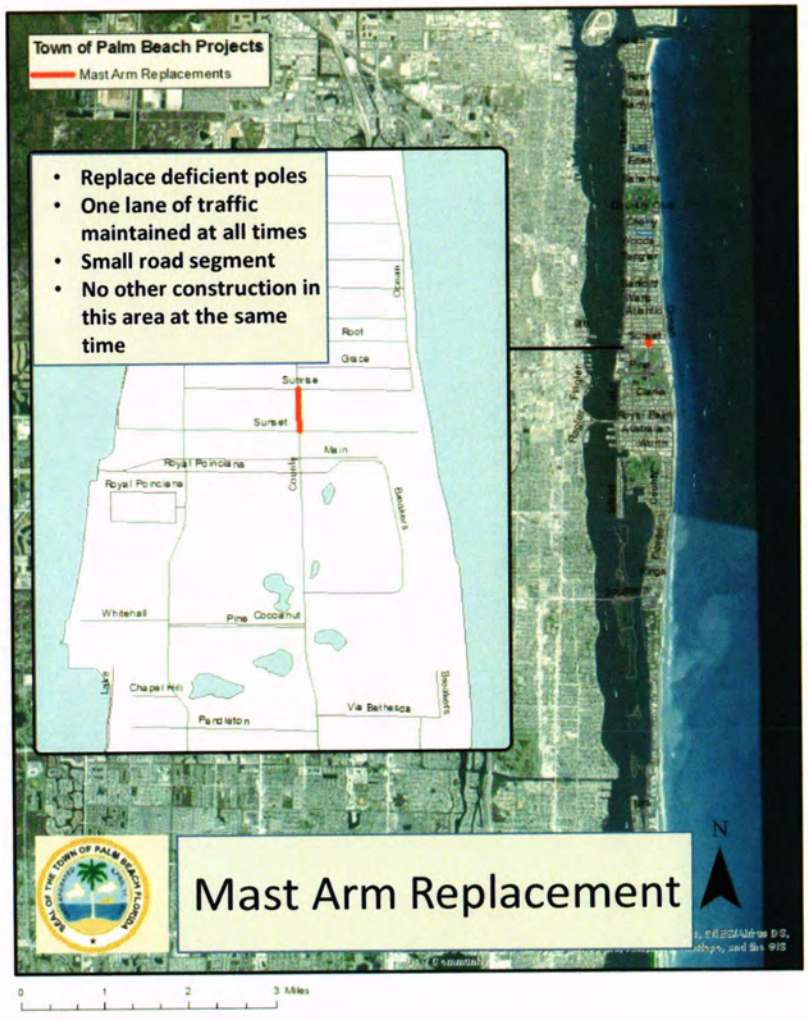

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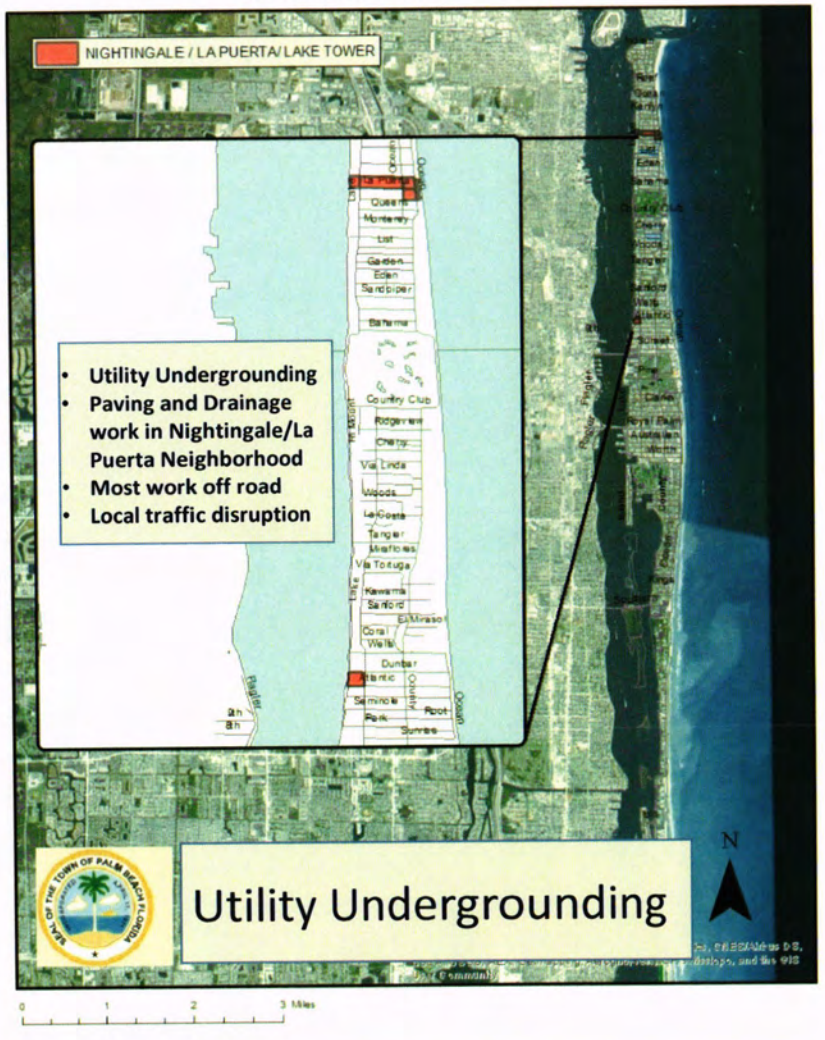

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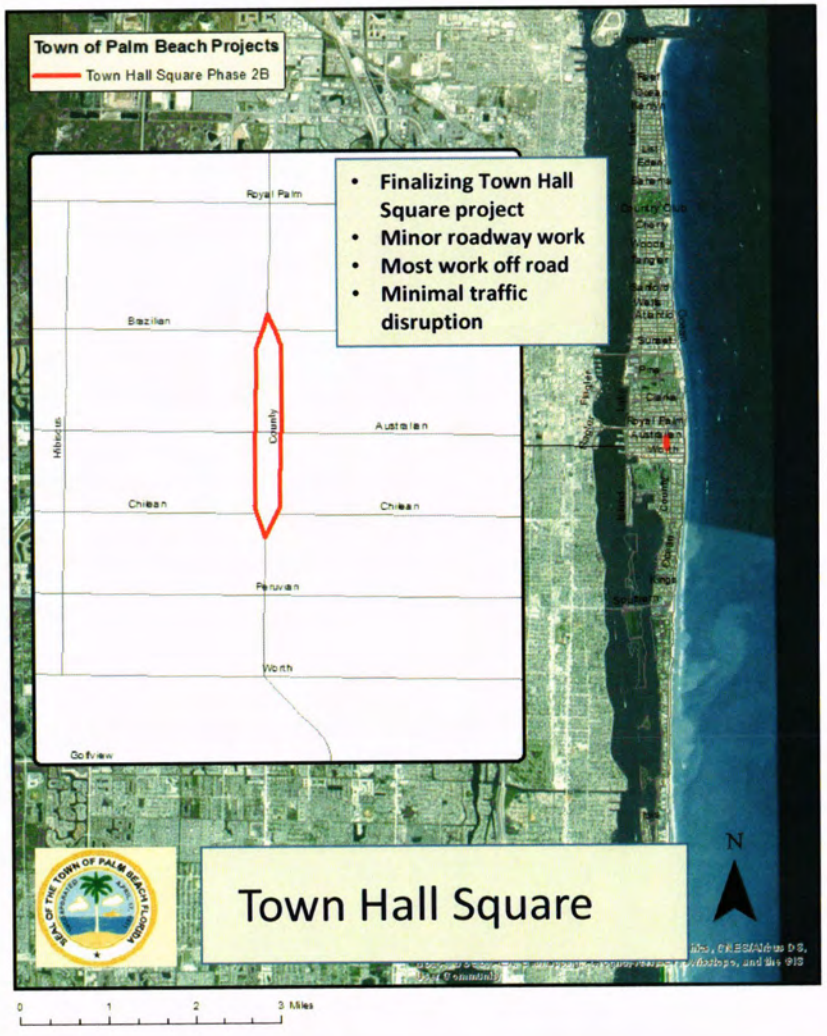
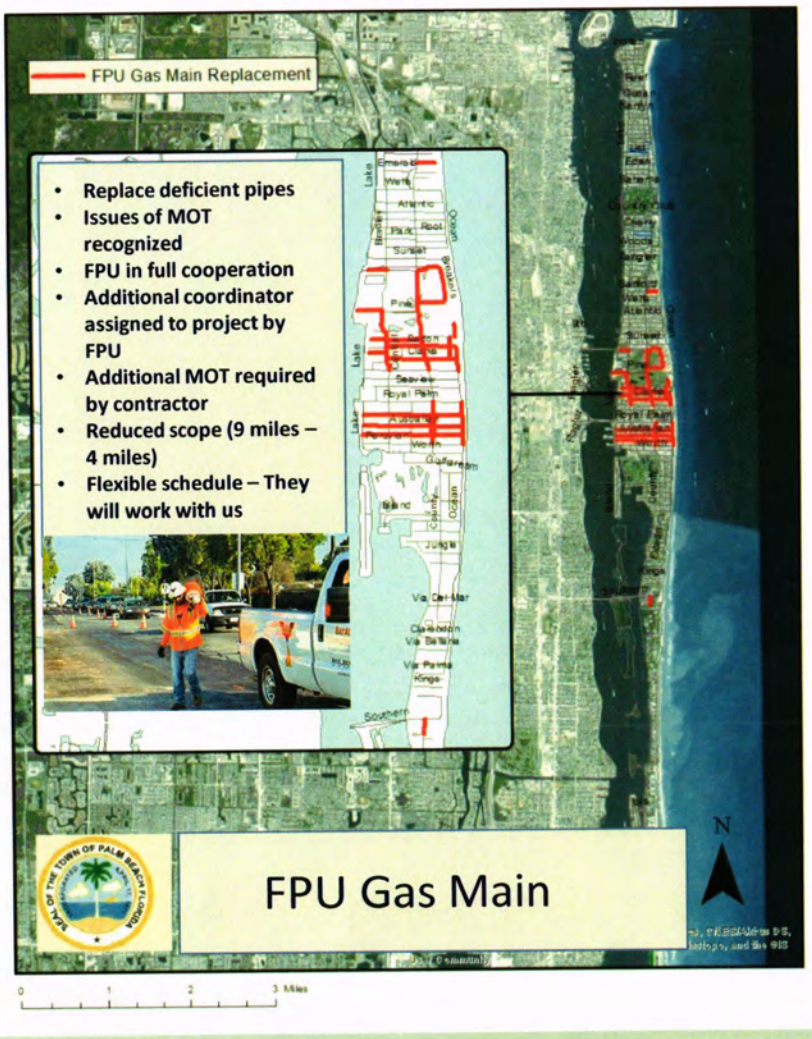
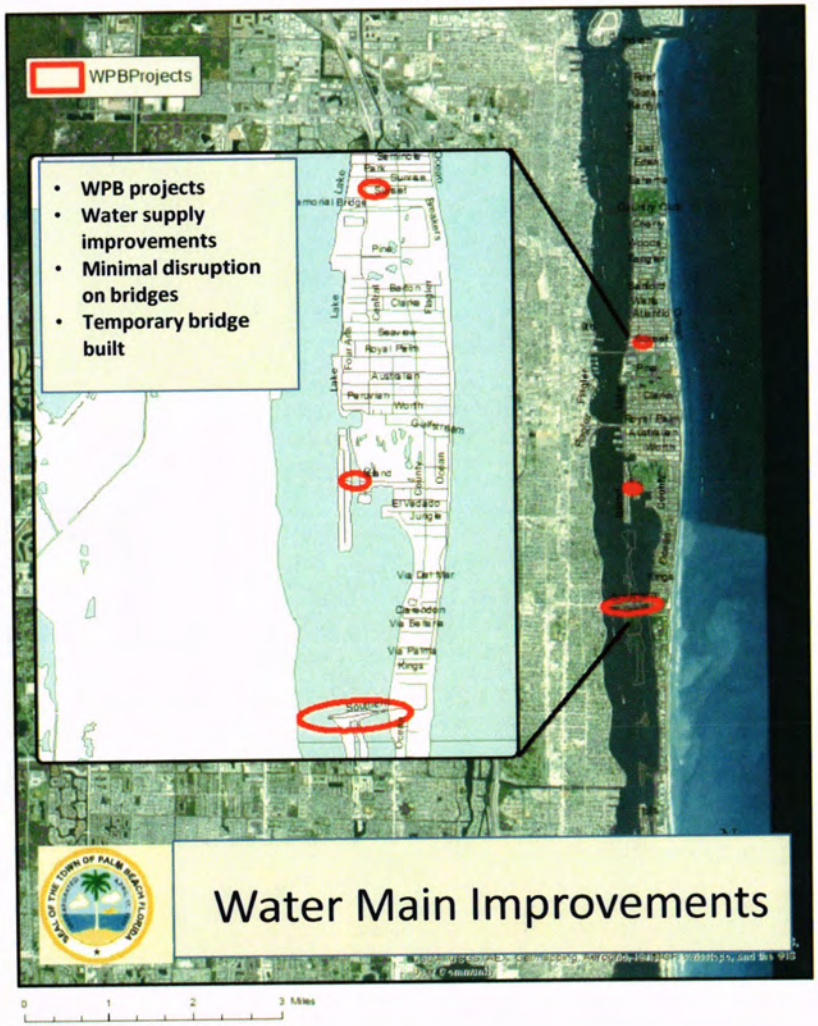


Town of Palm Beach



Town of Palm Beach



Traffic Management Tools

- Weekly Review of Traffic Impacts and Closures
- Detailed Coordination of All Activities to Minimize Impacts
  - No Overlap of Activities
  - No Two Adjacent Roads can be Closed by FPU
- Minimum 72 Hour Public Notice for Road Closures
- New Hire for Right of Way Permit Enforcement
- Florida Public Utilities (FPU) will have Full Time Liaison

Questions

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 48-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Design and Bid Phase Engineering Services to Mock Roos & Associates, Inc., in the Amount of $181,590 for the Street Lighting Upgrade on South Ocean Boulevard from Sloan's Curve to Lake Avenue, and Establishing a Design and Bid Phase Budget of $195,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 18, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 48-2016**
- **Mock Roos Proposal**
- **Exhibit A**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Approve a Purchase Order for Design and Bid Phase Services for the Street Lighting Upgrades on South Ocean Boulevard from Sloan's Curve to Lake Avenue
Accelerated Capital Improvement Program - Phase 2
Resolution No. 48-2016

DATE: March 18, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 48-2016 approving a purchase order for Design and Bid Phase Services to Mock Roos & Associates, Inc. (Mock Roos) for the Street Lighting Upgrades on South Ocean Boulevard (A1A) from Sloan's Curve to Lake Avenue in the amount of $181,590 and establishing a design and bid phase budget of $195,000 including contingency.

GENERAL INFORMATION

At the May 14, 2014 and June 10, 2014 Town Council meetings, Council discussed the topic of the Street Lighting Upgrades for South Ocean Boulevard from Sloan's Curve to Lake Avenue, and chose to delay until further discussions and decisions were made related to the Town-Wide undergrounding program.

From Sloan's Curve south to the Town's limits, Florida Power and Light (FPL) has main distribution lines mounted on large pre-stressed concrete poles. These FPL pole-mounted distribution lines are located on the west side of South Ocean Boulevard from Sloan's Curve south to 2730 South Ocean Boulevard, where they cross overhead to the east side of South Ocean Boulevard and then continue south to the Town limits. The existing street lights are the standard FPL Cobra Heads that are mounted to the pre-stressed concrete power poles on the west side of South Ocean Boulevard from Sloan's Curve down to 2730 South Ocean Boulevard. Although the distribution lines cross over to the east side of the road, the street lights continue south to Lake Avenue on the west side of the road and are mounted to standard FPL concrete light poles.

Decorative street lights for this section of roadway were recommended by the Public Works Committee and approved by the Town Council to be included on the list of projects for Phase 2 of the Accelerated Capital Improvement Program.

In the summer of 2009, the Town installed Florida Department of Transportation approved 30' decorative light poles with arms south of Lake Avenue to the Town's southern limits. In order to maintain aesthetic continuity along South Ocean Boulevard, and within Town limits, staff recommends installation of the same pole and fixture from Sloan's Curve to Lake Avenue (see Exhibit "A").

Also included in this project is the design for the replacement of five (5) of the street lights from the Southern Boulevard relief bridge east to the east side of the Southern Boulevard roundabout. The Florida Department of Transportation's Southern Boulevard Bridge Project ends at the relief bridge creating a gap in the decorative street lights. This was not included in the original scope of the project and would leave it as the only gap with no decorative street lights south of Sloan's Curve. Staff has included replacing the FPL cobra heads at this location with the same street lights in the Southern Boulevard Bridge Project. The cost for these additional street lights is $7,500, which is included in the total budget for this project.

Staff has negotiated a Design and Bid Phase Services Contract for the Street Lighting Upgrades on South Ocean Boulevard with Mock Roos in the amount of $181,590. Mock Roos will provide design efficiencies, as they are a sub-consultant on the Town-wide Undergrounding Utilities Design and Management Team, that was approved at the March 8, 2016 Town Council meeting. Staff recommends a contingency of $13,410 resulting in a total project design and bid phase budget of $195,000 including contingency.

FUNDING/FISCAL IMPACT

Funding for the Town-wide Street Light Replacement Project for the design, bid, and construction phases is fully contained within the Accelerated Capital Improvement Program - Phase 2.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

These resolutions have been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Finance Director
Eric B. Brown, P.E., Assistant Director of Public Works
William Francis, P.E., Town Engineer
Michael Roach, P.E., Project Engineer
Adis Pedraza, Purchasing Agent

RESOLUTION NO. 48-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER FOR DESIGN AND BID PHASE ENGINEERING SERVICES TO MOCK ROOS & ASSOCIATES, INC., IN AN AMOUNT OF $181,590 FOR THE STREET LIGHTING UPGRADE ON SOUTH OCEAN BOULEVARD FROM SLOAN'S CURVE TO LAKE AVENUE, AND ESTABLISHING A DESIGN AND BID PHASE BUDGET OF $195,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order for Mock Roos & Associates, Inc., in an amount of $181,590 for Design and Bid Phase Engineering Services for the Street Lighting Upgrade Project on South Ocean Boulevard from Sloan's Curve to Lake Avenue project, and establishes a design and bid phase budget of $195,000.

Section 2. The Town Manager is hereby authorized to execute this purchase order on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

MOCK • ROOS

ENGINEERS • SURVEYORS • PLANNERS

March 29, 2016

Mr. Michael Roach, P.E.
Town of Palm Beach
P.O. Box 2029
Palm Beach, FL 33480-2029

Ref. No.: B6008.00
Subject: Ocean Boulevard from Lake Ave to Sloan's Curve Lighting

Dear Mike:

We are submitting the attached *Proposal to Provide the Ocean Boulevard from Lake Ave to Sloan's Curve Lighting Design and Bid Phase Services*. Please review the attached documents and return one signed copy of the *Proposal* to our office as our authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the Scope of Services on an hourly basis, plus reimbursable expenses. We anticipate the total fee to provide the Scope of Services will be $181,590.

If you have any questions please contact me at 683-3113, extension 293. Thank you for using Mock•Roos on this project. We look forward to working with you.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.

Garry G. Gruber, P.E.
Vice President

GGG:jeh
Enclosure
Copies: Bookkeeping

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Proposal to Provide the Ocean Boulevard from Lake Ave to Sloan's Curve Lighting Design and Bid Phase Services

Services to be provided by: Mock•Roos

Services provided to ("Town"): Town of Palm Beach

Proposal Date: March 29, 2016

Proposal Terms

A. Scope of Services:

The Town has identified two location on the Island where they desire to have decorative street lights installed. The first section is located along Ocean Boulevard from Lake Ave to Sloan's Curve (approximately 80 decorative poles). The second section is located along the north side of Southern Boulevard from the Southern Boulevard relief bridge, east past the roundabout to where South Ocean Boulevard curves north (approximately 5 decorative poles). The Town has requested that Mock•Roos provide the engineering services necessary for the design and bidding of the project. Under this work authorization, Mock•Roos will provide the scope of work as outlined in the tasks below.

Task 1 – Evaluation of Existing Conditions

1. Attend a kickoff meeting with Town Staff to confirm project expectation and project schedule.

2. Call in a Sunshine 811 design ticket for the project location. Coordinate with the utility companies that are listed in the design ticket as having infrastructure located within the vicinity of the proposed improvements. Incorporate contact information for each utility into the construction documents and the location of the utilities from those companies that respond to the design ticket.

3. Provide the services of a underground utility targeting and testing hole service company to locate and mark the approximate location of existing utilities from Phipps Park north into Sloan's Curve, from the edge of pavement to the right-of-way line on the side of the road with the proposed poles. Based on the identified utilities, at the directions of the engineer, the company will perform up to ten (10) test holes to locate existing facilities that appear to be in conflict with the proposed construction of the pole foundations. The following information will be obtained from the test holes when available:

    a. Depth below grade
    b. Utility material, shape, and overall condition
    c. Approximate diameter of pipe(s)
    d. General directional trend of the utility
    e. General soil condition
    f. Use information to evaluate conflicts

4. Provide the services of a geotechnical subconsultant to perform ten (10) Standard Penetration Test (SPT) borings that will be drilled in accordance with procedures and nomenclature described in ASTM D 1586. The borings will be drilled to fifteen (15) feet deep. Samples will be obtained at frequent vertical intervals, and the boreholes will be filled with granular materials upon their completion. This number of borings results in a nominal spacing between borings of approximately 1,200 feet. Develop a report that will include a drawing showing the boring locations, the subsurface profiles for the borings, and the report will be signed and sealed by a Florida registered professional engineer. Provide Town with two copies of final report.

5. Preform up to two (2) site visits to observe existing conditions compared to the Town's furnished survey and record information that will be used as the base for the design. The site visit will also be used to observe marked existing utilities and to document the existing site conditions with photos that will be used when siting the pole and meter locations.

6. Provide the services of a Professional Surveyor, licensed in the state of Florida, to survey and furnish supplemental information for the design. This information is anticipated to include:

    a. Location of roadway west edge of travel lane on Ocean Boulevard from Lake Ave to Sloan's Curve at a minimum of 100' intervals for approximately 11,000-ft
    b. Location of utilities located by the underground utility targeting and testing hole service company north of Waste Water Pump Station A-39 to Sloan's Curve
    c. Location of the geotechnical bore holes.
    d. *No supplemental survey is included for the second section (Southern Boulevard)

    *The Town has recent survey and locate information that will be provided to Mock•Roos for the basis of design of the decorative lights on Southern Boulevard. No supplemental survey is included with the work authorization as the existing survey is anticipated to be sufficient to design the project.

7. Coordinate with Town staff and FPL to verify existing voltage, additional loads for new poles, wire sizing, and location for meters. One site visit is anticipated.

8. Coordinate with light manufacturers to discuss site specific recommendations for pole lighting, current model, and design requirements (The Town shall specify two types of pole assemblies).

9. Attend up to two meetings with Town staff to discuss existing conditional and preliminary design issues.

Task 2 – Design Phase Services

1. Coordinate design requirements with the Florida Department of Transportation (FDOT). Submit a preliminary drawing to FDOT for a cursory review. Attend one pre-application meeting with FDOT to discuss comments and permitting issues.

2. Provide the services of a Structural Subconsultant to design the foundation for the proposed lights. It is anticipated that the following foundation designs will be prepared:

    a. Cylindrical foundation
    b. Spread footer for use over existing utilities
    c. **Custom pier foundation for use in or near the Intracoastal Waterway

    **The Intracoastal Waterway just south of Sloan's Curve extends east into the western South Ocean Boulevard Right-of-way. If the minimum setback required by FDOT does not provide sufficient clearance from the roadway, the poles in the section of South Ocean Boulevard will need to be installed within the Intracoastal Waterway, supported by custom pier foundations, and a FDEP permit may be required to perform the work within the Intracoastal Waterway (see Item 2.9 below).

3. Provide the services of an Electrical Subconsultant to perform the electrical design. It is anticipated that the following tasks will be completed:

    a. Lighting design for use in permitting including Photo-metrics to meet FDOT requirements
    b. Underground conduit and wire design
    c. Coordination of power services with FPL
    d. Design of new electrical services and racks with meters and disconnects

4. Prepare and submit a 60% contract documents package to the Town for review. Meet with the Town and incorporate comments. Photometric drawings for the street lighting will be included with the 90% submittal.

5. Perform a site visit to finalize the location for the proposed poles by confirming that the proposed locations for the poles are not in conflict with known existing utilities and above grade features.

6. Prepare and submit a 90% contract documents package to the Town for review and for permitting. Meet with the Town and incorporate comments.

7. Assist the Town to obtain a FDOT permit for the project by preparing and submitting a FDOT Utility Permit Application. Addressing up to two request for additional information is included with this proposal.

8. Assist the Town to obtain a FDOT variance for poles that will not meet FDOT Index 700 Roadside Offsets by preparing and submitting a request for variance to FDOT. Addressing up to two request for additional information is included with this proposal.

9. Assist the Town to obtain a FDEP permit for the project by preparing and submitting a FDEP Permit Application. Addressing up to one request for additional information is included with this proposal. See Item 2.c.** for additional information regarding the requirement for a FDEP Permit.

10. Provide a 100% contract document package to the Town for bidding purposes. Bid Package is anticipated to include:

    a. Construction Drawings
    b. Technical Specifications
    c. Schedule of Bid Items
    d. Engineer's Opinion of Probable Construction Cost

11. Provide Project Management of the above scope of services and other services related to coordination and quality control of the project and project products. These services include general coordination with the Town, its consultants, Mock•Roos' subconsultants and internal reviews of all design and construction document deliverables.

Task 3 – Bid Phase Services

1. Assist the Town with Bidding the project by providing the following anticipated services:

    a. Attend a pre-bid meeting at the Town
    b. Respond to contractor's questions and assist the Town to develop an addendum
    c. Assist the Town in the evaluation of the bidders
    d. Assist in contacting low bidder references, if requested
    e. Provide a written recommendation of contractor award

C. Additional Services:

1. Any services not included in the Scope of Services will be considered Additional Services.

2. Permitting fees, if required are not included in this proposal.

3. Additional Services can be provided upon Mock•Roos receiving a revised scope of services and approved change order from the Town.

D. Fees and Rates:

1. The total fee to provide the Scope of Services on an hourly basis with a not to exceed fee of $181,590.

2. Mock•Roos can provide Additional Services at the Mock•Roos hourly rates in effect at that time, plus any reimbursable expenses, or for an agreed upon lump sum fee.

E. Conditions:

1. All terms become valid upon Mock•Roos receiving one complete copy of this proposal within 90 days of its date.

2. In case of discrepancies, the terms of this proposal supersede those of previous agreements.

F. Acceptance and Authorization to Proceed:

1. This proposal is acceptable and Mock•Roos has authorization to proceed with the Scope of Services. This authorization becomes valid upon Mock•Roos receiving a Purchase Order for these services.

MOCK•ROOS

Signed: 3/29/16

Name: Garry G. Gruber, P.E.

Title: Vice President

Date: March 29, 2016

Exhibit A

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 50-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order in the Amount of $149,500, to Mock Roos & Associates, Inc., for Construction Phase Engineering Services for the Town-Wide Street Light Replacement Project, and Establishing a Construction Phase Budget of $165,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 30, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 50-2016**
- **Mock Roos Proposal**
- **Exhibits**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., Director of Public Works

Re: Approve a Purchase Order for Construction Phase Engineering Services for the Town-Wide Street Light Replacement Project
Accelerated Capital Improvement Program - Phase 2
Resolution No. 50-2016

DATE: March 30, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 50-2016 approving a purchase order for Construction Phase Engineering Services to Mock Roos and Associates (MRA), for the Town-Wide Street Light Replacement Project, in the amount of $149,500 and establishing an engineering services budget of $165,000 including contingency.

GENERAL INFORMATION

The continuation of the Town's Street Light Replacement Program to update the Town's aging street lights and minimize maintenance related issues throughout the Town's street light system is contained within the Accelerated Capital Improvement Program - Phase 2.

The Public Works Electrical Bureau has maintained, stocked, and repaired 13 different types of street lights within the Town limits prior to the Street Light Replacement Project in the Accelerated Capital Improvement Program – Phase 1. The number of different types of street lights that had to be maintained, stocked, and repaired was reduced to seven (7) at the conclusion of the Street Light Replacement Project. The Town-Wide Street Light Replacement Project in the Accelerated Capital Improvement Program - Phase 2 will further reduce the different types of street light poles and fixtures by replacing them with an approved standardized ornamental pole and fixture.

The Town-Wide Street Light Replacement Project replaces or modifies existing street lights on streets throughout the Town, with Fairview Road as the northern limit and Island Road as the southern limit. The Town will be replacing or modifying approximately 173 poles. Of the 173 poles, 125 will be replaced with the same pole and fixture used in AICP-Phase 1 Street Light Replacement (a small ornamental pole with globe, see Exhibit A). Another 41 of the poles to be replaced are within the historical loop, also known as the area bounded by Royal Palm Way, South County Road, Worth Avenue, and the Lake Worth Lagoon. These poles will be replaced with the same type of pole found on Worth Avenue (a small ornamental pole with arm and lantern, see Exhibit B) as approved by Town Council. The remaining seven (7) poles to be replaced are located on South County Road just north of Royal Palm Way which will be replaced with an approved decorative ornamental light pole, arm and lantern; see Exhibit C.

In a companion April 12, 2016 Town Council item, staff is recommending Town Council award bid 2016-12 and approve a construction contract for the Town-Wide Street Light Replacement Construction.

The Construction Phase Engineering Services will include plan updates, shop drawing reviews, site visits, maintaining daily reports, progress photos, scheduling, conducting meetings, preparing meeting minutes, assisting Town staff with on-site observations, inspections, public notifications, and certifying the construction is completed according to the design.

We have negotiated a Construction Phase Engineering Service contract with MRA in the amount of $149,500. Staff recommends a Construction Phase Engineering Service contingency of ten percent (10%), resulting in a total budget of $165,000.

FUNDING/FISCAL IMPACT

Funding for the Town-wide Street Light Replacement Project for the design, bid, and construction phases is fully contained within the Accelerated Capital Improvement Program - Phase 2.

The original budget for the project was established at $1,750,000 in 2013. Over the past few years, we have seen a significant rise in construction costs and the scope of the work has also expanded during that time. Specifically, for street lighting scopes of work, bids on our projects and in the South Florida area have shown an increase on the order of 50 percent per year since 2010.

The scope of this project was expanded for convenience to include a five percent increase in poles for better lighting coverage, several ADA upgrades such as moving the poles back from the curb out of the clear zone, out of sidewalks, and away from parking cars that were hitting them. While this is safer and made some areas in compliance with Federal law, it required new foundations. Another enhancement that was added was numerous old circuits that were failing were combined into single circuits that include "Night Master" equipment, which allows the lights to come on automatically. Therefore, these upgrades enhance safety, increase the reliability, and are more sustainable (energy-saving) than the original system.

In addition, funding from this general line item has been allocated or budgeted for several projects that have been broken out of the current grouping that made up the original budget of $1,750,000. These projects include Southern Boulevard Bridge Lighting Upgrades ($290,076), Town Hall Square Lighting Upgrades ($265,000), and Bradley Place Street Lighting Improvements ($455,100). In order to offset the increase in costs, staff is recommending that Council approve the reallocation of funds ($165,000) within the ACIP 2 to the street lighting project from other general line item categories such as drainage improvements, sanitary pump station upgrades, and drainage pump station upgrades. The line items do not have specific project scopes at this time and the amount from each will ultimately be dependent on those undefined scopes.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Finance Director
Eric B. Brown, P.E., Assistant Director of Public Works
William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Senior Project Engineer
Michael Roach, P.E. Project Engineer
Brett Madison, Facilities Maintenance Division Manager
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 50-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF $149,500, TO MOCK, ROOS AND ASSOCIATES INC., FOR CONSTRUCTION PHASE ENGINEERING SERVICES FOR THE TOWN-WIDE STREET LIGHT REPLACEMENT PROJECT, AND ESTABLISHING A CONSTRUCTION PHASE BUDGET OF $165,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order in an amount of $149,500 to Mock, Roos and Associates, Inc., for Construction Phase Engineering Services for the Town-Wide Street Light Replacement Project, and establishes a construction phase engineering services budget of $165,000.

Section 2. The Town Manager is hereby authorized to execute a purchase order on behalf of the Town of Palm Beach for these improvements, and is authorized to approve additional tasks, as necessary, within budget.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 12th day of April 2016.

_____	_____
Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	_____
	Richard M. Kleid, Council President Pro Tem
	_____
	Bobbie Lindsay, Town Council Member
	_____
ATTEST:	Danielle H. Moore, Town Council Member
_____	_____
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

MOCK • ROOS

ENGINEERS • SURVEYORS • PLANNERS

March 29, 2016

Mr. Michael Roach, P.E.
Town of Palm Beach
P.O. Box 2029
Palm Beach, FL 33480-2029

Ref. No. B4029.10
Subject: Town-Wide Street Light Replacement Engineering During Construction Assistance Services

Dear Michael:

We are submitting the attached *Proposal to Provide Town-Wide Street Light Replacement Engineering During Construction Assistance Services*. Please review the attached documents and return one signed copy of the *Proposal* to our office as our authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the Scope of Services on an hourly basis, plus reimbursable expenses. We anticipate the total fee to provide the Scope of Services will be $149,500.

If you have any questions please contact me at 683-3113, extension 293. Thank you for using Mock•Roos on this project. We look forward to working with you.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.

Garry G. Gruber, P.E.
Vice President

GGG:jeh
Enclosure
Copies: William Francis, P.E.
Bookkeeping

L:\mk\B4029.10\TOPB Street Lights.doc

Proposal to Provide Town-Wide Street Light Replacement Engineering During Construction Assistance Services

Services to be provided by: Mock•Roos

Services provided to (Client): Town of Palm Beach

Proposal Date: March 29, 2016

Proposal Terms

A. Project Understanding:

The Town has bid the Town-Wide Street Light Replacement project and intends to construct the project during the Town's active 2016 construction season.

Mock•Roos will perform services as outlined in **B. Scope of Services** below:

B. Scope of Services:

PRE-CONSTRUCTION ACTIVITIES

Task 1 – Provide the Contractor with up to 4 sets of Conformed Contract Documents for the Contractor to review and for use during construction, 3 signed and sealed sets of Construction Drawings for the Contractor's Records, and provide one CD containing the Project AutoCAD (version 2016) drawings for the contractor's use preparing Record Drawings (one CD to the Town and 1 signed and sealed set of specifications and drawings to the Town).

Task 2 – Conduct one Pre-Construction meeting with the Contractor and the Town. Prepare and distribute the pre-construction meeting minutes.

Task 3 – Provide Mock•Roos staff to review Contractor's fabrication shop drawing and engineering submittals for conformance with the Contract Documents. Up to two reviews per shop drawing submittal are included to address comments as appropriate. Provide hard copies with a submittal log to the Contractor and Town.

CONSTRUCTION ACTIVITIES

Task 4 – Perform review of Contractor's initial submitted project schedule. Review Contractor's progress schedule (assume 6 submittals).

Task 5 – Attend construction meeting between the Contractor, the Town, and Mock•Roos during the construction period. Meetings will be held on a bi-weekly basis. A total of 15 meetings are included. Prepare and distribute meeting minutes taken at weekly construction meetings. It is assumed that bi-weekly meetings will be held at the Town's Public Works office.

Task 6 – Attend up to 4 additional meetings as requested by the Town during the construction period.

Task 7 – Provide a Mock•Roos field representative to perform site observations of the Contractor's Work during the construction period. Up to 20 hours per week for 30 weeks are included in this proposal. Prepare and review Mock•Roos field observation reports.

Task 8 – Perform the services of a professional engineer to perform periodic site observations to observe for conformance with the Contract Documents. A total of 15 site visits are included in this proposal.

Task 9 – Review, recommend, and prepare minor field directive changes and/or contingency expenditures, as requested by the Contractor or the Town. Services related to major changes or change order proposals will be negotiated at that time.

Task 10 – Attend monthly onsite pay application review meeting between the Contractor, Mock•Roos, and the Town. Provide review and payment recommendations for the Contractor's monthly pay applications and one final pay application. A total of 7 pay application reviews are included in this proposal.

Task 11 – Perform pre-final walk-through(s) with the Contractor, Mock•Roos, and the Town for facilities completed during the construction season. Prepare and distribute associated punch lists.

Task 12 – Perform one "final completion walk-through" with the Contractor, Mock•Roos, and the Town for facilities completed during the construction season.

Task 13 – Coordinate construction project closeout with the Contractor, Town and FDOT.

Task 14 – Review Contractor's record drawing and O&M submittal to check for conformance with the Contract Documents and the design intent. Up to two reviews of the submittals are included.

Task 15 –Provide the services of an Electrical Engineer (C&W Engineering) Subconsultant.

Task 16 – Perform project management services, including subconsultant coordination, of above scope of services.

C. Additional Services:

1. Any services not included in the Scope of Services will be considered Additional Services.

2. Additional Services can be provided upon Mock•Roos receiving a revised scope of services and approved change order from the Town.

D. Fees and Rates:

1. The total fee to provide the Scope of Services on an hourly basis with a not to exceed fee of $149,500.

2. Mock•Roos can provide Additional Services at the Mock•Roos hourly rates in effect at that time, plus any reimbursable expenses, or for an agreed upon lump sum fee.

E. Conditions:

1. All terms become valid upon Mock•Roos receiving one complete copy of this proposal within 30 days of its date.

2. In case of discrepancies, the terms of this proposal supersede those of previous agreements.

F. Acceptance and Authorization to Proceed:

1. This proposal is acceptable and Mock•Roos has authorization to proceed with the Scope of Services. This authorization becomes valid upon Mock•Roos receiving a Purchase Order for these services.

MOCK•ROOS

Signed: _____ 3/29/16

Name: Garry G. Gruber, P.E.

Title: Vice President

Date: March 29, 2016

EXHIBIT A

Residential and Commercial Areas

Proposed small ornamental with globe

EXHIBIT B

Historical District

Proposed small ornamentals with arms and lanterns

EXHIBIT C

South County Road North of Royal Palm Way

Proposed large ornamentals with arms and lanterns

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 51-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2016-12 and Approving a Construction Contract to PowerCore, Inc., for the Town-Wide Street Light Replacement Project, in the Amount of $2,320,605, and Establishing a Construction Phase Budget of $2,550,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 28, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 51-2016**
- **Bid Tab Sheets**
- **Exhibits**

TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., Director of Public Works

Re: Award Bid No. 2016-12 and Approve a Construction Contract for the Town-Wide Street Light Replacement Project
Accelerated Capital Improvement Program-Phase 2
Resolution No. 51-2016

DATE: March 28, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 51-2016 awarding Bid No. 2016-12 and approving a construction contract to PowerCore, Inc., for the Town-Wide Street Light Replacement Project in the amount of $2,320,605 and establishing a construction phase budget of $2,550,000 including contingency.

In addition, staff recommends that Town Council grant a waiver to Sections 42-196 through 199 of the Town of Palm Beach Code of Ordinances, to allow for work past December 1, 2016, and extended work hours, as necessary. Staff also recommends a waiver of the Town Code of Ordinances section 42-226 through 229-Regulation of Noise.

GENERAL INFORMATION

The continuation of the Town's Street Light Replacement Program to update the Town's aging street lights and minimize maintenance related issues throughout the Town's street light system is contained within the Accelerated Capital Improvement Program - Phase 2. The existing street lights have reached the end of their useful life and need to be replaced.

The Public Works Electrical Bureau has had to maintain, stock, and repair 13 different types of street lights within the Town limits prior to the Street Light Replacement Project in the Accelerated Capital Improvement Program – Phase 1. The number of different types of street lights that had to be maintained, stocked, and repaired was reduced to seven (7) at the conclusion of the Street Light Replacement Project. The Town-Wide Street Light Replacement Project in the Accelerated Capital Improvement Program - Phase 2 will further reduce the different types of street light poles and fixtures by replacing them with an approved standardized ornamental pole and fixture.

The Town-Wide Street Light Replacement Project replaces or modifies existing street lights on streets throughout the Town, with Fairview Road as the northern limit and Island Road as the southern limit. The Town will be replacing or modifying approximately 173 poles. Of the 173 poles, 125 of the poles will be replaced with the same pole and fixture used in AICP-Phase 1 Street Light Replacement (a

small ornamental pole with a globe, see Exhibit A). Another 41 of the poles to be replaced are within the historical loop, also known as the area bounded by Royal Palm Way, South County Road, Worth Avenue, and the Lake Worth Lagoon. These poles will be replaced with the same type of pole found on Worth Avenue (a small ornamental pole with arm and lantern, see Exhibit B) as approved by Town Council. The remaining seven (7) poles to be replaced are located on South County Road just north of Royal Palm Way and they will be replaced with an approved decorative ornamental light pole, arm and lantern (see Exhibit C).

The proposed street lighting project would not have any impacts on future undergrounding projects, as the street lights and their electrical services currently exist as a stand alone system.

Construction will be managed to minimize impacts to traffic. The contractor will be responsible for maintaining a minimum of one (1) lane of traffic on side streets and one (1) lane of traffic in each direction on all major thoroughfares during construction. Access in and out of residents' homes will be maintained. Impacts to individual homes will be brief and will be coordinated directly by the contractor.

The Town received seven (7) bids on December 16, 2015. The lowest responsive bidder was PowerCore, Inc., for the amount of $2,320,605. Staff recommends awarding the contract to PowerCore, Inc. for the bid amount of $2,320,605, and establishing a construction phase budget of $2,550,000.

SPECIAL CONSIDERATIONS

Staff is requesting that Town Council grant a waiver of the Town Code of Ordinances Sections 42-196 through 42-199 and 42-226 through 42-229.

The time required for ordering and manufacturing the street lights included in this project is approximately 16 weeks. Due to the amount of time required to receive the street lights, the project may continue past December 1, 2016 into "the season", but every effort will be made to avoid this with extended work hours.

FUNDING/FISCAL IMPACT

Funding for the Town-wide Street Light Replacement Project for the design, bid, and construction phases is fully contained within the Accelerated Capital Improvement Program - Phase 2.

The original budget for the project was established at $1,750,000 in 2013. Over the past few years, we have seen a significant rise in construction costs and the scope of the work has also expanded during that time. Specifically, for street lighting scopes of work, bids on our projects and in the South Florida area have shown an increase on the order of 50 percent per year since 2010.

The scope of this project was expanded for convenience to include a five percent increase in poles for better lighting coverage, several ADA upgrades such as moving the poles back from the curb out of the clear zone, out of sidewalks, and away from parking cars that were hitting them. While this is safer and made some areas in compliance with Federal law, it required new foundations. Another enhancement that was added was numerous old circuits that were failing were combined into single circuits that include "Night Master" equipment, which allows the lights to come on automatically. Therefore, these upgrades enhance safety, increase the reliability, and are more sustainable (energy-saving) than the original system.

In addition, funding from this general line item has been allocated or budgeted for several projects that have been broken out of the current grouping that made up the original budget of $1,750,000. These projects include Southern Boulevard Bridge Lighting Upgrades ($290,076), Town Hall Square Lighting Upgrades ($265,000), and Bradley Place Street Lighting Improvements ($455,100). In order to offset the increase in costs, staff is recommending that Council approve the reallocation of funds ($2,550,000) within the ACIP 2 to the street lighting project from other general line item categories such as drainage improvements, sanitary pump station upgrades, and drainage pump station upgrades. The line items do not have specific project scopes at this time and the amount from each will ultimately be dependent on those undefined scopes.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Director of Finance
Eric Brown, P.E., Assistant Director of Public Works
William K. Francis, P.E., Town Engineer
Michael Roach, P.E., Project Engineer
Brett Madison, Facilities Maintenance Division Manager
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 51-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AWARDING BID NO. 2016-12 AND APPROVING A CONSTRUCTION CONTRACT TO POWERCORE, INC., FOR THE TOWN-WIDE STREET LIGHT REPLACEMENT PROJECT, IN THE AMOUNT OF $2,320,605, AND ESTABLISHING A CONSTRUCTION PHASE BUDGET OF $2,550,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby awards Bid No. 2016-12 and approves a construction contract to PowerCore, Inc., in the amount of $2,320,605, for the Town-Wide Street Light Replacement Project, and establishes a construction phase budget of $2,550,000.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Bid No. 2016-12
TOWN-WIDE STREET LIGHT REPLACEMENT PROJECT
TABULATION

	Vendor:	American Lighting and Signalization, Inc.	Arc Electric, Inc.	C R Dunn Inc.	Horsepower Electric Inc.
	Address:	11639 David Creek Road Jacksonville, Florida 32256	3330 SW 46th Avenue Davie, Florida 33314	1202 Pope Lane Lake Worth, Florida 33460	8105 W 20th Avenue Hialeah, Florida 33014
	Telephone:	(904) 886-4300	(954) 583-9800	(561) 585-2155	(305) 819-4060
	Fax:	(904) 886-4422	(954) 583-9807	(561) 585-1233	(305) 819-4222
	Contact:	Phil Karaganis	Omar McFarlane	Malcolm Rogers	Michael Martinez

Item No.	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
SECTION A - PROJECT GENERAL CONDITIONS											
A-1	Mobilization/Demobilization/Genrl Conditions	1	L.S.		$ 220,000.00		$ 250,000.00		$ 25,000.00		$ 100,000.00
A-2	Performance/Payment Bonds/Insurance	1	L.S.		$ 12,000.00		$ 65,000.00		$ 46,600.00		$ 26,000.00
A-3	Maintenance of Traffic	1	L.S.		$ 160,000.00		$ 80,000.00		$ 65,000.00		$ 138,417.00
	SECTION A SUBTOTAL:			$	392,000.00	$	395,000.00	$	136,600.00	$	264,417.00
SECTION B - SITE WORK											
B-1	Round concrete Base	144	EA	$ 1,350.00	$ 194,400.00	$ 1,500.00	$ 216,000.00	$ 1,210.00	$ 174,240.00	$ 1,700.00	$ 244,800.00
B-2	Spread footer base	20	EA	$ 2,000.00	$ 40,000.00	$ 2,500.00	$ 50,000.00	$ 2,421.00	$ 48,420.00	$ 5,000.00	$ 100,000.00
B-3	Demo pole, base, fixture, etc.	96	EA	$ 400.00	$ 38,400.00	$ 1,200.00	$ 115,200.00	$ 492.00	$ 47,232.00	$ 450.00	$ 43,200.00
B-4	Rmv pole, cut ten, demo base, & install pole	48	EA	$ 1,700.00	$ 81,600.00	$ 1,800.00	$ 86,400.00	$ 1,357.00	$ 65,136.00	$ 1,450.00	$ 69,600.00
B-5	Type 'A' pole	106	EA	$ 5,400.00	$ 572,400.00	$ 5,500.00	$ 583,000.00	$ 5,274.00	$ 559,044.00	$ 6,000.00	$ 636,000.00
B-6	Type 'B' pole	41	EA	$ 6,000.00	$ 246,000.00	$ 5,500.00	$ 225,500.00	$ 5,274.00	$ 216,234.00	$ 6,000.00	$ 246,000.00
B-7	Type 'C' pole	7	EA	$ 6,500.00	$ 45,500.00	$ 6,000.00	$ 42,000.00	$ 5,614.00	$ 39,298.00	$ 7,800.00	$ 54,600.00
B-8	Type 'A' fixture	125	EA	$ 1,600.00	$ 200,000.00	$ 2,500.00	$ 312,500.00	$ 2,002.00	$ 250,250.00	$ 2,980.00	$ 372,500.00
B-9	Type 'B' fixture and arm	41	EA	$ 3,500.00	$ 143,500.00	$ 3,850.00	$ 157,850.00	$ 3,796.00	$ 155,636.00	$ 4,750.00	$ 194,750.00
B-10	Type 'C' fixture and arm	7	EA	$ 4,000.00	$ 28,000.00	$ 4,800.00	$ 33,600.00	$ 3,796.00	$ 26,572.00	$ 4,750.00	$ 33,250.00
B-11	Side Walk Repair	57	EA	$ 900.00	$ 51,300.00	$ 2,200.00	$ 125,400.00	$ 660.00	$ 37,620.00	$ 850.00	$ 48,450.00
B-12	Pull Box at Base (w/ Arrstrs, Fuses, Wiring, Grnd)	164	EA	$ 850.00	$ 139,400.00	$ 1,200.00	$ 196,800.00	$ 1,190.00	$ 195,160.00	$ 1,350.00	$ 221,400.00
B-13	Pull box – combined circuits	5	EA	$ 1,100.00	$ 5,500.00	$ 900.00	$ 4,500.00	$ 1,000.00	$ 5,000.00	$ 800.00	$ 4,000.00
B-14	FPL Power Service	2	EA	$ 3,000.00	$ 6,000.00	$ 3,500.00	$ 7,000.00	$ 2,500.00	$ 5,000.00	$ 650.00	$ 1,300.00
B-15	Meter main disc, lghtng cntctr, pnl brd, rack	2	EA	$ 14,000.00	$ 28,000.00	$ 9,500.00	$ 19,000.00	$ 19,920.00	$ 39,840.00	$ 25,000.00	$ 50,000.00
B-16	Direction Drill	1500	FT	$ 15.00	$ 22,500.00	$ 28.00	$ 42,000.00	$ 25.00	$ 37,500.00	$ 25.00	$ 37,500.00
B-17	2" conduit and trench rest – pavement	1000	FT	$ 15.00	$ 15,000.00	$ 35.00	$ 35,000.00	$ 100.60	$ 100,600.00	$ 25.00	$ 25,000.00
B-18	2" conduit and trench rest – non-pavement	500	FT	$ 8.00	$ 4,000.00	$ 15.00	$ 7,500.00	$ 18.50	$ 9,250.00	$ 25.00	$ 12,500.00
B-19	(3) #6 WIRES	12500	FT	$ 3.00	$ 37,500.00	$ 4.50	$ 56,250.00	$ 3.85	$ 48,125.00	$ 7.00	$ 87,500.00
B-20	Conduit abandon in place	5	EA	$ 1,000.00	$ 5,000.00	$ 3.50	$ 17.50	$ 340.00	$ 1,700.00	$ 250.00	$ 1,250.00
B-21	Mill and resurface 50' each side of trench	2400	S.Y.	$ 10.00	$ 24,000.00	$ 35.00	$ 84,000.00	$ 55.00	$ 132,000.00	$ 10.00	$ 24,000.00
B-22	Site restoration	1	L.S.		$ 16,000.00		$ 45,000.00		$ 18,000.00		$ 120,900.00
B-23	General Contingency	ALLOWANCE			$ 25,000.00		$ 25,000.00		$ 25,000.00		$ 25,000.00
	SECTION B SUBTOTAL:			$	1,969,000.00	$	2,469,517.50	$	2,236,857.00	$	2,653,500.00
	TOTAL (Sections A and B)			$	2,361,000.00	$	2,864,517.50	$	2,373,457.00	$	2,917,917.00

Bid Opened on December 16, 2015 at 2:00 PM
Opened by: Ilyse Triestman
Witnessed by: Doris Miller

TOWN OF PALM BEACH

Bid No. 2016-12
TOWN-WIDE STREET LIGHT REPLACEMENT PROJECT
TABULATION

	Vendor:	Lightining Electric, Inc.	PowerCore, Inc.	Weekley Asphalt Paving, Inc.
	Address:	4810 Georgia Avenue West Palm Beach, Florida 33405	5101 W. Eau Gallie Blvd. Melbourne, Florida 32934	20701 Stirling Road Pembroke Pines, Florida 33332
	Telephone:	(561) 965-2323	(321) 253-1402	(954) 680-8005
	Fax:	(561) 965-2330	(321) 253-2308	(954) 680-8671
	Contact:	Paul Crawford	Tony Zirpoli	Daniel D. Weekley

Item No.	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
SECTION A - PROJECT GENERAL CONDITIONS									
A-1	Mobilization/Demobilization/Genrl Conditions	1	L.S.		$ 104,512.00		$ 83,167.00		$ 75,400.00
A-2	Performance/Payment Bonds/Insurance	1	L.S.		$ 38,267.00		$ 22,800.00		$ 50,000.00
A-3	Maintenance of Traffic	1	L.S.		$ 73,130.00		$ 18,200.00		$ 45,470.00
	SECTION A SUBTOTAL:			$	215,909.00	$	124,167.00	$	170,870.00
SECTION B - SITE WORK									
B-1	Round concrete Base	144	EA	$ 1,396.00	$ 201,024.00	$ 1,241.00	$ 178,704.00	$ 1,061.00	$ 152,784.00
B-2	Spread footer base	20	EA	$ 3,483.00	$ 69,660.00	$ 2,389.00	$ 47,780.00	$ 3,049.00	$ 60,980.00
B-3	Demo pole, base, fixture, etc.	96	EA	$ 642.00	$ 61,632.00	$ 766.00	$ 73,536.00	$ 681.00	$ 65,376.00
B-4	Rmv pole, cut ten, demo base, & install pole	48	EA	$ 936.00	$ 44,928.00	$ 1,236.00	$ 59,328.00	$ 1,820.00	$ 87,360.00
B-5	Type 'A' pole	106	EA	$ 4,713.00	$ 499,578.00	$ 5,021.00	$ 532,226.00	$ 6,470.00	$ 685,820.00
B-6	Type 'B' pole	41	EA	$ 4,713.00	$ 193,233.00	$ 5,021.00	$ 205,861.00	$ 6,470.00	$ 265,270.00
B-7	Type 'C' pole	7	EA	$ 5,071.00	$ 35,497.00	$ 5,337.00	$ 37,359.00	$ 6,842.00	$ 47,894.00
B-8	Type 'A' fixture	125	EA	$ 1,805.00	$ 225,625.00	$ 1,970.00	$ 246,250.00	$ 2,377.00	$ 297,125.00
B-9	Type 'B' fixture and arm	41	EA	$ 3,430.00	$ 140,630.00	$ 3,595.00	$ 147,395.00	$ 4,643.00	$ 190,363.00
B-10	Type 'C' fixture and arm	7	EA	$ 3,430.00	$ 24,010.00	$ 3,595.00	$ 25,165.00	$ 4,643.00	$ 32,501.00
B-11	Side Walk Repair	57	EA	$ 1,473.00	$ 83,961.00	$ 1,360.00	$ 77,520.00	$ 300.00	$ 17,100.00
B-12	Pull Box at Base (w/ Arrstrs, Fuses, Wiring, Grnd)	164	EA	$ 1,333.00	$ 218,612.00	$ 1,572.00	$ 257,808.00	$ 1,008.00	$ 165,312.00
B-13	Pull box – combined circuits	5	EA	$ 1,047.00	$ 5,235.00	$ 816.00	$ 4,080.00	$ 635.00	$ 3,175.00
B-14	FPL Power Service	2	EA	$ 1,869.00	$ 3,738.00	$ 2,222.00	$ 4,444.00	$ 3,080.00	$ 6,160.00
B-15	Meter main disc, lghtng cntctr, pnl brd, rack	2	EA	$ 14,029.00	$ 28,058.00	$ 19,094.00	$ 38,188.00	$ 3,768.00	$ 7,536.00
B-16	Direction Drill	1500	FT	$ 51.30	$ 76,950.00	$ 28.75	$ 43,125.00	$ 17.50	$ 26,250.00
B-17	2" conduit and trench rest – pavement	1000	FT	$ 246.00	$ 246,000.00	$ 18.00	$ 18,000.00	$ 25.70	$ 25,700.00
B-18	2" conduit and trench rest – non-pavement	500	FT	$ 77.00	$ 38,500.00	$ 7.75	$ 3,875.00	$ 10.00	$ 5,000.00
B-19	(3) #6 WIRES	12500	FT	$ 4.61	$ 57,625.00	$ 4.25	$ 53,125.00	$ 6.50	$ 81,250.00
B-20	Conduit abandon in place	5	EA	$ 268.00	$ 1,340.00	$ 630.00	$ 3,150.00	$ 25.00	$ 125.00
B-21	Mill and resurface 50' each side of trench	2400	S.Y.	$ 51.30	$ 123,120.00	$ 35.75	$ 85,800.00	$ 59.00	$ 141,600.00
B-22	Site restoration	1	L.S.		$ 13,230.00		$ 28,719.00		$ 110,000.00
B-23	General Contingency	ALLOWANCE			$ 25,000.00		$ 25,000.00		$ 25,000.00
	SECTION B SUBTOTAL:			$	2,417,186.00	$	2,196,438.00	$	2,499,681.00
	TOTAL (Sections A and B)			$	2,633,095.00	$	2,320,605.00	$	2,670,551.00

Bid Opened on December 16, 2015 at 2:00 PM
Opened by: Ilyse Triestman
Witnessed by: Doris Miller

APPARENT LOW BIDDER

EXHIBIT A

Residential and Commercial Areas

Proposed small ornamental with globe

EXHIBIT B

Historical District

Proposed small ornamentals with arms and lanterns

EXHIBIT C

South County Road North of Royal Palm Way

Proposed large ornamentals with arms and lanterns

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 52-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Design and Bid Phase Engineering Services to A.D.A. Engineering, Inc., for the Ocean Outfall Abandonment Project in the Amount of $87,540 and Establishing a Design and Bid Phase Budget of $100,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 29, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 52-2016**
- **A.D.A. Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., Director of Public Works

Re: Approve a Purchase Order for Design and Bid Phase Engineering Services for the Ocean Outfall Abandonment Project
Accelerated Capital Improvement Program - Phase 2
Resolution No. 52-2016

DATE: March 29, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 52-2016 approving a purchase order to A.D.A. Engineering, Inc. (ADA), for engineering design and bid phase services in the amount of $87,540 for the Ocean Outfall Abandonment Project and establishing an engineering design and bid phase services budget of $100,000, including contingency.

GENERAL INFORMATION

There are many private and public surface water runoff outfalls and discharges within the Town that direct stormwater onto the beach and dune system. Stormwater discharges can cause scour and erosion of the adjacent beach and dune system. As a result, there is a potential effect to the water quality which will negatively influence sea turtle nests on the beach or natural resources near the shore.

As part of the Palm Beach Island Beach Management Agreement (BMA), the Town is required to remove 67 identified public outfalls and discharges, 56 of which are located along the North Ocean Boulevard Seawall, which is adjacent to the Palm Beach Country Club. The North Ocean Boulevard Seawall Replacement Project, which is completed, has eliminated the 56 outfalls/discharges within the limits of the project. Of the remaining eleven (11) outfalls/discharges to be eliminated, ten (10) locations are within the Town's right-of-way. The remaining outfall is within the Florida Department of Transportation's right-of-way and its closure will be directed to them. This project is actually ten (10) smaller projects combined into one (1) project. Each outfall requires plans for abandoning or eliminating the outfall which includes redirecting the existing drainage associated with that outfall to an alternate discharge.

Town staff has secured a proposal from ADA to obtain survey and geotechnical (soils) data, review and analyze existing sites and drainage conditions, prepare plans and specifications to close each of the Town's ten (10) individual ocean outfalls and design new drainage

accommodations at these locations. The scope includes six (6) tasks with a total duration of 20 weeks. The work will be performed primarily by ADA with the support of Terracon Consultants, Inc. who will be performing permitting, geotechnical investigations, and underground utility investigations. Once negotiated, the total cost equates to approximately $10,000 per outfall site.

We have negotiated a design and bid phase services contract with ADA in the amount of $87,540 for the scope of services identified in their proposal. Staff recommends a total design and bid phase services budget of $100,000 which includes $12,460 in general contingency.

FUNDING/FISCAL IMPACT

Funding for this project is fully contained within the Town's Accelerated Capital Improvement Program - Phase 2.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Director of Finance
Eric Brown, P.E., Assistant Director of Public Works
William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Senior Project Engineer
Douglas Terry, Water Resources Division Manager
Jeffrey Sanon, P.E., Project Engineer
Robert Weber, Coastal Manager
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 52-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER TO A.D.A. ENGINEERING, INC., FOR THE OCEAN OUTFALL ABANDONMENT PROJECT IN THE AMOUNT OF $87,540 AND ESTABLISHING A DESIGN AND BID PHASE BUDGET OF $100,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order to A.D.A. Engineering, Inc. in the amount of $87,540, for the Ocean Outfall Abandonment Project, and establishes a design and bid phase budget of $100,000, including contingency.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

West Palm Beach Office
1800 Old Okeechobee Rd,
Suite 202
West Palm Beach, FL 33409
PH: 561.615.8880
www.adaeng.net

March 28, 2016

William K. Francis, P.E.
Town Engineer
Town of Palm Beach
951 Old Okeechobee Rd, Suite A
West Palm Beach, Florida 33401

RE: TOWN OF PALM BEACH OCEAN OUTFALL ABANDONMENT

Dear Mr. Francis:

Per your request, A.D.A. Engineering, Inc. (ADA) is pleased to submit this Task Order proposal for professional engineering services associated with the preparation of construction contract documents for the abandonment of ten (10) drainage outfalls to the beach. The contractual framework of this Task Order is based on the Professional Services Agreement between the Town and ADA, dated December 2015. This Task Order defines the scope of work, schedule, exclusions, and compensation for the professional engineering services associated with this project.

I. SCOPE OF WORK

The Scope of Work is comprised of the following essential tasks:

Task 1 – Preliminary Design Services
Task 2 – Design Development (30% Design)
Task 3 – Contract Documents (60% Design)
Task 4 – Contract Documents (90% Design)
Task 5 – Contract Documents (100% Design)
Task 6 – Bid and Award Services

Below is a description of the level of effort associated with each of these tasks.

Task 1 – Preliminary Design Services

1.0 - Client Kickoff and Coordination

ADA will attend a project kickoff meeting with Town staff to identify goals and objectives for the project, and obtain specific directions from the Town regarding the potential fixes that would be appropriate for each location. Prior to the kickoff meeting, ADA will prepare a conceptual sketch of the proposed improvements to be used for discussion purposes at the kickoff meeting. At the kickoff meeting, ADA will describe the proposed improvement that could be implemented at each outfall abandonment location. Other

topics will include repair and operational concerns specific to each location including maintenance of traffic during repair and impacts to adjacent existing features. In addition to the technical information presented at the kickoff meeting, the Project Management Plan for the effort will be presented to Staff.

ADA will obtain topographic and geotechnical information as outlined below. As part of this task, ADA will perform a half day field reconnaissance for a detailed assessment of the project limits to ensure that the necessary information is obtained to support the design services outlined in Tasks 2-5. This assessment will also help to determine the most efficient and cost effective design for the Town, as well as identifying potential areas of greater concern.

1.1 - Survey Services

ADA will utilize Brown & Phillips, Inc (B&P) to obtain the necessary topographic information within the project limits to support the design effort outlined in Tasks 2-5. The key elements of the topographic survey will include:

- Ocean Blvd. Right-of-Way will be established based on Plats of Record. A traverse run through the site and all found monumentation will be tied in. The survey will be oriented to Palm Beach County horizontal control (NAD 83/90 Adjustment). Sectional and geodetic control information will be obtained from Palm Beach County Survey Department.
- A level run will be performed onsite using the existing Palm Beach County benchmarks to establish vertical control (NAVD 1988). At least two benchmarks will be set at each site.
- Location and elevation data will be gathered for the inlet upstream of the outfall to be abandoned. Elevation data will include grate, sump and pipe inverts. All pipe sizing and orientation will be identified. In locations where the subject inlet (east side of Ocean Ave) is connected to another inlet (west side of Ocean Ave), location and elevation data will be gathered for both.
- Topographic information for cross-sections at 50-ft intervals along the right-of-way corridor will be collected within 200 feet of each outfall location. The cross-section will include points at any changes in slope, edge of pavement, back of curb, front and back of sidewalk.
- All above ground features or vegetation within the project area (if accessible) shall be located horizontally and identified with respect to key characteristics (size, type, etc).

1.2 - Geotechnical Services

1.2.1 – Subsurface Exploration

ADA will utilize Terracon Consultants, Inc (Terracon) to provide five field permeability tests using procedures and nomenclature developed by the South Florida Water Management District, namely the Usual Open Hole Test procedures. Based upon experience with the geology of Palm Beach, it is anticipated that the permeability of the

subsoils will be relatively high, and therefore the tests will require large volumes of water. In the development of this proposal, it is assumed that the Town of Palm Beach will provide a source of fresh water to utilize for filling the water tanks needed to run the permeability tests.

Prior to any impacts to the pavement, Terracon will procure a right-of-way permit from the Town. It is assumed that the permitting fees will be waived. Although there are ten (10) ocean outfall sites to be modified, only five (5) locations will be selected for boreholes in order to minimize impact on the pavement. All mobilization and demobilization of equipment between the five (5) sites will be coordinated through the Town's permitting process. Terracon will take reasonable efforts to reduce damage to the right-of-way, such as rutting of the ground surface. However, it should also be understood that in the normal course of our work some such disturbance could occur. Terracon will take precautions such as placement of mats to limit the rutting. Boreholes drilled in existing pavements will be finished with asphalt cold patch to match surrounding grades.

1.2.2 – Geotechnical Engineering & Reports
An engineering report will be submitted including soil classifications of the materials found at the test locations, groundwater depths, and the results of the permeability testing. The report will be supplemented with a location plan and individual subsurface data and permeability test results for each test location. The report will be signed and sealed by a Florida registered professional engineer.

Task 2 – Design Development (30% Design)

Based on the information collected as part of Tasks 1, ADA will prepare 30% construction plans and specifications for the proposed improvements. The construction plans submitted will include the following sheets.

1. 30% Cover and Drawing Index
2. 30% General Notes & Summary of Quantities
3. 30% Survey Control Plan
4. 30% Sheet Layout Plan
5. 30% Maintenance of Traffic Plan (1 sheet for Typical Detail)
6. 30% Grading and Drainage Plans (10 sheets at 1"=20' scale)
7. 30% Stormwater Pollution Prevention Plans, Notes and Details (2 sheets)
8. 30% Roadway and Drainage Details (2 sheets)

ADA will also prepare an Engineer's Report that will include a narrative of findings from the field services, design assumptions and engineering calculations for sizing exfiltration trench. The report will also include a proposed Construction Schedule and an Engineer's Opinion of Probable Construction Costs. The submittal will also include an outline of relevant technical specifications. It is assumed that no phasing plan will be required as the order of improvement implementation will be at the Contractor's discretion.

ADA will submit three (3) sets of the 30% draft construction contract documents (11" x 17" plan size) and one (1) electronic set (including PDF and CAD files) for review and comment by the Town. Once the review is complete, ADA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 3 – Contract Documents (60% Design)

Based on comments from Town Staff on the 30% contract documents, ADA will prepare 60% construction plans and specifications for the proposed improvements. The construction plans submitted will include the following sheets.

1. 60% Cover and Drawing Index
2. 60% General Notes & Summary of Quantities
3. 60% Survey Control Plan
4. 60% Sheet Layout Plan
5. 60% Maintenance of Traffic Plan (1 sheet for Typical Detail)
6. 60% Grading and Drainage Plans (10 sheets at 1"=20' scale)
7. 60% Stormwater Pollution Prevention Plans, Notes and Details (2 sheets)
8. 60% Roadway and Drainage Details (2 sheets)

ADA will also revise the Engineer's Report to reflect any changes in the design assumptions and engineering calculations. The report will also include an updated Construction Schedule and Engineer's Opinion of Probable Construction Costs. The submittal will also include a draft of all relevant technical specifications.

ADA will submit three (3) sets of the 60% draft construction contract documents (11" x 17" plan size) and one (1) electronic set (including PDF and CAD files) for review and comment by the Town. Once the review is complete, ADA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 4 – Contract Documents (90% Design)

Based on comments from Town Staff on the 60% contract documents, ADA will prepare 90% construction plans and specifications for the proposed improvements. The construction plans submitted will include the following sheets.

1. 90% Cover and Drawing Index
2. 90% General Notes & Summary of Quantities
3. 90% Survey Control Plan
4. 90% Sheet Layout Plan
5. 90% Maintenance of Traffic Plan (1 sheet for Typical Detail)
6. 90% Grading and Drainage Plans (10 sheets at 1"=20' scale)
7. 90% Stormwater Pollution Prevention Plans, Notes and Details (2 sheets)
8. 90% Roadway and Drainage Details (2 sheets)

ADA will also revise the Engineer's Report to reflect any changes in the design assumptions and engineering calculations. The report will also include an updated Construction Schedule and Engineer's Opinion of Probable Construction Costs. The submittal will also include revisions to the technical specifications. ADA will submit three (3) sets of the 90% draft construction contract (11" x 17" plan size) documents and one (1) electronic set (including PDF and CAD files) for review and comment by the Town. Once the review is complete, ADA will meet with Town staff to review the comments and discuss any necessary modifications or revisions. Once the review is complete, ADA will meet with Town staff to review the comments and discuss any necessary modifications or revisions.

Task 5 – Contract Documents (100% Design)

Based on comments from Town Staff and stakeholders on the 90% contract documents, ADA will prepare 100% construction plans and specifications for the proposed improvements. The construction plans submitted will include the following sheets.

1. 100% Cover and Drawing Index
2. 100% General Notes & Summary of Quantities
3. 100% Survey Control Plan
4. 100% Sheet Layout Plan
5. 100% Maintenance of Traffic Plan (1 sheet for Typical Detail)
6. 100% Grading and Drainage Plans (10 sheets at 1"=20' scale)
7. 100% Stormwater Pollution Prevention Plans, Notes and Details (2 sheets)
8. 100% Roadway and Drainage Details (2 sheets)

ADA will prepare a final Engineer's Report to describing all field data, design assumptions and engineering calculations. The report will include the final Estimated Construction Schedule and Engineer's Opinion of Probable Construction Costs. The submittal will include the final Contract Documents and technical specifications.

ADA will submit one (1) set of reproducible construction contract documents (11" x 17" plan size) and one (1) electronic set (including PDF and CAD files).

Task 6 – Bid & Award Services

It is assumed that the Town will be responsible for reproducing construction contract documents and advertising to solicit bids from qualified contractors. It is assumed that the Town will distribute construction contract documents during the bid and advertisement period. ADA will attend up to one Pre-Bid Conference, will provide responses for up to four (4) Requests for Information from prospective bidders, and will prepare and issue a maximum of two (2) addenda. ADA will review and evaluate the bid tabulations and bid forms once submitted and prepare a recommendation of award letter. Construction phase services are not included as part of this scope of work.

II. SCHEDULE

We are prepared to initiate our work within one week of receiving your written authorization of this proposal. ADA will complete the work outlined in the Scope of Work based on the following timeline starting with issuance of the notice to proceed.

Task	Weeks from NTP
1 – Preliminary Design Services	4
2 – 30% Design	8
3 – 60% Design	10
4 – 90% Design	12
5 – 100% Design	16
6 – Bid & Award Support	20

III. EXCLUSIONS

The services outlined below are not included as part of the scope of work, although additional service agreements can be executed to assist the Town with these services if necessary:

- Hydrologic/Hydraulic engineering analyses of the existing drainage system
- Permitting (to be handled by Contractor)
- Construction contract document reproduction
- Advertisement to solicit bids from qualified contractors

IV. COMPENSATION

ADA will be compensated for the services described above on a time and material basis with a not to exceed fee of **$87,540.00**. Payment for services will be made in accordance with the Professional Services Agreement between the Town and ADA, dated December 2015. The attached fee estimate shows the costs associated with each of the tasks outlined in the scope of work and applicable subconsultant fees.

We look forward to assisting the Town on this important project assignment. If you have any questions or need additional information, please do not hesitate to contact me at (561) 227-9113.

A.D.A. ENGINEERING, INC.

Brent Whitfield, P.E.
Associate Vice President

Enclosures: Fee Estimate
Subconsultant Backup

cc. Jeff Sanon, PE (Town of Palm Beach)
Jeff Vollat, PE (ADA Engineering)
Alex Vazquez, PE (ADA Engineering)

March 3, 2016

A.D.A. Engineering, Inc.
1800 Old Okeechobee Road, Ste 202
West Palm Beach, FL 33409

Attention: Mr. Brent Whitfield, P.E.
P: 561.329.1797
E: bwhitfield@adaeng.net

RE: Proposal for Field Permeability Testing
Abandonment of Drainage Outfalls to Beach
Town of Palm Beach, Florida
Terracon Proposal No. PHD165021

Dear Mr. Whitfield:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal for field permeability testing for the above-referenced site.

1.0 PROJECT INFORMATION

We understand that existing beach outfalls are to be abandoned, and that drainage improvements are to include the design and construction of new exfiltration trenches. Field permeability testing is needed at this time for the design of exfiltration trenches. Locations of the improvements are as follows.

1. North Ocean Blvd., from south of Mockingbird Trail to Palmo Way
2. North Ocean Blvd., from Everglade Avenue to Atlantic Avenue
3. South Ocean Blvd., from South County Road to north of Via Marina

2.0 SCOPE OF SERVICES

2.1. Safety - *IIF*

Terracon has a commitment to the safety of all its employees. As such, and in accordance with our *Incident and Injury Free*® safety culture, we will prepare a "Pre-Task Plan" to identify the potential site safety and job hazards associated with the work proposed at this site. Prior to commencement and during the on-site activities, we will re-evaluate potential job hazards and appropriate safe working procedures. At this time, we anticipate that a United States Occupational Safety and Health Administration (OSHA) Level D work uniform consisting of hard hats, traffic vests, safety glasses, protective gloves, and steel-toed boots will be required by all personnel in the work area. It is anticipated that the field permeability testing will require establishing a Maintenance of Traffic (MOT) plan to provide a safe work environment for our crew, and to limit impacts to local traffic.

2.2 Geotechnical Services

Permit – Terracon will apply for and obtain a right-of-way use permit from the Town of Palm Beach prior to beginning the field work.

Underground Utility Clearance – We will mark the locations of the field permeability tests and contact the Sunshine Network for underground utility clearance.

Field Program – Terracon will provide five field permeability tests using procedures and nomenclature developed by the South Florida Water Management District, namely the Usual Open Hole Test procedures. One of the tests will be located in each of the locations 1 and 2 describe previously in this proposal, and three tests will be situated in location 3. Based upon our experience with the geology of Palm Beach, we anticipate that the permeability of the subsoils will be relatively high, and therefore the tests will require large volumes of water. In the development of this proposal, we have assumed that the Town of Palm Beach will provide us with a source of fresh water to utilize for filling our water tanks to run the permeability tests.

Terracon will take reasonable efforts to reduce damage to the right-of-way, such as rutting of the ground surface within location 3. However, it should also be understood that in the normal course of our work some such disturbance could occur. We will take precautions such as placement of mats to limit the rutting. Boreholes drilled in existing pavements will be finished with asphalt cold patch to match surrounding grades.

Reporting – An engineering report will be submitted including soil classifications of the materials found at the test locations, groundwater depths, and the results of the permeability testing. The report will be supplemented with a location plan and individual subsurface data and permeability test results for each test location. The report will be signed and sealed by a Florida registered professional engineer.

2.3 Schedule

We can commence the work within two days after receiving your written authorization to proceed. The work will begin with submittal of the Town of Palm Beach permit application. During the approval process, we will complete the Sunshine underground utility clearance process. This process is expected to require two weeks, depending upon the turn-around time required by the Town. Once the permit is approved and utilities are cleared, we will mobilize to the site to perform the fieldwork. The field work is expected to require two days to complete, and the written engineering report will follow within three days thereafter. An email that provides the test results will be provided to A.D.A. on the day the field work is completed.

3.0 COMPENSATION

We propose to do the work described previously for a lump sum amount of **$7,000.** This amount will not be exceeded without due cause and your prior written authorization. This price is predicated upon the assumption that the Town of Palm Beach will provide us with a source of fresh water to utilize for filling our water tanks to run the permeability tests. If additional work is needed, it will be covered under a supplemental agreement.

The fee is further described as follows:

Task	Quantity	Unit Price	Amount
Permit Application	1	$250	$250
Mark Locations & Clearance of Underground Public Utilities	1	$500	$500
Drilling Rig Mob/Demob & Hole to Hole Moves	1	$500	$500
MOT	2 Days	$1,250	$2,500
Field Permeability Testing	5 Tests	$500	$2,500
Engineering Report	1	$750	$750
Total			**$7,000**

4.0 AUTHORIZATION

If this proposal meets with your approval, please send your contract or work order using this proposal as an attachment to it. The work order should be sent to the undersigned at Dan.Marieni@terracon.com. The fee is valid for 90 days from the date of this proposal.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give me a call.

Sincerely,

Terracon Consultants, Inc.

Daniel J. Marieni, P.E.
Geotechnical Department Manager

Kevin E. Aubry, P.E.
Senior Geotechnical Engineer

BROWN & PHILLIPS, Inc.
PROFESSIONAL SURVEYING SERVICES

March 8, 2016

Mr. Brent Whitfield, P.E.
A.D.A. Engineering, Inc.
1800 Old Okeechobee Road
Suite 202
West Palm Beach, Florida 33409

Re: Ocean Boulevard in the Town of Palm Beach, Ten (10) Sites with Outfalls or Drainage Structures - Topographic Survey

Dear Mr. Whitfield,

Thank you for the opportunity to provide you with the following services for the subject site. This proposal is based on documentation and information provided by your office. The scope of services is as follows:

SCOPE OF SERVICES

I. HORIZONTAL PROJECT NETWORK CONTROL

Using the information supplied by A.D.A. Engineering, Inc., we will establish the Right-of-Way for Ocean Boulevard based on the Plats of Record. A traverse will be run through the site and all found monumentation will be tied in. The survey will be oriented to Palm Beach County horizontal control (NAD 83/90 Adjustment). We will obtain the sectional and geodetic control information from the Palm Beach County Survey Department.

II. VERTICAL PROJECT NETWORK CONTROL

A level run will be performed onsite using the existing Palm Beach County benchmarks (NAVD 1988). At least two benchmarks will be set at each site.

III. TOPOGRAPHIC SURVEY AND CROSS SECTIONS

We will obtain topographic information for the ten (10) sites (approximately 2,000' total) shown on Attachment 'B' per your email dated March 2, 2016. We will obtain location and elevations data for the inlet upstream of the outfall to be abandoned. Elevation data will include grate, sump and pipe inverts. All pipe sizing and orientation will be identified. In locations where the subject inlet (east side of Ocean Boulevard) is connected to another inlet (west side of Ocean Boulevard), location and elevation data will be gathered for both. We will perform cross sections at 50-foot intervals along the right-of-way corridor within 200 feet of each outfall location. The cross sections will include points at any changes in slope, edge of pavement, back of curb, front and back of sidewalk, and any drainage features. All above ground features or vegetation within the project area (if accessible) shall be located horizontally and identified with respect to key characteristics (size, type, etc.)

IV. CLOSURE

A drawing will be produced which will show all the features located. We propose to provide ADA Engineering with six (6) hard copies and an AutoCAD file in the version requested. Any additional work will be done on an hourly basis as approved by you. We will perform the scope of services for a **lump sum fee of $9,335.00** (see Attachment 'A' for an hourly breakdown). Please do not hesitate to call me with any questions you might have regarding this proposal. We look forward to working with you on this project.

Sincerely,

Brown & Phillips, Inc.

John E. Phillips III, P.L.S.
President

JEP/mb

Attachments

Accepted This _____ Day Of _____, 2016.

A.D.A. Engineering, Inc.

By: _____

Print Name: _____

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 53-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Design and Bid Phase Engineering Services to Kimley-Horn and Associates, Inc., for the Pump Station A-7 Roof Replacement in the Amount of $61,200 and Establishing a Design and Bid Phase Budget of $70,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 16, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 53-2016**
- **Kimley-Horn Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., and Director of Public Works

Re: Approve a Purchase Order for Design and Bid Phase Engineering Services for the Pump Station A-7 Roof Replacement
Accelerated Capital Improvement Program - Phase 2
Resolution No. 53-2016

DATE: March 16, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 53-2016 approving a purchase order to Kimley-Horn and Associates, Inc. (KHA), for design and bid phase engineering services in the amount of $61,200 for the Pump Station A-7 Roof Replacement and establishing a design and bid phase engineering budget of $70,000 including contingency

GENERAL INFORMATION

The A-7 Sanitary Pump Station is located at the Northwest corner of the Island Road and South County Road Intersection, adjacent to the Everglades Club. This station was recently rehabilitated and converted to an inline booster station. The project replaced all of the station's mechanical and electrical equipment creating a newer, more efficient station. The station roofing was to be completed independently as a separate task. The roof has reached its useful life and is in need of replacement, as well as an aesthetic enhancement. The aesthetic enhancement was prompted by neighbors in the area after the original pump station modifications were completed and consists of a decorative parapet to shield equipment on the roof. The additional weight of the parapet along with the age of the roof requires complete reconstruction of the roof structure. The specifics of these modifications will be determined as part of this design.

We have negotiated a design and bid phase services proposal with KHA in the amount of $61,200 for the scope of services identified in their proposal. Staff recommends a total design and bid phase services budget of $70,000 which includes $8,800 in general contingency.

FUNDING/FISCAL IMPACT

Funding for this project is fully contained within the Town's Accelerated Capital Improvement Program - Phase 2. The original budget for the Sanitary Pump Station line item of $2,000,000 was primarily for miscellaneous repair to pumps, piping, and other maintenance types items, but did not include the replacement of the roof. Since many of these items were accomplished with ACIP 1 funds, and due to the complaints of neighbors in the area, replacement of the roof was added. As discussed above, this also requires structural modifications and these design services.

Also, over the past few years, we have seen a significant rise in construction costs. In order to offset the increase in costs staff is recommending that Council approve the reallocation of funds within the ACIP 2 program to the A-7 roof project from other general line item categories such as drainage improvements and drainage pump station upgrades. The drainage improvements and drainage pump station upgrades line items do not have specific project scopes at this time. Staff is only requesting the reallocation of funds for the design at this time. A specific budget for the construction of the roof cannot be accurately defined until the design progresses further. Staff will obtain Council approval when the actual costs have been established. Any shortfall within the ACIP 2 budget will be funded out of Pay as you go.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Director of Finance
Eric Brown, P.E., Assistant Director of Public Works
William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Senior Project Engineer
Douglas Terry, Water Resources Division Manager
Jeffrey Sanon, P.E., Project Engineer
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 53-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER TO KIMLEY-HORN AND ASSOCIATES, INC., FOR THE PUMP STATION A-7 ROOF REPLACEMENT IN THE AMOUNT OF $61,200 AND ESTABLISHING A DESIGN AND BID PHASE ENGINEERING SERVICES BUDGET OF $70,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order to Kimley-Horn and Associates, Inc. in the amount of $61,200, for the Pump Station A-7 Roof Replacement, and establishes a total design and engineering phase budget of $70,000 including contingency.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

March 15, 2016

Mr. Jeff Sanon, P.E.
Town of Palm Beach
951 Old Okeechobee Road
Suite A
West Palm Beach, FL 33401

RE: *A-7 Inline Booster Pump Station Roof Screening Improvements*

Dear Jeff,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "CONSULTANT") is pleased to submit this proposal to The Town of Palm Beach ("TOWN" or "CLIENT") for providing professional engineering services related to the A-7 Inline Booster Pump Station Roof Screening Improvements in the Town of Palm Beach. Our project understanding, scope of services, and fee follows.

Project Understanding

Kimley-Horn completed photo simulations that depicted a 6 foot tall concrete tiled mansard roof addition to the existing A-7 Inline Booster Pump Station for the purpose of screening the roof top equipment. It is understood that the Town is interested in implementing the roof improvements. Kimley-Horn has been requested by the Town to provide design and bid phase improvements and assistance with the ARCOM Approval Process.

Scope of Services

Task 1 – Design Phase Services

During this phase, Kimley-Horn will perform the following services:

General

- Attend a Design Kick-off Meeting with the Town to confirm the design intent for the project.
- Perform wind load and required structural calculations to support the additional loads imposed by the mansard roof.
- Perform one site visit to gather additional information
- Preparation of an opinion of probable construction cost

Kimley-Horn will perform design services to prepare construction plans and specifications for the roof screening improvements which will contain the following:

1. Cover Sheet
2. A-7 Site Plan
3. A-7 Roof Plan
4. Architectural Elevations and details
5. Structural Sections

6. Structural Details
7. Technical Specifications

Architectural plans and specifications will be prepared by a subconsultant employed by Kimley-Horn. Kimley-Horn will prepare site plan drawings for use by the architectural subconsultant and prepare general technical specifications. The site plans will be developed using the existing record drawings.

We will submit plans and specifications for review at 60% and 90% completion stage, meet with the Town to review their comments, and accommodate one round of reasonable requests for revisions by the Town. We will provide an opinion of probable construction cost at the 60% design stage and update this document with the final design submittal.

Task 2 – ARCOM Approval Process

- Complete the ARCOM application
- Complete (1) one ARCOM review submittal where each submittal includes 14 sets of 11x17 construction drawings.
- Prepare (1) one PowerPoint presentation which consists of the items listed below.
  - Color Site Plan
  - Color Elevations
  - Photo Simulations of the completed improvements
  - Site Photos
  - Paint color selections
- Complete (1) one ARCOM electronic file submittals that include the PowerPoint Presentation.
- Attendance at the ARCOM meeting and make the presentation.

The architectural services related to the ARCOM submittal and presentation will be prepared by a subconsultant employed by Kimley-Horn.

Task 3 – Bid Phase Services

Kimley-Horn will attend the pre-bid meeting, review the bid proposal from the apparent low bidder, and prepare a bid tabulation and memorandum to the Town containing our findings after our review of the bids. Kimley-Horn will also assist the Town with responding to questions received from prospective bidders, if required. Kimley-Horn will provide up to 5 signed and sealed copies of the construction documents for the Town to distribute to the selected contractor.

Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope you request, will be considered additional services. These services will be performed based on proposals approved by the Town prior to the performance of those requested additional services. Additional services we can provide include, but are not limited to, the following:

- Survey and Mapping
- Construction Layout
- Geotechnical Engineering
- Soft Digs

- Additional ARCOM Submittals and presentations
- Construction Phase Services

Information Provided By the Town

We shall be entitled to rely upon the accuracy of information provided by others in the performance of professional services. It is anticipated that the following items will need to be provided to Kimley-Horn by the Town during the project.

- Access to the site.

Schedule

We will provide our services as expeditiously as practical to meet a mutually agreed upon schedule.

Fee and Billing

KHA will perform the services described in this Scope of Services on an hourly labor fee plus expenses basis in accordance with our Professional Services Agreement with the Town. It is recommended that the following budgets be established for these services.

Task 1 – Design Phase Services	*$38,300*
Task 2 – ARCOM Approval Process	*$19,900*
Task 3– Bid Phase Services	*$ 3,000*

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc, which are incorporated by reference. As used in the Agreement, the term "CONSULTANT" shall refer to Kimley-Horn and Associates, Inc., and the term "TOWN" or “CLIENT” shall refer to The Town of Palm Beach.
We appreciate the opportunity to propose these services to you.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

By: Kevin Schanen, P.E.
Vice President

Attachment

K:\WPB_Civil\General\Lee\Proposals\Palm Beach\A-7 Roof Design\A-7 Roof Improvements.docx

ESTIMATE FOR ENGINEERING SERVICES

PROJECT:	A-7 Roof Improvements	SHEET 1 of 1	
CLIENT:	Town of Palm Beach	FILE NO.	
ESTIMATOR:	JRL	DATE:	03/15/16
		ALLOCA	0.0000

DESCRIPTION: See Scope of Services	DIRECT LABOR (MAN-HOURS)											
	P8 Principal	P7 Principal	P5 Sr. Prof. Eng	P4 Reg. Prof	P3 Eng. Prof.	P2 Eng. Prof.	P1 Eng. Prof.	N6 Sr. Support	D7 Designer	SUB (BMA)	EXP	LINE TOTAL
												$0
Task 1 Design Phase Services												$0
Design Kick-Off Meeting		3.0	3.0					1.0				$1,220
Perform one site visit			3.0		3.0							$795
Windload and Structural Calculations		4.0	20.0		60.0							$10,600
Opinion of probable construction cost			4.0		8.0							$1,500
Construction Plans												$0
Cover Sheet									0.5			$58
Site Plan			2.0						4.0			$770
Roof Plan			2.0						8.0			$1,230
Architecural Elevation and Details			4.0						4.0	6650.00		$7,730
Structural Sections		4.0	12.0						12.0			$4,140
Structural Details (2 sheets)		4.0	12.0		12.0				12.0			$5,460
Technical Specs		4.0	12.0					1.0				$2,840
90% Review meeting		3.0	3.0									$1,140
Respond to Comments and produce final plans			2.0					1.0	4.0			$850
												$0
Task 2 ARCOM Approval Process												$0
ARCOM Presentation										3350.00		$3,350
Color Site Plan		1.0	5.0						9.0		$100	$2,135
Color Elevations		1.0	5.0						9.0			$2,035
Photo Simulations		2.0	8.0						18.0			$3,760
Photos			2.0									$310
Demoltion Report		1.0	4.0									$845
Paint Color			2.0									$310
Power Point Presentation		2.0	8.0					2.0				$1,849
ARCOM Application		1.0	4.0					2.0				$1,004
ARCOM Submittals			4.0					2.0	4.0			$1,239
ARCOM Meeting		8.0	8.0									$3,040
												$0
Task 3 Bid Phase												$0
Attend pre-bid meeting/review bids/summary memo			10.0					2.0				$1,709
Answer questions during bidding			4.0					3.0	4.0			$1,319
												$0
												$0
												$0
												$0
TOTAL HOURS	**0.0**	**38.0**	**143.0**	**0.0**	**83.0**	**0.0**	**0.0**	**14.0**	**88.5**	**10000**	**100**	**$61,235.50**
LABOR ($/HOUR)	**230.00**	**225.00**	**155.00**	**135.00**	**110.00**	**100.00**	**95.00**	**79.50**	**115.00**	**1.00**	**1.0**	
ALLOCATION	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
TOTALS	**0.00**	**8,550.00**	**22,165.00**	**0.00**	**9,130.00**	**0.00**	**0.00**	**1,113.00**	**10,177.50**	**10,000.00**	**100.00**	**$61,235.50**

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 54-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2016-10 and Approving a Purchase Order to Johnson-Davis, Inc., for Ridgeview Drive, Cherry Lane, and West Indies Drive Paving and Drainage Improvements, in the Amount of $1,844,815 and Establishing a Construction Phase Budget of $2,000,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 23, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 54-2016**
- **Bid Tab Sheets**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., Director of Public Works

Re: Award of Bid No. 2016-10 and Approve a Purchase Order for Ridgeview Drive, Cherry Lane, and West Indies Drive Paving and Drainage Improvements (2016) **Resolution No. 54-2016**

DATE: March 23, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 54-2016 awarding Bid No. 2016-10 and approving a purchase order to Johnson-Davis, Inc. (Johnson-Davis), for Ridgeview Drive, Cherry Lane and West Indies Drive Paving and Drainage Improvements (2016), in the amount of $1,844,815 and establishing a construction phase budget of $2,000,000 including contingency.

GENERAL INFORMATION

There have been various locations throughout the Town that have pavement deficiencies causing uneven driving surfaces and ponding to occur. The improvements to correct these issues are milling and resurfacing, some roadway reconstruction, drainage replacement and additions, and curb work. In order to minimize impacts to traffic during the 2016 construction season, only a limited number of streets were identified to proceed with the improvements. The streets included in this project are Ridgeview Drive, Cherry Lane, and West Indies Drive. Additional streets which have been designed and were originally bid for construction this summer included Onondaga Avenue, Orange Grove Road, Monterey Road, and Queens Lane. With the passage of the Underground Utilities Bond Referendum, staff is recommending these streets be included as part of the Underground Utility Construction in the summer of 2017.

The residents on Ridgeview Drive, Cherry Lane, and West Indies Drive continue to experience the significant impacts of poor drainage and deficient pavement. Staff considered delaying the improvements to these streets as well, but does not expect the underground utility construction in this area until the summer of 2018 or 2019. The construction will be managed to minimize areas of redundancy with the future utility undergrounding construction.

The Town received two (2) bids from the Town's prequalified underground utility contractors on January 15, 2016. The bids ranged from $1,844,815.00 to $2,917,963.60 (a copy of the tabulation sheet is attached).

Staff and the Engineer of Record (Chen, Moore, and Associates, Inc.) reviewed the bids and determined that the lowest responsive bidder was Johnson-Davis, for the amount of $1,844,815. Staff recommends awarding the contract to Johnson-Davis for this bid amount, and establishing a construction phase budget of $2,000,000 including contingency.

FUNDING/FISCAL IMPACT

Funding for this project is fully contained within the Town's Accelerated Capital Improvement Program - Phase 2.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Director of Finance
William K. Francis, P.E., Town Engineer
Patricia Strayer, P.E., Senior Project Engineer
Jeffrey Sanon, P.E., Project Engineer
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 54-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AWARDING BID NO. 2016-10 AND APPROVING A PURCHASE ORDER TO JOHNSON-DAVIS, INC., FOR RIDGEVIEW DRIVE, CHERRY LANE, AND WEST INDIES DRIVE PAVING AND DRAINAGE IMPROVEMENTS, IN THE AMOUNT OF $1,844,815, AND ESTABLISHING A CONSTRUCTION PHASE BUDGET OF $2,000,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby awards Bid No. 2016-10 and approves a purchase order to Johnson-Davis, Inc., in the amount of $1,844,815, for Ridgeview Drive, Cherry Lane, and West Indies Drive Paving and Drainage Improvements, and establishes a construction phase budget of $2,000,000 including contingency.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Bid No. 2016-10
Northend Paving and Drainage Improvements
TABULATION
Due: 1/15/16 @ 2 p.m.

	Vendor:	D.S. Eakins Construction Corporation	Johnson-Davis Inc.	The Whiting-Turner Contracting Company
	Address:	P.O. Box 530185	604 Hillbrath Drive	1717 N. Flagler Drive, Suite 6
		Lake Park, FL 33403	Lantana, FL 33462	West Palm Beach, FL 33407
	Telephone:	561-842-0010	561-588-1170	561-719-4044
	Fax:	561-842-0009	561-585-5252	954-776-0797
	Contact:	D. Steven Eakins, Jr.	Scott J. Johnson	Frank Zaremba

Item No.	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
GROUP 1 – MONTEREY ROAD, ONANDAGA AVENUE, ORANGE GROVE ROAD									
SECTION I – PROJECT GENERAL CONDITIONS									
1	Mobilization	1	L.S.		$ -		$ 75,000.00		$ 401,087.70
2	Maintenance of Traffic	1	L.S.		$ -		$ 80,000.00		$ 82,500.00
3	NPDES Compliance	1	L.S.		$ -		$ 2,000.00		$ 5,978.75
4	Survey Layout	1	L.S.		$ -		$ 40,000.00		$ 16,888.75
5	Record Drawings	1	L.S.		$ -		$ 30,000.00		$ 3,056.25
	SECTION I SUBTOTAL			$	-	$	227,000.00	$	509,511.45
SECTION II – DEMOLITION									
6	Clearing and Grubbing	1	L.S		$ -		$ 195,000.00		$ 132,188.75
	SECTION II SUBTOTAL			$	-	$	195,000.00	$	132,188.75
SECTION III – DRAINAGE									
7	Replace Valley Gutter Inlet Top	10	EA	$ -	$ -	$ 2,200.00	$ 22,000.00	$ 2,540.00	$ 25,400.00
8	Adjust Manhole Rim	16	EA	$ -	$ -	$ 400.00	$ 6,400.00	$ 1,860.00	$ 29,760.00
9	Adjust Water Valve Box	2	EA	$ -	$ -	$ 350.00	$ 700.00	$ 800.00	$ 1,600.00
10	1" Asphalt Mill and Overlay	7080	S.Y.	$ -	$ -	$ 22.00	$ 155,760.00	$ 22.88	$ 161,990.40
11	Asphalt Overbuild (Thickness Varies)	62	TN	$ -	$ -	$ 300.00	$ 18,600.00	$ 368.75	$ 22,862.50
12	Thermoplastic 24" Stop Bar	6	EA	$ -	$ -	$ 150.00	$ 900.00	$ 581.25	$ 3,487.50
13	Deflect Existing 8" DIP Water Main	1	EA	$ -	$ -	$ 12,500.00	$ 12,500.00	$ 11,025.00	$ 11,025.00
14	Install Sample Point	2	EA	$ -	$ -	$ 400.00	$ 800.00	$ 1,080.00	$ 2,160.00
15	Sewer Main Lining	2911	L.F.	$ -	$ -	$ 45.00	$ 130,995.00	$ 43.75	$ 127,356.25
16	Bypass Pumping	1	L.S.	$ -	$ -	$ 6,000.00	$ 6,000.00	$ 2,500.00	$ 2,500.00
17	Line 15" V.C.P. Storm	535	L.F.	$ -	$ -	$ 90.00	$ 48,150.00	$ 97.50	$ 52,162.50
18	Type C Inlet	12	EA	$ -	$ -	$ 4,000.00	$ 48,000.00	$ 4,837.50	$ 58,050.00
19	Type C Box w/ MH Top	4	EA	$ -	$ -	$ 5,500.00	$ 22,000.00	$ 4,250.00	$ 17,000.00
20	42" Storm Inlet	1	EA	$ -	$ -	$ 5,500.00	$ 5,500.00	$ 5,612.50	$ 5,612.50
21	48" Storm Manhole	1	EA	$ -	$ -	$ 5,500.00	$ 5,500.00	$ 5,327.50	$ 5,327.50

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Contact:	D. Steven Eakins, Jr.	Scott J. Johnson	Frank Zaremba

Item No.	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
22	8" H.D.P.E. Storm	138	L.F.	$ -	$ -	$ 50.00	$ 6,900.00	$ 158.75	$ 21,907.50
23	12" H.D.P.E. Storm	37	L.F.	$ -	$ -	$ 100.00	$ 3,700.00	$ 323.75	$ 11,978.75
24	15" R.C.P.	364	L.F.	$ -	$ -	$ 100.00	$ 36,400.00	$ 208.75	$ 75,985.00
25	24" R.C.P.	16	L.F.	$ -	$ -	$ 125.00	$ 2,000.00	$ 278.75	$ 4,460.00
26	Concrete Collar	10	EA	$ -	$ -	$ 1,000.00	$ 10,000.00	$ 3,647.50	$ 36,475.00
27	Trench Restoration (Includes 1st Lift of Asphalt)	308	S.Y.	$ -	$ -	$ 100.00	$ 30,800.00	$ 50.00	$ 15,400.00
28	2' Valley Gutter Curb	4229	L.F.	$ -	$ -	$ 38.00	$ 160,702.00	$ 61.25	$ 259,026.25
29	Type F Curb	285	L.F.	$ -	$ -	$ 38.00	$ 10,830.00	$ 46.25	$ 13,181.25
30	Sod	1006	S.Y.	$ -	$ -	$ 12.00	$ 12,072.00	$ 7.00	$ 7,042.00
31	Adjust Existing Driveways	33	EA	$ -	$ -	$ 2,100.00	$ 69,300.00	$ 5,625.00	$ 185,625.00
32	Adjust Existing Walks	7	EA	$ -	$ -	$ 850.00	$ 5,950.00	$ 1,250.00	$ 8,750.00
33	Adjust Existing Gas Main	ALLOWANCE			$ -		$ 10,000.00		$ 10,000.00
SECTION III SUBTOTAL				$ -		$ 842,459.00		$ 1,176,124.90	
TOTAL BID - GROUP 1				$ -		$ 1,264,459.00		$ 1,817,825.10	

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	Contact:	D. Steven Eakins, Jr.	Scott J. Johnson	Frank Zaremba

Item No.	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
GROUP 2 – QUEENS LANE									
SECTION I – PROJECT GENERAL CONDITIONS									
1	Mobilization/Demobilization	1	L.S.		$ -		$ 18,000.00		$ 100,177.50
2	Maintenance of Traffic	1	L.S.		$ -		$ 15,000.00		$ 21,685.00
3	Insurance and Indemnification	1	L.S.		$ -		$ 2,500.00		$ 5,000.00
4	Performance and Payment Bonds	1	L.S.		$ -		$ 3,000.00		$ 12,500.00
SECTION I SUBTOTAL				$	-	$	38,500.00	$	139,362.50
SECTION II – CITE CIVIL									
5	Demolition	1	L.S.		$ -		$ 8,000.00		$ 17,868.75
6	Removal of Existing Header Curb	660	L.F.	$ -	$ -	$ 40.00	$ 26,400.00	$ 8.40	$ 5,544.00
7	Site Restoration	1	L.S.		$ -		$ 17,500.00		$ 27,000.00
8	Asphalt Mill	650	S.Y.	$ -	$ -	$ 15.00	$ 9,750.00	$ 15.75	$ 10,237.50
9	Asphalt Overlay	45	TN	$ -	$ -	$ 230.00	$ 10,350.00	$ 320.00	$ 14,400.00
10	f-curb/drop curb (valley gutter)	640	L.F.	$ -	$ -	$ 38.00	$ 24,320.00	$ 43.75	$ 28,000.00
11	24" Header Curb	14	L.F.	$ -	$ -	$ 38.00	$ 532.00	$ 58.75	$ 822.50
12	Paver Driveway Reconstruction	2	EA	$ -	$ -	$ 2,100.00	$ 4,200.00	$ 1,875.00	$ 3,750.00
13	Concrete Driveway Reconstruction	190	S.F.	$ -	$ -	$ 14.00	$ 2,660.00	$ 31.25	$ 5,937.50
SECTION II SUBTOTAL				$	-	$	103,712.00	$	113,560.25
SECTION III – DRAINAGE									
14	12" DIP Drainage Pipe	25	L.F.	$ -	$ -	$ 90.00	$ 2,250.00	$ 501.25	$ 12,531.25
15	4' dia. Doghouse Storm Structure	1	EA	$ -	$ -	$ 9,600.00	$ 9,600.00	$ 10,251.25	$ 10,251.25
16	Type C Catch Basin	2	EA	$ -	$ -	$ 5,500.00	$ 11,000.00	$ 6,888.75	$ 13,777.50
17	Pool/Yard Drain Connection	2	EA	$ -	$ -	$ 2,000.00	$ 4,000.00	$ 1,891.25	$ 3,782.50
SECTION III SUBTOTAL				$	-	$	26,850.00	$	40,342.50

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				Contact:	D. Steven Eakins, Jr.		Scott J. Johnson		Frank Zaremba	
Item No.	**Description**	**Qty**	**Unit**	**Price per Unit**	**Total**	**Price per Unit**	**Total**	**Price per Unit**	**Total**
SECTION IV – WATER MAIN IMPROVEMENTS									
18	8" DIP WM	30	L.F.	$ -	$ -	$ 150.00	$ 4,500.00	$ 226.25	$ 6,787.50
19	8"~45 deg. Bend	4	EA	$ -	$ -	$ 750.00	$ 3,000.00	$ 767.50	$ 3,070.00
20	8" DIP Sleeve	1	EA	$ -	$ -	$ 1,500.00	$ 1,500.00	$ 806.25	$ 806.25
21	Sample Point	2	EA	$ -	$ -	$ 600.00	$ 1,200.00	$ 1,027.50	$ 2,055.00
22	Restraint of Existing 8" Watermain	4	EA	$ -	$ -	$ 750.00	$ 3,000.00	$ 763.75	$ 3,055.00
23	Reset Water Main Valve Covers	1	EA	$ -	$ -	$ 350.00	$ 350.00	$ 737.50	$ 737.50
24	Fill/Flush Connection	3	EA	$ -	$ -	$ 500.00	$ 1,500.00	$ 3,550.00	$ 10,650.00
SECTION IV SUBTOTAL				$	-	$	15,050.00	$	27,161.25
SECTION V – SANITARY SEWER IMPROVEMENTS									
25	Sanitary Sewer Point Repair	60	L.F.	$ -	$ -	$ 150.00	$ 9,000.00	$ 240.00	$ 14,400.00
26	Fernco Eccentric Flexible Coupling	4	EA	$ -	$ -	$ 400.00	$ 1,600.00	$ 222.50	$ 890.00
27	Manhole Bench Repair and Interior Coating	2	EA	$ -	$ -	$ 1,800.00	$ 3,600.00	$ 4,500.00	$ 9,000.00
28	Sanitary Sewer CIPP Lining	171	L.F.	$ -	$ -	$ 60.00	$ 10,260.00	$ 81.25	$ 13,893.75
29	Reset existing lid	1	EA	$ -	$ -	$ 400.00	$ 400.00	$ 1,250.00	$ 1,250.00
SECTION V SUBTOTAL				$	-	$	24,860.00	$	39,433.75
TOTAL BID - GROUP 2				$	-	$	208,972.00	$	359,860.25

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Item No.	**Description**	**Qty**	**Unit**		**Price per Unit**	**Total**	**Price per Unit**	**Total**	**Price per Unit**	**Total**
GROUP 3 – RIDGEVIEW DRIVE, CHERRY LANE & WEST INDIES DRIVE										
SECTION I – PROJECT GENERAL CONDITIONS										
1	Site Mobilization	1	L.S.			$ -		$ 75,000.00		$ 455,000.00
2	Maintenance of Traffic	1	L.S.			$ -		$ 65,000.00		$ 104,592.50
3	Bonds and Insurance	1	L.S.			$ -		$ 10,000.00		$ 62,500.00
4	Performance and Payment Bonds	1	L.S.			$ -		$ 15,000.00		$ 31,250.00
	SECTION I SUBTOTAL				$	-	$	165,000.00	$	653,342.50
SECTION II – DEMOLITION										
5	Remove and Dispose of Existing Asphalt Pavement	3,076	S.Y.		$ -	$ -	$ 5.00	$ 15,380.00	$ 25.00	$ 76,900.00
6	Remove Limerock Base	3,076	S.Y.		$ -	$ -	$ 5.00	$ 15,380.00	$ 18.10	$ 55,675.60
7	Remove and Dispose of Existing Curb and Gutter	3,845	L.F.		$ -	$ -	$ 50.00	$ 192,250.00	$ 9.40	$ 36,143.00
8	Remove and Dispose of Existing Drainage Structure	23	EA		$ -	$ -	$ 800.00	$ 18,400.00	$ 2,125.00	$ 48,875.00
9	Remove and Dispose of Existing Drainage Pipe	985	L.F.		$ -	$ -	$ 20.00	$ 19,700.00	$ 18.75	$ 18,468.75
10	Hedge Maintenance	1	L.S.			$ -		$ 18,000.00		$ 125,000.00
	SECTION II SUBTOTAL				$	-	$	279,110.00	$	361,062.35
SECTION III – DRAINAGE										
11	Furnish and Install Type 'C' Drainage Inlet	23	EA		$ -	$ -	$ 5,000.00	$ 115,000.00	$ 6,605.00	$ 151,915.00
12	Furnish and Install Drainage Manhole	15	EA		$ -	$ -	$ 6,000.00	$ 90,000.00	$ 8,073.75	$ 121,106.25
13	Furnish and Install Conflict Structure	2	EA		$ -	$ -	$ 7,500.00	$ 15,000.00	$ 22,003.75	$ 44,007.50
14	Furnish and Install 12"x18" ERCP Drainage Pipe	724	L.F.		$ -	$ -	$ 100.00	$ 72,400.00	$ 185.00	$ 133,940.00
15	Furnish and Install 14"x23" ERCP Drainage Pipe	592	L.F.		$ -	$ -	$ 100.00	$ 59,200.00	$ 153.75	$ 91,020.00
16	Furnish and Install 19"x30" ERCP Drainage Pipe	158	L.F.		$ -	$ -	$ 130.00	$ 20,540.00	$ 195.00	$ 30,810.00
17	Furnish and Install 24"x38" ERCP Drainage Pipe	105	L.F.		$ -	$ -	$ 165.00	$ 17,325.00	$ 261.60	$ 27,468.00

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Item No.	**Description**	**Qty**	**Unit**		**Price per Unit**	**Total**	**Price per Unit**	**Total**	**Price per Unit**	**Total**
18	Furnish and Install 15" RCP Drainage Pipe	80	L.F.		$ -	$ -	$ 90.00	$ 7,200.00	$ 132.00	$ 10,560.00
19	Furnish and Install 30" RCP Drainage Pipe	91	L.F.		$ -	$ -	$ 140.00	$ 12,740.00	$ 231.25	$ 21,043.75
20	Furnish and Install 36" RCP Drainage Pipe	162	L.F.		$ -	$ -	$ 160.00	$ 25,920.00	$ 296.25	$ 47,992.50
21	Furnish and Install 42" RCP Drainage Pipe	197	L.F.		$ -	$ -	$ 200.00	$ 39,400.00	$ 328.75	$ 64,763.75
22	Connect to Existing Drainage Structure	3	EA		$ -	$ -	$ 2,200.00	$ 6,600.00	$ 3,395.00	$ 10,185.00
	SECTION III SUBTOTAL				$	-	$	481,325.00	$	754,811.75
SECTION IV – SANITARY SEWER										
23	Furnish and Install C900 6" SS lateral	1	EA		$ -	$ -	$ 2,400.00	$ 2,400.00	$ 9,200.00	$ 9,200.00
24	Bypass Pumping	1	L.S.			$ -		$ 6,000.00		$ 10,750.00
25	Cured-In Place Pipe Lining	2,350	L.F.		$ -	$ -	$ 45.00	$ 105,750.00	$ 43.75	$ 102,812.50
26	Manhole Rehabilitation	13	EA		$ -	$ -	$ 1,800.00	$ 23,400.00	$ 875.00	$ 11,375.00
27	Frame and Cover Replacement for Sewer Manhole	8	EA		$ -	$ -	$ 1,000.00	$ 8,000.00	$ 1,875.00	$ 15,000.00
28	Manhole Coating	9	EA		$ -	$ -	$ 600.00	$ 5,400.00	$ 3,750.00	$ 33,750.00
	SECTION IV SUBTOTAL				$	-	$	150,950.00	$	182,887.50
SECTION V – WATER										
29	Furnish and Install DI Water Offsets	5	EA		$ -	$ -	$ 11,000.00	$ 55,000.00	$ 8,302.50	$ 41,512.50
29A	Furnish and Install Sample Point	8	EA		$ -	$ -	$ 1,000.00	$ 8,000.00	$ 1,050.00	$ 8,400.00
	SECTION V SUBTOTAL				$	-	$	63,000.00	$	49,912.50

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	Contact:	D. Steven Eakins, Jr.	Scott J. Johnson	Frank Zaremba

Item No.	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
SECTION VI – ROADWAY									
30	1 ¼" Type S-I Asphalt	2,165	S.Y.	$ -	$ -	$ 20.00	$ 43,300.00	$ 26.25	$ 56,831.25
31	3/4" Type S-III Asphalt	2,165	S.Y.	$ -	$ -	$ 13.00	$ 28,145.00	$ 11.25	$ 24,356.25
32	Limerock Base	4,183	S.Y.	$ -	$ -	$ 15.00	$ 62,745.00	$ 38.75	$ 162,091.25
33	12" Compacted Subgrade	4,183	S.Y.	$ -	$ -	$ 5.00	$ 20,915.00	$ 18.10	$ 75,712.30
34	Mill and Resurface Existing Asphalt (1")	6,358	S.Y.	$ -	$ -	$ 15.00	$ 95,370.00	$ 18.40	$ 116,987.20
35	Furnish and Install Curb & Gutter	5,825	L.F.	$ -	$ -	$ 38.00	$ 221,350.00	$ 43.10	$ 251,057.50
36	Asphalt Sidewalk and Driveway Restoration	723	S.Y.	$ -	$ -	$ 85.00	$ 61,455.00	$ 25.00	$ 18,075.00
37	Furnish and Install ADA Ramps	7	EA	$ -	$ -	$ 950.00	$ 6,650.00	$ 2,306.25	$ 16,143.75
38	Concrete Driveway Restoration and Misc. Concrete Repair	250	S.Y.	$ -	$ -	$ 125.00	$ 31,250.00	$ 250.00	$ 62,500.00
39	Specialty Driveway Restoration (Brick/Stamped Driveway)	360	S.Y.	$ -	$ -	$ 175.00	$ 63,000.00	$ 250.00	$ 90,000.00
40	Relocate Mailbox	33	EA	$ -	$ -	$ 250.00	$ 8,250.00	$ 672.50	$ 22,192.50
41	Furnish and Install Sod	1	L.S.		$ -		$ 63,000.00		$ 20,000.00
	SECTION VI SUBTOTAL			$ -		$ 705,430.00		$ 915,947.00	
	TOTAL BID - GROUP 3			$ -		$ 1,844,815.00		$ 2,917,963.60	
	BID TOTAL - GROUPS 1 THRU 3			$ -		$ 3,318,246.00		$ 5,095,648.95	
BID SUMMARY -									
GROUP 1 – MONTEREY ROAD, ONANDAGA AVENUE, ORANGE GROVE ROAD				$ -		$ 1,264,459.00		$ 1,817,825.10	
GROUP 2 – QUEENS LANE				$ -		$ 208,972.00		$ 359,860.25	
GROUP 3 – RIDGEVIEW DRIVE, CHERRY LANE & WEST INDIES DRIVE				$ -		$ 1,844,815.00		$ 2,917,963.60	
	GRAND TOTAL			$ -		$ 3,318,246.00		$ 5,095,648.95	

Opened by: John Cmar

NO BID

APPARENT LOW BIDDER

Witnessed by: Dora Dixon

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 55-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding a Contract to Hedrick Brothers Construction, Inc., in the Amount of $1,238,433, for the Police Department HVAC Retrofit Project and Establishing a Construction Phase Budget of $1,362,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 31, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 55-2016**

TOWN OF PALM BEACH
Information for Town Council Meeting on: April 12, 2016

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Award Contract for Police Department HVAC Retrofit Project
Resolution No. 55-2016

DATE: March 31, 2016

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 55-2016 awarding a Construction Manager (CM) contract for the Police Department HVAC Retrofit Project, for an amount not to exceed $1,238,433 and authorize the Town Manager to execute a contract with Hedrick Brothers Construction, Inc. The construction phase budget is established at $1,362,000 as identified below, to include the CM contract amount, and project contingency.

GENERAL INFORMATION

The Police Department facility was constructed in the 1980's and is about thirty (30) years old. The building's HVAC system utilizes a roof-top cooling tower and piping throughout the building for the condenser water that circulates between that tower and the individual HVAC units. Over the years, there have been failures of both piping (due to corrosion of the originally installed piping) and of individual pieces of equipment. Those repairs have been accomplished as the failures occurred. An assessment and study of the building's HVAC system was undertaken to determine the existing condition and to evaluate the best approach for the future. The study resulted in a finding that the overall system is in need of replacement due to the age and deterioration of the piping and equipment. One of the other outcomes of the study was a review of customer complaints ("hot and cold" issues) to assess if any system revisions were necessary. Another outcome was the decision to continue to use a water-cooled system rather than an air-cooled system, due to life cycle costs.

Based on the study results, a design was prepared by Kimley-Horn and Associates (KHA) to accomplish the full scope of work identified. This included not only the basic scope of work for replacing the piping, cooling tower and individual HVAC units, but also includes building upgrades required by the Florida Building Code as well as improvements required to reduce or eliminate the customers' "hot and cold" issues. After that design was completed, Town staff reviewed the various project delivery methods to perform the work, and due to the type of facility and complexity/coordination required, the best method was deemed to be Construction Manager (CM). On September 10, 2015, Town Council approved the ranking of the CM Selection Committee and Hedrick Brothers Construction, Inc. (Hedrick Brothers) was the top-ranked firm. They were subsequently awarded a pre-construction agreement by Resolution 166-2015 at the October 13, 2015 Town Council meeting, to develop a cost proposal for the proposed Police Department HVAC Retrofit Project using a CM approach. During their onsite inspections of the building and walk-through visits by many

subcontractors, Hedrick Brothers personnel also identified some deficiencies in the exterior envelope of the building that is allowing hot and humid outside air to infiltrate into the interior, and causing condensation and humidity issues in the building. The repairs necessary to fix these ceiling and wall deficiencies are beyond the original scope and would typically be funded from the operating budget for Public Works. Since they are considered necessary and prudent to perform, they were added to the construction plans, and are included in the project work.

Hedrick Brothers submitted a cost proposal to the Town on January 19, 2016 based on 90% plans for $1,343,683. Staff worked with Kimley-Horn to review the draft cost proposal, and provide review comments back to Hedrick Brothers. Town staff (including representatives from Public Works, Purchasing, and Finance) negotiated a final amount with Hedrick Brothers that resulted in a lower cost proposal of $1,238,433 which is $105,250 less than the original proposal. Staff believes that the proposed fees are fair and reasonable based upon the scope of work. This amount exceeds the engineer's original estimated budget of $520,800 that was presented in 2013. However, that project scope as presented in 2013 did not contemplate costs related to the building envelope deficiencies, or addressing code deficiencies that resulted from the 2014 Florida Building Code update, or the Construction Management fees, and significant cost increases in the construction labor and materials market since 2013.

Staff has worked with the Town Attorney and Risk Manager to develop contract documents. A complete copy of the final cost proposal is attached and a summary of the major components is as follows:

Direct Construction Costs	$ 897,674
General Conditions & CM Fee	$ 172,093
Insurance/Bond Costs	$ 25,318
Contractors Fee (OH & Profit)	$ 85,581
Construction Contingency	$ 57,767
Total Cost	**$ 1,238,433**

Note: The Construction Phase Engineering Services costs ($83,000) are presented in a separate but related Town Council agenda item this month.

During the proposal negotiations, staff structured the scope of work to reflect the basic original requirements along with the various components that have been added during the last few years. The work identified in the original scope included replacing existing piping and mechanical equipment in kind. That scope did not include the code required upgrades, water heater replacement (code issue), condensate water piping rerouting (also a code issue), basement level mechanical room sealing and ventilation improvements, lift station ventilation (also a code issue), enhanced ductwork for better occupant comfort, reconfigured mechanical rooms to meet code required equipment clearance, and building exterior envelope deficiencies. Existing air-cooled split systems for two (2) zones of the building would also not have been replaced. The final scope also includes the work to correct the building envelope deficiencies (soffit, ceiling, wall penetrations, etc. that are currently allowing outside moisture and humidity to enter the building). Infiltration of that hot and moist air could cause mold/mildew problems if not resolved.

SPECIAL CONSIDERATIONS

This project includes a phased construction schedule that has been coordinated with the Police Department staff. Some relocation of personnel is anticipated and will be accommodated by using alternative work areas across the street in the EOC area (3rd floor of Central Fire Station). The overall project is anticipated to be of 16 weeks duration, and would conclude by late summer. Even with phasing and relocation of personnel, temporary cooling is still required for the building and occupants.

FUNDING/FISCAL IMPACT

Funding for this project is available within the Pay-As-You-Go Capital Improvement Program (307) Fund and the Public Works Building Maintenance Program (554) in the General Fund. The source of funds summary is provided below.

Account	Description	Amount
307.65.611.590.90.99.03	Capital Fund Contingency	$ 208,000
307.65.611.590.90.99.56	Reserves Undesignated	$ 560,211
307.45.611.521.30.33.36	Police Facility Air Conditioning	$ 9,289
307.65.611.590.90.99.67	Reserves Police Facility HVAC	$ 22,500
307.65.611.590.90.99.69	Reserves Facility Improvements	$ 500,000
Total	Pay-As-You-Go CIP Fund (307)	$1,300,000
General Fund	Public Works Building Maintenance Program (554)	$ 62,000
Source of Funds Summary		$1,362,000

The overall project budget is established as follows:

Construction Contract	$1,238,433
Owner Contingency*	$ 61,567
Pay-As-You-Go CIP (307)	$1,300,000
PW Operating Budget Contribution**	$ 62,000
Total Project Budget	$1,362,000

* This owner's contingency is 5% of the construction cost, and is provided for unforeseen conditions encountered that are not within the Construction Manager's responsibilities. An example of this would be for low voltage wiring and cabling that might be encountered in the building's walls or above ceilings. If that wiring needed to be relocated or modified, the owner's contingency could address that.

** Public Works Department operating funds are also available and recommended to provide for those building deficiencies that are not directly related to the HVAC system retrofit but should be corrected. These might include, but are not limited to, unforeseen plumbing repairs when existing walls and ceilings are disturbed for HVAC work.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Struder, Director of Finance
Eric B. Brown, P.E., Assistant Director of Public Works
William K. Francis, P.E., Town Engineer
Brett Madison, Facilities Maintenance Division Manager
Adis Pedraza, Purchasing Manager
Erin Brodsky, Hedrick Brothers Construction, Inc.
Kevin Schanen, Kimley Horn & Associates, Inc.

RESOLUTION NO. 55-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AWARDING A CONTRACT TO HEDRICK BROTHERS CONSTRUCTION, INC., IN THE AMOUNT OF $1,238,433, FOR THE POLICE DEPARTMENT HVAC RETROFIT PROJECT AND ESTABLISHING A CONSTRUCTION PHASE BUDGET OF $1,362,000.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a contract and purchase order in the amount of $1,238,433 to Hedrick Brothers Construction Inc., for Construction Manager (CM) services on the Police Department HVAC Retrofit Project for a not-to-exceed amount of $1,238,433, and establishes a construction phase budget of $1,362,000.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this project.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

_____
Danielle H. Moore, Town Council Member

ATTEST:

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 56-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Construction Phase Engineering Services to Kimley-Horn and Associates, Inc., for the Police Department HVAC Retrofit Project in the Amount of $78,916 and Establishing a Construction Phase Engineering Services Budget of $83,000.

Presenter

H. Paul Brazil, P.E., Director of Public Works

Supporting Documents

- **Memorandum dated March 17, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **Resolution No. 56-2016**
- **Kimley-Horn Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P. E., Director of Public Works

Re: Approve a Purchase Order for Construction Phase Engineering Services for the Police Department HVAC Retrofit Project
Resolution No. 56-2016

DATE: March 17, 2016

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 56-2016, approving a purchase order for Construction Phase Engineering Services to Kimley-Horn and Associates, Inc. (KHA), for the Police Department HVAC Retrofit Project in the amount of $78,916 and establishing a construction phase engineering services budget of $83,000 including contingency.

GENERAL INFORMATION

The Police Department HVAC Retrofit Project is scheduled to be completed during the summer of 2016 contingent on the award of a Construction Manager contract to Hedrick Brothers Construction (see separate agenda item). Based upon established Capital Project Procedures, the third party oversight of various aspects of the work is required, and will be accomplished by KHA as the design consultant for this project.

KHA's scope of work will include engineering plan updates, shop drawing reviews, site visits, maintaining reports, progress photos, review of contractor pay-applications and change orders, attending meetings, assisting Town staff with onsite observations, inspections, and permit certification. Services will be billed based on actual hourly costs on an as-needed basis, not to exceed the proposal amount of $78,916.

Staff has reviewed the KHA proposal and recommends approving a purchase order for Construction Phase Engineering Services with KHA, in the amount of $78,916. Staff also recommends a contingency of $4,084 (approximately 5%) for a total Construction Phase Engineering Services budget of $83,000.

FUNDING/FISCAL IMPACT

The funding for this project is within the Town's 307 "Pay-As-You-Go" Capital Improvement Program Fund.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Struder, Finance Director
Major Dan Szarszewski, Deputy Chief of Police
William K. Francis, P.E., Town Engineer
Brett Madison, Facilities Maintenance Division Manager
Adis Pedraza, Purchasing Manager
Kevin Schanen, P.E., Kimley-Horn and Associates, Inc.

RESOLUTION NO. 56-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER FOR CONSTRUCTION PHASE ENGINEERING SERVICES TO KIMLEY-HORN AND ASSOCIATES, INC., FOR THE POLICE DEPARTMENT HVAC RETROFIT PROJECT IN THE AMOUNT OF $78,916 AND ESTABLISHING A CONSTRUCTION PHASE ENGINEERING SERVICES BUDGET OF $83,000 INCLUDING CONTINGENCY.

* * * * *

BE IT RESOLVED BY THE TOWN COUNCIL of the Town of Palm Beach, Palm Beach County, Florida as follows:

Section 1. The Town Council of the Town of Palm Beach hereby approves a purchase order to Kimley-Horn and Associates, Inc. for Construction Phase Engineering Services in the amount of $78,916, for the Police Department HVAC Retrofit Project, and establishes a Construction Phase Engineering Services budget of $83,000 including contingency.

Section 2. The Town Manager is hereby authorized to execute this contract on behalf of the Town of Palm Beach for this improvement.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the completion of the said project work, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 12th day of April 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

_____
Danielle H. Moore, Town Council Member

ATTEST:

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

Kimley»Horn

January 29, 2016

Mr. Eric Brown, P.E.
Town of Palm Beach
951 Old Okeechobee Road, Ste. "A"
West Palm Beach, FL 33401

RE: ***Palm Beach Police Department HVAC Replacement – Construction Phase Services***

Dear Eric,

Kimley-Horn and Associates, Inc. ("KHA") is pleased to submit this proposal to The Town of Palm Beach ("TOWN") for providing construction phase services for the HVAC system replacement at the Palm Beach Police Department in the Town of Palm Beach. Our project understanding, scope of services, schedule, and fee follow.

Project Understanding

The Town has requested that KHA perform engineering services for the HVAC system replacement at the Palm Beach Police Department headquarters in the Town of Palm Beach. Kimley-Horn has prepared design plans and specifications and a GMP was developed by Hedrick Brothers Construction. The Town has requested that Kimley-Horn now provide construction phase services during the implementation of the project.

Based on this understanding, we offer the following Scope of Services.

Scope of Services

The Kimley-Horn Team will provide construction phase services as specifically stated below:

Pre-Construction Conference. Kimley-Horn will attend the pre-construction conference conducted by the Town's Construction Manager.

Progress Meetings. Kimley-Horn will attend weekly progress meetings during the sixteen (16) week project construction duration (up to 16 progress meetings). Subconsultant team members will attend meetings as appropriate for the work being discussed that week.

Visits to Site and Observation of Construction. Kimley-Horn will provide on-site construction observation services during the construction phase. Kimley-Horn will make visits to the site on an average basis of once per week during the expected sixteen (16) week construction duration in order to observe the progress of the Work (up to 16 total site visits). Such visits and observations by Kimley-Horn are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Kimley-Horn's exercise of professional judgment. Based on information obtained during such visits and such observations, Kimley-Horn will evaluate whether

Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep the Town informed of the general progress of the Work.

The purpose of our site visits will be to enable us to better carry out the duties and responsibilities specifically assigned in this Agreement to Kimley-Horn, and to provide the Town a greater degree of confidence that the completed Work will conform in general to the Contract Documents. Kimley-Horn shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall we have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Kimley-Horn neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Clarifications and Interpretations. Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by the Town.

Change Orders. Kimley-Horn may recommend Change Orders to the Town, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.

Post-Design Services. Kimley-Horn has included an allowance to perform post-design services in the event unforeseen conditions are encountered and/or building repair needs are discovered. This allowance will not be used without prior consent from the Town. This allowance is not intended to be inclusive of any and all unforeseen conditions that may be encountered during the construction process. However, it will allow us to respond to unforeseen conditions of a minor nature quickly to keep the project on schedule. If an unforeseen condition or repair need is identified that will require effort over and above the allowance budgeted, we will notify the Town and make a mutually agreed upon decision regarding how to proceed.

Shop Drawings and Samples. Kimley-Horn will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Substitutes and "or-equal." Kimley-Horn will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents, but subject to the provisions of applicable standards of state or local government entities.

Inspections and Tests. Kimley-Horn may require special inspections or tests of Contractor's work as Kimley-Horn deems appropriate, and may receive and review certificates of inspections within Kimley-Horn's area of responsibility or of tests and approvals required by laws and regulations or the Contract Documents. Kimley-Horn's review of such certificates will be for the purpose of determining that the

results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Kimley-Horn shall be entitled to rely on the results of such tests and the facts being certified.

Disagreements between Client and Contractor. Kimley-Horn will, if requested by the Town, render written decision on all claims of the Town and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the progress of Contractor's work. In rendering such decisions, Kimley-Horn shall be fair and not show partiality to the Town or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

Applications for Payment. Based on its observations and on review of applications for payment and accompanying supporting documentation, Kimley-Horn will determine the amounts that Kimley-Horn recommends the Contractor be paid. It is anticipated that five applications for payment will be reviewed. Such recommendations of payment will be in writing and will constitute Kimley-Horn's representation to the Town, based on such observations and review, that, to the best of Kimley-Horn's knowledge, information and belief, Contractor's work has progressed to the point indicated and that such work-in-progress is generally in accordance with the Contract Documents subject to any qualifications stated in the recommendation. In the case of unit price work, Kimley-Horn's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests.

By recommending any payment, Kimley-Horn shall not thereby be deemed to have represented that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Kimley-Horn in this Agreement. It will also not impose responsibility on Kimley-Horn to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, nor to determine that title to any portion of the work in progress, materials, or equipment has passed to the Town free and clear of any liens, claims, security interests, or encumbrances, nor that there may not be other matters at issue between the Town and Contractor that might affect the amount that should be paid.

Recommendations with Respect to Defective Work. Kimley-Horn will recommend to the Town that Contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, Kimley-Horn believes that such work will not produce a completed Project that conforms generally to Contract Documents.

Substantial Completion. Kimley-Horn will, promptly after notice from Contractor that it considers the entire Work ready for its intended use, in company with the Town and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of the Town, Kimley-Horn considers the Work substantially complete; Kimley-Horn will notify the Town and Contractor.

Final Notice of Acceptability of the Work. Kimley-Horn will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Kimley-Horn may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Kimley-Horn will also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Kimley-Horn's knowledge, information, and belief based on the extent of its services and based upon information provided to Kimley-Horn upon which it is entitled to rely. We will review and provide comments on the project record drawings submitted by the contractor.

Limitation of Responsibilities. Kimley-Horn shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. Kimley-Horn shall not have the authority or responsibility to stop the work of any Contractor.

Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Town, will be considered additional services to this task and will be performed based on proposals approved prior to performance of the additional services.

Information and Services Provided By the Town

Kimley-Horn assumes that all information provided by the Town can be relied upon in the performance of professional services. The following information shall be provided to Kimley-Horn and the following services will be performed by the Town.

- Access to the Site

Fee and Billing

Kimley-Horn will perform the services described in this Scope of Services on an hourly basis in accordance with our Contract with the Town. It is recommended that a budget of $78,916 be established for this work. A breakdown of this fee is attached to this proposal.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in the Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc., dated December 17, 2013, which are incorporated by reference. As used in the Agreement, the term "CONSULTANT" shall refer to Kimley-Horn and Associates, Inc., and the term "TOWN" shall refer to The Town of Palm Beach.

If you concur in all the foregoing and wish to direct us to proceed with the services, please notify us by providing a purchase order for the scope and fee described above.

We appreciate the opportunity to provide these services to you. Please contact me at (561) 840-0820 or kevin.schanen@kimley-horn.com should you have any questions.

Sincerely,

By: Kevin Schanen, P.E.
Vice President

Attachment

K:\WPB_Civil\General\Schanen\Proposals\Palm Beach\Police Department HVAC\2015 Update\Const\Police HVAC Const prop.docx

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Coastal Update:
H. Paul Brazil, P.E., Director of Public Works

a. Shoreline Condition Update

b. RESOLUTION NO. 12-2016 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Contract to Earth Balance, for Dune Planting Within the Mid-Town Beach Renourishment and Phipps Ocean Park/Reach 7 Beach Nourishment Project Areas in the Amount of $57,700.20 and Establishing a Task Budget of $75,000.

Presenter

Supporting Documents

- **b. Memorandum dated March 26, 2016, from H. Paul Brazil, P.E., Director of Public Works**
- **b. Resolution No. 12-2016**
- **b. Bid Tab Sheet**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: H. Paul Brazil, P.E., Director of Public Works

Re: Award Dune Plantings Contract for Mid-Town and Phipps Ocean Park Beach Nourishment Projects
Resolution No. 12-2016

Date: March 26, 2016

STAFF RECOMMENDATION

Staff recommends that the Town Council approve Resolution 12-2016 authorizing a contract to Earth Balance, for dune plantings on both public and private properties within the Mid-Town and Phipps Ocean Park/Reach 7 Beach Nourishment Project areas in the amount of $57,700.20, and establishing a task budget of $75,000.

GENERAL INFORMATION

On February 12, 2016, Town Council directed Town staff to publicly solicit bids for dune planting within the Mid-Town and Phipps Ocean Park/Reach 7 project areas. Town staff structured the bid solicitation so that Town Council can consider awarding a contract to vegetate only the public areas or to include the entire project area. On March 22, 2016, bids were opened. Five (5) contracting firms responded with four (4) firms providing bids. Bids ranged from $57,700.20 to nearly $200,000. Should the planting only occur on the public areas, including Mid-Town Municipal Beach, Phipps Ocean Park, and the Par 3 Golf Course, the project cost from the low bid would be on the order of $20,000. If Council directs staff to plant only the public areas, a revised resolution can be drafted to reflect such an authorization.

The lowest bidder, Earth Balance, has previously completed dune planting projects in the Town. Within the past month, Earth Balance planted sea oats on a newly placed dune at the Merrain Road right-of-way access in Reach 2.

Woods Hole Group has previously recommended that the Town plant dune vegetation with beach nourishment projects. The Shore Protection Board has recommended planting the public and private areas for both the Mid-Town Beach and Phipps Ocean Park/Reach 7 Project areas.

Because the Mid-Town Beach Renourishment Project was completed at the very end of the "construction season", dune planting activities were not considered immediately post-construction. Sand placement for the Phipps Ocean Park/Reach 7 Beach Nourishment Project has been completed on a schedule that allows dune planting. The spring of 2016 would be an appropriate time to complete this project.

Because the project will start after the start of sea turtle nesting season on March 1, 2016, there may be areas of avoidance where vegetation cannot be planted if nests are present.

If Council awards the dune planting contract, Town staff will seek an individual project approval from Florida Department of Environmental Protection (FDEP) through the Beach Management Agreement. The project is expected to be completed by June 1, 2016.

SPECIAL CONSIDERATION

Town funding planting dune vegetation on private property is not unprecedented. In 2006, the Town participated in a large scale dune planting of 4.2 miles of Town shoreline from Sloan's Curve in Reach 7 to the south Town limits in Reach 8. This section of shoreline was vegetated regardless of upland private/public ownership. Ninety-percent (90%) of the project cost was funded by the FDEP under a grant agreement related to hurricane recovery efforts. The 2006 planting effort had a cost of nearly $300,000, of which the Town contributed 10%.

The Shore Protection Board requested that staff provide property owners of private property dune vegetation maintenance guidelines to help them improve the prospects of survivability of plant materials many property owners will be unfamiliar with. Staff will do so if private property plantings are authorized.

FUNDING/FISCAL IMPACT

Although the 2015 Mid-Town Beach Renourishment and the 2016 Phipps Ocean Park/Reach 7 Beach Nourishment projects did not include funding appropriations for planting, remaining contingency funds from the 2015 Mid-Town and 2006 Phipps Projects can be utilized. Therefore, sufficient funds exist within the Town's Coastal Protection Fund to plant supplemental dune vegetation within the entire project. With the favorable unit rate received by Earth Balance, Town staff requests a higher contingency should an opportunity be available to place more vegetation.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

The resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Shore Protection Board
Jane Struder, Director of Finance
Robert Weber, Coastal Program Manager
Adis Pedraza, Purchasing Manager

RESOLUTION NO. 12-2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A CONTRACT TO EARTH BALANCE, FOR DUNE PLANTING WITHIN THE MID-TOWN BEACH RENOURISHMENT AND PHIPPS OCEAN PARK/REACH 7 BEACH NOURISHMENT PROJECT AREAS IN THE AMOUNT OF $57,700.20 AND ESTABLISHING A TASK BUDGET OF $75,000.

* * * * * *

NOW, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, as follows:

Section 1. The Town Council of the Town of Palm Beach hereby awards a contract to Earth Balance in an amount of $57,700.20 for the supply, delivery, and installation of dune vegetation within the Mid-Town Beach Renourishment and Phipps Ocean Park/Reach 7 Beach Nourishment project areas, and establishes a task budget of $75,000.

Section 2. The Town Manager is hereby authorized to execute this contract extension on behalf of the Town of Palm Beach.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the implementation of these services, including any necessary change order work as recommended by the Public Works Director.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach on this 12th day of April, 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

_____
Danielle H. Moore, Town Council Member

ATTEST:

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Bid No. 2016-26
Supply, Delivery and Installation of Dune Vegetation
TABULATION

	Vendor:	Aquatic Plants of Florida, Inc		EarthBalance Corporation		Milborne, Inc		Tree Huggers Landscaping & Nursery LLC	
	Address:	8120 Blaikie Ct Sarasota, FL 34240		2579 North Toledo Blade Blvd North Port, FL 34289		528 W. 49th Street Miami Beach, FL 33140		13615 61 Lane North West Palm Beach, FL 33412	
	Telephone:	(941) 378-2700		(941) 426-7878		(786) 231-6621		(561) 319-4131	
	Fax:	(941) 378-0020		(941) 426-8778		(786) 231-6623		(561) 795-6761	
	Contact:	Gilbert Sharell Sr		Sarah Laroque		Robert Miler		Timothy LaLonde	
Line	**Description**	**Qty**	**Unit**	**Price per Unit**	**Total**	**Price per Unit**	**Total**	**Price per Unit**	**Total**	**Price per Unit**	**Total**
1	General Conditions (Mobilization and Ancillary Costs)	1	LS	$ -	$ 3,077.00	$ 800.00	$ 800.00	$ 1.00	$ 1.00	$ 5,500.00	$ 5,500.00
2a	Reach 8 – Sea Oats	16,200	EACH	$ -	$ 10,044.00	$ 0.58	$ 9,396.00	$ 1.59	$ 25,758.00	$ 2.15	$ 34,830.00
2b	Reach 8 – Diversity Species	1,620	EACH	$ -	$ 1,166.40	$ 0.98	$ 1,587.60	$ 1.59	$ 2,575.80	$ 2.00	$ 3,240.00
3a	Reach 3 – Sea Oats	18,000	EACH	$ -	$ 11,160.00	$ 0.58	$ 10,440.00	$ 1.50	$ 27,000.00	$ 2.15	$ 38,700.00
3b	Reach 3 – Diversity Species	1,800	EACH	$ -	$ 1,296.00	$ 0.98	$ 1,764.00	$ 1.50	$ 2,700.00	$ 2.00	$ 3,600.00
4a	Reach 7 – Sea Oats	34,200	EACH	$ -	$ 21,204.00	$ 0.58	$ 19,836.00	$ 1.35	$ 46,170.00	$ 2.25	$ 76,950.00
4b	Reach 7 – Diversity Species	3,420	EACH	$ -	$ 2,462.40	$ 0.98	$ 3,351.60	$ 1.35	$ 4,617.00	$ 2.00	$ 6,840.00
5a	Reach 4 – Exotic and Invasive Removal	1	ls	$ -	$ 58,500.00	$ 4,725.00	$ 4,725.00	$ 7,772.80	$ 7,772.80	$ 8,000.00	$ 8,000.00
5b	Reach 4 – Sea Oats	10,000	EACH	$ -	$ 6,200.00	$ 0.58	$ 5,800.00	$ 1.85	$ 18,500.00	$ 2.10	$ 21,000.00
	BID TOTAL			$	115,109.80	$	57,700.20	$	135,094.60	$	198,660.00
				Proposer did not provide unit prices, only extended totals (non-responsive)				Extension errors (unit price prevails); Total, as submitted, was $142,017.75.			

Bid Opening: March 22, 2016 at 2:00 PM

Opened by: Dora Dixon

Witnessed by: Ilyse Triestman

Formal No-Bid: Coastal Growers Inc.

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Regular Agenda - New Business

Agenda Title

Approval for Use of Par 3 Golf Course Clubhouse Maintenance and Improvement Reserves, for Multiple Proposed Projects, in an Amount Not to Exceed $116,600.

Presenter

Beth Zickar, Director of Recreation

Supporting Documents

- **Memorandum Dated April 1, 2016 From Beth Zickar, Director of Recreation**

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 12, 2016

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Beth Zickar, Director of Recreation

Re: Proposed Projects at the Par 3 Golf Course

Date: April 1, 2016

STAFF RECOMMENDATION

Staff recommends Town Council approve the Par 3 Golf Course projects described below and the transfer of funds from the Recreation Contingency Account to cover the cost of these projects.

GENERAL INFORMATION

The official grand opening of the new clubhouse at the Par 3 Golf Course occurred on January 17, 2014. Since that date staff has been very busy responding to the overwhelming interest in the new facility. Business has surpassed expectations, with rounds of golf exceeding 35,000 during fiscal year 2015. The restaurant, al Fresco, continues to indicate a growth in popularity, as demonstrated by the 30% increase in revenue from 2014 to 2015. In addition, the restaurant served approximately 150,000 guests during 2015. Adjustments to service delivery are regularly addressed, as staff consistently strives to ensure the highest quality customer service is provided at all times. The high traffic within this facility has created the need to address maintenance issues earlier than expected.

The higher than anticipated business being generated by the new clubhouse, both in the restaurant and on the golf course has generated the need for the following maintenance projects, with estimated costs, to be completed:

Project	Estimated Cost
Upgrade electric service in kitchen and restaurant and install eight (8) ceiling fans on the exterior verandas	$11,000.00
Replace counter tops in Men's and Women's Restrooms	$10,000.00
Replace pine wood floor on first and second floor of clubhouse with porcelain stone wood plank tile flooring	$25,000.00
Replace exterior wind screening on verandas	$40,000.00

Improvements and screening for the exterior of old clubhouse	$20,000.00
Sub-Total	$106,000.00
Contingency (10%)	$10,600.00
Total	$116,600.00

The proposed upgrade to the electric service for the kitchen is needed to address insufficiencies due to the need to provide additional power for food preparation equipment. Many pieces of equipment pull considerable power and require dedicated circuits to ensure continuous operation. The original design of the kitchen did not anticipate the intense volume of food being prepared and served at this facility.

The installation of ceiling fans on the verandas will help to create a more comfortable dining experience for the guests at the Par 3, especially during the summer months. If approved, these will be white, exterior, 52" fans.

The counter tops in the men's and women's restrooms are showing deterioration from excessive use. The intention is to replace these with a more durable product, Caesarstone. This surface is non-porous, scratch resistant and highly resistant to stains.

The pine wood floors on the first and second floor are showing considerable signs of wear. Attempts have been made to resurface these floors. Damage to these floors is quite extensive, in some areas. At the time of construction, the amount of usage this facility is receiving was not anticipated. The flooring product used initially (which was donated) is a soft wood, acquiring dings, dents and scratches more easily. The replacement product being recommended is a porcelain stone tile that mimics wood planking. The color of the product is similar to the current wood floor and is the same material used on the exterior verandas.

The current exterior wind screening located on the verandas has not been found to provide patrons with adequate protection from the weather in an efficient, rapid and convenient manner. A motorized retractable screening would provide protection from the wind and the rain, while maintaining the incredible view patrons have come to love at the Par 3.

The Par 3 Foundation has provided a design for improvements to the exterior of the old clubhouse. This design includes Bahamian shutters, exterior lanterns, landscape design and architectural columns to replace the current beams.

Additional proposed maintenance tasks to be conducted during this period include the resurfacing of the interior tabletops, reupholstering of the seat portion of the bar chairs and the corner booth seats and the replacement of the exterior chairs. The estimated cost of these projects is $18,000. This cost is being covered by PB Ocean View, Inc. (DBA al Fresco).

Staff has reviewed these proposed improvements with members of the Par 3 Foundation, who are unanimously supportive.

SPECIAL CONSIDERATION

Operational challenges, within the new clubhouse, experienced by Town staff and restaurant employees has created a need to explore options to help overcome these difficulties. The cooperative relationship between the Town of Palm Beach, al Fresco and the Par 3 Foundation created an environment in which solutions were explored and ultimately determined.

The Par 3 Foundation has pledged design funding to enclose most of the south veranda of the clubhouse. If approved, this design alteration will greatly increase the functionality of the space, while enhancing the visual appeal. The architectural design will be handled by Smith and Moore Architects.

The fiscal year 2017 budget request, for the Par 3 Golf Course, will contain this capital improvement project, with an estimated cost of $250,000.00. These funds will be limited to the hard costs of the construction and is expected to be funded by the Par 3 Clubhouse maintenance and improvement (M&I) fund.

Al Fresco will be responsible for the purchase and installation of any equipment which is required for the operation in the proposed spaced to be enclosed.

FUNDING/FISCAL IMPACT

Staff proposes the use of the clubhouse M&I Fund to address the earlier than expected funding needs for the proposed projects, so they can be completed before the next season.

For budgetary purposes, an appropriation of $116,600 will be necessary from the Recreation Contingency Account, to establish a budget for these unanticipated expenditures.

Funding for this purpose is available in the Par 3 Clubhouse M&I Fund, which had a balance of $147,602, as of September 30, 2015. The balance of the Par 3 Clubhouse M&I reserve will be reduced by these expenditures at fiscal yearend.

The Par 3 Foundation has generously agreed to donate $20,000.00 to cover the costs of the renovation to the exterior of the old clubhouse, so this amount will be added back to the M&I fund, resulting in a net amount of $96,600 from said fund.

Cc: Jay Boodheshwar, Deputy Town Manager
H. Paul Brazil, Director of Public Works
Jane Struder, Director of Finance
Adis Pedraza, Purchasing Manager
Tony Chateauvert, Golf Manager

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Ordinances - Second Reading

Agenda Title

ORDINANCE NO. 05-2016 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 78, Peddlers and Solicitors; Article III, Charitable Solicitations; Division 2, Permit, Section 78-105, Fees, to Provide an Exemption Provision for Organizations Which Receive Financial Support From the Town Through its Budgeting Process; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification; Providing an Effective Date.

Presenter

Susan A. Owens, MMC, Town Clerk

Supporting Documents

- **Ordinance No. 05-2016**

ORDINANCE NO. 05-2016

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CODE OF ORDINANCES AT CHAPTER 78, PEDDLERS AND SOLICITORS; ARTICLE III, CHARITABLE SOLICITATIONS; DIVISION 2, PERMIT, SECTION 78-105, FEES, TO PROVIDE AN EXEMPTION PROVISION FOR ORGANIZATIONS WHICH RECEIVE FINANCIAL SUPPORT FROM THE TOWN THROUGH ITS BUDGETING PROCESS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The Code of Ordinances of the Town of Palm Beach is hereby amended at Chapter 78, Peddlers and Solicitors; Article III, Charitable Solicitations; Division 2, Permits; Section 78-105, Fees, to read as follows:

Sec. 78-105. - Fees.

Before a permit is issued pursuant to this article, there shall be paid to the town clerk an administrative processing fee, and in the event of a late filing a late filing fee, in accordance with the fee schedule adopted by the town council by resolution as may be amended from time to time. This provision shall not apply to the first three events held in any given year by organizations which receive financial support from the town through its budgeting process, provided that the application and all required documentation is received at least 60 days prior to the proposed effective date of the permit applied for.

Section 2. Severability.

If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this end the provisions of this Ordinance are hereby declared severable.

Section 3. Repeal of Ordinances in Conflict.

All other ordinances of the Town of Palm Beach, Florida, or parts thereof which conflict with this or any part of this Ordinance are hereby repealed.

Section 4. Codification.

This Ordinance shall be codified and made a part of the official Code of Ordinances of the Town of Palm Beach.

Section 5. Effective Date.

This Ordinance shall take effect immediately upon its passage and approval, as provided by law.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach on first reading this 8th day of March, 2016, and for second and final reading on this 12th day of April, 2016.

_____
Gail L. Coniglio, Mayor

_____
Michael J. Pucillo, Town Council President

_____
Richard M. Kleid, Council President Pro Tem

_____
Bobbie Lindsay, Town Council Member

ATTEST:

_____
Danielle H. Moore, Town Council Member

_____
Susan A. Owens, MMC, Town Clerk

_____
Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Ordinances - Second Reading

Agenda Title

ORDINANCE NO. 06-2016 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 10, Animals; Article I, In General; Section 10-10, Temporary Permits; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification: Providing an Effective Date.

Presenter

Jay Boodheshwar, Deputy Town Manager

Supporting Documents

- **Ordinance No. 06-2016**

ORDINANCE NO. 06-2016

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CODE OF ORDINANCES AT CHAPTER 10, ANIMALS; ARTICLE I, IN GENERAL; SECTION 10-10, TEMPORARY PERMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The code of Ordinances of the Town of Palm Beach is hereby amended at Chapter 10, Animals; Article I, In General; Section 10-10, Temporary Permits, to read as follows:

"**Sec. 10-10. - Temporary permits.**

(a) Permits may be granted for the temporary possession of animals otherwise prohibited under this chapter in connection with either a special event, as said term is defined in this Code or in regard to a private event, subject to the following conditions:

(1) Application shall be filed with the town clerk at least 30 days prior to the event at which the temporary possession permit is requested. An application fee is hereby authorized and shall be paid upon filing of the application with the town clerk. The application fee shall be established by adoption of a resolution of the town council and may be amended by adoption of a resolution of the town council. The 30-day period may be waived by the town manager if it is determined by the town manager that good cause exists for waiving the period and further providing that all other requirements set forth in this section are met.

(2) A temporary possession permit shall be approved by the town manager if:

a. The applicant agrees to abide by the most recently adopted rules and regulations designated as the wildlife code of the state as promulgated by the fish

and wildlife conservation commission or its successor organization as designated by the state.

b. The permit is for a period of time no longer than 8 hours, between the hours of 9:00 a.m. to 6:00 p.m., on residential properties. This 8 hour period may fluctuate for private clubs in the town which request a permit for an extended period of time not to exceed 8 hours and not to go beyond 9:00 p.m.

c. A floor plan or site plan, whichever is deemed appropriate by the town for the property in question is submitted in conjunction with a fully completed town application for a temporary permit indicating to the satisfaction of the town the location of the animals to be displayed, the location where the animals will be displayed and the location of the people that will be in attendance to view the animals to be displayed. A buffer of not less than 50 feet shall be maintained between the location of the wildlife and the nearest adjacent residentially zoned area of the Town.

d. Adequate proof is submitted that a trained animal handler licensed or permitted by the state fish and wildlife conservation commission or its successor organization as designated by the state will be responsible for the handling of any animal permitted, and that a sufficient number of licensed and permitted handlers be present to handle the animal or animals for the duration of the special event.

e. No animals permitted under this exception shall be permitted in residentially zoned areas of the town,except for animals which are part of a petting zoo otherwise permitted as set forth above.

f. A certificate of insurance naming the town as insured shall be provided for an amount of insurance not less than $5,000,000.00 to indemnify the town against any and all liability relating to the presence of the animals in the town. A certificate of insurance shall not be required for events described in subsection (a)(2)e. relating to animals appropriate for a petting zoo such as ponies and trained monkeys.

g. Notwithstanding the requirements set forth in subsections c. and d., a permit may be allowed for animal displays used in conjunction with educational wildlife programs on town property and on public or private school property within the town.

h. The applicant agrees to all written conditions issued by the town in conjunction with and requisite to the permit.

(b) If a permit is denied by the town manager, the applicant may appeal the decision to the town council, which shall give consideration to the appeal at the next regular meeting of the town council subsequent to the denial of the permit.

(c) If a special event or a private event is scheduled or held involving the display or possession of animals prohibited by this section, absent a permit as required under this section, the event may be terminated or dispersed by action of the code enforcement officer, fire rescue officer or by the police department."

Section 2. Severability.

If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this end the provisions of this Ordinance are hereby declared severable.

Section 3. Repeal of Ordinances in Conflict.

All other ordinances of the Town of Palm Beach, Florida, or parts thereof which conflict with this or any part of this Ordinance are hereby repealed.

Section 4. Codification.

This Ordinance shall be codified and made a part of the official Code of Ordinances of the Town of Palm Beach.

Section 5. Effective Date.

This Ordinance shall take effect immediately upon its passage and approval, as provided by law.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach on first reading this 8th day of March, 2016, and for second and final reading on this 12th day of April 2016.

_____	_____
Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	_____
	Richard M. Kleid, Council President Pro Tem
	_____
	Bobbie Lindsay, Town Council Member
	_____
ATTEST:	Danielle H. Moore, Town Council Member
_____	_____
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: April 12, 2016

Section of Agenda

Ordinances - First Reading

Agenda Title

ORDINANCE NO. 07-2016 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 90, Public Improvements; at Article II, Special Assessments; Division 2, General Provisions; Section 90-49, Correction of Errors and Omissions; by Amending Paragraph (c), to Include Provision Allowing for the Appeal of the Decision of the Town Manager in Regard to Alleged Errors in Applying the Assessment Apportionment Method to any Particular Property; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification; Providing an Effective Date.

Presenter

John C. Randolph, Town Attorney

Supporting Documents

- **Memorandum dated April 7, 2016, from Thomas G. Bradford, Town Manager**
- **Ordinance No. 07-2016**

TOWN OF PALM BEACH
Information for Town Council Meeting on April 12, 2016

To: Mayor and Town Council

From: Thomas G. Bradford, Town Manager

Re: Consideration of ordinance for appeals process for assessments
Ordinance No. 07-2016

Date: April 7, 2016

STAFF RECOMMENDATION

Staff recommends the Town Council adopt Ordinance No. 07-2016 prepared by the Town Attorney for a modified appeals process as directed at your meeting on March 8, 2016.

GENERAL INFORMATION

Section 90 – 49 (c) of the Town Code of Ordinances grants the Town Manager the authority on his or her own initiative or in response to a filed petition from the owner of any assessed property to correct any error in applying the assessment to that particular property. In light of the large number of parcels that may be assessed in the townwide underground utilities project the Town Council decided to amend the appeals process. Town Attorney Randolph prepared an ordinance for your review in this regard. The ordinance provides for a property owner to appeal a decision of the town manager to the Town Council if he/she fails to correct any alleged error applying the assessment apportionment method to any particular property, which correction would have reduced the assessment relating to that property. Ordinance No. 07-2016 is attached hereto for your review and adoption.
TGB

ATTACHMENTS

cc: UUTF Members
Jay Boodheshwar, Deputy Town Manager
H. Paul Brazil, P.E., Director of Public Works
Jane Struder, Director of Finance
Patricia Strayer, Senior Project Engineer
John C. Randolph, Town Attorney

ORDINANCE NO. 07-2016

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CODE OF ORDINANCES AT CHAPTER 90, PUBLIC IMPROVEMENTS; AT ARTICLE II, SPECIAL ASSESSMENTS; DIVISION 2, GENERAL PROVISIONS; SECTION 90-49, CORRECTION OF ERRORS AND OMISSIONS; BY AMENDING PARAGRAPH (c), TO INCLUDE PROVISION ALLOWING FOR THE APPEAL OF THE DECISION OF THE TOWN MANAGER IN REGARD TO ALLEGED ERRORS IN APPLYING THE ASSESSMENT APPORTIONMENT METHOD TO ANY PARTICULAR PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The Code of Ordinances of the Town of Palm Beach is hereby amended at Chapter 90, Public Improvements; Article II, Special Assessments; Division 2, General Provisions; Section 90-49, Correction of Errors and Omissions, at subparagraph (c) to read as follows:

Sec. 90-49. - Correction of errors and omissions.

(a) No act of error or omission on the part of the property appraiser, tax collector, town manager, town council, their deputies, employees, or designees, shall operate to release or discharge any obligation for payment of an assessment imposed by the town council under the provision of this article.

(b) When it shall appear that any assessment should have been imposed under this article against a lot or parcel of property specially benefited by the provision of a service, facility, program, or local improvement, but such property was omitted from the assessment roll, the town council may, upon provision of appropriate notice as set forth in this article, impose the applicable assessment for the fiscal year in which such error is discovered, in addition to the applicable assessment due for the prior two fiscal years. Such total assessment shall become delinquent if not fully

paid upon the expiration of 60 days from the date of the adoption of said resolution. The assessment so imposed shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other prior liens, mortgages, titles and claims in and to or against the real property involved and may be collected as provided in division 6 hereof.

(c) The town manager shall have the authority at any time, upon his or her own initiative or in response to a timely filed petition from the owner of any assessed property, to correct any error in applying the assessment apportionment method to any particular property not otherwise requiring the provision of notice pursuant to the Uniform Assessment Collection Act. Any such correction that reduces an assessment shall be considered valid ab initio and shall in no way affect the enforcement of the assessment imposed under the provisions of this article. Any such correction which increases an assessment or imposes an assessment on omitted property shall first require notice to the affected owner in the manner described in sections 90-65 and 90-85 hereof, as applicable, providing the date, time and place that the town council will consider confirming the correction and offering the owner an opportunity to be heard. All requests from affected property owners for any such changes, modifications or corrections shall be referred to, and processed by, the town manager and not, the property appraiser or tax collector. In the event the Town Manager, in response to a timely filed petition from the owner of any assessed property, fails to correct any alleged error applying the assessment apportionment method to any particular property, which correction would have reduced the assessment relating to that property, the petitioner may, within ten (10) days of the written decision of the Town Manager file in writing with the Town Clerk a notice of appeal setting forth the reasons for the appeal, whereupon the Town Council, within forty-five (45) days of the filing of the written notice, shall, at a duly noticed public hearing, consider and act upon the appeal.

(d) After the assessment roll has been delivered to the tax collector in accordance with the Uniform Assessment Collection Act, any changes, modifications, or corrections thereto shall be made in accordance with the procedures applicable to correcting errors and insolvencies on the tax roll upon timely written request and direction of the town manager.

Section 2. Severability.

If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provisions or applications, and to this end the provisions of this Ordinance are hereby declared severable.

Section 3. Repeal of Ordinances in Conflict.

All other ordinances of the Town of Palm Beach, Florida, or parts thereof which conflict with this or any part of this Ordinance are hereby repealed.

Section 4. Codification.

This Ordinance shall be codified and made a part of the official Code of Ordinances of the Town of Palm Beach.

Section 5. Effective Date.

This Ordinance shall take effect immediately upon its passage and approval, as provided by law.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach on first reading this 12th day of April, 2016, and for second and final reading on this 10th day of May, 2016.

_____	_____
Gail L. Coniglio, Mayor	Michael J. Pucillo, Town Council President
	_____
	Richard M. Klein, Council President Pro Tem
	_____,
	Bobbie Lindsay, Town Council Member
	_____
ATTEST:	Danielle H. Moore, Town Council Member
_____	_____
Susan A. Owens, MMC, Town Clerk	Margaret A. Zeidman, Town Council Member

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