



TOWN OF PALM BEACH

Town Manager's Office
TOWN COUNCIL MEETING

**TOWN HALL
COUNCIL CHAMBERS-SECOND FLOOR
360 SOUTH COUNTY ROAD**

AGENDA

FEBRUARY 13, 2018

9:30 AM

Town Council Meeting

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
Richard M. Kleid, President
Danielle H. Moore, President Pro Tem
Julie Araskog
Bobbie Lindsay
Margaret A. Zeidman

II. INVOCATION AND PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. ORGANIZATIONAL ITEMS

- A. Kirk W. Blouin - Proposed Professional Employment Agreement as Town Manager.**

- B. Thomas G. Bradford - Professional Employment Agreement Dated December 9, 2014.

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V. PRESENTATIONS

- A. Recognition of Thomas G. Bradford, Town Manager, for his service to the Town from May 1, 2000 to February 13, 2018.
- B. Presentations by Code Enforcement Board Applicants.
- C. Presentation by Palm Beach Island Cats.

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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 5)

A. MINUTES

1. TOWN COUNCIL MEETING MINUTES:
Kathleen Dominguez, Town Clerk
 - a. January 9, 2018, Town Council Meeting Minutes
 - b. January 10, 2018, Development Review Town Council Meeting Minutes
 - c. January 12, 2018, Special Town Council Meeting Minutes
2. Approval of major matters considered by the Architectural Commission at its meeting of January 24, 2018.

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B. RESOLUTIONS

1. RESOLUTION NO. 10-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida Approving a One Year Contract with the Option to Renew for up to Two (2) Additional Annual Periods with Colliers International South Florida, LLC, for Commercial Real Estate Brokerage Services, and Authorizing the Town Manager to Execute the Contract on Behalf of the Town.
Jay Boodheshwar, Deputy Town Manager
2. RESOLUTION NO. 11-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing the Purchase of One 2018 Pierce Custom Pumper and One 2018 Pierce Aerial Ladder with NFPA Department Required Equipment, from Pierce Manufacturing, Inc., for the Amount of \$1,064,613.00, Which Includes a One Hundred Percent (100%) Pre-Payment Discount of \$55,998.00, in Accordance with Florida Sheriff's Association Bid 16-

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Vef12.0, Specification No. 9 And 19, and the Transfer of \$19,613 from the Equipment Replacement Fund Contingency, and Hereby Establishing a Total Budget of \$1,079,613.00.

Kirk W. Blouin, Director of Public Safety

3. RESOLUTION NO. 12-2018 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 Mock, Roos & Associates, Inc., in an Amount of \$33,190 for the D-4 Stormwater Pump Station Outfall Rehabilitation, and Establishing a Construction Phase Engineering Budget of \$37,000.

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

4. Elevator Maintenance and Repair Services

Page 203

a. RESOLUTION NO. 13-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Rescinding Resolution No. 174-2017 Awarding the US Communities Contract Number PC Genrl-201414653-00, and Cancelling a Purchase Order to KONE Inc., For Elevator Maintenance and Repair Services, in the Amount of \$12,600, and Establishing an Overall Project Budget of \$35,000.

b. RESOLUTION NO. 14-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding RFQ Number 27-2017 to Oracle Elevator Company, and Issuing a Purchase Order for Elevator Maintenance, Inspections, and Repair Services, in the Amount of \$40,460, and Establishing an Overall Project Budget of \$89,880.

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

C. OTHER

1. Request for the Ordinances, Rules and Standards Committee to Review the Intersection Line of Site Policy of the Town.

Julie Araskog, Town Council Member

2. Accept Donation of \$150,000 from the Palm Beach Police Foundation for the Purchase of Equipment and/or Services as deemed Appropriate Following Established Purchasing Procedures.

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Kirk W. Blouin, Director of Public Safety

3. Request to Consider Ordinance No. 04-2018 Prior to 5:00 pm. at a Public Hearing.

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Paul Castro, Zoning Administrator

4. Upmarkets Report on Status of Playhouse.

Page 221

Alexander Patterson, Upmarkets

5. Budget Calendar for FY19 Budget Process

Page 224

Jane Struder, Director of Finance

X. BOARD/COMMISSION ANNUAL REPORT

- A. Annual Report of the Investment Advisory Committee Page 227
Dr. Michael Andrews, Chair

XI. COMMITTEE REPORTS

- A. Report of the January 11, 2018 Public Works Committee Meeting. Page 266
Margaret A. Zeidman, Chair

XII. PUBLIC HEARINGS

- A. RESOLUTION NO. 15-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Vacating and Abandoning an Existing Public Utility Easement Within the Property Commonly Known as 89 Middle Road, in the Town of Palm Beach, Florida. Page 270
H. Paul Brazil, P.E., Director of Public Works
- B. RESOLUTION NO. 16-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Providing for the Designation and/or the De-Designation of the Historic/Specimen Trees at 300 El Brillo, 1255 and 1265 South Ocean Boulevard and Bradley Park, Providing an Effective Date. Page 303
H. Paul Brazil, P.E., Director of Public Works

XIII. REGULAR AGENDA

A. Old Business

1. Town-wide Undergrounding Project: Page 309
Steven N. Stern, Underground Utilities Project Manager
 - a. Review of Project & Dashboard, Summary of Project Status.
 - b. RESOLUTION NO. 17-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing the Town Manager to Execute a Maintenance Memorandum Agreement with the Florida Department of Transportation for the Town-wide Overhead Utility Undergrounding Phase 1 South Landscaping.
 - c. RESOLUTION NO. 18-2018 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., in the Amount of \$422,223 for Phases 3, 4 and 5 Easement Assistance of the Town-Wide Undergrounding of Utilities Program.
 - d. Ratification of the Selection Committee's Recommendation for RFQ No. 2018-04 Construction Manager at Risk for the Town-Wide Overhead Utility Undergrounding Phase 2-South.
 - e. Ratification of the Selection Committee's Recommendation for RFQ No. 2018-03 Construction Manager at Risk for the Town-Wide

Overhead Utility Undergrounding Phase 2-North.

f. Selection Committee Recommendation for Utility Easement Acquisition Services.

2. Town Council Meeting Minutes:

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a. Switching from Summary/Discussion Format to Verbatim Minutes

b. Approval of the December Town Council Meeting Minutes:

i. December 11, 2017 Special Town Council Meeting Minutes

ii. December 12, 2017 Town Council Meeting Minutes

iii. December 13, 2017 Local Planning Agency Meeting Minutes

iv. December 13, 2017 Development Review Town Council Meeting Minutes

Kathleen Dominguez, Town Clerk

B. New Business

1. Windsor Court Right-of-Way Condition Assessment.

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

2. Discussion on Provision of Alternate Members to the Underground Utilities Task Force.

Page 482

Gail L. Coniglio, Mayor

3. Appointment to the Code Enforcement Board.

Page 484

Kirk W. Blouin, Director of Public Safety

4. RESOLUTION NO. 19-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2018-14 for the D-14 Stormwater Pump Station Rehabilitation - Phase 2 and Approving a Construction Contract to Murray Logan Construction, Inc., in the Amount of \$4,024,680 and Establishing a Construction Phase Budget of \$4,250,000.

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

5. Coastal Update:

Page 503

a. Shoreline Condition Update.

b. RESOLUTION NO. 20-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Professional Coastal Engineering Services to Gahagan & Bryant Associates, Inc., in an Amount of \$26,240 for the Sand Transfer Plant Feasibility Study, and Establishing a Task Budget of \$30,000.

c. RESOLUTION NO. 21-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Approving a Contract Extension to D. B. Ecological Services, Inc., for Permit Required Sea Turtle Nesting Monitoring, in the Amount of \$177,780, and Establishing a Project Budget of \$200,000.

d. RESOLUTION NO. 22-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order Increase for Construction Phase Coastal Engineering Support for Lake Worth Lagoon Waterway Access Dredging Project to Applied Technology & Mangement, Inc., in an Amount of \$26,240 from \$74,668 to \$104,048, and Establishing a New Task Budget of \$115,000.

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

C. Matters Pulled From Consent Agenda: If needed

XIV. ORDINANCES

A. Second Reading

1. ORDINANCE NO. 01-2018 An Ordinance of the Town Council of The Town of Palm Beach, Palm Beach County, Florida, Amending The Town Charter At Section 3.01, Town Council: Composition. Modifying the Dates of the Election of the President And President Pro Tem; Providing For Codification; Providing For Severability; Providing For Effective Date.

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Thomas G. Bradford, Town Manager

2. ORDINANCE NO. 03-2018 An Ordinance of The Town Council of The Town Of Palm Beach, Palm Beach County, Florida, Amending The Town Code of Ordinances At Chapter 42, Environment, Article V, Noise; Amending Section 42-198, Relating To The Operation of Certain Machinery; Expanding The Period Of The Year During Which There Is A Prohibition On The Operation Of Said Machinery; Providing For Additional Prohibitions; Amending Section 42-199, Hours For Construction Work, At Subsection (B) So As To Expand The Limitations On The Months, Dates And Times During Which Construction Work May Be Undertaken; Amending Section 42-230, Lawn Maintenance Equipment Noise, So As To Provide That Lawn Maintenance Shall Be Limited To The Hours Outlined For Construction Work Set Forth In Section 42-199; Providing Exceptions For The Operation Of Lawn Maintenance Equipment By Residents, And For Golf Course Maintenance Equipment; Providing Regulations Relating To The Operation Of Leaf Blowers, And Prohibiting The Commencement of Large Scale Landscape Installation At Any Time on Saturdays; Providing For Repeal Of Ordinances In Conflict; Providing For Codification; Providing An Effective Date.

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Jay Boodheshwar, Deputy Town Manager

B. First Reading

1. ORDINANCE NO. 02-2018 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending The Town Code of Ordinances At Section 2-636. – Shore Protection Board Created; Appointments; Terms; Qualifications; Advisory Function; Requirements; Officers; Procedure; (A) Generally Eliminating The Option For One of The Members To Be A Nonresident of The Town Having A Special Skill As It Relates To Shore Protection.

John C. Randolph, Town Attorney

XV. ANY OTHER MATTERS

XVI. ADJOURNMENT

PLEASE TAKE NOTE:

- Note 1:** Please submit written comments/materials to publiccomment@townofpalmbeach.com or in person to the Town Clerk's Office, located at Town Hall, 360 South County Road. No written materials received after 3:30 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 3:30 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:** 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.
- Note 6:** 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 the Town'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.

Town of Palm Beach
Meeting Schedule

2/7/18

[Town Council Meeting-Regular Business](#)

February 13, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Town Council Meeting-Development Review Matters](#)

February 14, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Code Enforcement Board Meeting](#)

February 15, 2018, 2:00 PM @ Council Chambers

[More Details](#)

[Investment Advisory Committee Meeting](#)

February 16, 2018, 2:30 PM @ Council Chambers

[More Details](#)

[Presidents' Day-Town Hall Closed](#)

February 19, 2018, 8:30 AM - 5:00 PM

[More Details](#)

[Planning and Zoning Commission Meeting](#)

February 20, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Landmarks Preservation Commission Meeting](#)

February 21, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Shore Protection Board Meeting](#)

February 22, 2018, 9:00 AM @ Council Chambers

[More Details](#)

[Special Town Council Meeting Regarding the Comprehensive Review of Town Operations](#)

February 23, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Business Workshop](#)

February 26, 2018, 2:00 PM - 5:00 PM @ Council Chambers

[More Details](#)

[Administrative and Personnel Committee Meeting](#)

February 27, 2018, 9:00 AM @ Council Chambers

[More Details](#)

[Administrative and Personnel Committee Meeting](#)

February 28, 2018, 9:00 AM @ South Fire Station

[More Details](#)

[Architectural Commission Meeting](#)

February 28, 2018, 9:00 AM @ Council Chambers

[More Details](#)

[Retirement System Board of Trustees Meeting](#)

March 2, 2018, 9:00 AM @ Council Chambers

[More Details](#)

[Special Town Council Meeting Regarding Comprehensive Review of Town Operations](#)

March 5, 2018, 1:00 PM @ Council Chambers

[More Details](#)

[Underground Utility Task Force Meeting](#)

March 6, 2018, 9:00 AM @ Council Chambers

[More Details](#)

[Recreation Advisory Commission Meeting](#)

March 7, 2018, 9:00 AM @ Council Chambers

[More Details](#)

[Ordinances, Rules, and Standards Committee Meeting](#)

March 8, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Town Election](#)

March 13, 2018, 7:00 AM - 7:00 PM @ Council Chambers

[More Details](#)

[Planning and Zoning Commission](#)

March 13, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Landmarks Preservation Commission Meeting](#)

March 14, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Public Works Committee Meeting](#)

March 15, 2018, 9:30 AM @ Council Chambers

[More Details](#)

[Code Enforcement Board Meeting](#)

March 15, 2018, 2:00 PM @ Council Chambers

[More Details](#)

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

ORGANIZATIONAL ITEMS

Agenda Title

Kirk W. Blouin - Proposed Professional Employment Agreement as Town Manager.

Presenter

ATTACHMENTS:

- ▣ **Memorandum Dated February 2, 2018, from John C. Randolph, Town Attorney**
- ▣ **Professional Employment Agreement for Kirk Blouin**

TOWN OF PALM BEACH

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: John C. Randolph, Town Attorney

RE: Kirk Blouin Professional Employment Agreement

DATE: February 2, 2018

RECOMMENDATION

The Town Attorney's office has met with Kirk Blouin and has prepared a draft Professional Employment Agreement for consideration of the Mayor and Town Council. A copy of the Agreement is attached.

GENERAL INFORMATION

The attached Professional Employment Agreement results from meetings between Kirk Blouin, Margaret Cooper, our Firm's Employment Specialist, and myself. It follows the general format of Tom Bradford's Professional Employment Agreement being tailored, however, to the specific situation relating to Kirk Blouin. Although it is understood that the severance and salary provisions contained within the Agreement, as well as other substantive provisions, are subject to final approval of the Mayor and Town Council, we have, for purposes of discussion, incorporated within this draft the specifics which Mr. Blouin is seeking in regard to severance and salary. Mr. Blouin has requested the same severance benefits as were allotted to Mr. Bradford. These severance benefits provide the employee severance pay equal to 20 weeks base salary plus other benefits in the event he is terminated without cause, just as was included in Mr. Bradford's Agreement. In regard to the salary incorporated within Section 4, \$211,513.63, that figure is reached at Mr. Blouin's suggestion by taking his current annual salary of \$196,528.50, and increasing it by the 2½% standard increase traditionally implemented in May of each year and, on top of that, a 5% promotional increase which he indicates is standard. The Agreement also provides for an automobile allowance or the provision to employee of a Town vehicle, as has been provided to Mr. Blouin in his position as Director of Public Safety. Mr. Blouin will also be provided with insurance coverage. The Agreement further provides a non-disparagement clause, a confidentiality clause, a provision for dispute resolution, and other terms and conditions of employment normally contained within such an agreement.

The only unusual terms within this Professional Employment Agreement relate to the fact that Mr. Blouin is currently in the DROP program which, under the current regulations relating to DROP, require him to retire on July 31, 2019. We have been working with Jim Linn, the Town's attorney

for the retirement board and a retirement specialist as to how to deal with this matter. He advised that in order for Mr. Blouin to continue participation in the police DROP while serving as Town Manager, he will be required to maintain his Florida certification as a law enforcement officer, pursuant to Section 943.1395, Florida Statutes, and perform law enforcement supervisory duties as Town Manager. This language is incorporated within Section 5 of the Agreement. Mr. Blouin is not permitted to continue to serve as Director of Public Safety after becoming employed as Town Manager, as that would be violative of the dual office holding provisions of Florida law.

Further, in regard to the DROP, Mr. Linn has advised that in the event Mr. Blouin remains employed as Town Manager after the DROP has expired on July 31, 2019, then the Town's DROP ordinance would need to be amended. In addition to certain other amendments in the DROP ordinance, in the event that the Town Council were to extend Mr. Blouin's employment beyond the current expiration of the DROP period as set forth in the Agreement, the DROP ordinance would need to be amended to extend Mr. Blouin's period of DROP participation by five years to a maximum period of ten years.

Mr. Blouin, Margaret Cooper and I will be available to provide any additional input or answer any questions you may have in regard to this matter. Additionally, Jim Linn will be available by telephone.

FINANCIAL CONSIDERATIONS

Absent the amendment in the DROP plan to extend the DROP for an additional five years for Mr. Blouin, in the event Mr. Blouin's employment is extended beyond his current DROP period, Mr. Blouin would be paid his annual salary of \$211,513.63, plus his monthly pension benefits. By virtue of the extension, Mr. Blouin would not be paid the pension benefits directly, but they would continue to accumulate in his DROP program until the end of the additional five year extension.

Attachment (Professional Employment Agreement)

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PROFESSIONAL EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 13th day of February, 2018, by and between the Town of Palm Beach, Florida, a municipal corporation (hereinafter called the “Town”) and Kirk Blouin (hereinafter called “Employee”) (collectively the “Parties”).

WITNESSETH:

WHEREAS, the Town desires to employ the services of Kirk Blouin as Town Manager of the Town of Palm Beach, as provided by the Town Charter and Code of Ordinances; and

WHEREAS, it is the desire of the Town Council to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, it is the desire of the Town Council to (1) secure and retain the services of Employee and to provide inducement for him to remain in such employment; (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; and (3) to provide a just means for terminating Employee's services at such time as he may be unable fully to discharge his duties or when Town may desire to otherwise terminate his employment; and

WHEREAS, Employee desires to accept employment as Town Manager of the Town.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties hereto agree as follows:

Section 1. Duties

Town hereby agrees to employ Kirk Blouin as Town Manager of the Town to perform the functions and duties specified in the Town Charter and Code of Ordinances and to perform such other legally permissible and proper duties and functions as the Town Council shall from time to time assign. The Employee will be required to maintain his Florida certification as a law enforcement officer pursuant to section 943.1395, Florida Statutes, and perform law enforcement supervisory duties while serving as Town Manager.

Section 2. Term

A. The Employee shall be relieved of all duties as Director of Public Safety and shall begin work as Town Manager on February 13, 2018 (“Commencement Date”) and shall continue thereafter until this Agreement is terminated by either Party as hereinafter provided.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town Council to terminate the services of Employee. The Employee acknowledges that he is an employee at will and serves at the pleasure of the Town Council who may terminate such employment, with or without notice, with or without cause, at any time, subject only to the provisions set forth in Section 3 of this Agreement.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Town, subject only to the provision set forth in Section 3, Paragraph C of this Agreement. The Town acknowledges the right of Employee to resign his employment, subject to the notice provisions contained herein.

Section 3. Termination and Severance Benefits

A. Termination Without Cause. Termination by the Town Council for any other reasons other than cause as defined below shall be deemed without cause. In the event Employee is terminated by the Town Council, without cause, the Town agrees to pay Employee severance pay equal to twenty (20) weeks base salary (less applicable payroll taxes), based upon the salary paid Employee as of the date of notice of termination, plus all life, health, dental and disability insurance benefits provided by the Town ("Severance Benefits"). Employee shall be relieved of all duties, as of the date of notification of termination. Payment of severance pay shall be made in installments on the Town's normal payroll cycle over the next twenty (20) weeks following notice of termination ("Severance Period"). If Employee becomes employed by a subsequent employer during the Severance Period, he shall still be entitled to the remainder of the twenty (20) week severance pay. All life, health, dental and disability insurance benefits provided by the Town shall continue in full force and coverage at Town's expense until the end of the Severance Period or until similar coverage is provided to Employee by a subsequent employer, whichever comes first. Employee shall be entitled to full rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) at the end of the Severance Period. Other employment benefits, including pension, shall not continue to accrue or be paid during the Severance Period. As a condition of receiving the Severance Benefits, Employee will provide the Town with a general release of all other claims in a form satisfactory to the Town and must be in compliance with the confidentiality and non-disparagement provisions contained herein. If Employee breaches the confidentiality and/or non-disparagement provisions of this agreement, he shall forfeit all rights to Severance Benefits and shall return those Severance Benefits which he has received.

B. Termination for Cause. In the event the Employee is terminated for cause, which is defined as death, permanent disability rendering Employee unable to perform official duties, conviction of a felony relating to official duties or involving moral turpitude or because of his conviction of any illegal act involving personal gain to him, or due to breach of the confidentiality and non-disparagement provisions contained herein, the Town shall have no obligation to pay the Severance Benefits above.

C. Other Termination. In the event the Town at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Town employees, or in the event the Town refuses, following written notice to comply with any other provision benefitting Employee herein, or the Employee resigns following a suggestion by the Town Council that he resign, or in the event the Town Council ever fails to appoint the Employee as Town Manager as provided for annually by the Town Charter and Code of Ordinances, then in that event, Employee may at his option, be deemed to be "terminated without cause" at the date of such reduction, such refusal to comply, such suggestion to resign, or such failure to appoint.

D. Voluntary Resignation. In the event Employee voluntarily resigns his position with the Town, then Employee shall give the Town forty-five (45) days' notice in advance. Employee shall not be entitled to the severance pay and benefits referenced in this section in the event of voluntary resignation.

Section 4. Salary

Town agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$211,513.63 payable in installments on the Town's normal payroll cycle at the same time as other employees of the Town are paid.

Section 5. DROP Program and Town Retirement System

Employee currently participates in the Town's deferred retirement option program (DROP) for police officers. The parties have agreed that Employee will be required to maintain his Florida certification as a law enforcement officer pursuant to section 943.1395, Florida Statutes, and perform law enforcement supervisory duties as Town Manager. Accordingly, Employee may continue to participate in the police DROP while serving as Town Manager. It is further agreed that following the execution of this Agreement, the Town will amend the DROP ordinance to extend Employee's period of DROP participation by five years to a maximum period of up to ten years if Employee is still employed by the Town at the end of the current DROP period. All provisions of the DROP will apply to Employee during the term of this Agreement. Employee shall not be entitled to any additional benefits under the Town's retirement system for his service as Town Manager, beyond his participation in the DROP as set forth herein.

Section 6. Automobile

The Town shall either continue to provide Employee with a Town vehicle or, at Employee's option, the Town shall provide Employee with a monthly automobile allowance of \$500, payable in equal proportionate amounts each pay period to cover all work related usage of his personal vehicle. The Town shall not be responsible for mileage reimbursement, fuel, repairs or any other expenses related to the operation of the Employee's personal vehicle.

Section 7. Performance Evaluation

On intervals at least annually, from the effective date of this Agreement, the Town Council shall consider the Employee's performance, under guidelines the Town Council deems appropriate. If the Town Council determines the Employee's performance is satisfactory or better, the Town Council shall consider the base salary herein for a possible increase, said increase, if any, to be determined within the sole discretion of the Town Council.

Section 8. Professional Development

The Town agrees to provide Employee the usual and necessary funding applicable for Town travel and subsistence and professional and community organizations dues and subscriptions necessary for the Employee's professional development and for the good of the Town, approval of said amount to be within the sole discretion of the Town Council.

Section 9. Insurance

Town agrees to provide such life, health, dental, and disability insurance for Employee and his dependents and to pay the premiums thereon as is equal to that which is provided to Administrative and Executive Town employees. This insurance coverage shall be in full force and effect as of the commencement of this Agreement, without a waiting period for pre-existing conditions.

Section 10. Non-Disparagement

Employee will not make disparaging or defamatory remarks, comments, or publications of any nature concerning the Town or its elected officials. Employee has any doubt as to whether a remark, comment or publication is disparaging or defamatory, he shall first consult with the Mayor, whose judgment shall control. This clause shall survive termination of employment.

Section 11. Confidentiality

Employee acknowledges and agrees that as a direct result of employment by the Town, Employee has had access to, learned about, and became familiar with confidential and proprietary information relating to and/or belonging to the Town, its elected officials, and/or its staff which is not of public record ("Confidential Information"). Employee shall not utilize or disclose to any third parties any Confidential Information in any manner whatsoever, unless required by law. If Employee is contacted by any governmental agency concerning the Town, its elected officials and/or its staff or is served with a subpoena to provide information, he shall immediately notify the Town of the same and shall provide the Town an opportunity to object or take another action with regard to the same. If Employee has any questions concerning the confidentiality of any information, he shall first make inquiry of the Town Mayor before disclosure. The Town Mayor's judgment shall control as to confidentiality determinations. This clause shall survive termination of employment.

Section 12. Dispute Resolution

A. All disputes under this Agreement (except injunctive relief by the Town to enforce the confidentiality and non-disparagement clauses) or otherwise arising out of the employment relationship must be resolved only by mediation and arbitration as follows. The mediation and arbitration shall be held in the state of Florida in Palm Beach County, Florida.

- (1) *Mediation.* The Parties agree to attend mandatory confidential mediation and to confer in good faith to resolve all controversies or claims arising out of any alleged breach or violation of this agreement or arising out of the employment relationship as a pre-condition to arbitration. Such mediation should be held within thirty (30) days of one Party's notice to the other of the dispute and demand for mediation, scheduling permitting. Each Party shall share equally in the mediator's fees and costs. The Parties shall jointly select a mediator who shall be a Florida certified civil mediator or a Florida attorney knowledgeable with the subject matter of the dispute. Thereafter, any such claim which cannot be resolved within

sixty (60) days of notice and demand for mediation shall be submitted to binding arbitration.

- (2) *Arbitration.* Arbitration may be initiated by either Party making a written demand for arbitration on the other party no later than one hundred sixty (160) days from the conclusion of the mediation. A panel of three arbitrators shall decide the controversy unless otherwise agreed. The arbitration shall be held in accordance with the rules for arbitration of the American Arbitration Association. The arbitration panel shall then hear and determine the questions in dispute, and the written decision of the arbitrator shall be binding upon the parties. The arbitration panel shall have all powers and may initiate any and all remedies provided in any fair employment law or statute (federal, state, or local). Each Party shall share the cost of the chosen arbitrators and all other expenses of the arbitration, other than the respective Party's attorney's fees and expert witness fees. The cost on arbitrators' expenses of arbitration may be assessed by the arbitrators to the prevailing party. Enforcement of the award shall be governed by the provisions of the Florida Arbitration Code and shall be fully enforceable in a court of law.

B. If Employee breaches the provision relating to confidentiality and non-disparagement, the Town may seek appropriate relief in circuit court for injunction and damages. Employee waives any right to trial by jury relating thereto. The prevailing party shall be entitled to attorneys' fees in any such action.

Section 13. Other Terms and Conditions of Employment

A. The Town Council shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Charter, Town Code of Ordinances, or any other law.

B. All provisions of the Town Charter and/or Code, and regulations and rules of the Town relating to general pay increases, vacation and sick leave, longevity pay, personal days, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended also shall apply to Employee as they would to other employees of Town, in addition to said benefits enumerated specifically for the benefit of Employee, except as herein provided.

C. The Town shall bear the full cost of any fidelity or other bonds required of the Employee under any ordinance. The Town shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Manager, and for which Employee was acting within the scope of his duties as Town Manager.

D. Inasmuch as the Employee has been a Town employee, the Employee shall be entitled to include all previous service credits from the date of his initial employment by the Town through the Commencement Date of his employment as Town Manager for determining accrued vacation, sick leave, longevity service, and all other benefits at the full accrued values, in accordance with policies of the Town, or, in the event Town Policy at a later time increases these benefits, then in the amount of the increase. Employee's past service with the Town has already been reflected in his accrued benefits under the Town's retirement system, including the DROP benefit, in accordance with the retirement system ordinance.

E. This Agreement shall become effective commencing on the date of its execution by each party.

F. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, the Town of Palm Beach has caused this Agreement to be signed and executed in its behalf by a majority of its Town Council and duly attested by its Town Clerk, and the Employee has signed and executed this Agreement both in duplicate, the day and year first above written.

WITNESS:

Dated: _____

Kirk Blouin, Employee
Dated: _____

TOWN COUNCIL:

Richard M. Kleid
Dated: _____

Danielle H. Moore
Dated: _____

Julie Araskog
Dated: _____

Bobbie Lindsay
Dated: _____

Margaret Zeidman
Dated: _____

MAYOR:

Gail L. Coniglio

Dated: _____

TOWN CLERK

Kathleen Dominguez

Dated: _____

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY

TOWN ATTORNEY

John C. Randolph

Dated: _____

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TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

ORGANIZATIONAL ITEMS

Agenda Title

Thomas G. Bradford - Professional Employment Agreement Dated December 9, 2014.

Presenter

ATTACHMENTS:

- ▣ **Memorandum Dated February 7, 2018, from John C. Randolph, Town Attorney**
- ▣ **Thomas G. Bradford's Professional Employment Agreement**

TOWN OF PALM BEACH

TO: Mayor and Town Council
VIA: Thomas G. Bradford, Town Manager
FROM: John C. Randolph, Town Attorney
RE: Tom Bradford – Consideration of Severance Agreement
DATE: February 7, 2018

RECOMMENDATION

No action is necessary on the part of the Mayor and Town Council in regard to this matter.

GENERAL INFORMATION

Marge Cooper, the Firm's employment specialist, and myself met with Tom Bradford to discuss the provisions of a potential Severance Agreement. The purpose of a Severance Agreement is to set forth the rights and obligations of the parties subsequent to Tom's departure. The agreement typically includes provisions relating to non-disparagement, nondisclosure of confidential information and a general release of all claims. Tom, of course, is entitled to all those benefits described in his Employment Agreement without the necessity of entering into a severance agreement. Those benefits include his entitlement to 20 weeks of severance and all other benefits outlined in the Agreement.

After much consideration, Tom has elected to simply accept that to which he is due under his Employment Agreement and has elected not to enter into a severance agreement with the Town. We have attached a copy of Tom's Employment Agreement for your information.

FINANCIAL CONSIDERATIONS

There are no financial considerations relating to this matter, as Tom has simply elected to accept what he is entitled to under the terms of the Employment Agreement.

Attachments (Employment Agreement)

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PROFESSIONAL EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 9th day of December, 2014, by and between the Town of Palm Beach, Florida, a municipal corporation, hereinafter called the "Town" and Thomas G. Bradford, hereinafter called "Employee," both of whom understand as follows:

WITNESSETH:

WHEREAS, the Town desires to employ the services of said Thomas G. Bradford as Town Manager of the Town of Palm Beach, as provided by the Town Charter and Code of Ordinances; and

WHEREAS, it is the desire of the Town Council to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, it is the desire of the Town Council to (1) secure and retain the services of Employee and to provide inducement for him to remain in such employment; (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (4) to provide a just means for terminating Employee's services at such time as he may be unable fully to discharge his duties or when Town may desire to otherwise terminate his employ; and

WHEREAS, Employee desires to accept employment as Town Manager of said Town.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties

Town hereby agrees to employ Thomas G. Bradford as Town Manager of the Town to perform the functions and duties specified in the Town Charter and Code of Ordinances and to perform such other legally permissible and proper duties and functions as the Town Council shall from time to time assign.

Section 2. Term

A. The Employee shall begin work as Town Manager on January 10, 2015.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Town Council to terminate the services of Employee at the will of the Town Council, without cause, at any time, subject only to the provisions set forth in Section 3. Paragraphs A and B, of this Agreement.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Town, subject only to the provision set forth in Section 3, Paragraph C, of this Agreement.

Section 3. Termination and Severance Pay

A. In the event Employee is terminated by the Town Council, then in that event the Town agrees to pay a lump sum cash payment equal to twenty (20) weeks base salary, based upon the salary paid Employee as of the date of termination. All life, health, dental and disability insurance and other non-leave related benefits provided by the Town shall continue in full force and coverage at Town's expense until the end of the applicable severance period or until similar coverage is provided to Employee by a subsequent employer (and is in full force and effect), whichever comes first. Said continuation of group health insurance coverage shall be in addition to the protection afforded the Employee by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Coverage under COBRA shall be at the Employee's expense and shall commence upon the expiration of all coverage provided under the severance provisions herein. In the event the Employee is terminated because of permanent disability to perform official duties, conviction of a felony relating to official duties or involving moral turpitude or because of his conviction of any illegal act involving personal gain to him, then, in that event, Town shall have no obligation to pay the severance sum designated in this paragraph.

B. In the event the Town at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all Town employees, or in the event the Town refuses, following written notice to comply with any other provision benefitting Employee herein, or the Employee resigns following a suggestion by the Town Council that he resign, or in the event the Town Council ever fails to appoint the Employee as Town Manager as provided for annually by the Town Charter and Code of Ordinances, then in that event,

Employee may at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply, such suggestion to resign, or such failure to appoint, within the meaning and context of the severance pay provision herein.

C. In the event Employee voluntarily resigns his position with the Town, then Employee shall give the Town forty-five (45) days' notice in advance. Employee shall not be entitled to the severance pay referenced in this section in the event of voluntary resignation.

Section 4. Salary

Town agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$195,000, payable in bi-weekly installments at the same time as other employees of the Town are paid.

Section 5. Automobile

The Town shall provide Employee with a monthly automobile allowance of \$500, payable in equal proportionate amounts each pay period. The Town shall not be responsible for mileage reimbursement, fuel (for personal vehicle travel within the State of Florida) repairs or any other expenses related to the operation of the Employee's personal vehicle.

Section 6. Performance Evaluation

On intervals at least annually, from the effective date of this agreement, the Town Council shall consider the Employee's performance, under guidelines the Town Council deems appropriate. If the Town Council determines the Employee's performance is satisfactory or better, the Town Council shall consider the base salary herein for a possible increase, said increase, if any, to be determined within the sole discretion of the Town Council.

Section 7. Professional Development

The Town agrees to provide Employee the usual and necessary funding applicable for Town travel and subsistence and professional and community organizations dues and subscriptions necessary for the Employee's professional development and for the good of the Town, approval of said amount to be within the sole discretion of the Town Council.

Section 8. Insurance

Town agrees to provide such hospitalization, surgical, life, disability, major medical, dental and other insurance for Employee and his dependents and to pay the premiums thereon as is equal to that which is provided to Administrative and Executive Town employees. This insurance coverage shall be in full force and effect on January 10, 2015, without a waiting period for pre-existing conditions.

Section 9. Retirement

A. Employer agrees to execute all necessary Agreements provided by the International City Management Association-Retirement Corporation (ICMA-RC) for Employee's participation in the ICMA-RC deferred compensation plan and, in addition to the annual base salary paid by Employer to Employee, Employer agrees to pay an amount equal to six percent

(6%) of Employee's annual base salary into the ICMA-RC on Employee's behalf, in equal proportionate amounts each pay period, and to transfer ownership to Employee upon Employee's resignation or discharge. Employee may make additional dollar contributions to ICMA-RC Plan, in accordance with the Plan's requirements.

B. The Town and the Employee shall also make contributions to the Town's retirement system at the same levels applicable to similarly situated general employees.

Section 10. Other Terms and Conditions of Employment

A. The Town Council shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Charter, Town Code of Ordinances, or any other law.

B. All provisions of the Town Charter and/or Code, and regulations and rules of the Town relating to general pay increases, vacation and sick leave, longevity pay, personal days, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended also shall apply to Employee as they would to other employees of Town, in addition to said benefits enumerated specifically for the benefit of Employee, except as herein provided.

C. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any ordinance. Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Manager, and for which Employee was acting within the scope of his duties as Town Manager.

D. Inasmuch as the Employee has been a Town employee from May 1, 2000, the Employee shall be entitled to include previous service credits from May 1, 2000 through January 9, 2015 for determining accrued vacation, sick leave, longevity service, participation in Town's retirement system, and all other benefits at the full accrued values, in accordance with policies of the Town, or, in the event Town Policy at a later time increases these benefits, then in the amount of the increase.

E. This Agreement shall become effective commencing on the date of its execution by each party.

F. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the Town of Palm Beach has caused this Agreement to be signed and executed in its behalf by a majority of its Town Council and duly attested by its Town Clerk, and the Employee has signed and executed this Agreement both in duplicate, the day and year first above written.

Anne Boyer
Witness

Gayle Gordon
Witness

Thomas G. Bradford
THOMAS G. BRADFORD, Employee

TOWN COUNCIL:

T. W. Willett

Denelope D. Townsend

Rene M. Koehn

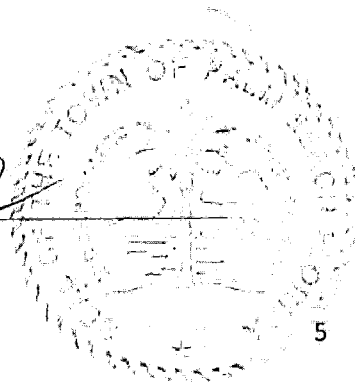
Julia D. Smith

M. D. [Signature]

Gail L. Coniglio
Mayor

APPROVED AS TO LEGAL FORM
AND SUFFICIENCY:

[Signature]
Town Clerk



[Signature]
Town Attorney

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda
Presentations

Agenda Title
Presentation by Palm Beach Island Cats.

Presenter

ATTACHMENTS:

- ▣ **Palm Beach Island Cats Field Statistics**

P.B.I.C. Field Stats 1/1/17 - 12/31/17

	TNVR	Medically Treated/Vet / Field	ReVacc	Kittens Fostered/ Adopted	Euthanized/ Killed/ Died
Jan	0	0	0	0	1
Feb	0	0	0	5	1
Mar	2	5	5	0	0
Apr/B	4	5	5	1	
May	1	9	2		2
Jun		10		1	
July	5	8		2	1
Aug		7			2
Sep		9		1	1
Oct	11	14	5	4	1
Nov	1	8		3	3
Dec	10	16		4	2
Totals	34	89	17	15	14

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda Minutes

Agenda Title TOWN COUNCIL MEETING MINUTES: *Kathleen Dominguez, Town Clerk*

- a. January 9, 2018, Town Council Meeting Minutes
- b. January 10, 2018, Development Review Town Council Meeting Minutes
- c. January 12, 2018, Special Town Council Meeting Minutes

Presenter

ATTACHMENTS:

- ▣ **a. Minutes of the January 9, 2018, Town Council Meeting**
- ▣ **b Minutes of the January 10, 2018, Development Review Town Council Meeting**
- ▣ **c. Minutes of the January 12, 2018, Special Town Council Meeting**



TOWN OF PALM BEACH

Town Clerk's Office

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY, JANUARY 9, 2018

I. CALL TO ORDER AND ROLL CALL

The Regular Town Council Meeting was called to order on Tuesday, January 9, 2018, at 9:30 a.m. in the Town Council Chambers. On roll call, all of the elected officials were found to be present.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Town Clerk Dominguez gave the invocation. President Kleid led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

The following items were amended:

- ITEM XII.B.3.- The order of sub-items b. and c. were switched and discussed as c/b
- ITEM IX.B.1. – Resolution No. 01-2018 – content was revised at Section 1 Line 7
- ITEM XI.A. – ORS Committee Report was revised
- ITEM XIII.B.1. – Ordinance No. 01-2018 - The language regarding the annual salary for elected officials was removed

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to approve the Agenda, as amended. On roll call, the motion passed 4 to 1 with Council Member Moore dissenting.

1 **IV. RECOGNITIONS**

- 2
3 A. Recognition of John Page, Director of Planning, Zoning, and Building from
4 November 2007 to January 2018.

5
6 Mayor Coniglio recognized Director John Page on his upcoming retirement from
7 the Planning, Zoning, and Building Department. She expressed her gratitude and
8 appreciation for his many years of service to the Town, honored him with a
9 plaque and sent her best wishes.

10
11 **V. PRESENTATIONS**

- 12
13 A. Presentation by Applicants for the Recreation Advisory Commission.
14 *Beth Zickar, Director of Recreation*

15
16 Kristen Schonwald-Vila presented her application.

17
18 **VI. COMMENTS OF MAYOR GAIL L. CONIGLIO**

19
20 Mayor Coniglio spoke regarding the Royal Park Bridge lane closures and the Town's
21 efforts to work with FDOT and the City of West Palm Beach to expedite traffic
22 operations effectively across the bridge.

23
24 **VII. COMMENTS OF TOWN COUNCIL MEMBERS AND TOWN MANAGER**

25
26 Town Manager Bradford clarified the Underground Utility Project claims on the lien
27 assessments and the strategy for extracting easements from property owners.

28
29 Council Member Araskog spoke regarding a water main break incident that occurred
30 over the weekend and expressed her gratitude to the Fire Rescue Department, Public
31 Safety Department, and the Deputy Town Manager for their assistance in fixing the
32 problem.

33
34 **VIII. COMMUNICATIONS FROM CITIZENS**

35
36 Diane Buhler, Friends of Palm Beach, spoke regarding her volunteer group's trash
37 pickup efforts and announced a limited-time special exhibition display at the Mounts
38 Botanical Garden of aquatic animal sculptures created from collected plastic beach
39 debris.

40
41 **IX. APPROVAL OF CONSENT AGENDA**

42
43 The following items were pulled from the Consent Agenda:

- 44
45 • Item IX.A.1. and IX.A.2. were heard under Item XII.C.

46
47 **Motion was made by Council President Pro Tem Moore, and was seconded by**
48 **Council Member Araskog, to approve the Consent Agenda, as amended. On roll**
49 **call, the motion carried unanimously.**

1 **A. MINUTES**

2
3 1. TOWN COUNCIL MEETING MINUTES: - *Pulled from Consent*
4 Kathleen Dominguez, Town Clerk

- 5
6 a. December 11, 2017, Special Town Council Meeting Minutes
7
8 b. December 12, 2017, Town Council Meeting Minutes
9
10 c. December 13, 2017, Local Planning Agency Meeting Minutes
11
12 d. December 13, 2017, Development Review Town Council
13 Meeting Minutes

14
15 2. Approval of major matters considered by the Architectural Review
16 Commission at its meeting of December 15, 2017. - *Pulled from*
17 *Consent*

18
19 *John S. Page, Director of Planning, Zoning and Building*
20

21 **B. RESOLUTIONS**

22
23 1. RESOLUTION NO. 01-2018 A Resolution of the Town Council of the
24 Town of Palm Beach, Palm Beach County, Florida, Authorizing the Town
25 Manager and Finance Director to enter into an Agreement with Bank of
26 Montreal, To Provide the Town of Palm Beach with Credit By Way of a
27 Corporate MasterCard Account.

28
29 *Jane Struder, Director of Finance*
30

31 **C. OTHER**

32
33 **X. BOARD/COMMISSION ANNUAL REPORT**

34
35 **A.** Recreation Advisory Commission Annual Presentation
36 *Matthew Smith, Chair*

37
38 Chair Smith provided the annual report.
39

40 **Motion was made by Council President Pro Tem Moore, and was seconded**
41 **by Council Member Zeidman, to accept the report. On roll call, the motion**
42 **passed unanimously.**
43
44

45 **XI. COMMITTEE REPORTS**

46
47 **A.** Report of the Ordinances, Rules and Standards Committee Meeting of
48 December 7, 2017. *Bobbie Lindsay, Chair*
49

1 Chair Lindsay provided a summary of the report, which included a request to
2 study the Town Code that pertains to demolition hours.

3
4 It was the consensus of the Town Council to direct the ORS Committee to study
5 demolition hours.

6
7 **Motion was made by Council Member Zeidman, and was seconded by Council**
8 **President Pro Tem Moore, to accept the report. On roll call, the motion passed**
9 **unanimously.**

10
11 **XII. REGULAR AGENDA**

12
13 **A. Old Business**

14
15 1. Town-wide Undergrounding Project:

16
17 *Steven N. Stern, Underground Utilities Project Manager*

18
19 a. Review of Project & Dashboard, Summary of Project Status.

20
21 b. Commercial Paper Update.

22
23 c. RESOLUTION NO. 02-2018 - A Resolution of the Town Council
24 of the Town of Palm Beach, Palm Beach County, Florida, Approving a
25 Purchase Order to Kimley-Horn and Associates, Inc., in the Amount of
26 \$944,336 for Phase 3 Engineering Design Services of the Town-Wide
27 Undergrounding of Utilities Program.

28
29 Project Manager Stern provided key project updates and an overview
30 of the dashboard and project status.

31
32 In response to a question from Council Member Araskog, Director of
33 Finance Struder provided clarification on the Nightingale and La
34 Puerta Way underground conversion project expenses listed on page
35 132 of the back-up.

36
37 In response to a question from Council Member Araskog, Kevin
38 Schanen, Project Engineer from Kimley-Horn and Associates,
39 explained the reason why certain project areas are expanded in the
40 South-end versus the North-end.

41
42 In response to a question from Council Member Araskog, Town
43 Manager Bradford spoke regarding the Town's responsibility for the
44 costs associated with the design and construction fees assessed by
45 FP&L and Comcast.

46
47 In response to a question from Council Member Zeidman, Project
48 Manager Stern and Project Engineer Schanen spoke regarding the
49 budget for the equipment costs for Phase 1 North and South.

1
2 President Kleid pointed out that the project status on the Gantt chart is
3 in the green meaning that the Town is on schedule and within budget.
4

5 Director Brazil and Town Engineer Strayer explained the occurrences
6 with the gas line hits and the meetings with Florida Public Utilities to
7 address and prevent these issues from occurring in the future.
8

9 **Council Member Lindsay requested data on the number of potential infrastructure**
10 **projects identified water main projects that were eliminated due to the**
11 **undergrounding project, including the phases and locations, in order to prevent**
12 **any community impacts.**
13

14 In response to a question from Council Member Araskog, Project
15 Engineer Schanen explained the strategy for avoiding impact by reason of
16 Phase 2 of the Project during presidential visits.
17

18 Discussion ensued regarding the construction schedule for Phase 3 and
19 traffic integration.
20

21 In response to questions from Council Members Araskog and Lindsay,
22 Director Brazil spoke regarding the reason for the water main break
23 occurrence over the weekend and the Town's water service agreement
24 with the City of West Palm Beach.
25

26 Town Manager Bradford provided an update on the commercial paper
27 financing program.
28

29 In response to a question from Council Member Araskog, Town Manager
30 Bradford explained possible impacts to the underground utilities project
31 assessment program should the lawsuit be successful.
32

33 **Motion was made by Council Member Zeidman, and was seconded by Council**
34 **President Pro Tem Moore, to approve Resolution No. 02-2018. On roll call, the**
35 **motion passed unanimously.**
36

37 2. Coastal Update:
38

39 a. Shore Line Condition Update
40

41 Coastal Program Manager Weber provided an overview of the
42 shoreline conditions for each reach.
43

44 Discussion ensued regarding the flooding occurrences on the
45 Lake Trail and the sand forepassing project in Reach 2.
46

47 Lew Crampton, 2335 S. Ocean Blvd, inquired on the release of
48 the Environmental Impact Study (EIS). Coastal Manager Weber

1 stated that he expects to report an update on the status of the
2 EIS at the next Shore Protection Board meeting.
3
4

- 5 b. RESOLUTION NO. 03-2018 A Resolution of the Town Council of
6 the Town of Palm Beach, Palm Beach County, Florida, Approving
7 a Purchase Order for Professional Coastal Engineering Services to
8 Applied Technology & Management, Inc. in an Amount of
9 \$189,732 for the Breakers/Clarke Avenue/Mid-Town Detailed
10 Design and Phase 1 Permitting, and Establishing a Task Budget of
11 \$209,000.

12 *H. Paul Brazil, P.E., Director of Public Works*
13

14 Coastal Program Manager Weber provided an overview of
15 Resolution No. 03-2018.
16

17 Discussion ensued regarding total cost, FDEP's involvement in
18 the project, sharing the cost and partnering with the Breakers,
19 possible grant monies, historic overview of the original groin
20 removal from mid-town beach referenced on page 132 of the
21 back-up and the cause for the sand disappearance in 2012.
22

23 **Motion was made by Council Member Zeidman, and was seconded by Council**
24 **President Pro Tem Moore, to approve Resolution No. 03-2018. On roll call, the**
25 **motion passed unanimously.**
26

- 27 c. RESOLUTION NO. 04-2018 A Resolution of the Town Council
28 of the Town of Palm Beach, Palm Beach County, Florida,
29 Authorizing State Grant of Florida Department of Environmental
30 Protection Contract No. 18PB1, Between the State of Florida
31 Department of Environmental Protection and the Town of Palm
32 Beach Under the Florida Beach Management Funding Assistance
33 Program, Specifically Reimbursement for the 2015 Mid-Town
34 Beach Nourishment Project, in the Amount of \$6,529,783, and
35 Authorizing the Mayor to Execute Same on Behalf of the Town.
36

37 *H. Paul Brazil, P.E., Director of Public Works*
38

39 Coastal Program Manager Weber provided an overview of
40 Resolution No. 04-2018.
41

42 **Motion was made by Council Member Araskog, and was seconded by Council**
43 **Member Lindsay, to approve Resolution No. 04-2018. On roll call, the motion**
44 **was passed unanimously.**
45

46 **B. New Business**
47

- 48 1. Appointment of one (1) Alternate Member to the Recreation
49 Advisory Commission.

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to ratify the appointment of Kristen Schonwald-Vila as an alternate member to the Recreation Advisory Commission. On roll call, the motion passed unanimously.

2. Presentation of Redesigned Town Website
Jay Boodheshwar, Deputy Town Manager

Deputy Town Manager Boodheshwar provided a presentation of the Town's newly designed website.

3. Proposed Strategies for the Recruitment of a Town Manager
Thomas G. Bradford, Town Manager

(Clerk's Note: Sub-items b. and c. were discussed as c/b)

a. Report of the President

President Kleid provided his report.

b. National Search

Town Manager Bradford provided an overview of the process and timeline for a Nationwide Search.

It was the consensus of the Town Council to not proceed with a National Search.

c. Promotion from Within

Town Manager Bradford announced the internal candidates who have expressed interest in the position: Kirk Blouin, Director of Public Safety; Jay Boodheshwar, Deputy Town Manager; and Paul Brazil, Director of Public Works.

Discussion ensued regarding the Council's role with selecting a town manager, the importance of following a hiring process, whether or not the candidates should be vetted in a public forum, reasons for not going forward with a national search, views on the internal prospects, complex issues going in the Town, transparency and public input, appropriate timing to make the final decision, and the process becoming too political.

Town Attorney Randolph read correspondence from Retirement Board Attorney Jim Linn regarding Director

1 Blouin's involvement in the Deferred Retirement Option
2 Plan (DROP) and possible options for employment as the
3 Town Manager.

4
5 Director Blouin spoke regarding his interest to serve as the
6 Town Manager.

7
8 Deputy Town Manager Boodheshwar spoke regarding his
9 interest to serve as the Town Manager.

10
11 Director Brazil spoke regarding his interest to serve
12 as the Town Manager.

13
14 Public Comments:

15
16 Robert Wildrick, 229 Nightingale Trail, spoke
17 regarding his past service on the Town Council and his
18 experience with the internal procedures. He
19 encouraged the Council to make a decision today and
20 thanked Town Manager Bradford for all of his service
21 to the Town.

22
23 Allen Wyett, 1145 N. Lake Way, expressed his
24 appreciation to Town Manager Bradford and spoke in
25 support of the Council making a decision today.

26
27 Jack McDonald, 44 Cocoanut Row, spoke regarding
28 his experience with the past national search for a
29 Town Manager. He expressed his appreciation to
30 Town Manager Bradford and his view that the
31 council should vet the internal candidates before
32 making the choice.

33
34
35 Michael Scharf, 229 Dunbar Road, spoke regarding
36 the Town Council's role in selecting a Town
37 Manager and as the fiduciary stewards of the Town.
38 He wished Town Manager Bradford well.

39
40 Ned Barnes, Palm Beach County Civic Association,
41 expressed his thanks for Town Manager Bradford
42 and spoke in support vetting the candidates and
43 allowing the residents to provide input on the hiring
44 process.

45
46 Pam McIver, 695 Island Dr., spoke in support of
47 waiting to make a final decision and allow time to
48 vet the candidates in a public forum.

1 Michael Ainslie, 202 Plantation Road, expressed his
2 support for vetting the internal candidates at a special
3 meeting.

4
5 Council Member Zeidman read a letter from resident
6 and previous Council Member David Rosow
7 expressing support of appointing Kirk Blouin.
8

9 **Motion was made by Council Member Araskog, and was seconded by Council**
10 **Member Zeidman, to nominate Kirk Blouin as the Town Manager, subject to**
11 **working out the terms of employment agreement and DROP participation. On**
12 **roll call, the motion carried 3 to 2 with Council Members Kleid and Moore**
13 **dissenting.**

14
15 **After the motion, Council President Kleid and Council President Pro Tem**
16 **Moore stated their dissent vote was because of the lack of process.**

17
18 d. Transition

19
20 Director Blouin spoke regarding changes to his
21 participation in the DROP and his employment agreement.

22
23 Discussion ensued regarding the Director of Public Safety
24 position and his role as the liaison with secret service
25 during presidential visits, the role of Tom Bradford as the
26 interim Town Manager and the Undergrounding Project
27 and the CROTO, and allowing staff to work together on the
28 transition.

29
30 Warren Belmar, 130 Sunrise Ave., expressed concern
31 regarding a Council member's use of the word "majority"
32 when referring to the Council and the decision to approve
33 the Town Manager's contract as a whole as opposed to
34 leaving it to a representative of the majority.

35
36 **It was the consensus of the Town Council to permit Kirk Blouin to negotiate the**
37 **terms of an employment agreement with the Town Attorney and the Retirement**
38 **Board Attorney and bring it back to the Town Council at the February Town**
39 **Council meeting.**

40
41 **It was the consensus of the Town Council to allow Tom Bradford, Kirk Blouin and**
42 **Jay Boodheshwar and staff to work out a contractual relationship with Tom and**
43 **present the plan at the February Town Council meeting.**

44
45 e. Discussion on the Timing of the Annual Evaluation of the
46 Town Manager and the Annual Reappointment of the Town
47 Manager.

48 *Bobbie Lindsay, Town Council Member*
49

Chair Lindsay provided a historic overview on the reasons for Tom Bradford's performance evaluation occurring in the month of December.

Discussion ensued regarding the appropriate timeline for evaluating and reappointing the Town Manager.

Motion was made by Council Member Araskog, and was seconded by Council President Pro Tem Moore, to approve the timeline for the evaluation of the Town Manager as follows:

- 1) Evaluation To Occur 60 Days Prior To Contract Renewal**
- 2) Evaluations Are To Be Distributed In October**
- 3) Performance Evaluated In November**
- 4) Contract Renewed In December**

On call for a vote, the motion passed unanimously.

4. Approval of Town Sponsorship of Worth Avenue Association Special Event Proposal for Fork to Fashion event on February 21, 2018.

Beth Zickar, Director of Recreation

Director Zickar spoke regarding the request for a Town Sponsorship for the event.

In response to questions from Council Member Araskog, Mariana Abate spoke regarding ROW permits for Worth Ave in order to avoid blocking access to the Everglades Club, verified the site plan and the amplified announcements.

Motion was made by Council Member Lindsay, and was seconded by Council Member Araskog, to approve the Town sponsorship of the event with the caveat that a Right-of-Way permit will be obtained in order to avoid blocking access to the Everglades Club. On roll call, the motion passed unanimously.

5. RESOLUTION NO. 05-2018 A Resolution of The Town Council of The Town of Palm Beach, Florida, Opposing Legislative Efforts To Impede The Constitutional Right Florida's Citizens Have Enjoyed For Nearly 50 Years To Govern Themselves Under Municipal Home Rule Powers; Opposing The Legislature's Persistent Intrusion Into Local Finances, Which Are Necessary To Provide Financial Stability And Essential Services Uniquely Required By Municipal Residents And Local Businesses; Directing City Administration To Transmit A Certified Copy Of This Resolution To The Florida League Of Cities, The Palm Beach County Legislative Delegation And Any Other Interested Parties; Providing For Conflicts; Providing For Severability; And Providing An Effective Date.

Gail L. Coniglio, Mayor

Mayor Coniglio provided an overview of the Resolution.

Motion was made by Council Member Lindsay, and was seconded by Council Member Araskog, to approve Resolution No. 05-2018. On roll call, the motion carried unanimously.

C. Matters Pulled From Consent Agenda:

1. TOWN COUNCIL MEETING MINUTES:

Kathleen Dominguez, Town Clerk

- a. December 11, 2017, Special Town Council Meeting Minutes
- b. December 12, 2017, Town Council Meeting Minutes
- c. December 13, 2017, Local Planning Agency Meeting Minutes
- d. December 13, 2017, Development Review Town Council Meeting Minutes

Discussion ensued regarding the current format of the meeting minutes, issues with the representation of the meeting discussions, switching to verbatim minutes, utilizing voice recognition software, and availability of the meeting audio online.

It was the consensus of the Town Council to direct staff to research other formatting options for the meeting minutes and bring back for discussion at the February Town Council meeting.

It was the consensus of the Town Council to defer the approval of the Town Council Meeting minutes to the February meeting.

2. Approval of major matters considered by the Architectural Review Commission at its meeting of December 15, 2017. - ***Pulled from Consent***

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

Motion was made by Council Member Araskog, and was seconded by Council Member Lindsay, to approve the minutes of the ARCOM meeting of December 15, 2017. On roll call, the motion carried unanimously.

XIII. ORDINANCES

A. Second Reading

- 1
2 1. ORDINANCE NO. 34-2017 An Ordinance of the Town Council of the
3 Town of Palm Beach, Palm Beach County, Florida, Amending Chapter 82
4 of the Town Code of Ordinances Relating to Personnel, at Article II,
5 Employee Benefits, Division 2, Retirement System; Amending
6 Subdivision I, In General, By Amending Section 82-67, United States
7 Internal Revenue Code Qualification; Providing for Severability;
8 Providing for Repeal of Ordinances in Conflict; Providing for
9 Codification; Providing an Effective Date.

10
11 *Thomas G. Bradford, Town Manager*

12
13 Town Attorney Randolph read Ordinance No. 34-2017 into the record.

14
15 **Motion was made by Council Member Araskog, and was seconded by Council**
16 **Member Zeidman, to adopt Ordinance No. 34-2017 on second and final reading.**
17 **On roll call, the motion carried unanimously.**
18

19 **B. First Reading**

- 20 1. ORDINANCE NO. 01-2018 An Ordinance of the Town Council of The
21 Town of Palm Beach, Palm Beach County, Florida, Amending The Town
22 Charter At Section 3.01, Town Council: Composition. Modifying the
23 Dates of the Election of the President And President Pro Tem; ~~Further~~
24 ~~Amending Section 3.08 Compensation So As To Provide Compensation~~
25 ~~For Elected Officials In The Amount of One Dollar Per Year~~; Providing
26 For Codification; Providing For Severability; Providing For Effective
27 Date.

28 *Thomas G. Bradford, Town Manager*

29
30 Town Manager Bradford provided an overview of the ordinance and the
31 amendment to the language regarding the annual salary.

32
33 Town Attorney Randolph read the ordinance, as amended, into the record.

34
35 **Motion was made by Council Member Araskog, and was seconded by Council**
36 **President Pro Tem Moore, to approve Ordinance No. 01-2018, as amended. On roll**
37 **call, the motion carried unanimously.**
38
39

- 40 2. ORDINANCE NO. 02-2018 An Ordinance of the Town Council of the
41 Town of Palm Beach, Palm Beach County, Florida, Amending The Town
42 Code of Ordinances At Section 2-636. – Shore Protection Board Created;
43 Appointments; Terms; Qualifications; Advisory Function; Requirements;
44 Officers; Procedure; (A) Generally and/or (B) Alternate Members – To
45 ~~Delineate One of The Members or Alternate Members May Be A~~
46 ~~Nonresident of The Town Provided Said Member or Alternate Member~~
47 ~~Has A Special Skill As It Relates To Shore Protection.~~

48 *Thomas G. Bradford, Town Manager*
49

Discussion ensued regarding the qualifications for the board and whether the need exists for a non-resident expert to serve as an alternate member.

Motion was made by Council Member Lindsay, and was seconded by Council Member Araskog, to modify Ordinance No. 02-2018 by removing the non-resident language from the Shore Protection Board section in the Code and defer it to the February 13, 2018 Town Council meeting. On roll call, the motion carried unanimously.

3. ORDINANCE NO. 03-2018 An Ordinance of The Town Council of The Town Of Palm Beach, Palm Beach County, Florida, Amending The Town Code of Ordinances At Chapter 42, Environment, Article V, Noise; Amending Section 42-198, Relating To The Operation of Certain Machinery; Expanding The Period Of The Year During Which There Is A Prohibition On The Operation Of Said Machinery; Providing For Additional Prohibitions; Amending Section 42-199, Hours For Construction Work, At Subsection (B) So As To Expand The Limitations On The Months, Dates And Times During Which Construction Work May Be Undertaken; Amending Section 42-230, Lawn Maintenance Equipment Noise, So As To Provide That Lawn Maintenance Shall Be Limited To The Hours Outlined For Construction Work Set Forth In Section 42-199; Providing Exceptions For The Operation Of Lawn Maintenance Equipment By Residents, And For Golf Course Maintenance Equipment; Providing Regulations Relating To The Operation Of Leaf Blowers, And Prohibiting The Commencement of Large Scale Landscape Installation At Any Time on Saturdays; Providing For Repeal Of Ordinances In Conflict; Providing For Codification; Providing An Effective Date.

TIME CERTAIN: 11:00 A.M.

Jay Boodheshwar, Deputy Town Manager

It was the consensus of the Town Council to give the Ordinance to the Town Attorney for amendments and to bring it back later in the meeting for further review.

XIV. ANY OTHER MATTERS

Council Member Araskog spoke regarding board/commission members leaving their board meetings before the adjournment without an excuse or true emergency.

It was the consensus of the Town Council to direct staff to draft a memorandum from the Town Council President to send to each board/commission member addressing the issue with leaving the meeting early.

Council Member Araskog spoke regarding complaints from the residents regarding the bright construction lights on the Southern Boulevard Bridge.

It was the consensus of the Town Council to direct staff to contact FDOT and address the lighting during the bridge replacement project.

1 **XV. ADJOURNMENT**

2
3 There being no further business, the regular Town Council meeting of January 9, 2018
4 was adjourned at 5:35 p.m.
5

6
7 APPROVED:
8

9
10
11 _____
12 Richard M. Kleid
13 Town Council President

14 ATTEST:
15

16
17 _____
18 Kathleen Dominguez
19 Town Clerk
20

21
22
23 Date: _____
24



TOWN OF PALM BEACH

Minutes of the Town Council Meeting Held on January 10, 2018

1 I. CALL TO ORDER AND ROLL CALL

2 The Town Council meeting was called to order on Wednesday, January 10, 2018 at 9:30
3 A.M., in the Town Council Chambers. On roll call, all of the elected officials were found
4 to be present.

5 II. INVOCATION AND PLEDGE OF ALLEGIANCE

6 Deputy Clerk Churney gave the invocation. Council President Kleid led the Pledge of
7 Allegiance.

8 III. COMMENTS OF MAYOR GAIL L. CONIGLIO - Mayor Coniglio congratulated John
9 Page on his retirement. She also congratulated Council Members Lindsay and Zeidman
10 on their new Council terms.

11 IV. COMMENTS OF TOWN COUNCIL MEMBERS AND TOWN MANAGER - None

12 V. COMMUNICATIONS FROM CITIZENS – None

13 VI. APPROVAL OF AGENDA

14 The following changes were made to the agenda.

15 DEFERRALS: The following items were deferred to the February 14, 2018 Town
16 Council meeting:

17 - Item No. VII.B.2.c., Z-17-00051 Site Plan Review

18 - Item No. VII.B.2.d., Z-17-00052 – Site Plan Review With Variances

19 DEFERRALS: The following item was deferred to the March 21, 2018 Town Council
20 meeting:

21 - Item No. VII.B.1.b., Site Plan Review #1-2017

22 **Motion was made by Council Member Araskog, and seconded by Council Member**
23 **Lindsay, to approve the agenda, as amended above. On roll call, the motion carried**
24 **unanimously.**
25

1 VII. DEVELOPMENT REVIEWS

2 A. Time Extensions and Waivers

3 1. Request for One Year Time Extension, Site Plan Review No.1-2016 with Special
4 Exception,160 Royal Palm Way, Palm House Hotel

5 Director Page summarized the reason for the extension including securing financing
6 and/or finding a new owner for the property.

7 Attorney Jacqueline Miller, on behalf of Attorney Cary Glickstein, provided an overview.

8 Discussion took place on the time line, maintenance of the property and the landscaping,

9 Attorney Gregg Glickstein spoke on scope of work, property maintenance, financing,
10 completion and sale of the project, progress and marketing of the project.

11 Mayor Coniglio requested that Attorney Glickstein forward quarterly reports to Attorney
12 Randolph.

13 **Motion was made by Council Member Lindsay, and seconded by Council Member**
14 **Araskog, to approve 12-month time extension as requested. On roll call, the motion**
15 **carried unanimously.**

16 Deputy Clerk Churney swore in all those would be providing testimony.

17 B. Variances, Special Exceptions, and Site Plan Reviews

18 1. Old Business

19 a. Z-17-00020 SPECIAL EXCEPTION WITH SITE PLAN REVIEW Zoning District: CT-
20 S Town-Serving Commercial. The application of CARRIAGE HOUSE PROPERTIES
21 PART, Owner, relative to property located at 264 S COUNTY RD SUITE: SITE, legal
22 description on file, is described below. PLEASE NOTE: THIS PROJECT ENCOMPASES
23 BOTH 264 & 270 S COUNTY RD. 1. A request for a special exception with site plan
24 review approval to allow a private club "Carriage House" to operate at 264 and 270
25 South County Road in the CT-TS Zoning District. The Club will have a membership cap
26 of 264 members based on the principal of equivalency for parking requirements. Lunch
27 seating will be limited to 118 seats, which is the same number of seats 264 Grill
28 restaurant had. The Club is proposing the following hours of operation: Sunday through
29 Wednesday 11:00 a.m. to 12:00 midnight; Thursday through Saturday 11:00 a.m. to 2:00
30 a.m. 2. A request for a special exception to provide 68 night-time (after 5pm)
31 supplemental off-site shared parking spaces at 230 Royal Palm Way to be used by
32 employees and/or the valet operation for the Carriage House. [Applicant's
33 Representative: Maura Ziska Esq]

34 The following ex-parte communications were declared. Council Member Araskog
35 received a phone call from Michael Scharf and Jeff Cloninger who are opposed to the
36 project. She also received E-mails from Katherine Bryan and Jere Zenko.

37 Council Member Lindsay spoke with Mr. Bickford who updated her as to what he has
38 done between last meeting and now. She received a message from Maura Ziska but did
39 not speak with her. She also spoke with Ms. LeCates regarding concerns about the
40 project.

41 Mr. Kleid received a call from Carol Lecates, who is opposed to project.

1 President Pro Tem Moore received calls from Carol LeCates and Maura Ziska but did
2 not speak with either of them. She spoke with Ms. Tylander who is in favor of the
3 project.

4 Council Member Zeidman spoke with Carole LeCates who expressed concern about the
5 project. She received a call from Maura Ziska but was unable to speak with her. She
6 also spoke with Ms. Tylander who spoke in favor of the project.

7 All council members have received letters and E-mails associated with this project that
8 were included in their backup.

9 Zoning Administrator Castro provided Staff comments.

10 Attorney Ziska provided details of the project.

11 Architect Spina provided additional details.

12 Discussion took place on the crosswalks, the Palm House and traffic intensification.

13 Applicant, Michael Bickford, spoke of his business track record and his shared concerns
14 about traffic and parking. He expressed his willingness to cooperate with the Town.

15 Attorney Randolph explained that the burden is for the applicant to address each of the
16 requirements in the code relating to special exception and site plan review. The burden
17 shifts to the Town council to determine if the criteria have or not been met.
18 Intensification of use is not one of the criteria set forth.

19 Engineer, Adam Kerr of Kimley Horne and Associates, provided information about traffic
20 and parking.

21 Discussion ensued about employee parking, declaration of use agreement, enforcement,
22 and off-site parking.

23 Michael Formica, 218 Phipps Plaza, spoke in favor of the project.

24 Carole LeCates, 212 Seabreeze Avenue, spoke against the project.

25 Rocco Marcello, 17 Clarendon Avenue, spoke in favor of the project.

26 Steven Jeffrey Greenwald, 128 Seaspray Avenue, spoke against the project.

27 Anne Pepper, 333 Seaspray Avenue, spoke against the project.

28 Attorney John Eubanks, on behalf of John and Lory Volk, John Schaefer, Katherine
29 Bryan and Bradley and Catharine Geist, provided his objections to granting this special
30 exception.

31 Michael McCarty, 216 Oleander Avenue, spoke in favor of the project

32 Anita Seltzer, 44 Cocoanut Row, spoke against the project.

33 Maisy Grace, 247 Seaspray Avenue, spoke against the project.

34 Todd Peters, 236 Fairview Road, spoke in favor of the project.

35 **The Town Council recessed at 11:45 A.M. and reconvened at 11:58 A.M.**

36 Mr. Castro explained interpretation of commercial use.

Discussion took place where Mr. Castro tried to clarify Town serving requirements, the temporary construction road, and the restriction of valet parking.

Architect Spina explained plan for accommodating construction during the renovation.

Council went through the list of possible conditions for the proposed Carriage House.

Deputy Clerk Churney swore in Captain Curtis Krauel.

Captain Krauel explained how the Police Department handles special event parking.

Motion was made by Council Member Zeidman and seconded by Council Member Araskog, to defer Z-17-00020 Special Exception With Site Plan Review to the February 14, 2018, meeting. On roll call, the motion carried 3-2 with Council Members Lindsay and Moore dissenting.

The Town Council recessed at 1:08 P.M. and reconvened at 1:42 P.M.

b. SITE PLAN REVIEW #1-2017 The application of 235 Via V PB LLC (Stuart Kapp, Manager); relative to property commonly known as 235 Via Vizcaya., described as lengthy legal description on file; located in the R-A Zoning District. The applicant is requesting a site plan review to allow the construction of a 7,444 square foot two-story, single family residence on a non-conforming platted lot which is 15,344 square feet in area in lieu of the 20,000 square foot minimum area required; 47.25 in width in lieu of the 125 foot minimum required; and 97.58 feet in depth in lieu of the 150 foot minimum required. [Attorney: Frank Lynch, Esq.] [The Architectural Commission denied the project at the September 27, 2017 meeting. Carried 4-3] Request for Deferral to March 21, 2018 Town Council Meeting per Letter Dated January 4, 2018 from Francis Lynch.

Item deferred to March 21, 2018 Town council meeting

2. New Business

a. Z-17-00049 VARIANCE(S) Zoning District: R-B Low Density Residential The application of DESRUISSEAU ANN, Owner, relative to property located at 1090 N OCEAN BLVD, legal description on file, is described below. The Applicant is requesting the following variances to construct a 401 square foot loggia addition to the west side of the residence with an open balcony above: 1) a south side yard setback of 10 feet in lieu of the 12.5 foot minimum required in the R-B Zoning District; and 2) a cubic content ratio ("CCR") of 5.31 in lieu of the 4.99 previously approved and the 3.96 maximum allowed in the R-B Zoning District for a lot that is 13,938 square feet in area. [Applicant's Representative: Maura Ziska Esq] [Architectural Commission Recommendation: Implementation of the proposed variances will not cause negative architectural impact to the subject property. Carried 6-1. The Architectural Commission approved the project as presented. Carried 6-1.

The following ex-parte communications were declared. President Pro Tem Moore spoke to Maura Ziska who advocated the position of her client.

Attorney Ziska provided details of the project.

Mr. Castro provided Staff comments.

Discussion took place on cubic content, the loggia, and the roof.

Property Owner Ann Desruisseaux, provided further details.

1 **Motion was made by President Pro Tem Moore, and seconded by Council Member**
2 **Zeidman, that Variance #Z-17-00049 shall be granted, with the caveat that the owner will**
3 **provide a utility easement, satisfactory to the Town of Palm Beach, prior to building**
4 **permit issuance, and find, in support thereof, that all of the criteria applicable to this**
5 **application as set forth in Section 134-201(a), items 1 through 7 have been met. On roll**
6 **call, the motion carried 3-2 with Council Member Araskog and Council President Kleid**
7 **dissenting.**
8

9 b. Z-17-00050 VARIANCE(S) Zoning District: R-D(1) Moderate Density Residential The
10 application of MCCORMICK MATT &, Owner, relative to property located at 250
11 BRADLEY PL SUITE: M-6, legal description on file, is described below. A variance
12 request to construct a 12.5 x 12.5 boat lift with a 22 foot north riparian setback in lieu of
13 the 25 foot minimum setback required. [Applicant's Representative: Maura Ziska Esq]

14 The following ex-parte communications were declared. President Pro Tem Moore spoke
15 to Maura Ziska who advocated for her client and as a realtor, she sold two units in that
16 building.

17 Attorney Ziska provided details of the project.

18 Mr. Castro provided Staff comments.

19 **Motion was made by Council Member Lindsay, and seconded by Council Member**
20 **Zeidman, that Variance #Z-17-00050 shall be granted, and find, in support thereof, that all**
21 **of the criteria applicable to this application as set forth in Section 134-201(a), items 1**
22 **through 7 have been met. On roll call, the motion carried unanimously.**
23

24 c. Z-17-00051 SITE PLAN REVIEW Zoning District: RB Low Density Residential The
25 application of STERANKA MICHAEL, Owner, relative to property located at 266
26 ORANGE GROVE RD, legal description on file, is described below. 1) Site Plan Review
27 to allow the renovation of an existing one story residence by demolishing more than 50%
28 cubic footage and raising the finished floor elevation of the house to 7.5 NGVD on a lot
29 with a width of 75 feet in lieu of the 100 foot minimum required In the R-B Zoning District
30 and an area of 8,156.25 in lieu of the 10,000 square foot minimum required in the R-B
31 Zoning District. 2) A variance is being requested to allow the construction of a 116
32 square foot one story addition for a bathroom/bedroom that is proposed to have a 5.4
33 foot west side yard setback in lieu of the 12.5 foot minimum setback required for a one
34 story structure. 3) A variance is being requested to allow the existing residence to
35 remain non-conforming with no garage provided. [Applicant's Representative: Maura
36 Ziska Esq] [The Architectural Commission deferred the project to the January 24, 2018
37 meeting. Carried 7-0.] Request for Deferral to February 14, 2018 Town Council Meeting
38 per Letter Dated January 2, 2018 from Maura Ziska

39 ***Item deferred to the February 14, 2018 Town council meeting***

40 d. Z-17-00052 SITE PLAN REVIEW WITH VARIANCE(S) Zoning District: RB Low
41 Density Residential The application of CARLSON GUSTAV TRUST &, Owner, relative
42 to property located at 280 ORANGE GROVE RD, legal description on file, is described
43 below. 1) Site Plan Review to allow the renovation of an existing one story residence by

demolishing more than 50% cubic footage and raising the finished floor elevation of the house to 7.5 NGVD on a lot with a width of 75 feet in lieu of the 100 foot minimum required in the R-B Zoning District and an area of 8,156.25 in lieu of the 10,000 square foot minimum required in the R-B Zoning District. 2) A variance is being requested to allow the construction of a 116 square foot one story addition for a bathroom/bedroom that is proposed to have a 5.4 foot west side yard setback in lieu of the 12.5 foot minimum setback required for a one story structure. 3) A variance is being requested to allow the existing residence to remain non-conforming with no garage provided. [Applicant's Representative: Maura Ziska Esq] [Architectural Commission Recommendation: Implementation of the proposed site plan review with variances will not cause negative architectural impact to the subject property. Carried 7-0. The Architectural Commission deferred the project to the January 24, 2018 meeting. Carried 7-0.] Request for Deferral to February 14, 2018 Town Council Meeting per Letter Dated January 2, 2018 from Maura Ziska

Item deferred to the February 14, 2018 Town council meeting

Maisy Grace, 247 Seaspray Avenue, spoke about Code Enforcement and parking issues on Seaspray Avenue. She made suggestions on how Code Enforcement could be more proactive.

Mr. Kleid asked Director Page to pass this information along to the Police Department so they could investigate.

e. Z-17-00053 SPECIAL EXCEPTION WITH SITE PLAN REVIEW Zoning District: RB Low Density Residential The application of PALM BEACH TOWN OF, Owner, relative to property located at 2185 S OCEAN BLVD SUITE: SITE, legal description on file, is described below. Sec. 134-329 site plan review request for existing north restroom building to be replaced by new restroom pre-fabricated building to match restroom buildings to the south of the park. Sec. 134-229 requirements to grant special exception for construction of a public structure. [Applicant's Representative: None] [Architectural Commission Recommendation: Implementation of the proposed special exception with site plan review will not cause negative architectural impact to the subject property. Carried 6-1. The Architectural Commission approved the project with the caveat that the color be changed to a light tan to match the existing service building and consider the addition of a creeping vine to add some green to the landscaping at the December 15, 2017 meeting. Carried 6-1.]

Engineer Brent Whitfield of Chen Moore and Associates provided details of the project.

Motion was made by Council Member Araskog, and seconded by Council Member Lindsay, that Special Exception No. Z-17-00053 shall be granted, based upon the finding that such grant will not adversely affect the public interest and that the applicable criteria set forth in Section 134-229 of the Town Code have been met. On roll call, the motion carried unanimously.

Motion was made by Council Member Araskog, and seconded by Council Member Lindsay, that Site Plan No. Z-17-00053 be approved, based upon the finding that the approval of the site plan will not adversely affect the public interest and that the Council certifies that the specific zoning requirements governing the individual use have been met and that satisfactory provision and arrangement has been made concerning Section 134-329, items 1 through 11. On roll call, the motion carried unanimously.

1 Deputy Clerk Churney swore those in who would be providing testimony.

2 f. Z-17-00054 SPECIAL EXCEPTION WITH SITE PLAN REVIEW AND VARIANCE
3 Zoning District: C-TS Town-Serving Commercial The application of VIA 313 1/2
4 WORTH AVENUE LTD, Owner, relative to property located at 313 1/2 WORTH AVE
5 SUITE: B 3, legal description on file, is described below.1) Special Exception with Site
6 Plan Review is being requested to modify a previous approval (which granted Bice
7 Ristorante 46 outdoor seats) to increase the number of outdoor seats from 46 to 82 (an
8 additional 36 seats) for the seasonal months of November through April only. 2) A
9 variance is being requested to provide zero (0) on-site parking spaces in lieu of the
10 required 12 parking spaces that would be required for the additional 36 seats.
11 [Applicant's Representative: Maura Ziska Esq]

12 No ex-parte communications were declared.

13 Attorney Ziska provided details of the project.

14 Mr. Castro provided Staff comments.

15 Martin DeLoach, Fire Marshall, provided further details.

16 **After much discussion took place on outside seating the item was withdrawn.**

17 ***Clerk's Note: Further action on this item was taken by the Council after Item VII.B.3.a.***

18 g. Z-17-00055 SPECIAL EXCEPTION WITH SITE PLAN REVIEW Zoning District: PUD-
19 A Planned Unit Development A The application of BREAKERS PALM BEACH INC,
20 Owner, relative to property located at 1 S COUNTY RD SUITE: GOLF COURSE, legal
21 description on file, is described below. The Breakers is requesting approval of a special
22 exception with site plan review to effectuate changes and improvements to The
23 Breakers' golf course, including realigning and enlarging most of the tees, relocating
24 bunkers, and shifting and reconfiguring the greens. These improvements, designed by
25 noted golf course architect Rees Jones, will ensure that the golf course remains viable
26 so that the open space in the Breakers PUD will be continue to be preserved. As a part
27 of the renovation, the Breakers is also proposing an addition to the existing golf training
28 building that will enlarge it from 697 square feet to 2,366 square feet, and the
29 replacement of an existing free-standing bathroom building of 250 square feet with a
30 new bathroom building of 267 square feet. [Applicant's Representative: James M.
31 Crowley Esq]

32 The following ex-parte communications were declared. President Pro Tem Moore spoke
33 with Attorney Crowley who advocated the position of his client. She lives on Pendleton
34 Avenue, which backs up to the Breakers golf course.

35 Attorney Crowley provided details of the project.

36 Mr. Castro provided Staff comments.

37 **Motion was made by Council Member Lindsay, and seconded by Council Member**
38 **Zeidman, that Special Exception #17-00055 shall be granted, with the caveat that the**
39 **owner will provide a utility easement, satisfactory to the Town of Palm Beach, prior to**
40 **building permit issuance, based upon the finding that such grant will not adversely affect**
41 **the public interest and that the applicable criteria set forth in Section 134-229 of the Town**
42 **Code have been met. On roll call, the motion carried unanimously.**
43

1 **Motion was made by Council Member Araskog, and seconded by President Pro Tem**
2 **Moore, that Site Plan No. Z-17-00055 be approved, with the caveat that the owner will**
3 **provide a utility easement, satisfactory to the Town of Palm Beach, prior to building**
4 **permit issuance, based upon the finding that the approval of the site plan will not**
5 **adversely affect the public interest and that the Council certifies that the specific zoning**
6 **requirements governing the individual use have been met and that satisfactory provision**
7 **and arrangement has been made concerning Section 134-329, items 1 through 11. On**
8 **roll call, the motion carried unanimously.**
9

10 3. Other

11 a. Fine Mitigation Request (Project Exceeded Permissible Timeframe) Single Family
12 Home Construction at 476 South Ocean Boulevard

13 The following ex-parte communications were declared. All Council Members except
14 Council Member Zeidman spoke with Attorney Ron Kollins, who advocated the position
15 of his client. All Council Members, except for Council Member Araskog, were on the
16 council the last time the extension was approved.

17 Attorney Ron Kollins provided details of the project.

18 Director Page provided additional details.

19 Discussion took place on the details of the fine.

20 **Motion was made by Council Member Zeidman, and seconded by Council Member**
21 **Lindsay, that a \$200,000 fine be imposed. On roll call, the motion carried unanimously.**

22 ***President Pro Tem Moore requested re-opening motion for Item VII.B.2.f. which was***
23 ***withdrawn.***

24 **Motion was made by Council Member Araskog, and seconded by Council President Pro**
25 **Tem Moore to defer Special Exception with Site Plan Review and Variance No. Z-17-00054**
26 **until the February 14, 2018 Town Council meeting, so the application may be modified.**
27 **On roll call, the motion carried unanimously.**

28 **Motion was amended by Council Member Zeidman, and seconded by Council Member**
29 **Lindsay, that Planning, Zoning and Building Department issue a Conditional Certificate**
30 **of Occupancy that is to be valid for 60-days only. Owner will move in and must pay a**
31 **reduced fee of \$200,000 during the 60-day period. If for any reason the \$200,000 payment**
32 **is not made in the 60-day period, the owners are required to move out and the fee reverts**
33 **to the full \$341,000. On roll call, the motion carried unanimously.**

34 b. Planning and Zoning Commission Record and Report: Proposed Zoning Text
35 Amendments

36 Mr. Castro explained the changes that are being made to the Zoning ordinance.

37 Discussion took place on the each of the items.

38 Carole LeCates, 212 Seabreeze Avenue, expressed her concern with Items A and C
39 and how they conflict with one another.

40 Martin Klein, 1060 North Ocean Boulevard, expressed his concern with one challenging
41 a decision that the commission made unanimously.

1 **Motion was made by Council Member Araskog, and seconded by Council Member**
2 **Lindsay, to approve Planning & Zoning Commission Record and Report except for one**
3 **issue (demolition thresholds for nonconforming buildings) which will be sent back to the**
4 **Planning & Zoning Commission. Motion carried 3-2 with President Pro Tem Moore and**
5 **President Kleid dissenting.**

6 VIII. ORDINANCES

7 A. Second Reading

8 1. ORDINANCE NO. 30-2017 An Ordinance Of The Town Council Of The Town Of
9 Palm Beach, Palm Beach County, Florida, Amending The Town Code Of Ordinances At
10 Chapter 134, Zoning, As Follows: At Article I, In General, Section 134-2, Definitions And
11 Rules Of Construction, By Creating Definitions For An Outdoor Promotional Event Use
12 And A Property Identification Yard Sign; At Article VI, District Regulations, Sections 134-
13 1109, 134-1159 And 134-1259, Special Exception Uses, By Conditionally Allowing
14 Outdoor Promotional Events As A Special Exception Use In The C-TS, C-WA And C-PC
15 Commercial Zoning Districts; At Article VIII, Supplementary District Regulations, By
16 Adding A Division 18, Outdoor Promotional Activities, Section 134-2115, Standards And
17 Criteria For Outdoor Promotional Activities; At Article XI, Signs, By Modifying Section
18 134-2437, Building Identification, Business Identification Signs, By Adding "Property
19 Identification Yard Signs" To The Title And Allowing Property Identification Yard Signs
20 On Properties That Meet Certain Criteria In All Of The Commercial Zoning Districts;
21 Providing For Severability; Providing For Repeal Of Ordinances In Conflict; Providing
22 For Codification; Providing An Effective Date

23 **Motion was made by Council Member Zeidman, and seconded by Council Member**
24 **Lindsay, to adopt Ordinance No. 30-2017, on second and final reading. On roll call, the**
25 **motion carried unanimously.**

26 Alexandra Patterson, Up Markets, provided an update on all commercial districts and their
27 collaboration to discuss hurdles faced on the island.

28 IX. ANY OTHER MATTERS

29 ***Clerk's Note: This item was carried over from the Tuesday, January 9 Town Council***
30 ***Meeting***

31 A. First Reading

32 1. ORDINANCE NO.03-2017 An Ordinance Of The Town Council Of The Town Of
33 Palm Beach, Palm Beach County, Florida, Amending The Town Code Of
34 Ordinances At Chapter 42, Environment, Article V, Noise; Amending Section 42-
35 198, Relating To The Operation Of Certain Machinery; Expanding The Period Of
36 The Year During Which There Is A Prohibition On The Operation Of Said
37 Machinery; Providing For Additional Prohibitions; Amending Section 42-199, Hours
38 For Construction Work, At Subsection (B) So As To Expand The Limitations On The
39 Months, Dates And Times During Which Construction Work May Be Undertaken;
40 Amending Section 42-230, Lawn Maintenance Equipment Noise, So As To Provide
41 That Lawn Maintenance Shall Be Limited To The Hours Outlined For Construction
42 Work Set Forth In Section 42-199; Providing Exceptions For The Operation Of Lawn
43 Maintenance Equipment By Residents, And For Golf Course Maintenance
44 Equipment; Providing Regulations Relating To The Operation Of Leaf Blowers, And
45 Prohibiting The Commencement Of Large Scale Landscape Installation At Any

1 Time On Saturdays; Providing For Repeal Of Ordinances In Conflict; Providing For
2 Codification; Providing An Effective Date.

3 Attorney Randolph updated Council Members on the revisions.

4 **Motion was made by Council Member Araskog, and seconded by President Pro Tem**
5 **Moore, to approve Ordinance # 03-2018 on first reading. On roll call, the motion carried**
6 **unanimously.**
7

8 X. ADJOURNMENT

9 There being no further business, the Development Review Town Council meeting of January
10 10, 2018 was adjourned at 4:50 P.M.

APPROVED:

Richard M. Kleid, Town Council President

PREPARED BY:

Kathleen Ruderman, Deputy Town Clerk

**MINUTES OF THE SPECIAL TOWN COUNCIL MEETING
HELD ON FRIDAY, JANUARY 12, 2018**

I. CALL TO ORDER AND ROLL CALL

The Special Town Council meeting was called to order at 9:30 a.m. on Friday, January 12, 2018, in the Town Council Chambers. On roll call, all of the elected officials were found to be present with the exception of Council Members Araskog and Lindsay. A quorum was present.

II. PLEDGE OF ALLEGIANCE

Council President Kleid led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

It was the consensus of the Town Council to approve the agenda, as printed.

IV. COMMUNICATIONS FROM CITIZENS – *None*

V. RESOLUTION NO. 6-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Declaring the Results of the Town Caucus; Directing the Town Clerk of Said Town to Place the Names of Certain Candidates on the Official Ballot for the General Election to be Held in Said Town on the Thirteenth Day of March 2018; Adopting the Official Ballot to be Used in Said Election; Authorizing the Town Clerk to Arrange for Voting Equipment to be Used in Said Election, Naming Therein the Candidates Nominated and Named in the Resolution; And, Designating the Town Clerk and Deputy Town Clerk of the Town of Palm Beach and the Supervisor of Elections of Palm Beach County, or Their Designees, to Serve as the Canvassing Board.

Town Attorney Randolph read the Resolution into the record.

Motion was made by Council President Pro Tem Moore, and was seconded by Council Member Zeidman, to approve Resolution No. 6-2018. On roll call, the motion carried unanimously.

VI. MAYOR'S PROCLAMATION TO THE QUALIFIED ELECTORS OF THE

**TOWN OF PALM BEACH REGARDING THE TOWN ELECTION TO BE HELD
ON MARCH 13, 2018.**

Mayor Coniglio announced the results of the Caucus and read the names of the Group One candidates into the record.

It was the consensus of the Town Council to approve the Mayor's proclamation.

VII. ANY OTHER MATTERS – None

VIII. ADJOURNMENT

There being no further business, the Special Town Council Meeting of Friday, January 12, 2018, was adjourned at 9:35 a.m.

APPROVED:

Richard M. Kleid
Town Council President

ATTEST:

Kathleen Dominguez
Town Clerk

Date

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda Minutes

Agenda Title

Approval of major matters considered by the Architectural Commission at its meeting of January 24, 2018.

Presenter

ATTACHMENTS:

- **Memorandum dated January 31, 2018 from John Lindgren, Planning Administrator of Planning, Zoning and Building**
- **Minutes of the Architectural Commission Meeting of January 24, 2018**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: John Lindgren, Planning Administrator of Planning, Zoning & Building

Re: Approval of the Architectural Commission Meeting Minutes of January 24, 2018

Date: January 31, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council approve the major items that were approved by ARCOM at the regularly scheduled meeting of January 24, 2018.

BOARD OR COMMISSION RECOMMENDATION

The Architectural Commission recommends that the Town Council approve the major items that were considered at the regularly scheduled meeting of January 24, 2018.

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

JL:kmc



TOWN OF PALM BEACH

PLANNING, ZONING AND BUILDING DEPARTMENT

MINUTES OF THE REGULAR ARCHITECTURAL COMMISSION MEETING HELD ON FRIDAY, JANUARY 24, 2018

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

Vice Chair Vanneck called the meeting to order at 9:01 a.m.

II. ROLL CALL

Richard Sammons, Chairman	ABSENT (excused)
Ann L. Vanneck, Vice Chairman	PRESENT
Robert N. Garrison, Member	PRESENT
Alexander C. Ives, Member	PRESENT
Michael B. Small, Member	PRESENT
Maisie Grace, Member	PRESENT
Robert J. Vila, Member	ABSENT (excused)
John David Corey, Alternate Member	PRESENT
Betsy Shiverick, Alternate Member	PRESENT
Katherine Catlin, Alternate Member	PRESENT

Staff Members present were:

John Lindgren, Planning Administrator

Tom Bradford, Town Manager

Kelly Churney, Secretary to the Architectural Review Commission

James Gavigan, Town Attorney

Mrs. Vanneck noted that Mr. Corey and Ms. Shiverick would be voting in the absence of Mr. Sammons and Mr. Vila.

III. PLEDGE OF ALLEGIANCE

Vice Chair Vanneck led the Pledge of Allegiance.

IV. APPROVAL OF THE MINUTES FROM THE DECEMBER 15, 2017 MEETING

Motion made by Mr. Garrison and seconded by Mr. Ives to approve the minutes from the December 15, 2017 meeting. Motion carried with all in favor

V. **APPROVAL OF THE AGENDA**

Mrs. Vanneck asked the Commission to end the meeting at 5 p.m. time certain, with the carryover items to be heard on January 25, 2018 at 9:00 a.m. in the Town Council Chambers.

Mr. Small requested to amend the agenda with the deferral of the following projects to the February 28, 2018 meeting: B-082-2017 535 N. County Rd., B-094-2017 149 E. Inlet Dr. and B-105-2017 235 Via Vizcaya. He also requested the withdrawal of project B-081-2017 231 Seaspray Ave.

Motion made by Mr. Small and seconded by Mr. Garrison to approve the agenda as amended and to conclude the meeting by 5:00 p.m. with carryover items to be heard at 9:00 a.m. on January 25, 2018.

There was a short discussion about ending the meeting at 5 p.m.

Motion carried 5-2 with Ms. Grace and Mr. Ives opposed.

VI. **ADMINISTRATION OF THE OATH TO PERSONS WHO WISH TO TESTIFY**

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

VII. **COMMUNICATIONS FROM CITIZENS REGARDING NON-AGENDA ITEMS (3 MINUTE LIMIT PLEASE)**

There were no comments heard at this time.

VIII. **PROJECT REVIEW**

A. **DEMOLITIONS AND TIME EXTENSIONS**

B-006-2018 Demolition

Address: 259 Pendleton Ave.

Applicant: Llewellyn Legacy LLC (Elizabeth Tilney)

Architect: Jacqueline Albarran/SKA Architect + Planner

Project Description: Demolition of existing house, patios and driveway. Existing perimeter landscaping remains. New irrigated lawn as per Code.

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

There was no presentation made by the architect.

Motion made by Mr. Small and seconded by Mr. Ives to approve the demolition as requested with the caveat to remove all exotic species and to sod and irrigate the property within 30 days. Motion carried with all in favor.

B. **MAJOR PROJECTS-OLD BUSINESS**

B-101-2017 Additions/Modifications

***ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO
VARIANCE(S)* - Done 12/15/17**

Address: 1090 N. Ocean Blvd.

Applicant: Ann DesRuisseaux

Architect: MP Design & Architecture, Inc.

Project Description: Addition of new loggia at west side of previously ARCOM approved residence on January 25, 2017 ARCOM meeting. Updated and revised pool, landscape and hardscape layout.

A motion carried at the December meeting to approve the project as presented. This project was requested to be brought back for further discussion.

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

Mr. Lindgren stated that the applicant incorrectly indicated that he had administratively approved a few items that he had not approved. He wanted to make sure the Commission was comfortable with the project.

Motion made by Mr. Garrison and seconded by Ms. Grace to approve the plans as presented. Motion carried with all in favor.

[B-006-2017 Additions/Modifications](#)

***ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO
VARIANCE(S)***

Address: 218 Miraflores Drive

Applicant: Vera Alfieri Monforte

Architect: Gregory Bonner/B1 Architects

Project Description: Partial second floor addition to an existing one story single family residence.

VARIANCE INFORMATION: The applicant is proposing to construct a 1,230 square foot second story addition on the west side of the one story residence that will create two bedrooms, a gym and two bathrooms. The following variances are being requested: 1) lot coverage of 33.7% in lieu of the 30% maximum allowed for a two story residence, 2) a west side yard setback of 13 feet in lieu of the 15 foot minimum required, 3) a rear yard setback of 13.91 feet in lieu of the 15 foot minimum required.

A motion carried at the June meeting to defer the project to the July 26, 2017 meeting. A motion carried at the July meeting to defer the project to the August 23, 2017 meeting. A motion carried at the August meeting to defer the project to the September 27, 2017 meeting. A motion carried at the September meeting to defer the project for two months to the November 29, 2017 meeting. A motion carried at the November meeting to defer the project for two months to the January 24, 2018 meeting.

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

Mr. Bonner presented the proposed modifications to the architectural plans.

Ms. Grace asked for clarification on the fenestration and the east side balcony. Mr. Bonner responded. She stated she still felt the center portion did not fit on the home.

Mr. Ives asked if the north and south entrances mimicked each other. Mr. Bonner responded. Mr. Ives did not feel comfortable with the proposal and thought it lacked charm.

Mr. Corey stated he was comfortable with the project but thought the front door could use some restudy. He stated he would support the project.

Ms. Shiverick thought the design lacked charm and thought the second story would loom over the house and the street.

Mr. Small agreed with Mr. Corey and stated he would support the project.

Mr. Garrison thought the architect did the best job he could and stated he would support the project.

Ms. Catlin thought the house would fit on the street.

Mrs. Vanneck questioned the overhang on the addition versus the existing home. Mr. Garrison responded.

Motion made by Mr. Garrison and seconded by Mr. Small to approve the project as presented. Motion failed 3-4 with Ms. Vanneck, Grace, Shiverick and Mr. Ives.

A short discussion ensued about direction the Commission could provide to the architect to make the project successful.

A second motion made by Mr. Ives and seconded by Mr. Garrison to defer the project to the February 28, 2018 meeting for restudy of the front entrance and the south façade to bring some charm into the design. Motion carried 6-1 with Ms. Grace opposed.

[B-054-2017 New Construction](#)

Address: 446 N. Lake Way

Applicant: Stephen A. Levin

Architect: Benjamin Schreier/Affiniti Architects

Project Description: New contemporary two story home and one story accessory garage totaling 13,093 gross s.f. and associated landscaping, hardscape and swimming pool.

A motion carried at the June meeting to defer the project to the August 23, 2017 meeting for a major restudy. A motion carried at the August meeting to defer the project for one month to the September 27, 2017 meeting. A motion carried at the September meeting to defer the project for two months to the November 29, 2017 meeting. A motion carried at the November meeting to defer the project for major restudy to the January 24, 2018 meeting.

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

Daniel Ménard, LeBerge and Ménard working with Affiniti Architects, presented the proposed modifications to the architectural plans for the project.

James Green, attorney for applicant, advocated for the project. He noted that he has worked with the neighbor to the north to make sure he was comfortable with the design.

Mr. Ives expressed concern about the lack of redesign in the current proposal. He stated he would move for a denial of the project.

Mr. Corey agreed with Mr. Ives. He thought there was not enough restudy of the project.

Ms. Grace favored the previous presented project and stated she preferred the design without the stone on the front of the home.

Mr. Garrison supported the new orientation of the house. He thought the current design was superior to the previous but had concerns that the front entrance would be very dark. He suggestion that the fenestration on the north elevation lacked order compared to the south elevation. Mr. Garrison also stated he was not in favor of the proposed stone.

Ms. Catlin thought the new floor plans were nice but felt like the home overall looked like a squatty box.

Ms. Shiverick was in favor of the reorientation and thought the style fit into the area. She recommended more curves and art deco features.

Mrs. Vanneck did not think the design fit into Palm Beach and thought it lacked charm and beauty.

Motion made by Mr. Garrison to defer the project to the February 28, 2018 meeting for restudy based on comments from the Commissioners.

Mr. Green stated he respectfully opposed a deferral.

Motion seconded by Ms. Grace. Motion carried 4-3 with Messrs. Ives, Corey and Mrs. Vanneck opposed.

[B-070-2017 Demolition/New Construction](#)

Address: 225 Tangier Ave.

Applicant: ILLKM PB LLC

Architect: Benjamin Schreier/Affiniti Architects

Project Description: Demolition of an existing residence constructed in 1958, Construction of new one story Bermuda style 6,192 sq. ft. residence, with swimming pool, associated landscaping and landscape lighting.

Motions carried at the October meeting to approve the demolition and to defer the project for one month to the November 29, 2017 meeting for restudy based on the comments from the Commission. A motion carried at the November meeting to defer the project for one month to the December meeting at the request of the architect. A motion carried at the December meeting to defer the project for one month to the January meeting at the request of the architect.

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

Mr. Schreier presented the proposed modifications to the architectural plans for the project.

Ms. Grace preferred the simpler, lower roof but was not in favor of the way it looked at the front façade. She was not in favor of the columns next to the pool as well.

Mr. Garrison was in favor of most of the changes but thought the east elevation columns needed restudy. Mr. Garrison asked about the proposed colors. Mr. Schreier responded.

Ms. Shiverick thought the changes were an improvement. She asked Mr. Schreier to restudy the possibility of lowering the windows as well as the columns next to the pool. Ms. Catlin agreed.

Mr. Small agreed that the columns next to the pool needed some restudy.

Motion made by Mr. Garrison and seconded by Ms. Grace to defer the project to February 28, 2018 to allow the architect to address the Commissions' comments regarding the loggia and the fenestration.

Mr. Lindgren asked the Commission to hear the landscape presentation to allow landscape architect to hear their feedback.

Steve West, Parker Yannette Design Group, Inc., presented the proposed landscape plans for the project.

Mr. Garrison asked if there was any additional protection for the neighbor to the east during construction. Mr. West stated he would add a lined fence for protection. A short discussion ensued about the protection needed for each neighbor during construction.

Mr. Corey asked about the proposed shade trees and stated he was in favor of the species. Mr. West responded.

Mrs. Vanneck asked about the precautions that would need to be taken during the elevation of the residence to maintain the soil and runoff. Mr. West responded. Mrs. Vanneck asked to see a cross section of the landscape plan at the next meeting. A short discussion ensued about how the cross section should be presented.

Motion restated by Mr. Garrison and seconded by Mr. Corey. Motion carried with all in favor.

[B-081-2017 Modifications](#)

Address: 231 Seaspray Ave.

Applicant: André Trouillé

Architect: Todd MacLean/Todd MacLean Outdoor Living

Project Description: Add old growth pecky cypress gates, aluminum rail fencing, and minor landscaping.

At the September meeting, the architect requested a deferral to the October 25, 2017 meeting. A motion carried at the October meeting to defer the project for one month to the November 29, 2017 meeting with a restudy of the style of the gates and the possibility of using wrought iron rather than pecky cypress at the material for the gate. Motions carried at the November and the December meetings to defer the project at the request of the architect.

Please note: This item was withdrawn during Item V., Approval of the Agenda.

[B-082-2017 New Construction](#)

Address: 535 N. County Rd.

Applicant: 535 North County Road LLC

Architect: Boyle Architecture PLLC

Project Description: New 14,017 s.f. a/c Main House, 1,426 s.f. a/c Guest House and 451 s.f. a/c Staff Quarters, with 2,330 s.f. of Garage area, 4,586 s.f. of Covered Loggia and Covered Entries, 4,658 s.f. of Basement Storage in Modern Style, Driveway, Pools and Garden.

A motion carried at the November meeting to defer the project to the January 24, 2018 meeting for a major restudy and a consideration of the surroundings.

Please note: This item was deferred to the February 28, 2018 meeting during Item V., Approval of the Agenda.

B-087-2017 Demolition/New Construction

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SITE PLAN REVIEW

Address: 377 N. Lake Way

Applicant: Alan Shulman

Architect: Pat Segraves/SKA Architect + Planner

Project Description: Demolition and new construction of two story British Colonial style home to be approximately 7,500 square feet. Home will consist of five bedrooms, seven bathrooms, powder room, living room, dining room, kitchen, butlers pantry, family room, laundry room, wine bar, loggia and two car garage. Final landscape and hardscape to be provided.

SITE PLAN REVIEW INFORMATION: Site Plan Review to allow the construction of a 7,465 square foot two-story, single family residence on a non-conforming platted lot which is 89.11 feet in width in lieu of the 100 foot minimum width required in the R-B Zoning District.

At the September meeting, motions carried to approve the demolition and defer the project for one month to the October 25, 2017 meeting for restudy. A motion carried at the October meeting for one month to the November 29, 2017 meeting for restudy. A motion carried at the November meeting to defer the project to the January 24, 2018 meeting for restudy.

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

Mr. Segraves presented the proposed modifications to the architectural plans for the project. Mr. Segraves presented photos of the existing seawall on the property on the overhead projector.

Mr. Garrison asked if there was any protection for the neighbors during construction. Mr. Segraves responded.

Mr. Small was in favor of the changes and thought the home would enhance the area.

Mr. Corey thought the proposed home would fit into the area. He asked about the proposed columns on the front façade. Mr. Segraves responded. He suggested spreading the columns across the back loggia to add some elegance. He also questioned the fan window detail over the front door. He appreciated the door change on the west façade. Ms. Grace agreed.

Mrs. Vanneck asked about the breezeway from the garage to the main house and suggested on pair of French doors rather than the proposed.

Mr. Corey made a suggestion for the back loggia columns.

Don Skowron presented the proposed modifications to the landscape and hardscape plans. He presented an additional rendering of the north and south elevation on the overhead projector.

Mr. Corey asked about the area to the west of the Lake Trail. Mr. Skowron responded. He recommended more pedestrian scale items along that area. Mr. Corey expressed concern about the motor court and thought it lacked symmetry. He made some suggestions for the motor court design.

Mr. Corey asked staff if there were any standard guidelines for seawalls. Mr. Lindgren responded.

Mr. Bradford stated there is a vulnerability assessment currently being performed of the shoreline to determine where any problems may lie.

M. Timothy Hanlon, attorney for the owner 380 N. Lake Way, asked for the following conditions to be added to any approval: The seawall to be repaired or replaced, the addition of a seawall cap, a 7' wall to run along the length of the new home, Podocarpus filled in with Calophyllum to be planted on north property line spaced appropriately and palms blocking views from the second floor windows in perpetuity.

Mr. Garrison understood the complications with the motor court and felt like the proposed plan was acceptable. Mr. Segraves agreed and responded.

Mrs. Vanneck objected to the proposed fishtail palms. Mr. Skowron responded. She also thought the proposed pilasters were too large. She also recommended adding more palms on the Lake Trail.

Mr. Corey requested to see the grading at the next presentation. Mr. Segraves responded.

Mr. Hanlon stated that his client hired a surveyor to assess the property and would like the properties to be level. Mr. Segraves responded and showed photos of the Lake Trail on the overhead projector.

Motion made by Mr. Small and seconded by Mr. Garrison that the implementation of the proposed site plan review will not cause negative architectural impact to the subject property. Motion carried with all in favor.

A second motion made by Mr. Small and seconded by Mr. Ives to approve the architectural portion of the project as presented with a condition to repair or replace the seawall. Motion carried 5-2 with Mr. Corey and Ms. Grace opposed.

A third motion made by Mr. Garrison and seconded by Mr. Small to defer the landscape portion of the project to the February 28, 2018 meeting to restudy items raised by the Commission, to provide a north/south and east/west cross section of the landscaping and to show the temporary protection to be used during the construction of the site walls. Motion carried with all in favor.

B-094-2017 Demolition/New Construction

Address: 149 E. Inlet Dr.

Applicant: Myron Miller

Architect: Roger P. Janssen/Dailey Janssen Architects

Project Description: Demolition of existing residence, pool, hardscape and landscape and construction of a new two-story residence, guesthouse, pool and all associated landscape and hardscape.

A motion carried at the November meeting to approve the demolition as requested with conditions. A second motion carried at the November meeting to defer the project to the January 24, 2018 meeting to restudy the tower element, the roof and the look of the north and east façade.

Please note: This item was deferred to the February 28, 2018 meeting during Item V., Approval of the Agenda.

A short break was taken at 10:54 a.m. The meeting resumed at 11:02 a.m.

B-097-2017 New Construction

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SITE PLAN REVIEW WITH VARIANCE(S)

Address: 1700 S. Ocean Blvd.

Applicant: Ocean Villa Holdings, LLC (Jagbir Singh)

Architect: Jacqueline Albarran

Project Description: New two-story structure in the Regency style with flat roof, pediments, smooth stucco walls, stucco mouldings, parapets and vertical and horizontal banding, white aluminum impact French doors and casement windows, covered terrace and pergolas. New driveway, patio, pool and landscape design by Lynn Bender Landscape Architecture.

SITE PLAN REVIEW WITH VARIANCE(S) INFORMATION: Site Plan Review to allow construction of a new 8,917 square foot two-story residence on a non-conforming platted lot which is 15,005 square feet in area in lieu of the 20,000 square foot minimum required in the R-A Zoning District and 100 feet in depth in lieu of the 150 foot minimum depth required in the R-A Zoning District. The following variance is being requested in conjunction with this application: 1) A request to have a building height plane setback of 53 feet in lieu of the 59 foot minimum setback required. 2) A request to allow the existing 3-4 foot wall to remain as screening for the proposed swimming pool in lieu of the 6 foot minimum height required when a swimming pool is located in the street side yard. 3) A request to eliminate the requirement to have a 6 foot tall hedge on the outside of the required wall.

A motion carried at the November meeting to defer the project to the January 24, 2018 meeting.

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

Maura Ziska, attorney for the owner, explained the site plan review with variances requests and advocated for a positive recommendation to the Town Council.

Ms. Albarran presented the proposed modifications to the architectural plans for the new residence.

Ms. Grace asked about the proposed height of the neighbor's home to the west. Ms. Albarran responded. Ms. Grace also asked about the amount of square footage proposed to be air-conditioned. Ms. Albarran responded. Ms. Grace was not in favor of the proposed height of the home compared to the neighbor's home.

Mrs. Vanneck recommended that her fellow Commissioners not recommend changes that could possibly require the applicant to obtain more zoning relief.

Mr. Ives was comfortable with the size but thought some of his issue is in the details of the design, especially with the front door. Ms. Albarran stated she thought about Mr. Ives' comments and presented an alternate design on the overhead projector. Mr. Ives provided additional design suggestions.

Mr. Garrison agreed with Mr. Ives and thought a few changes in the details would help the side entrance. He also recommended reducing the first and second floor height to eliminate one of the variances. He also requested that the proposed house color details are included in the plans. Mr. Garrison made a recommendation for the front wall and landscaping. Ms. Albarran responded.

Mr. Small congratulated Ms. Albarran for winning two Ballinger awards. Mr. Small thought the proposed design was in keeping of the neighborhood.

Wes Blackman, Certified Urban Planner, advocated on behalf of the applicant and testified on the appropriateness of the proposed home in its location.

Ms. Grace inquired about the expertise of a certified urban planner. Mr. Blackman responded. Ms. Grace asked if Mr. Blackman thought it was appropriate to look beyond the 250 feet for the required notice. Mr. Blackman responded.

John Eubanks, attorney for Judith Carter at 115 Parc Monceau, expressed concern about the compatibility of the proposed home in the context of the surrounding area. Mr. Eubanks also expressed concern about the height of the proposed home and thought the home was excessively dissimilar.

Gene Pandula, architect testifying on behalf of Judith Carter, discussed the importance of the neighborhood and expressed concern of the height of the proposed home. He thought the house could be modified to fit into the neighborhood.

Mr. Small asked Mr. Pandula if he was aware of any intent to limit the height in Parc Monceau. Mr. Pandula responded.

Mr. Garrison suggested lowering the garage to the street level to help lower the back portion of the home.

Ms. Shiverick agreed with Mr. Garrison but reminded the Commission that there are four letters of support from the neighbors.

Ms. Catlin thought the design was good but suggested a reduction in the height of the home.

Greg Kino, attorney for Maureen Donnell at 1690 S. Ocean Blvd. and Geoffrey Caraboolad at 300 Parc Monceau, agreed with the assessment by Gene Pandula and expressed concern of the proposed location of the air-conditioning equipment and generator on the northwest corner and proposed outdoor dining area on the north side. He also expressed objection to the proposed variances.

Mrs. Vanneck recommended that Mr. and Mrs. Singh listen to their neighbors' concerns.

Motion made by Mr. Corey and seconded by Ms. Shiverick to defer the project to the February 28, 2018 meeting to restudy the following items: reduce the garage wing to follow the topography of the road, reduce the height of the main house, restudy the neo-classical details of the front facade, restudy the location of the proposed air-conditioning and generator and eliminate the building height plane variance. Motion carried with all in favor.

[B-098-2017 Modifications](#)

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO VARIANCE(S)

Address: 224 S. Ocean Blvd.

Applicant: Armen Manoogian

Architect: Jose A. Gonzalez/Gonzalez Architects

Project Description: Proposed work includes three new dormers in the existing roof on the east façade of the home. New roofing on dormers to match existing wood shingle roofing.

VARIANCE(S) INFORMATION: Construction of three dormers on existing third story.

1. Sec. 134-893 (b)(10)b To allow a building height of +37'-7 1/2" in lieu of the 22'-0" maximum

allowable. 2. Sec. 134-893 (b)(10)c 134-2: To allow an overall building height of 42'-1 3/4" in lieu of the 30'-0" maximum allowable. 3. Sec. 134-2 Definitions Building, height of (applicable only in the R-B districts) to allow dormer windows in a non-habitable third story space which is not permitted by Code.

A motion carried at the November meeting to defer the project to the January 24, 2018 meeting for a restudy of dormers that are in keeping with the architecture.

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

Mr. Gonzalez presented the proposed modifications for the addition of dormers to the main residence.

Mr. Ives asked about the proposed size of the glass window in the dormers. Mr. Gonzalez responded. Mr. Ives stated he could not support dormers for the home and would be in favor of a denial. Mr. Corey agreed.

Ms. Grace asked the reason the applicant was requesting the dormers and suggested they were a detriment to the home. Mr. Gonzalez responded.

Mr. Corey thought the proposed design did not benefit the home or the community. Mr. Gonzalez responded.

Mrs. Vanneck agreed with Mr. Ives assessment.

Motion made by Mr. Ives and seconded Mr. Corey to deny the project as presented, based on the failure to comply with Section 18-205 of the Code, paragraph a (6), sub paragraph b, c, d and g. Motion carried 6-1 with Mr. Small opposed.

[B-099-2017 Modifications](#)

Address: 1565 and 1695 N. Ocean Way

Applicant: 1565 Property Associates, LLC

Architect: Scott C. Heynen, RLA/Lombardi Design

Project Description: This project consists of minor architectural changes to the existing house and grounds at 1695 North Ocean Way. The project was made possible by the owner's acquisition of the property directly to the south known as 1565 North Ocean Way, and the demolition of the house on that property. The re-design will consist of the re-orientation of the entrance of the main house from the west to the south with façade additions, the construction of an arrival court with a garage addition below, gated entry and driveways on to North Ocean Way, and landscape and hardscape improvements to the existing open space on the combined lots, which will be joined by Unity of Title.

A motion carried at the December meeting to defer the project to the January 24, 2018 meeting for restudy.

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

Gene Pandula, architect testifying on behalf of the applicant, discussed the intent and goals of the project and reviewed the changes that had been made since the last presentation.

Carlos Martin, architect for the applicant, presented the proposed modifications to architectural plans for the residence. He presented alternate plans on the overhead projector.

Kenneth Tropin, owner of 1695 N. Ocean Way, discussed the intent of the proposed changes for his home.

Mr. Ives was in favor of the changes made since the last presentation and thought they were modest.

Ms. Grace was in favor of the proposed changes.

Mr. Corey expressed concern about the proposed fenestration on the south façade and thought it lacked continuity, harmony and grace. He suggested more restudy for the entire south façade.

Mr. Small thought the changes were heading in the right direction but thought the south façade could be more impressive.

Mr. Garrison agreed and thought the south façade fenestration could use some work. He stated he thought the south façade still appeared as a side elevation rather than the front elevation.

Mr. Martin stated the proposed landscaping would mitigate some of the concerns of the south façade.

Ms. Shiverick did not believe the Commission should be focusing on the three-staircase window. She stated she was in favor of the newly proposed entrance.

Mrs. Vanneck expressed concern about the newly proposed porch and suggested to increase its size.

Mr. Tropin addressed the Commission's concern of the three staircase windows.

The Commissioners were in favor of the newly proposed landscape plans.

Motion made by Mr. Garrison and seconded by Mr. Ives to approve the landscape/hardscape plans as presented and to defer the architectural portion to the February 28, 2018 to restudy the south elevation.

Mr. Martin expressed concern that the staircase windows were not raised as an issue during the last presentation.

Jamie Crowley, attorney for the owner, stated that the Commission recently approved the plans for the home.

Mrs. Vanneck stated the south façade was not intended to be the front entrance when this was previously approved.

Some discussion ensued about the direction to provide to the architect for restudy.

Motion carried 5-2 with Mses. Shiverick and Grace opposed.

A lunch break was taken at 1:05 p.m. The meeting resumed at 1:56 p.m. Ms. Grace returned at 2:13 p.m.

[B-100-2017 Modifications](#)

Address: 880 S. Ocean Blvd.

Applicant: Mr. & Mrs. Alex Chesterman

Architect: MP Design & Architecture, Inc.

Project Description: Renovation of an existing two-story residence. New pool, hardscape & landscape.

A motion carried at the December meeting to defer the project to the January 24, 2018 meeting to restudy details indicated by Chair Sammons and hardscape details.

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

Michael Perry, MP Design & Architecture, presented the modifications to the architectural changes for the residence. He presented samples to the Commission.

Mario Nievera, Nievera Williams Design, presented the proposed change to the landscape/hardscape plans. He presented samples to the Commission. He also presented additional renderings on the overhead projector.

Motion made by Mr. Garrison and seconded by Mr. Ives to approve the project as presented. Motion carried with all in favor.

Mrs. Vanneck noted that Ms. Catlin would be voting until Ms. Grace returned to the meeting.

[B-102-2017 Demolition/New Construction](#)

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SITE PLAN REVIEW

Address: 266 Orange Grove Road

Applicant: Michael Steranka

Architect: Pat Segraves/SKA Architect + Planner

Landscape Architect: Don Skowron

Project Description: Demolition and new construction of one story British Colonial style home to be approximately 2,900 square feet with final hardscape and landscape to be included.

SITE PLAN REVIEW INFORMATION: Site Plan Review to allow the construction of a 2,900 square foot one-story, single family residence on a non-conforming platted lot which is 8,156.25 square feet in area in lieu of the 10,000 square foot lot minimum area required in the R-B Zoning District and 75 feet in width in lieu of the 100 foot minimum width required in the R-B Zoning District.

A motion carried at the December meeting to defer the project to the January 24, 2018 meeting so the architects could submit a complete package.

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

Mr. Segraves stated that they are requesting a demolition of the existing residence and asked Don Skowron to present the landscaping portion of the demolition.

Mr. Skowron presented the landscape plans for demolition.

Motion made by Mr. Small and seconded by Mr. Ives to approve the demolition as requested with the caveat to remove all exotic species and to sod and irrigate the property within 30 days.

Mr. Garrison inquired what protection would protect the neighbors during the demolition and what would remain prior to new construction. Mr. Segraves responded. Mr. Lindgren clarified the request from Mr. Garrison. A short discussion ensued about screening during and after the demolition process.

Motion carried with all in favor.

Mr. Segraves presented the proposed architectural plans for the project.

Mr. Skowron presented the proposed landscape and hardscape plans for the project. He presented cross sections of the landscaping on the overhead projector.

Mrs. Vanneck asked about the proposed 6-foot wall on the property. Mr. Skowron responded.

Mr. Garrison raised an issue about the proposed wall to be placed on the property line. Mr. Skowron responded. A long discussion ensued about the proposed wall and the issue it could create for the neighbors.

Mr. Lindgren stated he would add cross section requirements to the application for projects moving forward.

Mr. Skowron presented alternate elevations for the front elevation on the overhead projector. Mrs. Vanneck asked about the proposed Clusia trees. Mr. Skowron responded.

Mr. Ives expressed concern about the design of the proposed garage. Mr. Segraves responded.

Mr. Small thought the house was charming and thought it would add beauty to the street.

Ms. Shiverick agreed with Mr. Small. She expressed a concern about the front wall material. She suggested using the stone proposed for the banding of the driveway in lieu of the proposed material.

Ms. Corey stated he agreed with Ms. Shiverick. He stated that with the change of the wall material, he would move to approve the project.

Ms. Grace was in favor of the Bougainvillea around the garage and of the change in material proposed for the front planters.

A second motion made by Mr. Corey and seconded by Mr. Small to approve the project as presented with a change in the front wall material to match the banding of the driveway. Motion carried 6-1 with Mr. Ives opposed.

A third motion made by Mr. Small and seconded by Mr. Ives that the implementation of the proposed site plan review would not cause negative architectural impact to the subject property. Motion carried with all in favor.

[B-103-2017 Additions/Modifications](#)

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SITE PLAN REVIEW WITH VARIANCE(S) - Done 12/15/17

Address: 280 Orange Grove Road

Applicant: Gustav & Susan Carlson

Architect: Pat Segraves/SKA Architect + Planner

Project Description: Renovation of existing one-story home. Addition of 460 square feet, for a total of 3,200 square feet. Change to Island Style home, raising floor elevation, and replacing roof. Final hardscape and landscape to be included.

A motion carried at the December meeting that the implementation of the proposed site plan review with variances will not cause negative architectural impact to the subject property. A second motion carried to defer the project to the January 24, 2018 meeting.

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

Mr. Segraves presented the proposed modifications to the architectural plans for the residence.

Ms. Grace expressed concern about the similarity of the design compared to the other home presented on the same street. Mr. Segraves responded and Mr. Skowron presented the material sample.

Mr. Garrison asked about the proposed elevation of the first floor. Mr. Segraves and Daniel Clavijo responded. Mr. Garrison asked about the proposed perimeter wall. A discussion ensued with Mr. Segraves and Mr. Garrison about the perimeter wall and elevation heights. Mr. Skowron also added to this discussion.

Mrs. Vanneck expressed concern about the proposed Clusia trees and suggested to use a different type of tree.

Motion made by Mr. Garrison and seconded by Mr. Corey to defer the landscape and hardscape portions of the project to allow the architect to bring back plans that accurately reflect the project. Motion carried with all in favor.

A second motion made by Mr. Small to approve the plans as presented.

Mrs. Vanneck suggested lowering the windows 3 to 6 inches to pull them down from the roofline. Mr. Segraves agreed.

Second motion amended by Mr. Small and seconded by Mr. Corey to approve the plans as presented with the condition that the window are lowered 3 to 6 inches. Motion carried 6-1 with Ms. Grace opposed.

[B-105-2017 New Construction](#)

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SITE PLAN REVIEW

Address: 235 Via Vizcaya

Applicant: 235 Via V PB, LLC

Architect: Pat Segraves/SKA Architect + Planner

Project Description: New construction of Mediterranean Revival home to be approximately 7,000 square feet. Final landscape, hardscape and drainage to be included.

SITE PLAN REVIEW INFORMATION: The applicant is requesting a site plan review to allow the construction of a 7,444 square foot two-story, single family residence on a non-conforming platted lot which is 15,344 square feet in area in lieu of the 20,000 square foot minimum area required; 47.25 in width in lieu of the 125 foot minimum required; and 97.58 feet in depth in lieu of the 150 foot minimum required.

A motion carried at the December meeting to defer the project to the January 24, 2018 meeting.

Please note: This item was deferred to the February 28, 2018 meeting during Item V., Approval of the Agenda.

C. **MAJOR PROJECTS-NEW BUSINESS**

B-001-2018 Additions/Modifications

Address: 1214 N. Ocean Blvd.

Applicant: Mr. & Mrs. John Sculley (Contract Purchaser)

Architect: MP Design & Architecture

Project Description: 105 SF addition at south side of existing residence.

Fenestration change and new Ipe window shutters on east elevation. All finishes to match existing.

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

Michael Perry, MP Design & Architecture, presented the proposed modifications to the residence.

Mr. Corey asked about the proposed fenestration changes on the east elevation. Mr. Small responded. There was a short discussion about the proposed shutters. Mr. Corey questioned the horizontal nature of the windows and shutters.

Ms. Grace was in favor of the changes.

Ms. Shiverick asked if the Ipe shutters would weather to another color. Mr. Perry responded.

Motion made by Ms. Grace and seconded by Ms. Shiverick to approve the project as presented. Motion carried with all in favor.

B-002-2018 Modifications

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SITE PLAN REVIEW AND VARIANCE(S)

Address: 230-240 Royal Palm Way

Applicant: JHD Associates LLC

Architect: Keith Spina/GliddenSpina + Partners

Project Description: Install new awning frames and vinyl awnings to create covered parking spaces in parking lot shared by 230 and 240 Royal Palm Way.

SITE PLAN REVIEW AND VARIANCE INFORMATION: The applicant is requesting 1) Site Plan Review to allow the construction of three (3) carport awnings totaling 6,359 square feet to provide covered parking for 38 parking spaces in the existing parking lot behind the building. The following variances are being requested to allow construction of the awnings: a) lot coverage of 40.2% in lieu of the 24.3% existing and the 25% maximum allowed in the C-OPI Zoning District. b) rear yard setback of 5.17 feet in lieu of the 10 foot minimum required In the C-OPI Zoning District.

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

Maura Ziska, attorney for the owner, explained the site plan review with variances requests and advocated for a positive recommendation to the Town Council. She also presented the project to the Commission.

Mr. Ives stated he was in favor of the changes and would support the project.

Ms. Grace found the awning acceptable but expressed concern about the proposed color of the awning. Ms. Ziska responded.

Mrs. Vanneck stated the color should be a dark green.

Mr. Corey expressed concern about the proposed awnings and the lack of shade trees. Mr. Small agreed with Mr. Corey's assessment.

Mr. Ives stated that tree shade is good but would not shade cars all day long. He would recommend that the awnings match the green used by the Everglades Club.

Ms. Ziska stated that the awning would not be seen from the street and agreed to match the color of the awnings at the Everglades Club.

Ms. Grace was in agreement with Mr. Corey and asked about the possibility of adding some trees to the lot. Ms. Ziska responded.

Motion made by Mr. Ives that implementation of the proposed site plan review and variances will not cause negative architectural impact to the subject property and to approve the project as presented with the condition that that awning color match the green awnings at the Everglades Club.

Ms. Catlin was not in support of the awnings.

Motion died for lack of a second.

A second motion made by Ms. Grace and seconded by Mr. Corey to defer the project to the February 28, 2018 meeting for a restudy of the proposal with the possibility of adding trees for shade or to use a more aesthetic awning. Motion carried 6-1 with Mr. Ives opposed.

[B-004-2018 Modifications](#)

Address: 101 El Bravo Way

Applicant: Thomas & Mary Alice O'Malley

Architect: Manuel Angles/MA Architecture Inc.

Project Description: The intent of the homeowners to maintain Parcel "D" as an open green space buffer between their existing home at 101 El Bravo Way and surrounding future home sites. The existing security fence, access gate on Parcel

"D" along El Bravo Way will be maintained as is, the existing landscaping will remain and will be enhanced with the same plant material currently in place at the present home site. A mature green buffer as perimeter landscaping on Parcel "D" consisting of a 9 feet tall hedge and Medjool Palms, same as what exists at the main residence will be planted along the fences on the Western and Northern property lines, providing privacy to and from the neighboring properties. The interior areas of the property will remain in its present condition. The Architectural/ Hardscape scope of work on the above referenced properties will consists of the extension of the existing pool deck, addition of a landing, 2 access stairs, planter, and 2 security gates between the existing home site at 101 El Bravo Way and the property identified as Parcel "D". All new architectural exterior elements will match existing elements, in design, scale, finish and color palette. None of these elements will be visible from El Bravo Way or adjacent properties.

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

Mr. Angles presented the proposed modifications to the residence.

Motion made by Mr. Garrison and seconded by Mr. Corey to approve the plan as presented. Motion carried 6-1 with Mr. Ives opposed.

[B-005-2018 Demolition/Modifications](#)

Address: 1265 S. Ocean Blvd. and 10 Blossom Way

Applicant: Blossom Way Holdings LLC and M/M Roger Hertog

Architect: Smith Architectural Group and Atelier UGO SAP

Project Description: Demolition of the residence at 10 Blossom Way and modifications to previously approved site plan development. Reference previous ARCOM B-060-2017.

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

Sophia Bacon, Smith Architectural Group, requested the demolition of the home at 10 Blossom Way.

A motion made by Mr. Ives and seconded by Ms. Shiverick to approve the demolition as requested with the caveat to remove all exotic species and to sod and irrigate the property within 30 days. Motion carried with all in favor.

A second motion made by Mr. Ives and seconded by Mr. Garrison to approve the architectural changes as requested. Motion carried with all in favor.

A short break was taken at 3:26 p.m. The meeting resumed at 3:31 p.m. Mr. Small left the meeting at 3:26 p.m.

[B-007-2018 Demolition/New Construction](#)

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO SPECIAL EXCEPTION WITH SITE PLAN REVIEW AND VARIANCE(S)

Address: 160 Seabreeze Ave.

Applicant: Jason Regalbuto

Architect: Jacqueline Albarran/SKA Architect + Planner

Project Description: Demolition of existing main house, patios and driveways (existing two story garage/guest house and pool to remain.) Existing perimeter landscaping remains. New irrigated lawn as per Code. New two story neoclassical style house, rework existing guest house parapet to match new main house. New landscape and hardscape.

SPECIAL EXCEPTION WITH SITE PLAN REVIEW AND VARIANCE(S) INFORMATION: Special Exception with Site Plan Review to allow the construction of a new 3,629.46 square foot two story single family residence on a lot that is 62.5 feet in width in lieu of the 100 foot minimum required and 7,656.25 square feet in area in lieu of the 10,000 square foot minimum required in the R-B Zoning District. The following variances are being requested in conjunction with this application: 1) a cubic content ratio ("CCR") of 7.08 In lieu of the 4.24 maximum allowed in the R-B Zoning District for a lot that is 7,656.25 feet in area. 2) a lot coverage of 32.41% in lieu of the 30% maximum allowed in the R-B Zoning District for a two story residence. 3) east side yard setback of 6.2 feet in lieu of the 15 foot minimum required for a two story residence. 4) a west side yard setback of 11.5 feet In lieu of the 15 foot minimum required for a two story residence. 5) an east side yard setback of 7.5 feet in lieu of the 12.5 minimum required for the one-story covered terrace.

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

Mrs. Vanneck noted that Ms. Catlin would be voting in the absence of Mr. Small.

Maura Ziska, attorney for the owner, explained the special exception with site plan review with variances requests and advocated for a positive recommendation to the Town Council.

Ms. Albarran requested the demolition of the existing residence.

Motion made by Mr. Garrison and seconded by Ms. Grace to approve the demolition as requested with the caveat to remove all exotic species and to sod and irrigate the property within 30 days. Motion carried with all in favor.

Ms. Albarran presented the proposed architectural plans for the new residence.

Mrs. Vanneck asked about the proposed variance request. Ms. Ziska and Mr. Lindgren responded.

Mr. Garrison stated that as a next-door neighbor, he had no objection to the zoning requests.

A second motion made by Mr. Garrison and seconded by Mr. Corey that the

implementation of the proposed special exception, site plan review and variances will not cause negative architectural impact to the subject property. Motion carried with all in favor.

Mr. Ives was in favor of the proposal but felt the design needed more quirkiness.

Mr. Corey was in favor of the design and thought it fit into the area however he thought there was a disconnect between house and roof. He added that the bulk of the home was too large for the roof design. Ms. Albarran responded.

Ms. Shiverick understood Mr. Corey's concern but stated she could overlook the detail.

Mr. Garrison thought the proposed home would add to the character and charm to the street.

Mrs. Vanneck suggested adding an interesting, quirky detail to the chimney. Ms. Albarran agreed.

Jorge Sanchez, SMI Landscape Architecture, presented the proposed landscape and hardscape plans for the residence.

Mrs. Vanneck asked about the Orange Geiger tree proposed. Mr. Sanchez responded.

Mr. Garrison asked about the tree on the southeast corner. Mr. Sanchez responded.

Mrs. Vanneck asked about the proposed hedge height on the front facade. Mr. Sanchez responded. Mrs. Vanneck suggested lowering the hedge to 4 feet. Mr. Sanchez agreed.

Ms. Grace suggested adding some flowering plants between the driveway and the hedge. Mr. Sanchez responded.

Mr. Corey asked if a gate was proposed for the garden. Mr. Sanchez responded. Mr. Corey asked if the gate would conflict with the proposed tree. Mr. Sanchez responded. Mr. Corey asked Mr. Sanchez to also address the coconut trees on the streetscape. Mr. Sanchez agreed.

A third motion made by Mr. Corey and seconded by Ms. Catlin to approve the landscape plans as presented with the caveat to add a Coconut Palm to the streetscape as well as to reduce the proposed Podocarpus hedge from 5 to 4 feet. Motion carried with all in favor.

A fourth motion made by Ms. Catlin and seconded by Ms. Grace to approve

the project as presented. Motion carried 5-2 with Messrs. Ives and Corey opposed.

B-008-2018 Demolition/New Construction

Address: 232 Seabreeze Ave.

Applicant: Jim & Robin Carey

Architect: Jeremy K. Walter, AIA/Jeremy K. Walter Architects, LLC

Project Description: Demolition of existing 2 story single family dwelling, 2 story garage, storage shed and pool. New construction of a 2 story single family contemporary home with concrete tile and standing seam zinc coated copper roof, new pool, site walls and landscaping.

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

Mr. Walter requested demolition of the existing residence.

Mr. Corey asked about the elevation of the current residence. Mr. Walter responded.

Mr. Garrison asked why the applicant is requesting the demolition. Mr. Walter responded.

Motion made by Mr. Corey and seconded by Ms. Catlin to approve the demolition as requested with the caveat to remove all exotic species and to sod and irrigate the property within 30 days. Motion carried 4-3 with Messrs. Ives, Garrison and Ms. Grace opposed.

Mr. Walter presented the proposed architectural plans for the new residence.

Mr. Ives asked the architect the design style of the proposed home. Mr. Walter responded. Mr. Ives thought the design was too commercial and expressed his concern for the proposed design.

Mr. Corey agreed with Mr. Ives and thought maybe the new design should reference the current home. He suggested that the design needed a major restudy.

Mr. Garrison thought the design would not work on the street and the scale was inappropriate.

Ms. Catlin thought the design was cold and agreed with the other Commissioners' assessment.

Ms. Grace thought the house lacked warmth and was out of scale. Mr. Walter responded.

Mrs. Vanneck stated that although the house may meet the zoning requirements, it

did not meet the Architectural Commission's criteria, such as charm, harmony, building materials and massing.

Mr. Garrison recommended either a denial or a two-month deferral for a complete redesign.

Motion made by Mr. Garrison and seconded by Mr. Corey to defer the project for two months to the March 28, 2018 meeting for a complete redesign of the project. Motion carried 5-2 with Mrs. Vanneck and Mr. Ives opposed.

[B-009-2018 Demolition/New Construction](#)

Address: 201 Sanford Ave.

Applicant: 201 Sanford Avenue SC LLC

Architect: MP Design & Architecture

Project Description: Demolition of existing residence. New two-story residence with pool, landscape & hardscape.

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

Maura Ziska, attorney for the owner, explained the special exception with site plan review requests and advocated for a positive recommendation to the Town Council.

Michael Perry, MP Design and Architecture, presented the proposed demolition of the existing residence.

Motion made by Ms. Grace and seconded by Ms. Catlin to approve the demolition as requested with the caveat to remove all exotic species and to sod and irrigate the property within 30 days. Motion carried with all in favor.

Please note: Mr. Small returned to the meeting at 4:28 p.m.

Mr. Perry addressed a concern from Jeff Smith about the existing front brick wall. He presented existing photographs of the wall and told the Commission that the wall would be maintained.

Mr. Perry presented the proposed architectural plans for the new residence. He presented alternate floor plan designs and renderings on the overhead projector.

Mr. Ives expressed concern about the asymmetry within first and second floor and the east side of the home.

Ms. Grace suggested adding the Buttery roof detail in other areas. Mr. Perry responded.

Mr. Corey suggested removing the butterfly roof on the front façade or engaging it more into the façade and second story of the home. He also suggested restudying the roof pitch and suggested adding more charm though color or shutters.

Ms. Catlin thought there was too much going on in the design and thought there was a disconnect between the first and second floor.

A second motion made by Mr. Ives and seconded by Mr. Corey to defer the project to the February 28, 2018 meeting for a restudy based on the comments made by the Commission. Motion carried with all in favor.

[B-010-2018 Modifications](#)

ARCOM TO MAKE RECOMMENDATIONS RELATIVE TO VARIANCE(S)

Address: 198 Via Marina

Applicant: Mr. & Mrs. Soter

Architect: Gerard Beekman/Gramatan Architecture + Design

Project Description: The replacement of three glazed walls and French doors on a pool cabana to be replaced in kind on two walls and in-filled on one wall.

VARIANCE(S) INFORMATION: 1) Request for a variance to replace 3 glazed walls and French doors on a 307 square foot pool cabana located on the east side of the property (demolishing more than 50% of the cubic volume) which will result in a cubic content ratio ("CCR") of 4.36 for existing and proposed in lieu of the 3.927 maximum allowed in the R-B Zoning District. 2) Request for a variance to allow the existing 12 foot east side yard setback of the pool cabana to remain in lieu of the 12.5 foot minimum setback required in the R-B Zoning District.

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

Maura Ziska, attorney for the owner, explained the variance requests and description of the project. She advocated for a positive recommendation to the Town Council.

The architect did not present any plans for this project.

Motion made by Mr. Ives and seconded by Mr. Small that the implementation of the proposed variances will not cause negative architectural impact to the subject property. Motion carried with all in favor.

A second motion made by Mr. Garrison and seconded by Mr. Small to approve the project as presented. Motion carried with all in favor.

D. [MINOR PROJECTS - OLD BUSINESS](#)

[A-050-2017 Modifications](#)

Address: 274 Orange Grove Rd.

Applicant: Citrus Cottage LLC

Architect: Roger Hansrote/ACI, Inc.

Project Description: Remove existing covered front entry structure and front door and install new covered entry structure and front door with sidelight. Remove garage door and replace with new. Install decorative aluminum rail on garage roof. Remove portion of front entrance drive and replace with new brick pedestrian walk to front door. Install new front yard landscaping. Install new stucco trim above existing windows. Replace portion of existing concrete drive with brick paver drive.

A motion carried at the November meeting to defer the project to the January 24, 2018 meeting for a restudy of the architectural changes.

Call for disclosure of ex parte communication: Disclosure

Richard Leja, ACI, Inc. presented the proposed architectural modifications to the residence.

Mr. Ives expressed concern about the proposed portico balcony and the color of the front door. Mr. Leja showed the Commission a sample of the proposed paint color.

Mr. Corey did not feel the changes were successful and explained his concerns. Mr. Leja responded.

Ms. Grace thought the railing on both balconies should be more decorative.

Mr. Garrison asked about the proposed roof tile. He expressed concern about the front door color.

Ms. Shiverick suggested centering the front door with two smaller sidelights. Mr. Leja discussed the reasons for the door design. Ms. Shiverick also suggested adding mullions to the sidelight as well as changing the color of the front door.

Ms. Grace was in favor of the front door proposed.

Mrs. Vanneck was not in favor of the changes and thought they did not add charm to the home.

Kathleen Carbonara, owner, advocated for the proposed changes to her home.

Mr. Ives suggested looking at the style of homes on Park, Oleander and Atlantic and suggested the possibility of adding a parapet. Mr. Carbonara responded.

Ms. Shiverick offered some suggestions by using the original wrought iron portico as inspiration in the additional proposed balconies. Mrs. Vanneck agreed.

Mr. Garrison stated the provided rendering was misleading. Mr. Garrison also liked Ms. Shiverick's suggestion.

Ms. Carbonara thought the wrought iron was dated and was not in favor of preserving the feature. She presented an alternate drawing on the overhead projector.

Motion made by Mr. Garrison and seconded by Ms. Grace to approve the project with alternate proposal. Motion failed 2-5 with Messrs. Ives, Small, Corey and Ms. Vanneck and Shiverick opposed.

A second motion made by Mr. Corey and seconded by Mr. Ives to defer the project to the February 28, 2018 meeting using suggestions made by the Commissioners. Motion carried 6-1 with Ms. Grace opposed.

Mr. Ives suggested having pre-meetings with the Commissioners for feedback.

E. **MINOR PROJECTS-NEW BUSINESS**

A-051-2017 Modifications

Address: 3100 S. Ocean Blvd.

Applicant: Palm Beach Hampton Condominium Association

Architect: Jonathan Wrend/City Beautiful Group

Project Description: Window replacement, size-for-size. Replacement windows are being proposed without existing muntin pattern.

Motions carried at the November and December meetings to defer this project at the request of the applicant.

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

Jerome Baumoehl, architect for the applicant, presented the architectural modifications for the condominium.

Mr. Ives asked about the history of the windows. Mr. Baumoehl responded.

Motion made by Mr. Ives and seconded by Mr. Small to approve the project as presented. Motion carried 4-3, with Messrs. Garrison, Corey and Mrs. Vanneck opposed.

A-001-2018 Modifications

Address: 2 S. County Rd.

Applicant: Breakers Palm Beach, Inc.

Architect: Steve Pollio/Peacock & Lewis Architects

Project Description: Addition to the existing golf training building to incorporate the design materials of the nearby golf clubhouse and the project includes the

replacement of an existing free-standing bathroom building by hole #6 with new. The existing is old and outdated.

Call for disclosure of ex parte communication.

Mr. Pollio presented the proposed architectural plans for the project.

Mr. Ives asked about the proposed door color. Mr. Pollio responded. Mr. Ives asked about the proposed awning color. Mr. Pollio stated it would mimic the clubhouse awning.

Ms. Grace asked about the location of the proposed training building. Mr. Pollio responded.

Motion made by Mr. Garrison and seconded by Mr. Ives to approve the plans as presented. Motion carried with all in favor.

[A-002-2018 Modifications](#)

Address: 318 Caribbean Rd.

Applicant: Lillian Fernandez

Architect: Stephen Roy/Roy & Posey

Project Description: Bay window east elevation – omit louvers; large picture windows – omit muntins; add louvers to the east dining room windows.

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

Mr. Roy presented the proposed architectural modification to the residence.

Mr. Corey expressed concern for removing the muntins on the window.

Mr. Garrison agreed but stated he would support the project.

Motion made by Mr. Garrison to approve the project as submitted.

Mr. Ives agreed with Mr. Corey. Mr. Roy explained the owner's wishes for the muntin removal. Mr. Corey added it was a delicate balance with the views from the inside versus the outside.

Mrs. Vanneck stated that none of the changes would be seen from the street.

Ms. Shiverick stated she would support the project.

Motion remade by Ms. Shiverick and seconded by Mr. Small to approve the project as presented. Motion carried 6-1 with Mr. Corey opposed.

A-003-2018 Modifications

Address: 420 Brazilian Ave.

Applicant: Ronald & Eleanor Gross

Architect: M. Mark Marsh/Bridges Marsh & Associates, Inc.

Project Description: Miscellaneous changes to previously approved design.

Call for disclosure of ex parte communication: None.

Motion made by Mr. Garrison and seconded by Mr. Ives to defer the project to the February 28, 2018 meeting due to the large agenda without any penalty to the applicant. Motion carried with all in favor.

A-005-2018 Modifications

Address: 671 Island Dr.

Applicant: Mr. & Mrs. Roger Taylor (Contract Purchaser)

Architect: MP Design & Architecture/McAlpine

Project Description: Window size change at north elevation.

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

Michael Perry, MP Design & Architecture, presented the proposed modification to the window on the north elevation.

Mr. Ives was not supportive of the proposed window change.

Mr. Perry recommended lowering the window 18" from the approved design.

There was a short discussion about the window change. The Commission was supportive of allowing Mr. Perry to lowering the sill of the window on the north elevation.

Motion made by Mr. Ives and seconded by Mr. Garrison to approve the project with the caveat that the windowsill is lowered by 18 inches from the previously approved plan. Motion carried with all in favor.

IX. OTHER BUSINESS

None.

X. ADDITIONAL COMMUNICATIONS FROM CITIZENS (3 MINUTE LIMIT PLEASE)

There were no comments heard at this time.

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

There were no comments heard at this time.

XII. ADJOURNMENT

Motion made by Mr. Corey and seconded by Mr. Ives to adjourn the meeting at 5:29 p.m. Motion carried with all in favor.

The next meeting will be held on Wednesday, February 28, 2018 at 9:00 a.m. in the Town Council Chambers, 2nd floor, Town Hall, 360 S County Rd.

Respectfully Submitted,

Ann Vanneck, Vice Chair
ARCHITECTURAL COMMISSION

kmc

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 10-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida Approving a One Year Contract with the Option to Renew for up to Two (2) Additional Annual Periods with Colliers International South Florida, LLC, for Commercial Real Estate Brokerage Services, and Authorizing the Town Manager to Execute the Contract on Behalf of the Town.

Presenter

Jay Boodheshwar, Deputy Town Manager

ATTACHMENTS:

- ▢ **Memorandum dated February 2, 2018, from Jay Boodheshwar, Deputy Town Manager**
- ▢ **Resolution No. 10-2018**
- ▢ **Memorandum dated January 19, 2018, from Dean Mealy, Purchasing Manager Regarding Final Ranking-RFP No. 2018-07-Commercial Real Estate Brokerage Services**
- ▢ **Proposal from Colliers International, dated December 19, 2017**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Jay Boodheshwar, Deputy Town Manager

Re: Contract with Colliers International South Florida, LLC, for the Commercial Real Estate Brokerage Services
Resolution No. 10-2018

Date: February 2, 2018

STAFF RECOMMENDATION

Staff recommends that Town Council approve Resolution No. 10-2018, authorizing a contract term of one year period with option to renew for up to two (2) additional annual periods with Colliers International South Florida, LLC, for commercial real estate brokerage services.

GENERAL INFORMATION

On January 19, 2018, RFP No. 2018-07 was issued for commercial real estate brokerage services. Proposals were received by the three following companies: Colliers International South Florida, LLC; Reichel Realty & Investments, Inc.; and Rosenfeld Realty Advisors. The proposals were reviewed on January 19, 2018.

The Selection Committee consisted of the following members: Jay Boodheshwar, Deputy Town Manager; Jane Struder, Director of Finance; and Danielle Moore, Council President Pro Tem, and non-voting members, Duke Basha, Assistant Purchasing Manager and John Cmar, Purchasing Coordinator.

Colliers International Group, Inc., has been in operation for 118 years and has a proven track records of providing quality and reliable commercial real estate broker services. CIG is a global leader in real estate services and accelerates success of their clients through strength and depth in their local specialists, a culture of service excellence, and a shared sense of initiative. CIG has specialized experience with government and public sector procedures for managing and disposing of real property.

PURCHASING REVIEW

This procurement has been reviewed and approved by the Purchasing Division of the Finance Department and award of RFP 2018-07 is hereby recommended to Colliers International South Florida, LLC.

FUNDING/FISCAL IMPACT

The brokerage services costs are as follows:

- Sale Transaction: Four (4%) of the purchase price payable to Colliers.
- Lease Transaction for lease agreements up to five years: Four (4%) of the total first year value of the lease, with payment terms of 50% due upon lease execution and 50% due upon occupancy of the tenant.
- Lease transactions for long term leases, greater than five years shall be negotiated.
- Advisory and Valuation Services: For valuation services where a commission is not earned, the proposed fee shall be \$150.00 per hour.

TOWN ATTORNEY REVIEW

Resolution No. 10-2018 is in a form previously approved for legal form and sufficiency by the Town Attorney.

Attachments

cc: Department Directors
Selection Committee Members
Dean Mealy, Purchasing Manager

RESOLUTION NO. 10-2018

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING
A ONE YEAR CONTRACT WITH THE OPTION TO RENEW FOR
UP TO TWO (2) ADDITIONAL ANNUAL PERIODS WITH
COLLIERS INTERNATIONAL SOUTH FLORIDA, LLC, FOR
COMMERCIAL REAL ESTATE BROKERAGE SERVICES, AND
AUTHORIZING THE TOWN MANAGER TO EXECUTE THE
CONTRACT BEHALF OF THE TOWN.**

* * * * *

WHEREAS, the Town wishes to contract commercial real estate brokerage services.

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

Section 1. The Selection Committee's ranking of the commercial real estate brokerage services firms responding to the Town's Request for Proposal Number 2018-07 is approved and a contract is hereby awarded to Colliers International South Florida, LLC.

Section 2. The Town Council hereby approves the issuance of a purchase order to Colliers International South Florida, LLC.

Section 3. The Town Manager is hereby authorized to execute the commercial real estate brokerage services with Colliers International South Florida, LLC.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member



TOWN OF PALM BEACH

MEMORANDUM

DATE: January 19, 2018

TO: Jay Boodheshwar, Deputy Town Manager

FROM: Dean Mealy, Purchasing Manager 

SUBJECT: Final Ranking - RFP No. 2018-07 – Commercial Real Estate Brokerage Services

The Selection Committee met on January 19, 2018. All members of the committee listed below were present:

Selection Committee Members -

Jay Boodheshwar – Deputy Town Manager
Jane Struder – Director of Finance
Danielle Moore – Council President Pro Tem

Advisors and Facilitators (Non-Voting) -

Duke Basha – Assistant Purchasing Manager
John Cmar – Purchasing Coordinator

The Town received three (3) proposals. After thorough consideration, the Selection Committee arrived at the following ranking:

1. Colliers International South Florida, LLC
2. Reichel Realty & Investments Inc.
3. Rosenfeld Realty Advisors

It is the recommendation of the Selection Committee to award a contract to Colliers International South Florida, LLC, for the Commercial Real Estate Brokerage Services.

Cc: File: RFQ No. 2018-07
John Randolph, Town Attorney
Selection Committee Members

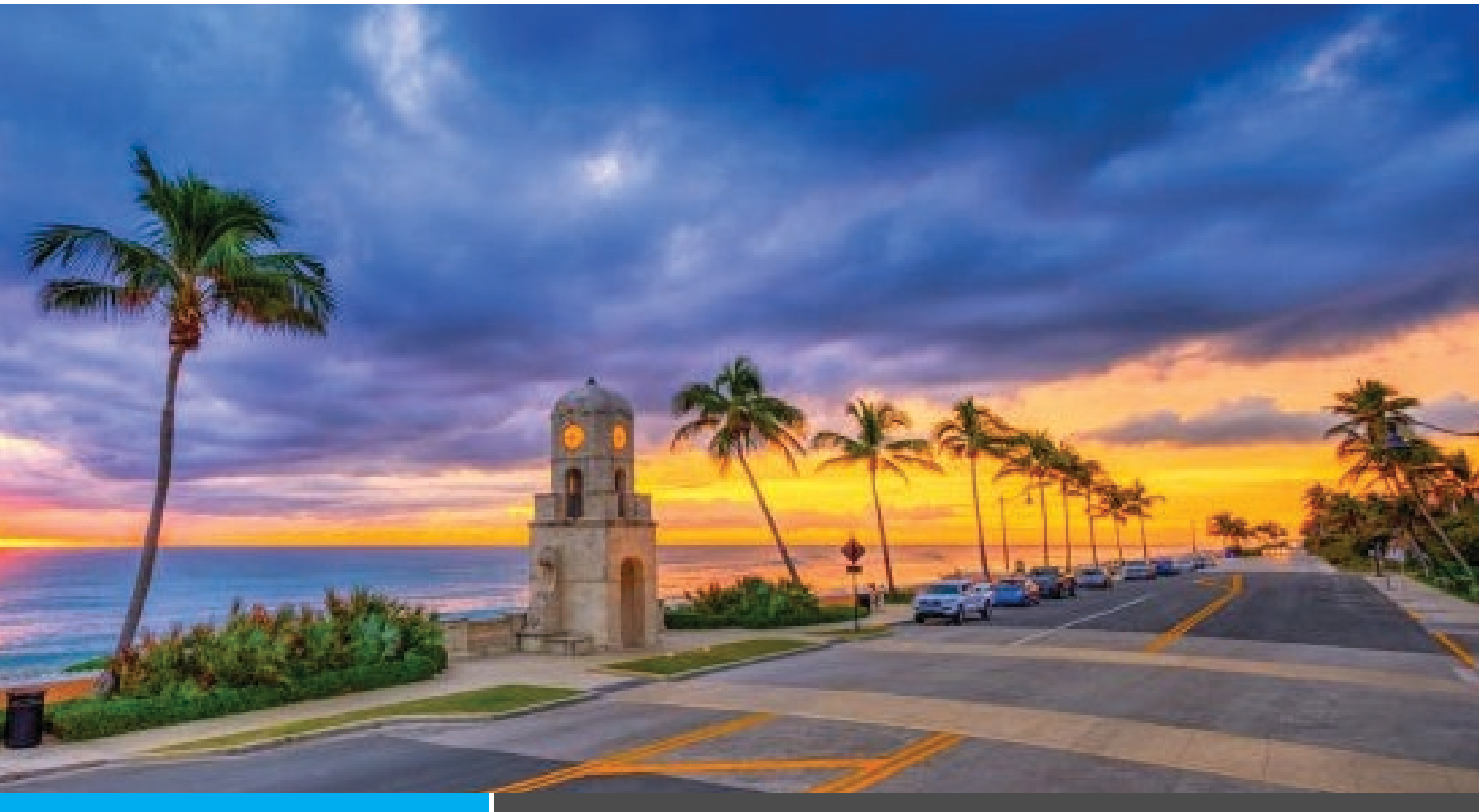
COMMERCIAL REAL ESTATE BROKERAGE SERVICES

Prepared for: Town of Palm Beach

Prepared by: **Kenneth Krasnow**
Executive Managing Director &
Market Leader | South Florida
+1 561 804 9678
ken.krasnow@colliers.com

PREPARED IN RESPONSE TO
RFP NO. 2018-07

Date Submitted: December 19, 2017



Colliers International South Florida, LLC
4500 PGA Boulevard,
Suite 110
Palm Beach Gardens, FL 33418



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3 TRANSMITTAL LETTER



Mr. Dean Mealy, II
Purchasing Manager
Town of Palm Beach
Purchasing Office
951 Okeechobee Road, Suite "D"
West Palm Beach, FL 33401

Dear Mr. Mealy,

Re: RFP # 2018-07, Commercial Real Estate Services

On behalf of the project team representing Colliers International South Florida, LLC. (Colliers), I am pleased to submit this response to the Town of Palm Beach (the "Town") regarding Commercial Real Estate Services as required under RFP # 2018-07.

Hiring a real estate partner is an important decision for the Town and its stakeholders. Colliers understands that government and public sector procedures for managing and disposing of real property can be subject to layers of regulations, policy, legislation and special orders. We are uniquely qualified to meet the needs of the Town with proven expertise in charting a clear path of successful execution with a roster of public institution clients at both a local and national level; including the City of Fort Lauderdale, the Broward Sheriff's Office, the Fort Lauderdale Downtown Development Authority and the General Services Administration to name a few. With this experience we offer extensive public-sector expertise and proven best practices to ensure the Town makes the most informed real estate decisions in line with the goals of the Town.

For this RFP, we understand that the Town seeks a licensed Real Estate Brokerage firm to provide professional commercial brokerage services primarily representing the Town in the disposition and acquisition of commercial property and providing strategic advisory services. As a trusted commercial real estate advisor, Colliers International offers public-sector expertise and a proven track-record of asset acquisitions and dispositions for clients in the region. Colliers International is committed to this project and offers the following services to meet the needs of the Town:

- i. Market analysis with quarterly update reports.
- ii. Develop strategies for sale of properties.
- iii. Work with the Town to negotiate the sale or purchase of properties with prospects and buyers.
- iv. Coordinate real estate appraisals.
- v. Coordinate real estate transaction closings.
- vi. Handle all other customary activities and services associated with real estate transactions.
- vii. Attendance and presentations at Town Council of Commission meetings, as required.

Based in the Colliers' Palm Beach Gardens office, Kevin McCarthy, Senior Vice President will serve as Lead Agent (and primary person responsible for this project) and the Town's direct point of contact during the term of the Agreement. Kevin McCarthy will be supported by Associate broker and Palm Beach-based, Bastian Lagerbauer, who offers a

deep understanding of the local market as well as a profound ability to value assets. Also supporting Kevin is our local public institutions specialist, Brooke Berkowitz. Our brokerage services professionals are supported by a team of value-add experienced professionals in Valuation, Research/Consulting, Marketing, Public Relations and Operations; all overseen by Colliers's Market Leader, Ken Krasnow.

Naturally, this assignment will be serviced by a team of professionals concentrated in Palm Beach County with deep roots and ties with the local community and backed by the largescale resources, integrated platform, relevant multi-market experience and footprint of a global leader, Colliers International. As a global entity, Colliers International has been in operation more than 118 years.

On the local level, Colliers International South Florida, LLC was formed in 2014 and today has a staff size of 158 professionals. We plan to draw upon the shared resources from all five South Florida offices but service this mandate directly out of our West Palm Beach office, located at 4500 PGA Boulevard – see table below.

COLLIERS INTERNATIONAL SOUTH FLORIDA, LLC

Address:	4500 PGA Boulevard, Suite 110 Palm Beach Gardens, FL 33418	
Contact:	Kenneth M. Krasnow, Executive Managing Director & Market Leader	
Telephone:	+1 561 804 9678	Fax: +1 561 655 5950
Email:	ken.krasnow@colliers.com	
Website:	www.colliers.com or www.colliers.com/southflorida	

The Town's real estate goals are important to us and Colliers has identified a team of experts that will serve to meet the Town's goals and vision. The accompanying proposal identifies the services and methodology offered by Colliers International and the unique qualifications of our firm to fulfill the Town's needs. This response to RFP # 2018-07 serves as a firm and irrevocable offer for the next 120 days to perform the services stated herein for the period of the contract agreed with the Town of Palm Beach. We thank you for the opportunity to present our proposal to the Town and for your consideration in this regard.

Sincerely,



Kenneth M. Krasnow
Executive Managing Director & Market Leader | South Florida

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



FIRM COMPOSITION AND BACKGROUND

As a global entity, our firm has been in operation more than 118 years. We proudly trace our roots back to a local firm founded in 1898, when Macaulay Nicolls, a real estate insurance agency was registered in Vancouver, BC. Macaulay Nicolls soon added a partner and became Macaulay Nicolls Maitland. In the early 1980s, it joined forces with Colliers International, an Australian firm founded in 1976. Colliers was established in the U.S. in 1978. Today, we hold on to those local roots and have steadily grown our business through customized client solutions, global and regional accountability for our clients, and innovation.

Colliers International Group Inc. (NASDAQ: CIGI; TSX: CIG) is a global leader in real estate services, committed to accelerating the success of the Town of Palm Beach through the strength and depth of our local specialists, a culture of service excellence and a shared sense of initiative. We are the third-largest global real estate firm based on total annual revenue of \$2.6 billion.

2016 Statistics | Global

- > 396 offices
- > 68 countries
- > 15,000 professionals and staff
- > 2 billion SF under management
- > 72,000 lease/sale transactions
- > \$105 billion in total transaction value

2016 Statistics | South Florida

- > 5 offices
- > 3 counties
- > 158 professionals and staff
- > 5.5 million SF under management
- > 331 lease/sale transactions
- > \$772 million in total transaction value

On the local level, Colliers International South Florida, LLC was formed in 2014, bringing together some of the region's most experienced and savvy commercial real estate professionals to service the changing needs of the South Florida property landscape. Colliers International South Florida, LLC. proudly employs 158 professionals that live in the very same South Florida communities where we provide our services. This is currently comprised of 56 brokerage professionals, 16 support professionals (marketing, research, consulting, IT), three valuation professionals and a team of 83 Real Estate Management (REMs) or Property Management professionals. There are leadership roles in each of the five South Florida offices, with three designated management roles.

With five South Florida offices (Palm Beach Gardens, Boca Raton, Fort Lauderdale, Plantation and Miami), Colliers International South Florida, LLC plans to draw upon the shared resources from all offices but service this mandate directly out of our West Palm Beach office, located at 4500 PGA Boulevard in Palm Beach Gardens. Colliers International South Florida, LLC is registered as a legal entity in the State of Florida. (Division of Corporation information is provided in Appendix II.)

Information on our broker license is provided on the following page.

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



COLLIERS INTERNATIONAL SOUTH FLORIDA HEADQUARTERS

Colliers International South Florida, LLC, a Delaware Corporation, is a fully licensed real estate brokerage company in the state of Florida with our primary South Florida headquarters based out of Miami.

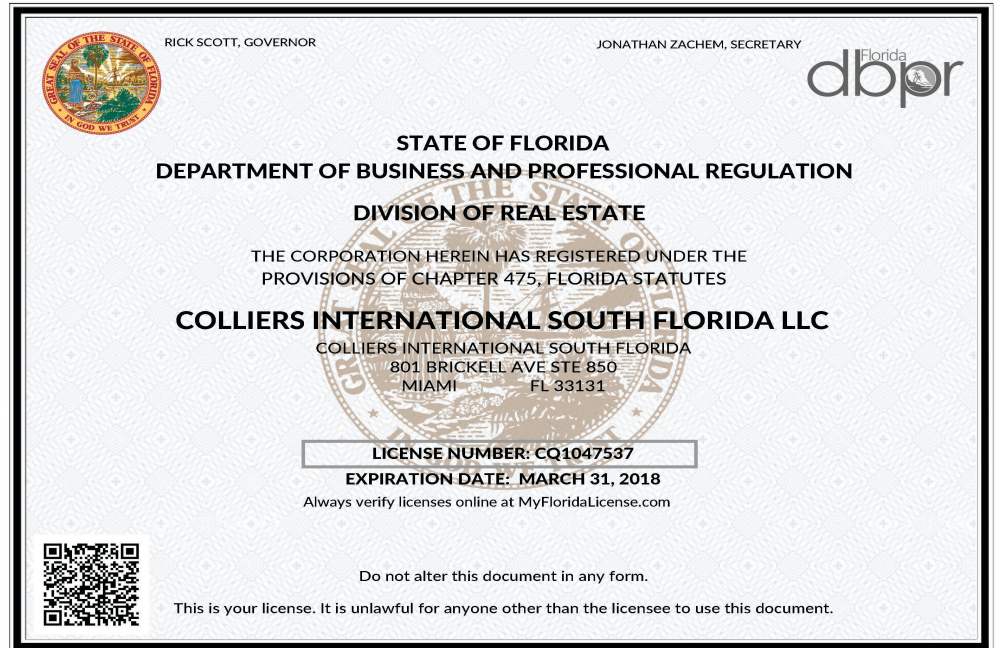
Miami Office:

Colliers International South Florida, LLC
801 Brickell Avenue, Suite 850
Miami, FL 33131

Real Estate License Number:

CQ1047537

See Division of Corporation documents in Appendix II.



COLLIERS INTERNATIONAL PALM BEACH GARDENS BRANCH

For this assignment, we have designated Kevin McCarthy, Senior Vice President, as the lead broker. He is located at our Palm Beach Gardens office where the majority of the work will be done for this project. The license for this branch office is also provided for your review.

Primary Contact:

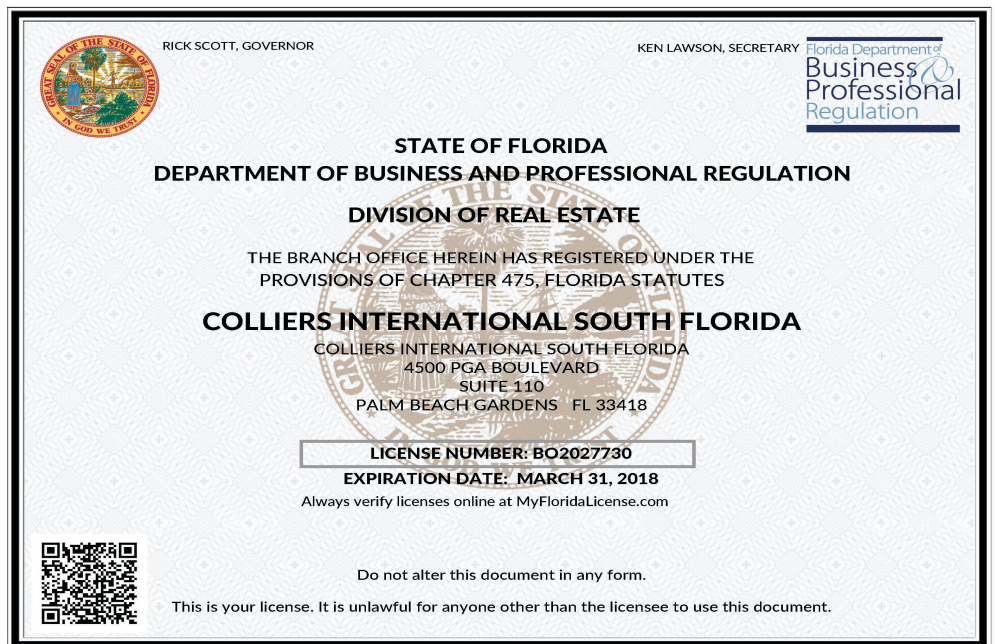
Kevin McCarthy | Senior Vice President
DIR +1 561 951 3404
kevin.mccarthy@colliers.com

Palm Beach Gardens Office:

Colliers International South Florida, LLC
4500 PGA Boulevard, Suite 110
Palm Beach Gardens, FL 33418
MAIN +1 561 804 9678

Real Estate License Number:

BO2027730



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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



COLLIERS QUALIFICATIONS AND EXPERIENCE

Colliers has a proven track record of providing quality, reliable Commercial Real Estate Broker Services representing the owner interests in disposition strategy; among other commercial real estate related services described herein. We also offer a wide range of value-add products and services related to market research, valuations, strategic planning and property marketing, from the straightforward (signage, advertising, fliers) to the sophisticated (positioning campaigns, tours, websites). We have summarized our unique qualifications and key areas of expertise below to demonstrate the strength of our services and how these align to the needs of the Town of Palm Beach.

› *Strong Colliers South Florida Footprint*

- With five South Florida offices (Palm Beach Gardens, Boca Raton, Fort Lauderdale, Plantation and Miami), we plan to draw on our shared resources; servicing each asset directly from our Palm Beach Gardens office, located at 4500 PGA Boulevard.
- Colliers International South Florida, LLC is registered as a legal entity in the State of Florida. Key licensing information has been provided on Page 5.

› *Qualified and Experienced Professionals with Extensive Industrial and Public Sector Expertise*

- The most effective way to represent the Town of Palm Beach is with a proactive team of highly qualified and experienced professionals. Our offer to the Town is a dedicated and effective team of professionals that will commit the resources needed to ensure the success of the Town's goals and execute on previously determined objectives.

Our firm has assembled a senior-level team that will provide the advisory and disposition services necessary to support the real estate goals of the Town. The team includes Palm Beach County industry veteran Kevin McCarthy, as Lead Agent supported by Palm Beach-based Associate broker, Bastian Lagerbauer, who offers a clear understanding of the local market as well as a profound ability to value assets, and our local public institutions specialist, Brooke Berkowitz. Our brokerage services professionals are supported by a team of value-add experienced professionals in Valuation, Research/Consulting, Marketing, Public Relations and Operations; all overseen by Colliers' Market Leader, Ken Krasnow. Team resumes are located in Section 5.4.

Kevin McCarthy | Senior Vice President will serve as Lead Agent bringing over 30 years of experience in both commercial real estate and financial related activities. Kevin McCarthy specializes in investment sales of land development acquisitions, office buildings and retail centers. His past experience includes various sales of performing and non-performing assets in the market place. Most recently he has worked on structuring portfolio sales from the institutional, mid-market, and private investor platforms. Working with both local and national development companies in structuring agreements in the selling process of unimproved sites and creating the greatest end value for his client base.

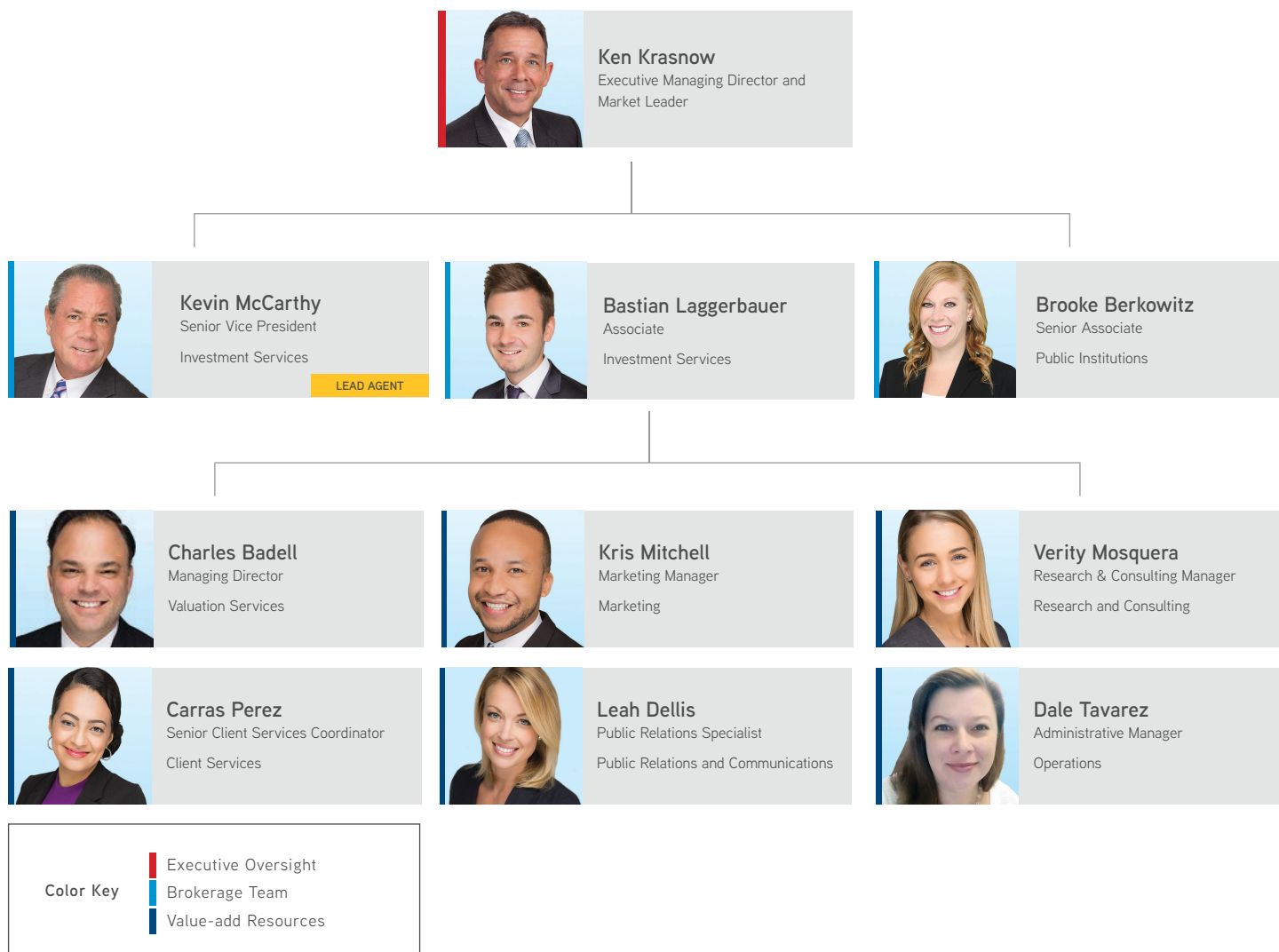
Bastian Lagerbauer | Associate is a key member of the Colliers Capital Markets team that brings localized knowledge of the Palm Beach market as well as a profound ability to value assets and provide clients with an exceptional level of service and commitment. Implementing financial analysis through Argus Enterprise and Excel, Bastian's analytical knowledge, paired with his technological expertise, allow him to successfully value and transact both income-producing and distressed assets. Bastian also engages in selected tenant and landlord representation, consistently providing the highest level of service to his clients in every aspect of the transaction.

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



Brooke Berkowitz | Senior Associate has proven experience leading strategic accounts within the public sector. For nearly 10 years she has worked with Public Institution Groups; representing Martin County, Riviera Beach Community Redevelopment Agency, and consulting with the Florida Department of Transportation (FDOT) in Districts 4 and 6. Brooke currently manages our City of Fort Lauderdale account handling lease administration, negotiations and dispositions for the City's assets and recently began representing the Broward Sheriff's Office.



Overview of dedicated team to service asset disposition.

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



› *Specialized Experience in the Public Real Estate Sector*

- Colliers understands that government and public sector procedures for managing and disposing of real property can be subject to layers of regulations, policy, legislation and special orders. Colliers has proven expertise in charting a clear path of successful execution for clients and will leverage our shared services and diverse global platform to deliver value for the Town as well.
- Current public sector clients and relationships in Florida include:
 - » The City of Fort Lauderdale | Exclusive Real Estate Advisor
 - » Broward Sheriff 's Office | Exclusive Real Estate Advisor
 - » Fort Lauderdale Downtown Development Authority | Primary Data Providers
 - » Jacksonville Transportation Authority (JTA) | Exclusive Real Estate Advisor

› *Personalized, Local Expertise with the Backing of a Global Service Powerhouse*

- Our core project team has roots in the Palm Beach County community, with deep relationships and deal-making expertise in the same region, which we call home. Backed by the large-scale resources, integrated platform, relevant multi-market experience and footprint of a global leader, our local project team has a firm understanding of evolving trends in South Florida real estate and the relationships essential to provide optimal results for the Town.
- As a global entity, Colliers International has been in operation more than 118 years; establishing a presence in the South Florida market in 1990 through a local partnership.

› *Agile Approach to Disposition and Proven Implementation Timeline*

- We will begin due diligence immediately upon award of contract and – recognizing the importance of excellent communications and reporting – make earnest efforts to introduce the project team and key client stakeholders the week of kick-off.

› *Competitive and Transparent Fee Structures*

- The opportunity to partner with the Town of Palm Beach is a top priority to Colliers. Our competitive pricing structure reflects this but still allows us to provide senior-level talent and outstanding services and resources to exceed the Town's expectations.
- Full details on proposed fee structure may be found on pages 37-38.

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



CORE SERVICES

Government Solutions Group

Colliers International understands the complexity of the government real estate sector. The government's procedures for acquiring, managing and disposing of real property are subject to layers of regulations, policy, legislation and executive orders. Making sense of it all can be challenging, but Colliers' Government Solutions team understands how to chart a path to successful execution. In everything we do, we apply a team approach, leveraging the depth and experience of Colliers' large and diverse global platform.

Colliers Government Solutions understands government disposition/acquisition regulations and the strict performance requirements of the federal lease form. Our team does more than just execute transactions – we pride ourselves on ensuring each lease's long-term integrity. We stay abreast of all changes in government policy and procedure to advise our clients how to plan, budget, and position their properties to attract and retain federal tenants. Our mission is to provide integrated services that maximize property value and exceed our clients' investment objectives.

To yield the highest value and best deal execution Colliers Government Solutions offers the Town, a team of sales professionals specializing solely in the sale of government-owned properties. The team accelerates clients' success by providing a deep understanding of factors associated with government-owned real estate, utilizing local market knowledge and leveraging Colliers' national presence. Our business strategy is geared to the acquisition and sale of government-leased properties nationally, providing marketing exposure to thousands of investors and developers throughout the United States and overseas.

Marketing Services

With an in-house creative services team spearheaded by project team member Kristopher Mitchell, the Colliers team will work with the Town to develop customized, compelling collateral in support of the real estate strategy or strategies selected.

With the primary goal to build smart awareness and educate through tailored marketing, the team may utilize a range of marketing tools, including but not limited to:

- Property Brochures
- Mapping
- Signage
- E-mail Marketing
- Offering Memorandum
- Social Media Campaign

4

FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



Valuation Services

Real estate appraisals play a pivotal role in today's business climate. Colliers Valuation & Advisory Services' reports are designed to deliver insight into a property's fundamentals, its competition and the overall market dynamics affecting value. Our commitment to high-end client service, coupled with Colliers International's unparalleled market intelligence and resources continues to differentiate us as the firm of choice in the real estate industry. With its unique and expanding platform, Colliers provides a full range of expertise across all commercial property types and has experience on working on appraisals tailored to the unique features of government-leased properties. Our professionals share a commitment to deliver the highest level of service and the best client experience possible. We go the extra mile to deliver results, whether this means meeting a tight deadline, working with a complex and challenging property or delivering consistent results when valuing nationwide portfolios.

All of our appraisals are evaluated and approved by an experienced review team to ensure our clients receive clear, concise, and timely appraisals. Because we recognize that superior technology is not enough, our managers and professionals stand committed to our clients' success and will go the extra mile to provide exceptional customer service.

Research and Consulting Services

Research and Consulting Services

The local research team provides timely, reliable data critical to making effective and well-informed real estate portfolio decisions. We consider our primary market research a competitive advantage, providing clients with data, analysis and consultation on industry trends, comparable lease and sales transactions, and economic data critical to making effective real estate decisions. Colliers Research also maintains an extensive tenant database identifying industry, location, square footage occupied, and lease expiration dates. Stacking plans and building skylines are regularly produced to illustrate the location and lease expiration of tenants in select buildings. Additional analytic tools track tenant demand and lease activity on a real-time basis. See Appendix III for samples of Palm Beach County Q3 2017 market reports.

Consulting Services include:

- Strategic Real Estate Planning
- Feasibility Studies
- Asset Evaluations/Highest-and-Best Use Studies
- Due Diligence Reports
- Market Studies
- Financial Analyses

GIS Capabilities

Colliers has full-service geographic consulting and mapping, offering tailored analysis for clients as they develop their portfolio strategies. We provide cartographic, demographic, and analytic products and services. Our deliverables vary from simple aesthetic maps to complex geographic analysis and site selection packages. Our demographic analysis provides answers to complex questions and adds tangible value to real estate transactions. Our goal is to provide the highest level of innovative GIS products and solutions with a strong focus on customer service and consultation.

Public Relations

Our in-house Communications Specialist, Leah Dellis, has teamed up with our trusted South Florida-based public relations partner, Top of Mind PR, on an array of strategic media initiatives to maximize smart exposure and coverage on behalf of our clients. Top of Mind PR is a woman-owned public relations firm with top-tier media relationships and has a working relationship with Colliers South Florida, independent of any potential contract with the Town.

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



SIX TRAITS THAT SET COLLIERS APART

1. Proven Public-Sector Representation

Our experience representing public institutions like the City of Fort Lauderdale and the Broward Sheriff's Office reflects our understanding of the complexity of the government real estate sector and our ability to navigate through the regulations, policy, legislation and executive orders that the Town of Palm Beach will require our firm to abide by.

2. Asset & Local Market Knowledge

We have the breadth and depth of local knowledge that only comes from strong boots-on-the-ground local brokers. We are uniquely qualified to counter-argue potential value challenges and promote all value creation opportunities.

3. Committed to Minimizing or Eliminating Risk through the Process

We analyze the opportunity from a buyer's perspective at the beginning and spend the necessary time upfront to ensure that the asset, market and sources of capital are known and understood. Any potential risks will be identified and mitigated in advance of active marketing. Our process involves old fashioned hard work, and will be performed to ensure that we control the sale process and provide certainty throughout.

4. Programmatic Approach

We have developed a disciplined, detailed and best-in-class approach to marketing the asset. Our follow-through and accountability, evidenced by continually updated information via online communication and reporting tools, provide the Town with confidence and certainty throughout the marketing process.

5. Buyer & Seller Representation Experience

We know BOTH sides of the negotiating table, and therefore can anticipate negotiating positions for your decision preparation.

6. Creative & Innovative Approach

As the market shifts or new events occur, we will inform you and evaluate them, to possibly recommend changes in marketing tactics, maximizing negotiation leverage during the process.

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



REFERENCES

CLIENT REFERENCE #1: City of Fort Lauderdale	
Address:	100 N Andrews Avenue, Fort Lauderdale, FL 33301
Contact:	Ryan Henderson Assistant to the City Manager
Telephone:	+1 954 828 5213
Email:	rhenderson@fortlauderdale.gov
Scope of Work:	Colliers provides lease administration, negotiations, and disposition services of properties in the City of Fort Lauderdale portfolio, as well as advisory, valuation, and strategic planning services.
Date Contract Started/Ended:	August 2017 - Present
Present Status:	Ongoing

CLIENT REFERENCE #2: Fort Lauderdale Downtown Development Authority	
Address:	110 East Broward Boulevard, Suite 1610, Fort Lauderdale, FL 33301
Contact:	Jenni Morejon Executive Director
Telephone:	+1 954 463 6574
Email:	jenni@ddaftl.org
Scope of Work:	Colliers is the primary real estate data provider to the Fort Lauderdale DDA and provides quarterly real estate trends updates to the Board on a quarterly basis. See Appendix III for Q3 market reports.
Date Contract Started/Ended:	December 2016 - Present
Present Status:	Ongoing

CLIENT REFERENCE #3: Jacksonville Transportation Authority (JTA)	
Address:	121 W. Forsyth Street, Suite 300, Jacksonville, FL 32202
Contact:	Michael Corbitt Real Estate Project Officer
Telephone:	+1 904 632 5257
Email:	jmcorbitt@jtafla.com
Scope of Work:	Real Estate Consulting and Disposition of surplus properties in JTA portfolio, including vacant land, office buildings and parking garages.
Date Contract Started/Ended:	2016 - Present
Present Status:	Ongoing

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FIRM COMPOSITION, QUALIFICATIONS & BACKGROUND



REFERENCES

CLIENT REFERENCE #4: LNR Partners, Inc.	
Address:	1601 Washington Avenue, Suite 700, Miami, FL 33487
Contact:	John Mitchell
Telephone:	+1 305 695 5253
Email:	jmittchell@lnrpartners.com
Scope of Work:	Colliers provides property management, leasing and disposition services for income-producing assets throughout South Florida in addition to valuation services
Date Contract Started/Ended:	July 2017 - Present
Present Status:	Ongoing
Case Study:	Provided on page 26

CLIENT REFERENCE #5: Tambone Companies, LLC	
Address:	4440 PGA Boulevard, Suite 600, Palm Beach Gardens, FL 33410
Contact:	Richard Tambone
Telephone:	+1 781 799 7442
Email:	rtambone@tambone.com
Scope of Work:	Colliers is the preferred real estate advisor in regards to acquisitions and dispositions for this national developer. Kevin McCarthy and Bastian Lagerbauer provided advisory and valuation services in the aquisition of 2400-2410 Metrocentre Boulevard and are currently involved in the disposition of 2400 Metrocentre Boulevard.
Date Contract Started/Ended:	July 2016 - Present
Present Status:	Ongoing

5.1

TECHNICAL PROPOSAL



INTRODUCTION LETTER

December 19, 2017

Dear Mr. Mealy,

On behalf of the project team representing Colliers International South Florida, LLC. (Colliers), I am pleased to submit this response to the Town of Palm Beach (the "Town") regarding Commercial Real Estate Services as required under RFP # 2018-07.

Based in the Colliers' Palm Beach Gardens office, Kevin McCarthy, Senior Vice President will serve as Lead Agent (and primary person responsible for this project) and the Town's direct point of contact during the term of the Agreement. Kevin McCarthy will be supported by Associate broker and Palm Beach-based, Bastian Lagerbauer, who offers a clear understanding of the local market as well as a profound ability to value assets. Also supporting Kevin is our local public institutions specialist, Brooke Berkowitz. Our brokerage services professionals are supported by a team of value-add experienced professionals in Valuation, Research/Consulting, Marketing, Public Relations and Operations, which I personally oversee.

Naturally, this assignment will be serviced by a team of professionals concentrated in Palm Beach County with deep roots and ties with the local community and backed by the largescale resources, integrated platform, relevant multi-market experience and footprint of a global leader, Colliers International. As a global entity, Colliers International has been in operation more than 118 years.

At a local level, Colliers International South Florida was originally established in 1990 and became corporately owned in 2014, bringing together some of the region's most experienced and savvy commercial real estate professionals to service the changing needs of the South Florida property landscape. Today we have a staff size of 158 professionals in five offices throughout Palm Beach, Broward and Miami-Dade County and plan to draw upon the shared resources from all South Florida offices, while servicing this mandate directly out of our Northern Palm Beach County office, located at 4500 PGA Boulevard, Suite 110 in Palm Beach Gardens, Florida, with our primary contact phone number as: +1 561 804 9678. We have included a copy of our Division of Corporations and Corporate Charter Registration information for your review in Appendix II.

The Town's real estate goals are important to us and Colliers has identified a team of experts that will serve to meet the Town's goals and vision. The accompanying proposal identifies the services and methodology offered by Colliers International and the unique qualifications of our firm to fulfill the Town's needs. This response to RFP # 2018-07 serves as a firm and irrevocable offer for the next 120 days to perform the services stated herein for the period of the contract agreed with the Town of Palm Beach. We thank you for the opportunity to present our proposal to the Town and for your consideration in this regard.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Krasnow", written over a light blue horizontal line.

Kenneth Krasnow

Executive Managing Director
TCM Agenda Backup 2-13-18

5.2 | TECHNICAL PROPOSAL



APPROACH TO THE PROJECT

Colliers International understands that the Town of Palm Beach seeks a qualified Real Estate Brokerage firm to provide professional commercial brokerage services primarily representing the Town in the disposition and acquisition of commercial property and providing strategic advisory services. To meet the Town's project objectives, Colliers International proposes to provide the following brokerage services to meet the needs of the Town:

- i. Market analysis with quarterly update reports.
- ii. Develop strategies for sale of properties.
- iii. Work with the Town to negotiate the sale or purchase of properties with prospects and buyers.
- iv. Coordinate real estate appraisals.
- v. Coordinate real estate transaction closings.
- vi. Handle all other customary activities and services associated with real estate transactions.
- vii. Attendance and presentations at Town Council of Commission meetings, as required.

Strategic Approach and Methodology

To meet the Town's project objectives, the aforementioned team (Page 7) at Colliers International proposes the following strategic approach to these services through a week-by-week process outlined below.

WEEK 1 | Kick-Off Session:

- At a preliminary kick-off meeting, the Town of Palm Beach will identify who within staff and other stakeholders should be involved in the decision-making process.
- Confirm Town objectives and goals and agree upon key project deliverables and specific progress benchmarks.
- Review Colliers proposed strategy, scope of work and schedule, making adjustments where the Town deems necessary.
- Introduce Colliers experts assigned to the project and respective roles and responsibilities.
- Identify point of contact and appropriate communication channels.

WEEK 2-3 | Due Diligence

- Take an inventory of all Town of Palm Beach owned and controlled property.
- Collect and collate appropriate documents and data, including but not limited to; a list of assets, operating statements, operating agreements, assessments, lease agreements, letters of interest (LOI), contracts, any other laws, policies or Town-preferences that limit the sale of Town-owned assets.
- Meet with Town departments and other internal and external stakeholders to ensure thorough understanding of portfolio and assemble any missing pertinent information.

5.2 | TECHNICAL PROPOSAL



WEEK 4-5 | Market Analysis, Valuation and Strategic Planning

- Review, assess and map all owned and controlled property, identifying the current use of each asset. Colliers will provide the Town with access to GIS mapping software storing real-time information on owned property.
- Present opportunities to the identified Town authorities and advise on strategic positioning along with a valuation of the property to determine sales price.
- Outline the sales process and a marketing plan for the expedited/streamlined disposition of identified Town-owned assets approved by the Town.
- Present a semi-annual market update to staff highlighting local real estate trends and forecasts on the Palm Beach real estate market.

WEEK 6 Onwards | Marketing and Execution of the Strategic Plan

Colliers International will meet with the Town to discuss and commence action on the disposition or sale of commercial property and apply the “best practices” acquired through public sector real estate portfolio management and transaction experience.

Once we have agreed upon an asset(s) for disposition with asking prices and underwriting, our marketing department will draft best in class marketing materials, starting with a brochure, confidentiality agreement, and full offering memorandum for the Town to review and approve. Colliers will maintain and update accurate listing information on the Town’s website.

Through our best-in-class marketing technology and our creative approach, we drive strong investor interest, while maintaining confidentiality and minimizing disruption to tenants. Our integrated marketing platform includes targeted marketing, broker/referral marketing, print and electronic media, mobile marketing, social media and inbound/outbound marketing techniques to ensure maximum exposure to the marketplace.

Our hands on, go-to-market strategy offers largescale exposure through proprietary databases and distribution channels, and includes a segmented approach to focus the highest impact marketing techniques on the buyers who are most motivated and likely to pay the highest price. Throughout the disposition process, our priority is revenue maximization for the Town.

5.2 TECHNICAL PROPOSAL



WEEK 6 Onwards | Marketing and Execution of the Strategic Plan - continued

PRE-MARKETING	POSITION	REVIEW	NEGOTIATE	CLOSE
- Due Diligence for Assets - Preparation of Exclusive Offering Memorandum - Preparation of Flyer Eblast Development - Solicitors Legal Document Preparation - Marketing Positioning the Property - Media Placement Targeting	- Local, Regional, National, International - Distribute Offering Memorandums - Face-to-Face Meetings Site Tours - Follow-up with Website Leads - Broker Analysis - Propective Buyer Critique	- Review all Letters of Intent - Financial Modeling - Review with Client & Solicitors	- Consensus on Preferred Buyer - Engage with Final Negotiation	- Purchaser Due Diligence - Oversee Escrow - Closing

In an effort to provide complete transparency throughout the marketing process, our team will provide the Town with regular Client Update Reports, summarizing marketing statistics on all activities related to the property listed for sale. Information reported on will typically include:

- Website traffic
- LoopNet visits/activity
- Completion of pertinent tasks, i.e.: installing signage, launching properties online, putting property under contract, etc.
- E-Blast metrics
- Networking events attended to promote the asset
- Property tours
- Prospects contacted through cold calls, networking, marketing efforts



*Sample of Client Update Report that was prepared for the City of Fort Lauderdale.

5.2 | TECHNICAL PROPOSAL



ALIGNED APPROACH IN PARTNERSHIP WITH TOWN STAFF

At each stage of the process, Colliers ensures that the Town of Palm Beach staff lead the decision-making with clear guidance from Colliers International backed by in-depth analysis and market knowledge. From the kick-off meeting and through the course of the contract, we commit to working in partnership with the assigned staff and other stakeholders identified by the Town with clear and open lines of communication.

WORKLOAD AND ACCOUNTABILITY

Colliers believes in delivering services through a single point of accountability with responsible executive oversight and specialized resources available across the delivery structure. Therefore, Team Lead, Kevin McCarthy, will be the primary person responsible for this project to ensure the Town of Palm Beach receives consistent and responsive services throughout the term of the contract from Colliers International.

While our core team is active in the community and with existing clients, this account will receive our utmost attention and we have implemented the team structure to ensure best-in-class service. As illustrated in Section XXX, the Team Lead will be supported by a team of experienced brokerage professionals and subject matter experts, who will focus on developing the strategic direction of their expertise area in parallel with the overall account strategy and goals. This process allows Colliers to seamlessly manage the entire real estate process - from strategy, due diligence, transaction management and execution - without risk of conflict from existing workload.

PROPOSED FEES AND CHARGES

A summary of Colliers proposed pricing structure and fee schedule can be found on the Cost Detail on Page 37 and the Cost Proposal Form on Page 38.

5.3

PAST EXPERIENCE



COLLIERS EXPERIENCE

> Specialized Experience in the Public Real Estate Sector

- Colliers understands that government and public sector procedures for managing and disposing of real property can be subject to layers of regulations, policy, legislation and special orders. Colliers has proven expertise in charting a clear path of successful execution for clients and will leverage our shared services and diverse global platform to deliver value for the Town as well.
- Colliers has been providing brokerage and valuation and advisory services to the following public sector clients in Florida:
 - » The City of Fort Lauderdale | Exclusive Real Estate Advisor
 - » Broward Sheriff 's Office | Exclusive Real Estate Advisor
 - » Fort Lauderdale Downtown Development Authority | Primary Data Providers
 - » Jacksonville Transportation Authority (JTA) | Exclusive Real Estate Advisor

Colliers International Group Inc. is consistently ranked as one of the top three largest real estate firms globally. Tracing our roots back to the 1800s, we have been in existence for 118 years, formally establishing a presence in South Florida 27 years ago – in the early 1990s. Colliers International South Florida, LLC was formed in 2014, following a shift in ownership from a local partnership to become a corporately owned entity. An overview of our size and portfolio, both globally and locally are shown below:

2016 Statistics | Global

- > 396 offices
- > 68 countries
- > 15,000 professionals and staff
- > 2 billion SF under management
- > 72,000 lease/sale transactions
- > \$105 billion in total transaction value

2016 Statistics | South Florida

- > 5 offices
- > 3 counties
- > 159 professionals and staff
- > 5.5 million SF under management
- > 331 lease/sale transactions
- > \$772 million in total transaction value

Over the last three years, our firm has completed approximately \$854,902,509.17 in commercial sales transactions. The list of commercial properties sold during this period is summarized on the following table below and on the following pages:

	Address	Type	Seller	Size	Sale Price
01	3100 Domain Cir, Kissimmee, FL 34747	Multi-family	Domain Apartments LLC	339,494 SF	\$57,672,000.00
02	1135 103 St, Bay Harbor Islands, FL 33154	Land	P3 Investments I, LLC	51,120 SF	\$20,500,000.00
03	1786 NW 2nd Ave, Boca Raton, FL 33431	Office	BRC Realty, LLC	5,120 SF	\$1,600,000.00
04	7600 NW 27th Ave, Miami, Florida 33147	Multi-family	TP 26, LLC	301,391 SF	\$6,250,000.00

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PAST EXPERIENCE



	Address	Type	Seller	Size	Sale Price
05	950 Peninsula Corporate Cir, Boca Raton, FL 33487	Office	MSCI 2007-IQ16 Complex 950, LLC	47,190 SF	\$8,525,000.00
06	1430 Shorelands Dr W, Vero Beach, FL 32963	General	Kenneth M Krasnow & Annette R Krasnow	Withheld	\$1,250,000.00
07	SW 192 St, Homestead, FL 33031	Land	BSC Properties Inc	20 AC	\$750,000.00
08	955 South Miami Avenue, Miami, FL 33131	Land	Marketplace Investment Group, Ltd.	10,331 SF	\$16,180,109.00
09	1500 N Park Rd, Weston, Florida, 33326	Industrial	Becknell Properties	90,620 SF	\$8,122,723.70
10	11376 N Jog Road, 101-102 Palm Beach Gardens, FL 33418	Office	Coyote Hills, LLC	6,247 SF	\$2,400,000.00
11	15828 Mercantile Court, Jupiter, FL 33458	Office	D&M Properties, LLC	10,300 SF	\$1,400,000.00
12	1100 E Blue Heron Blvd, Riviera Beach, FL 33404	Retail	Wells Fargo Bank, N.A.	3,112 SF	\$1,751,000.00
13	4250 Coral Ridge Dr, Coral Springs, Florida, 33321	Industrial	Hoerbiger Corp. Of America, Inc	240,000 SF	\$14,880,000.00
14	2727 W Cypress Creek Rd, Fort Lauderdale, FL 33009	Office	Camelot Properties of South Florida, LLC	25,000 SF	\$5,000,000.00
15	3740 NE 2nd Ave, Miami, FL 33137, 33137	Land	Bisazza North America	Withheld	\$5,872,588.72
16	2400-2410 Metrocentre Blvd, West Palm Beach, FL 33407	Office	New England Institute of Technology at Palm Beach, Inc.	92,729 SF	\$15,750,000.00
17	2505 Metrocentre Blvd, West Palm Beach, FL 33407	Office	KAS, LLC	15,000 SF	\$2,875,000.00
18	880 71st St, Miami Beach, FL 33141	Land	Estate of Shirley Jean Wright	19,400 SF	\$3,500,000.00
19	702 South Market Ave, Ft. Pierce, FL 34982	Industrial	702 South Market Ave LLC	20,833 SF	\$675,000.00
20	2041 Zip Code Pl, Palm Beach Gardens, FL 33418	Retail	Bass Pier One, LLC	8,000 SF	\$1,505,000.00
21	200 S Miami Ave, Miami, Florida, 33131	Retail	Fifteen 200 South Miami, LLC	10,9637 SF	\$37,250,000.00
22	2161 SW 12th St, Miami, FL 33135	Multi-family	Withheld	6,040 SF	\$430,000.00
23	1717 SE 17th St, Fort Lauderdale, FL 33316	Land	Harbor Beach TRS, LLC	18,721 SF	\$2,500,000.00
24	3472 NE Savannah Rd, Jensen Beach, FL 34957	Retail	F&B, LLC	4,000 SF	\$485,000.00
25	6330 SW 41st Ct, Davie, FL 33312	Office	L & E Rlty LLC	2,845 SF	\$435,000.00
26	7501 Wiles Rd, 207, Coral Springs, FL 33067	Office	M.J.M., LLC	2,275 SF	\$500,500.00
27	1928 Commerce Ln, Jupiter, FL	Office	Sunfish Partners, LLC	1,436 SF	\$400,000.00
28	1901 NE Ricou Terr, Jensen Beach, FL 34957	Land	Wells Fargo Bank, N.A.	0.80 AC	\$750,000.00

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PAST EXPERIENCE



	Address	Type	Seller	Size	Sale Price
29	SWC of Roadrunner and Bataan M, Las Cruces, NM, 88001	Land	Highway 70, LLC	2 SF	\$315,000.00
30	2937 Ravenswood Rd, Dania, FL 33312	Industrial	Ravenswood Road Developer, LLC	933 SF	\$179,666.75
31	1232 N University Dr, Plantation, FL 33322	Office	Siltek Commercial Investments, LLC	5,193 SF	\$1,275,000.00
32	13000 SE Flora Ave, Hobe Sound, FL 33455	land	Entegra Roof Tile, Inc.	37,295 SF	\$2,400,000.00
33	721 N Beachview Dr, Jekyll Island, GA, 31527	Hospitality	Resort Club LLC	17,722 SF	\$3,500,000.00
34	5730 Corporate Way, 130, West Palm Beach, FL	Office	Tri County Furniture Service, Inc	1,678 SF	\$212,500.00
35	850 NW 42nd Ave, Miami, FL 33136	Land	Century Parc Place, LLC	4 AC	\$18,750,000.00
36	SW 145th Ave, Pembroke Pines, FL 33027	Land	Duke Realty Land, LLC	25 AC	\$12,200,000.00
37	3521 West Broward Blvd, Fort Lauderdale, FL 33312	Office	3521 West Broward Boulevard Associates, LP	42,000 SF	\$2,000,000.00
38	NW 137th Ave and NW 12th St, Miami, FL 33182	General	Expocredit Corp.	89,000 SF	\$710,000.00
39	10119 McMullen Rd, Riverview, FL 33569	Land	10119 McMullen Road, LLC	4,980 SF	\$1,625,000.00
40	100 E Flagler St, 6, Miami, FL 33131	Office	Jewelry Headquarters, LLC	6,406 SF	\$1,300,000.00
41	18300 NW 2nd Ave, Miami Gardens, FL 33143	Retail	A S Ventures Inc.	7,300 SF	\$2,850,000.00
42	1114 South Dixie Hwy, Coral Gables, FL 33146	Retail	Gazebo Corporation	5,500 SF	\$6,400,000.00
43	1000 Stony Hill Rd, Yardley, PA, 19067	Hospitality	MLMT 2005-CIP1 Stony Hill Lodging Limited Partnership	76984 SF	\$10,250,000.00
44	1505 Belvedere Rd, West Palm Beach, FL 33406	Hospitality	Rofar Realty Co., Inc	52,014 SF	\$7,400,000.00
45	Portfolio	Office	Big Foot Business Park, LLC	273,301 SF	\$11,700,000.00
46	840 SW 81st Ave, North Lauderdale, FL 33068	Office	Family Central Holding Co., Inc	53,246 SF	\$2,050,000.00
47	ESJ Portfolio	Institutional	ESJ Capital Partners, LLC	476,410 SF	\$102,651,421.00
48	10392 W State Rd 84, 101, Davie, FL 33324	Industrial	Negril Hotel Development Co. Limited	1,966 SF	\$340,000.00
49	1170 NE 125 St, North Miami, FL 33161	Office	De Paz Holdings, LLC	32,000 SF	\$925,000.00
50	17800 Congress Ave, Boca Raton, FL 33487	Land	Bright Star Credit Union	1 AC	\$1,500,000.00
51	2510 NW 19th St, Fort Lauderdale, FL 33311	Retail	Wilson Estates	2,240 SF	\$175,000.00
52	0 N Dixie Highway & NW 58th St, Oakland Park, FL 33334	Land	Holy Cross, Inc.	6.60 AC	\$3,125,000.00

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PAST EXPERIENCE



	Address	Type	Seller	Size	Sale Price
53	1821 SW 42 Way, Deerfield Beach, FL 33442	Industrial	AA Varco Moving & Storage, Inc.	23,808 SF	\$2,800,000.00
54	8635 Harding Avenue, Miami Beach, FL	Multi-family	Mint LLC	566,100 SF	\$1,600,000.00
55	6700 North Andrews Ave, Ft. Lauderdale, FL 33301	Office	Stockbridge Cypress Park West, LLC	225,757 SF	\$43,050,000.00
56	215 Jacaranda Blvd, Venice, FL 34292	Retail	SF Jacaranda Commons LP, a Flor- ida Limited	12,900 SF	\$9,525,000.00
57	O 136 St, Miami, FL 33196	Land	Krome Reph, LLC	465 AC	\$18,000,000.00
58	19 W Flagler St, Miami, FL 33130	Office	Biscayne Building, Inc.	154,000 SF	\$24,500,000.00
59	9000 NW 44 St, Plantation, FL 33351	Office	DDE Sunrise, LLC	15,440 SF	\$1,700,000.00
60	100 NE 3rd Avenue, Fort Lauderdale, FL 33301	Office	Brookwood Comerica, LLC	165,627 SF	\$46,500,000.00
61	1161 Holland Dr, Boca Raton, FL 33487	Office	Jay Birnbaum, Richard J. Crossed, John DiMarco, SHD, LLC	41,362 SF	\$3,700,000.00
62	957 Hawk Landing, Fruitland, FL 34731	Land	Comcast of Indianapolis, L.P.	1.35 AC	\$66,000.00
63	755 Shotgun Rd, Sunrise, FL 33326	Office	Scuttlebut Social Marketing, LLC	40,500 SF	\$600,000.00
64	12720 SW 200th St, Miami, FL 33177	Retail	Aran Properties, Inc.	3,062 SF	\$4,075,000.00
65	Portfolio	Retail	Aran Properties, Inc.	11,090 SF	\$14,940,000.00
66	350 Quaker Rd, North Falmouth, Ma, 02556	Hospitality	Delaware North Companies Parks & Resorts, Inc.	21.60 AC	\$53,500,000.00
67	7001 W Broward Blvd, Plantation, FL 33317	Retail	7001 Plantation, LLC	14,104 SF	\$2,205,000.00
68	7001 W Broward Blvd, Plantation, FL 33317	Office	7001 Plantation, LLC	14,104 SF	\$2,205,000.00
69	1691 Michigan Avenue, Miami Beach, FL 33139	Office	CLPF - Lincoln, LLC	16,1824 SF	\$109,250,000.00
70	1315 N Federal Hwy, Boynton Beach, FL 33435	Office	1315, LLC	4,239 SF	\$550,000.00
71	NW E Torino Pky, Port St. Lucie, FL 34981	Land	Matias A. Etchebest	5.40 AC	\$420,000.00
72	5975 Sunset Dr, 807, South Miami, FL 33143	Office	PIPHY Holdings, LLC	507 SF	\$142,000.00
73	20361 Old Cutler Rd, Cutler Bay, FL 33189	Retail	7-Eleven, Inc.	48,570 SF	\$4,900,000.00
74	950 S Cypress Rd, Pompano Beach, FL 33062	Institutional	The New Hope Korean Church of Florida, Inc	12,000 SF	\$1,950,000.00
75	4635 NW 27th Ave, Miami, FL 33142	General	Boos Development Group	40,365 SF	\$610,000.00
76	19100 SW 316th St, Homestead, FL 33030	Land	Corner Investment Group LLC	10.18 AC	\$675,000.00

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PAST EXPERIENCE



	Address	Type	Seller	Size	Sale Price
77	3680 Investment Ln, Riviera Beach, FL 33407	Industrial	Morris P Newton & Christine B Newton	4,000 SF	\$260,000.00
78	10148 New Berlin Rd, Jacksonville, FL 32226	Hospitality	Blount Island Hospitality LLC	Withheld	\$5,050,000.00
79	14941 NW 7th Ave, Miami, FL 33168	Retail	Abreu Development LLC	27,000 SF	\$990,000.00
80	14695 NE 18th Ave, North Miami, FL 33181	Multi-family	YMP Center Court, LLC	Withheld	\$27,000,000.00
81	3270 Emerson St, Jacksonville, FL 32207	Retail	JG Equities, LLC	2,000 SF	\$1,815,000.00
82	2900 W Broward Blvd, Fort Lauderdale, FL 33312	Retail	7-Eleven, Inc.	Withheld	\$1,250,000.00
83	1971-1991 SR 7, Unincorporated Broward County, FL	Retail	7-Eleven, Inc.	Withheld	\$1,250,000.00
84	8290 N Univerity Dr, Tamarac, FL 33321	Office	8290 North University Drive, LLC	5,793 SF	\$1,450,000.00
85	1710 Upland Rd, West Palm Beach, FL 33418	Industrial	FRVR Enterprises	6,033 SF	\$882,000.00
86	1262 Northlake Blvd, Lake Park, FL 33403	Retail	Duke Realty Land, LLC	4,021 SF	\$2,725,000.00
87	551 NW 72nd St, Miami, FL 33141	Industrial	Sunshine Management of Florida, Inc	18,889 SF	\$1,400,000.00
88	5730 Corporate Way, 130-1, West Palm Beach, FL 33407	Office	David & Patricia A Wentzka	1,676 SF	\$170,000.00
89	5911 SW 39th Avenue & 3901 St, Dania Beach, FL 33301	Office	J G Equities, LLC	25,250 SF	\$1,375,000.00
90	5401 Haverhill Rd, 106, West Palm Beach, FL 33407	Industrial	Richard and Belsey Sandulli	2,110 SF	\$225,000.00
91	4401 SW 74th Ave & 7368 SW 42nd St, Miami, FL 33155	Retail	4401 SW 74th Avenue LLC	12,182 SF	\$1,150,000.00
92	4325 N Military Tr, Jupiter, FL 33458	Office	Virgina Lynn	1,300 SF	\$240,000.00
93	5401 Haverhill Rd, West Palm Beach, FL 33407	Industrial	Haverhill Partnership, LLC	2,030 SF	\$215,000.00
94	100 Village Square Crossing, Palm Beach Gardens, FL 33418	Office	BB&T	9,000 SF	\$1,300,000.00
95	250 & 296 SW 7th St, Miami, FL 33139	Land	Walgreens Company	44,865 SF	\$15,500,000.00
96	15601 West Dixie Hwy, North Miami Beach, FL 33162	Industrial	KTR South Florida LLC	30,000 SF	\$4,000,000.00
97	Main St, Miami, FL 33169	Land	Rockville Hospitally, LLC	100 AC	\$26,000,000.00
98	1710 N US Highway 1, Ft Pierce, FL 34950	Land	CRE 20110	Withheld	\$150,000.00
Total Transaction Value:				\$854,902,509.17	

5.3

PAST EXPERIENCE



REFERENCES

CLIENT REFERENCE #1: City of Fort Lauderdale

Address:	100 N Andrews Avenue, Fort Lauderdale, FL 33301
Contact:	Ryan Henderson Assistant to the City Manager
Telephone:	+1 954 828 5213
Email:	rhenderson@fortlauderdale.gov
Scope of Work:	Lease Administration, negotiations, and disposition services of properties in the City of Fort Lauderdale portfolio, as well as advisory, valuation, and strategic planning services.
Date Contract Started/Ended:	August 2017 - Present
Present Status:	Ongoing

"The brokerage firm consists of real estate professionals with exceptional knowledge of the local real estate market. The array of talent and knowledge associated with the brokerage firm has allowed the City to begin pursuing its real estate needs in a smart and efficient manner"

Ryan Henderson
Assistant to the City Manager
City of Fort Lauderdale

CLIENT REFERENCE #2: Fort Lauderdale Downtown Development Authority

Address:	110 East Broward Boulevard, Suite 1610, Fort Lauderdale, FL 33301
Contact:	Jenni Morejon Executive Director
Telephone:	+1 954 463 6574
Email:	jenni@ddaftl.org
Scope of Work:	Colliers is the primary real estate data provider to the Fort Lauderdale DDA and provides quarterly real estate trends updates to the Board on a quarterly basis. See Appendix III for Q3 market reports.
Date Contract Started/Ended:	December 2016 - Present
Present Status:	Ongoing

CLIENT REFERENCE #3: Jacksonville Transportation Authority (JTA)

Address:	121 W. Forsyth Street, Suite 300, Jacksonville, FL 32202
Contact:	Michael Corbitt Real Estate Project Officer
Telephone:	+1 904 632 5257
Email:	jmcorbitt@jtafla.com
Scope of Work:	Real Estate Consulting and Disposition of surplus properties in JTA portfolio, including vacant land, office buildings and parking garages.
Date Contract Started/Ended:	2016 - Present
Present Status:	Ongoing

5.3

PAST EXPERIENCE



REFERENCES

CLIENT REFERENCE #4: LNR Partners, Inc.

Address:	1601 Washington Avenue, Suite 700, Miami, FL 33487
Contact:	John Mitchell
Telephone:	+1 305 695 5253
Email:	jmittchell@lnrpartners.com
Scope of Work:	Colliers provides property management, leasing and disposition services for income-producing assets throughout South Florida in addition to valuation services.
Date Contract Started/Ended:	July 2017 - Present
Present Status:	Ongoing
Case Study:	Please see details on our most recent successful assignment with LNR on page 26.

"I'm well pleased. That was some auction. Awesome job. \$8.95m gross. Wow."

John Mitchell
Senior Vice President
LNR Property Corporation

CLIENT REFERENCE #5: Tambone Companies, LLC

Address:	4440 PGA Boulevard, Suite 600, Palm Beach Gardens, FL 33410
Contact:	Richard Tambone
Telephone:	+1 781 799 7442
Email:	rtambone@tambone.com
Scope of Work:	Colliers is the preferred real estate advisor in regards to acquisitions and dispositions for this national developer. Colliers provided advisory and valuation services in the aquisition of 2400-2410 Metrocentre Boulevard and are currently involved in the disposition of 2400 Metrocentre Boulevard.
Date Contract Started/Ended:	July 2016 - Present
Present Status:	Ongoing

5.3

PAST EXPERIENCE



"I'm well pleased. That was some auction. Awesome job. \$8.95m gross. Wow."

John Mitchell
Senior Vice President
LNR Property Corporation

SUCCESS STORY

LNR PARTNERS, LLC | DISPOSITION OF THE 950 PENINSULA CORPORATE CENTER



SELLER/CLIENT

LNR Partners, LLC

PROPERTY

Peninsula Corporate Center
950 Peninsula Corporate Cir.
Boca Raton, FL 33487

TEAM

Kevin McCarthy
Senior Vice President

Bastian Lagerbauer
Associate

STATISTICS

47,190 SF Class A Office
2.7 Acres
\$8,951,250 All-Cash Sale

SERVICES PROVIDED

Investment Sales

www.colliers.com

CHALLENGE

Commercial mortgage special servicer powerhouse LNR Partners, LLC ("LNR") acquired 950 Peninsula Corporate Circle at foreclosure during the first half of 2017. The three-story Class A executive suite building offered a unique proposition with newer construction and each unit completely separately metered, but required a major overhaul by management services and leasing team to realize the true value of the property. LNR engaged a multi-faceted Colliers team of REMS (Real Estate Management Services), Leasing, and Investment Services to prepare the property for auction.

STRATEGY

Prior to Colliers' brokers Kevin McCarthy and Bastian Lagerbauer marketing the property, the REMS team kicked off a swift effort to optimize the building and service each of its more than 75 individual air-conditioning units on the roof while the Leasing team filled tenancy, reducing the existing vacancy. McCarthy and Lagerbauer partnered with Colliers Asset Resolution Services (CART) to construct an accurate valuation for the property and offered distinctive features for an asset of this size, including more than 40 individual tenant spaces.

SERVICES

McCarthy and Lagerbauer worked closely with LNR to develop a comprehensive marketing package and Offering Memorandum prior to the scheduled auction on Ten-X. In advance of the three-day auction, they coordinated a blend of traditional outreach with additional exposure on social media and websites.

RESULTS

During the auction, 950 Peninsula Corporate Circle generated substantial interest, with dozens of qualified offers from a diverse group of investors. Due to the desirability of the property and the competitive aspect of the auction process, two determined investors went back and forth during the final hours of auction, driving the price to a premium at close. The Colliers team was able to deliver an individual, out-of-state buyer who saw the immense value-add opportunity to fill the property's vacant space with new tenants and acquired the property for an all-cash \$8.95M. The client was pleased with the purchase price well-beyond the original optimistic valuation for the asset, and the buyer was pleased to gain an income-producing foothold in the high barrier-to-entry South Florida marketplace.

5.4

OPERATIONAL INFORMATION



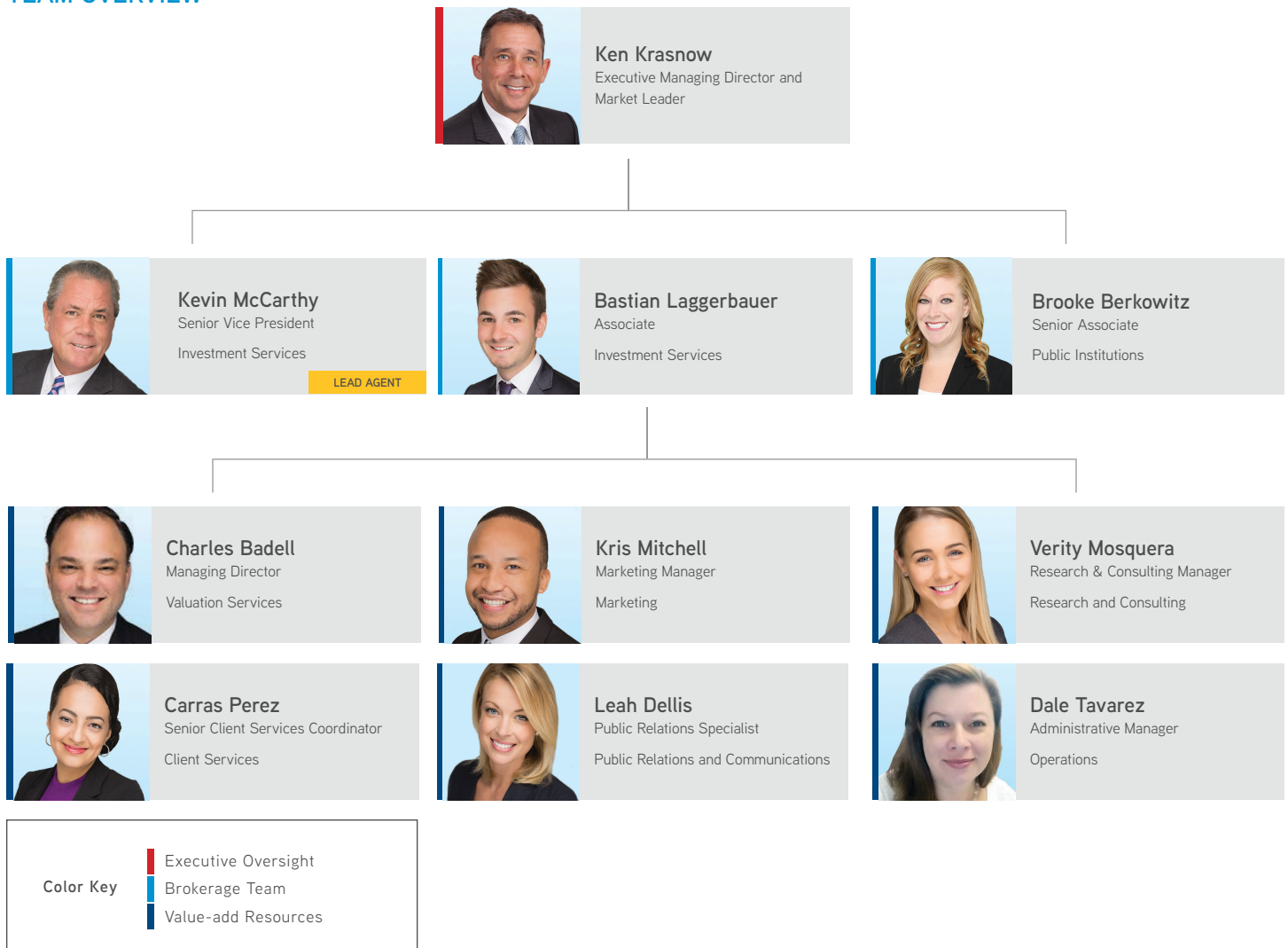
COLLIERS STAFFING

Colliers International promotes a collaborative environment that works collectively across our global platform. With five offices in our region alone, we enjoy a staff size of 158 professionals throughout Palm Beach, Broward and Miami-Dade County. In order to achieve desired results we will draw upon the shared resources from every possible location, while servicing this mandate directly out of our Northern Palm Beach County office, located at 4500 PGA Boulevard, Suite 110 in Palm Beach Gardens, Florida.

OPERATIONAL INFORMATION

- > Five South Florida offices
- > 158 local professionals and staff
- > Three counties (Palm Beach, Broward, Dade)
- > Hours of Operation: Mon-Fri - 8:30am-5:30pm

TEAM OVERVIEW





Ken Krasnow

EXECUTIVE MANAGING DIRECTOR & MARKET LEADER
Colliers International | South Florida



ken.krasnow@colliers.com

QUALIFICATIONS

Licensed Real Estate Broker
State of Florida and New York

AFFILIATIONS OR MEMBERSHIPS

NAIOP

CREW

International Council of Shopping
Centers (ICSC)

Urban Land Institute (ULI)

Beacon Council - Miami

Business Development Board of
Palm Beach County

Board Member - Friends of the
Underline

Corporate Advisory Board -
Debbie's Dream Foundation

CONTACT DETAILS

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MOB +1 914 589 5321

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AREA OF EXPERTISE

Ken Krasnow serves as Colliers Executive Managing Director for the South Florida region. In the role of Market Leader, he is responsible for all operations for the five Colliers offices in Miami-Dade, Broward and Palm Beach County. He is also responsible for broadening the company's platform by developing key client relationships, leading major projects and transactions, maintaining senior real estate industry and political relationships and recruiting new talent. Ken brings over 30 years of acclaimed expertise in the commercial real estate industry, offering an exceptional level of on-the-ground market knowledge.

Ken began his career as a commercial leasing broker and was responsible for more than three million square feet of Class A building agencies in New York City. His knowledge of brokerage and hands-on approach to management makes him an invaluable member of the Colliers team. In today's South Florida market, he will continue to leverage his level of expertise to accelerate our success in the region.

BUSINESS AND EDUCATIONAL BACKGROUND

Prior to joining Colliers, Ken served as Managing Director overseeing all operations for CBRE in South Florida. While at CBRE, he recruited almost 40 sales professionals who were responsible for an additional \$40 million in revenue. During his tenure, revenues and profits for his region more than doubled. Prior to joining CBRE in Florida, Ken held executive positions for Cushman &

Wakefield in the New York City area and Trammell Crow Corporation. Ken served at Cushman & Wakefield for 18 years during which time he oversaw the New York area profit center where he brought his region back to record revenues of approximately \$200 million after the tragic events of September 11, 2001.

Ken attended Emory University where he earned his Bachelor of Administration in Finance. He also attended New York University for Graduate Real Estate studies.

PROFESSIONAL ACCOMPLISHMENTS

- Listed as one of "Top 50 Leaders in Commercial Real Estate" by Real Estate Weekly
- Named "Power Leader" by South Florida Business Journal
- Named one of Real Estate New York's "Top 40 Under 40"
- Recognized as one of the "Next Great Leaders" by Real Estate Forum
- Recipient of the Percy Douglass Award by Friends of Island Academy
- Winner of the Royal Poinciana Community Leadership award by Debbie's Dream Foundation



Kevin McCarthy

SENIOR VICE PRESIDENT
Colliers International



kevin.mccarthy@colliers.com

QUALIFICATIONS

Florida Real Estate License

AFFILIATIONS OR MEMBERSHIPS

Realtors Commercial Alliance of the Palm Beaches

Palm Beach County Business Development Board

Palm Beach County Chamber of Commerce

NAR

CONTACT DETAILS

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DIR +1 561 721 1636

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AREA OF EXPERTISE

Kevin McCarthy is involved in the acquisition and sale of commercial real estate in Florida. He develops targeted solutions or structures a multiple strategies to handle the restructuring process for an asset or portfolio of properties. This includes integrated services such as strategic planning, financial analysis, valuation, receivership, asset stabilization, disposition, leasing, asset management, financial reporting, lease administration, construction management and physical assessment. Kevin's services are tailored to meet the unique needs of each asset.

Kevin specializes in tenant representation, lease structuring and negotiation and building valuation. He has significant commercial development experience relating to management and leasing of various industrial, medical, banking, retail and office facilities.

PROFESSIONAL ACCOMPLISHMENTS

- Site selection for Palm Beach Community Bank in expanding their business model despite a turbulent economy.
- Involved in the sale and liquidation of over \$34M of a non performing portfolio of asset backed notes. Kevin was instrumental in stabilizing the structure in order to bring the asset to market.

BUSINESS AND EDUCATIONAL BACKGROUND

Kevin has a background in private equity work outs on distressed assets. For over 10 years he has been involved in the stabilization and liquidation of underperforming assets in the market place. For 15 years he acted as a Registered Investment Advisor and Certified Financial Planner. This experience has allowed him to evaluate assets and their potential in the market.

Earlier in his career, Kevin served as President of Wholesale Funding Group, where he had an overall responsibility for raising private equity on the acquisition and servicing of distressed debt in the asset backed markets.

Kevin graduated from Rowan University with a Bachelor's degree in Accounting. He also served active duty in the United States Coast Guard.

COMMUNITY INVOLVEMENT

Kevin is involved in the Jupiter Tequesta Athletic Association in the north end of Palm Beach County. He has also served as Treasurer for the Sunrise Elementary PTO. His other contributions include membership in the VFW, the Palm Beach County Literacy Coalition and ICFP.

Kevin McCarthy

SENIOR VICE PRESIDENT
Colliers International



NOTABLE TRANSACTION LIST (2014 - PRESENT)

- Sale Date: November, 2017, Address: 950 Peninsula Corporate Center, Price: \$8,525,000
- Sale Date: October 2017, Address: 2400-2410 Metrocentre Boulevard, Price: \$15,750,000
- Sale Date: September 2017, Address: 11376 N Jog Road, Price: \$2,400,000
- Sale Date: August, 2017, Address: 2505 Metrocentre Boulevard, Price: \$2,875,000
- Sale Date: August, 2017, Address: SE 17th Street, Price: \$2,500,000
- Sale Date: August, 2017, Address: 702 S Market Avenue, Price: \$675,000
- Sale Date: April, 2017, Address: 13000 SE Flora Avenue, Price: \$2,400,000
- Sale Date: August, 2016, Address: 2041 Zip Code Place, Price: \$1,505,000
- Sale Date: May, 2015, Address: 2200 N Flagler Drive Assemblage, Price: \$15 million
- Sale Date: June, 2015, Address: 3755 Interstate Park Road, Price: \$2.68 million
- Sale Date: March, 2014, Address: 313 Clematis Street, Price: \$2,200,000



Bastian Lagerbauer

ASSOCIATE

Colliers International | South Florida



bastian.lagerbauer@colliers.com

QUALIFICATIONS

Florida Real Estate License

CONTACT DETAILS

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FAX +1 561 655 5950

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AREA OF EXPERTISE

Bastian Lagerbauer is a dedicated Associate with a focus on investment sales throughout the South Florida market. He is a key member of the Colliers International South Florida team and is proficient in valuating assets of all property types. Implementing financial analysis through Argus Enterprise and Excel, Bastian's analytical knowledge, paired with his technological expertise, allows him to successfully value and transact both income-producing and distressed assets. Bastian also engages in selected tenant and landlord representation, consistently providing the highest level of service to his clients.

Bastian Lagerbauer officially joined Colliers after completing his year-long internship at the Palm Beach Gardens location. Bastian was mentored by Kevin McCarthy, Senior Vice President, and the entire Palm Beach Gardens team of senior brokers. He is a respected associate, a proven analyst and researcher with exceptional skills and knowledge of the industry.

PROFESSIONAL ACCOMPLISHMENTS

Bastian recently earned his Argus Enterprise certification, underlining his competence with investment sales. He has also worked extensively to create various market reports for South Florida. After researching and analyzing historic and current data for the retail, office and industrial sectors in each submarket, he created individual, detailed reports for all three sectors in Palm Beach, Broward and Miami-Dade counties.

BUSINESS AND EDUCATIONAL BACKGROUND

Prior to joining Colliers, Bastian made the decision to pursue his Bachelor's Degree in South Florida after graduating from high school in Munich, Germany, his original home. Being the founders of the Colliers International office in Munich, Bastian's family has been connected to the commercial real estate industry for many years. He also successfully completed an internship at the Colliers office in Munich and has been eager to further his experience in the industry since.

Bastian earned his Bachelor's Degree in International Business from Northwood University of Florida in 2015. He also earned his Master of Science in International Real Estate from FIU in 2016. He is now looking to earn his CCIM designation.



Brooke Berkowitz

SENIOR ASSOCIATE | KEY ACCOUNT MANAGER



brooke.berkowitz@colliers.com

EDUCATION

BS, 2005, Marketing and Real Estate

REGISTRATIONS

Florida Real Sales Associate,
No. SL3209543

CONTACT DETAILS

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AREA OF EXPERTISE

As Senior Associate in the Fort Lauderdale office of Colliers International South Florida, Brooke spearheads our newly expanded practice focused on public institutions. In this role, she works closely with the full Colliers team to custom-tailor a set of integrated services selected from the firm's range of business lines. This approach allows Colliers to streamline communications and for the strategic accounts to benefit from the most responsive, customized and nimble real estate solutions.

Brooke currently manages Colliers' City of Fort Lauderdale account, handling lease administration, negotiations and dispositions for the City's leased and owned assets. In recent years Brooke has participated in leasing space for their various departments such as Fort Lauderdale Police Department, Public Information Office and Environmental Sustainability.

BUSINESS AND RELEVANT EXPERIENCE

Prior to joining Colliers, Ms. Berkowitz served as an Acquisition & Relocation Agent for projects in Miami-Dade, Broward and St. Lucie Counties. The projects encompassed acquisition, relocation and property management of various parcels. Ms. Berkowitz managed the acquisition of commercial and residential properties for public purposes, and was responsible for direct advisory services and relocation assistance to displaced occupants. She also coordinated with owners, tenants, attorneys, contractors, appraisers, realtors, and local

government officials in negotiating to purchase right of way and relocate residents using various channels of communication.

Ms. Berkowitz has nearly 10 years of right-of-way experience, providing acquisition, relocation, and property management for South Florida. She completed FDOT's Right-of-Way Training Program in 2008 at FDOT District 4. After completing the program, she spent 4 years working for FDOT District 6 in right-of-way. From 2014-2015, Brooke was a member of the CBRE South Florida Occupier team. She was an integral part of the City of Fort Lauderdale's account management team which was responsible for the execution of the City of Fort Lauderdale's strategic plan. This includes the evaluation, disposition, repurposing and management of the City's 700+ leased and owned assets. Brooke also worked with the Public Institution Group representing Martin County and Riviera Beach Community Redevelopment Agency.

Before joining the Occupier team, Brooke was a member of CBRE's Florida Business Operations Team as a Transaction Coordinator handling the Palm Beach Market. Brooke began her career at CBRE in 2012 as the South Florida Listing Coordinator.

COMMUNITY INVOLVEMENT

Brooke holds a position on the Board of Young Professionals for Covenant House Fort Lauderdale. She is actively involved in the planning of various events in support the Covenant House mission to support homeless youth.



Charles Badell MAI

MANAGING DIRECTOR | VALUATION & ADVISORY SERVICES
Colliers International



charles.badell@colliers.com

EDUCATION AND QUALIFICATIONS

MBA, Florida International University, Chapman Graduate School of Business

BABA, University of Florida, Warrington College of Business Administration

STATE CERTIFICATION

Florida

CONTACT DETAILS

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AREA OF EXPERTISE

Charles Badell serves as Managing Director of Valuation and Advisory Service, with more than 17 years of Real Estate Appraisal and Consulting experience in South Florida counties of Miami-Dade, Broward, Palm Beach and Monroe.

He has extensive experience in financial analysis and valuation of commercial real estate throughout South Florida, including appraisal of fee simple, leased fee, and leasehold interests in real estate. Property types appraised include office, industrial, multi-family, retail, service-stations, hotels, self-storage facilities, assisted-living facilities, residential subdivisions, agricultural land, commercial land and proposed construction.

EXPERIENCE

- 2015-present: Colliers International Valuation & Advisory Services | Managing Director
- 2014-2015: Integra Realty Resources | Associate Director
- 2011-2014: Integra Realty Resources | Senior Analyst
- 2008-2011: Miami Appraisal Service | VP Commercial Division
- 1999-2011: Miami Appraisal Service | Staff Appraiser

PROFESSIONAL MEMBERSHIPS AND ACCREDITATIONS

- Appraisal Institute Member (2011)
- Appraisal Institute Leadership Development Advisory Council (LDAC) 2012-2014
- Board of Directors, South Florida Chapter of Appraisal Institute (2016-current)

APPRAISAL INSTITUTE COURSES

- The Economic Engines of Miami-Dade County
- 7-Hour National USPAP Update
- General Demonstration Report-Capstone
- Advanced Income Capitalization
- Advanced Market Analysis and Highest and Best Use
- Advanced Concepts and Case Studies General Appraiser Report Writing and Case Studies

OTHER RELATED COURSES

- Appraisal of Self Storage Facilities
- Appraisal of Assisted Living Facilities
- Florida Appraisal Laws and Regulations
- Appraising and Analyzing Retail Shopping Centers for Mortgage Underwriting
- Appraising and Analyzing Office Buildings for Mortgage Underwriting



Kris Mitchell CPMC

MARKETING MANAGER | SOUTH FLORIDA
Colliers International



kris.mitchell@colliers.com

EDUCATION OR QUALIFICATIONS

Commercial Property
Marketing Certification
(CPMC)

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AREA OF EXPERTISE

Kris has over seven years of experience in client service and marketing. As Marketing Manager, he responsible for leading marketing for the South Florida region and supporting brokers and clients in four key marketing areas that include pitches & presentations, property marketing, positioning, and internal & external communications. He is also the content manager for the firm's South Florida website. Kris is responsible for site updates, maintenance and improvements, as well as, online lead generations and search engine optimization.

Kris has been instrumental in the creation and implementation of new marketing templates for the South Florida team. He also works alongside market leaders in creating digital and print advertising, including property, lead generation, recruitment and website campaign ads.

PROFESSIONAL ACCOMPLISHMENTS

- Introduced a cloud-based electronic signatures platform to improve efficiency and in turn, extend that great experience to our clients
- Created and implemented new marketing templates
- Improved overall SEO performance for the firms website within three months of implementation including a 200% increase

BUSINESS AND EDUCATIONAL BACKGROUND

Prior to joining Colliers, Kris was the Store Manager for FedEx Office in Hollywood FL, where he oversaw the center's daily operations. His main goal as a store manager was to grow and develop his team as future leaders of the company. He also worked at Bank of America as a Customer Relationship Manager where he was responsible for allocating modifications for homeowners who are behind on their mortgage. Kris is currently pursuing his Bachelor's Degree in Advertising/Marketing. He also earned his Commercial Property Marketing Certification (CPMC) through Colliers University.

COMMUNITY INVOLVEMENT

Kris is actively involved in his Church Community. He served as a team leader for the Youth at his Church planning activities and events to help encourage young teens to be involved in music arts.

Kris also works with the church by participating in their community events such as the "Feed the City" and "Serve the City," to give back to less fortunate families and organizations.



Carras Perez

SENIOR CLIENT SERVICES COORDINATOR
Colliers International



carras.perez@colliers.com

CONTACT DETAILS

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AREA OF EXPERTISE

Carras Perez fully supports the Palm Beach Gardens team in all service lines of real estate for lease or sale throughout South Florida. She is involved with every listing, beginning with the preparation of proposals and custom marketing materials to closing documents, to show our clients the Colliers Difference.

Her responsibilities include the coordination and execution of the marketing campaign for new property listings. This entails the creation of quality marketing materials such as custom maps, property flyers, floor plans and offering memorandums using InDesign. She also tracks all marketing efforts and creates full client update reports to help ensure the client is fully informed.

Carras has been in the commercial real estate industry since 2008 specializing in office and retail properties. Her previous experience in property management allows her a unique understanding of commercial properties and the demands of the industry as well as the challenges based on their locations.

Carras ensures each broker and client receives the highest level of service and she is dedicated to executing the necessary steps to help set Colliers apart from the competition. Her belief is that the relationship with each and every broker and client is most valuable and their satisfaction is a priority. She has a commitment and a history of

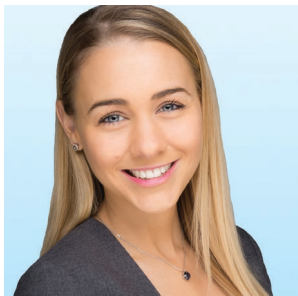
BUSINESS AND EDUCATIONAL BACKGROUND

Prior to joining Colliers, Carras operated as Office Manager and Marketing Assistant at KRES Commercial, a subdivision of The Keyes Company. Along with office administration, she supported multiple brokers with their day to day operations, marketing materials, listing agreements, and tracking listings utilizing MLS. She was also responsible for processing closed deals, accounts payable and receivable. Her previous business background also includes a position as Property Manager overseeing a portfolio of over 1.5 million SF of Class A & B office buildings and retail shopping centers throughout the state of Florida.

Carras is currently continuing her education to earn her Commercial Property Marketing Certification (CPMC) through Colliers University.

COMMUNITY INVOLVEMENT

Carras and her two teenage children volunteer and donate to the Big Dog Ranch Rescue animal shelter in Wellington, Florida. She also contributes and volunteers for the local non-profit, Big Hearts 4 Paws, animal rescue in addition to supporting the Humane Society of the United States.



Verity Mosquera MBA

RESEARCH & CONSULTING MANAGER
Colliers International



verity.mosquera@colliers.com

EDUCATION AND QUALIFICATIONS

MBA, International Business
St. Thomas University

LLB Law
Anglia Ruskin University

AFFILIATIONS OR MEMBERSHIPS

Urban Land Institute (ULI)

CONTACT DETAILS

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AREA OF EXPERTISE

Accomplished business analyst and project manager, Verity Mosquera, uses her experience in analytics, leadership and international business to monitor the global economy and its impact on the commercial real estate market.

BUSINESS AND EDUCATIONAL BACKGROUND

Prior to joining Colliers International, Verity worked for The Washington Economics Group, Inc., where she led a team of eight economists as Manager of Client Services to prepare detailed economic impact analyses of a number of high-profile transportation and real estate projects in South Florida including SkyRise Miami and All Aboard Florida. Other notable South Florida clients she has worked with include Tate Capital, Odebrecht, Miami-Dade Expressway Authority and the International Speedway Corporation.

Previously, Verity was a data analyst for Equity Insurance in Brentwood, UK, and served in the office of the Dean at St. Thomas University's School of Business in Miami Gardens, Florida.

Verity earned a Masters of Business Administration with a focus on International Business from St. Thomas University, and a Bachelor of Laws from Anglia Ruskin University's School of Law in London. Verity is currently earning her Commercial Property Research Certification (CPRC) through

PROFESSIONAL ACCOMPLISHMENTS

Verity played an instrumental role in the research, analysis and management of the following sample economic impact studies:

- Economic Impacts of the All Aboard Florida Intercity Passenger Rail Project
- The Economic Impacts of the MDX FY 2015-2019 Five Year Work Program: Providing Mobility Solutions to the Miami Dade County Community

COMMUNITY INVOLVEMENT

Verity has a passion for teaching and mentoring. While earning her MBA at St. Thomas University, Verity served as president of Future Business Leaders of America - Phi Beta Lambda and spoke numerous on business and women career issues. She is the recipient of the Outstanding Graduate Award and the Women in Leadership Award in recognition to her commitment to St. Thomas University.

Most recently, Verity served as an adjunct professor for Miami Dade College School of Business teaching Principles of Management to undergraduate students pursuing their Bachelor's degree in Business Administration.



Leah Dellis

MARKETING COMMUNICATIONS SPECIALIST
Colliers International South Florida



leah.dellis@colliers.com

EDUCATION

B.S., Management & Communications
Rensselaer Polytechnic Institute

CONTACT DETAILS

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AREA OF EXPERTISE

Based out of the Miami office of Colliers International, Leah Dellis is a Marketing Communications Specialist focused on development and implementation of strategic marketing and public relations opportunities with the South Florida brokerage teams.

With a diverse background rooted in commercial real estate, Leah has experience spanning transaction and portfolio management, consulting, marketing, public relations and CRE technology.

BUSINESS AND EDUCATIONAL BACKGROUND

Most recently as a Senior Account Manager at New York-based Hightower Inc., Leah managed the SaaS account relationship for a premier roster of CRE owners and their leadership teams. As the client-facing key representative on these accounts, she customized playbooks to create success targets and facilitate the end-to-end deployment of the platform, including data migration, user-reporting and structured feedback in conjunction with product support.

Prior to Hightower, Leah served in multiple roles within the New York office of Colliers International, first as a Director of the Tri-State Consulting Group and later, as Account Operations Manager with the Corporate Solutions team. While there, she was responsible for the ongoing support and management of multi-market transaction

Solutions clients, liaising between the CS service lines and local market experts to drive informed portfolio analysis and planning.

Leah's career began in leasing and development, where she spearheaded the marketing program for a 1.7 million SF Class A office park in Albany, N.Y. There, she also project managed and bid out select capital improvement projects in the park.

Leah studied International Business at SDA Bocconi in Milan, Italy, and received a Bachelor of Science in Management with minor in Communications from Rensselaer Polytechnic Institute (RPI) in Troy, N.Y.

COMMUNITY INVOLVEMENT

Leah is an active volunteer with Climb for Memory, a nonprofit organization that supports research and awareness for Alzheimer's disease.

A transplant from New York City and fitness enthusiast, she also regularly participated in charity fundraising events for Team Dangerous, a community-focused fitness organization that gives back to health causes, such as the National Childhood Obesity Foundation and other similar localized causes.

5.5

COST DETAIL



COST DETAIL AND PROPOSED TERMS

The terms of the proposed engagement agreement and fee schedules are provided below.

FEE PROPOSAL - BROKERAGE SERVICES

Sale Transaction:

- Four percent (4%) of the purchase price payable to Colliers upon closing.

Lease Transaction (if applicable):

- Four percent (4%) of the total value of the lease, with payment terms of 50% due upon lease execution and 50% due upon occupancy of the tenant.

Advisory and Valuation Services:

- For valuation services where a commission is not earned, the proposed fee shall be \$150.00 per hour.



TOWN OF PALM BEACH
RFP No. 2018-07
COMMERCIAL REAL ESTATE BROKERAGE SERVICES
PROPOSAL PAGE

Sales Commission Fee	4 %
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Comments:

If applicable for the following services, a lease commission of four percent (4%) shall be due, to be payable at 50% upon lease execution and 50% of the fee due at occupancy of tenant.

For Advisory and Valuation Services where a commission is not earned, the fee will be \$150.00 per hour.

PROPOSER INFORMATION AND CERTIFICATION		
The undersigned Proposer certifies that this proposal is submitted in accordance with the RFP in its entirety and with full understanding of the conditions governing this RFP.		
COMPANY NAME:	Colliers International South Florida, LLC	
STREET ADDRESS:	4500 PGA Boulevard, Suite 110	
CITY, STATE, ZIP CODE:	Palm Beach Gardens, FL 33418	
*AUTHORIZED SIGNATURE:		
TYPED NAME & TITLE	Kenneth Krasnow, Executive Managing Director	
TELEPHONE NO:	FAX NO:	FEDERAL ID#:
561-804-9678	561-655-5950	41-2227433

****Failure to affix signature may result in disqualification of proposal.***



TOWN OF PALM BEACH
RFP No. 2018-07
COMMERCIAL REAL ESTATE BROKERAGE SERVICES

PROPOSERS QUALIFICATIONS

The Proposer, as a result of this proposal, must hold a County and/or Municipal Tax Receipt (Occupational License) in the area of their fixed business location. Each proposer must complete the following information and submit with their proposal in order to be considered:

1. Legal Name and Address:

Name: Colliers International South Florida, LLC

Address: 4500 PGA Boulevard, Suite 110

City, State, Zip: Palm Beach Gardens, FL 33418

Phone/Fax: 561-804-9678/561-655-5950

2. Check One: Corporation (X) Partnership () Individual ()

3. If Corporation, state: Date of Incorporation: 12/10/2012 State in which Incorporated: DE

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: 12/10/2012

5. Name and Title of Principal Officers

Date Elected:

Dylan Taylor, President

12/10/12

Daniel Spiegel, Manager

12/10/12

Joseph Harbert, Manager

12/10/14

Kenneth Krasnow, Vice President

8/25/15

6. The Vendor's length of time in business: Five years

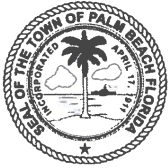
7. The Vendor's length of time (continuous) in business as a service organization in Florida: Five years

8. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the Town. Further, all proposers 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.

Name _____ Percentage of Interest: _____

9. A copy of County and/or Municipal Tax Receipt (Occupational License) in the area of their fixed business location.

Note: Information requested herein and submitted by the proposers will be analyzed by the Town of Palm Beach and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Proposers, in the sole opinion of the Town of Palm Beach, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.



TOWN OF PALM BEACH
LIST OF CURRENT & PERTINENT PROFESSIONAL REFERENCES
RFP No. 2018-07
COMMERCIAL REAL ESTATE BROKERAGE SERVICES

The following is a list of at least five (5) current (within the last three years) and pertinent professional references that the Town can contact in relation to Proposer's qualifications, financial stability, and experience. Failure to furnish this information may be grounds for rejection of the proposal.

1. Name and Address of Firm, City, County, or Agency	Scope of Work:	Lease administration, negotiations disposition, advisory and valuation services
City of Fort Lauderdale	Date(s):	August 2017 - Present
100 N Andrews Avenue	Amount:	
Fort Lauderdale, FL 33301	Contact:	Ryan Henderson/Asst. to City Manager
	Telephone No:	954-828-5213
For Town Use Only: Comments: Reference Verified: Yes No		

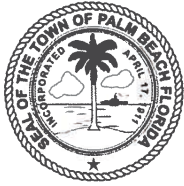
2. Name and Address of Firm, City, County, or Agency	Scope of Work:	Primary real estate data provider and Colliers provides quarterly real estate trends updates to the Board on a quarterly basis.
Fort Lauderdale Downtown Development Authority	Date(s):	December 2016 - Present
110 East Broward Boulevard, Suite 1610	Amount:	N/A
Fort Lauderdale, FL 33301	Contact:	Jenni Morejon, Executive Director
	Telephone No:	954-463-6574
For Town Use Only: Comments: Reference Verified: Yes No		

3. Name and Address of Firm, City, County, or Agency	Scope of Work:	Consulting and Disposition of surplus properties in JTA portfolio, including vacant land, office buildings and parking garages.
Jacksonville Transportation Authority (JTA)	Date(s):	2016 - Present
121 W Forsyth Street, Suite 300	Amount:	N/A
Jacksonville, FL 32202	Contact:	Michael Corbitt, Real Estate Project Officer
	Telephone No:	904-632-5257
For Town Use Only: Comments: Reference Verified: Yes No		

4. Name and Address of Firm, City, County, or Agency	Scope of Work:	Disposition of income-producing assets throughout South Florida, valuation services
LNR Partners, Inc.	Date(s):	July 2017 - Present
1601 Washington Avenue, Suite 700	Amount:	\$8,951,250
Miami, FL 33487	Contact:	John Mitchell
	Telephone No:	305-695-5253
For Town Use Only: Comments: Reference Verified: Yes No		

5. Name and Address of Firm, City, County, or Agency	Scope of Work:	Preferred real estate advisor providing valuation and advisory services for acquisitions and dispositions for this national developer.
Tambone Companies, LLC	Date(s):	July 2016 - Present
4440 PGA Boulevard, Suite 600	Amount:	\$15,000,000+
Palm Beach Gardens, FL 33410	Contact:	Richard Tambone
	Telephone No:	781-799-7442
For Town Use Only: Comments: Reference Verified: Yes No		

Company Name: Colliers International



**TOWN OF PALM BEACH
RFP No. 2018-07
COMMERCIAL REAL ESTATE BROKERAGE SERVICES**

DRUG-FREE WORK PLACE CERTIFICATION

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the Town of Palm Beach for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or nolo contendere to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Kenneth Krasnow ***the***
(Individual's Name)

Executive Managing Director **of** Colliers International South Florida
(Title/Position with Company/Vendor) **(Name of Company/Vendor)**

Who does hereby certify that said Company/Vendor has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes which are identified in numbers (1) through (6) above.

Date

Signature

Name of Contact Person: Kenneth Krasnow

Address: 4500 PGA Boulevard, Suite 110, Palm Beach Gardens, FL 33418

Phone Number: 561-804-9678 Fax Number: 561-655-5950

E Mail address: ken.krasnow@colliers.com

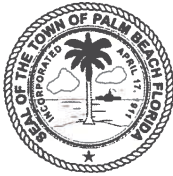
- ***Bidders shall return a complete set of all proposal package forms proposals. Failure to submit the required documents may result in your bid being considered non-responsive.***
- ***All blanks on the forms must be completed.***
- ***Modifications to the forms (Unit of Measure, Descriptions, etc.) shall not be allowed.***
- ***Supplemental information may be attached.***

Addendum No. N/A Dated: - Addendum No. N/A Dated: -

Addendum No. N/A Dated: - Addendum No. N/A Dated: -

Addendum No. N/A Dated: - Addendum No. N/A Dated: -

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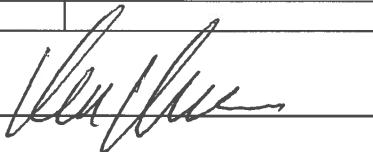


**TOWN OF PALM BEACH
LIST OF PROPOSED SUBCONTRACTORS
RFP No. 2018-07
COMMERCIAL REAL ESTATE BROKERAGE SERVICES**

The undersigned Proposer hereby designates, as follows, all major subcontractors whom he/she proposes to utilize for the major areas of work for the project. The bidder is further notified that all subcontractors shall be properly licensed, bondable and shall be required to furnish the Town with a Certificate of Insurance in accordance with the contract general conditions. Failure to furnish this information shall be grounds for rejection of the bidder's proposal. (If no subcontractors are proposed, state "None" on first line below.)

Name and Address of Subcontractor	Scope of Work	License #
1. N/A		
2. N/A		
3. N/A		
4. N/A		
5. N/A		

Signature and Date



Title/Company Executive Managing Director/Colliers International

12 FINANCIAL INFORMATION



dun & bradstreet

Colliers International Usa, Llc DUNS: 07-879-6564

Business Information Report

Company Information	
601 Union St Ste 3320 Seattle, WA 98101 This is a headquarters subsidiary location. This business has multiple branches, detailed branch/division information is available in Dun & Bradstreet's linkage or family tree products.	
Telephone	(206) 695-4200
Chief Executive:	DIRECTOR(S): THE OFFICER(S)
Stock Symbol:	NA
Year Started	2011
Employees	50
Corporate Family:	
This business is a headquarters subsidiary of the corporate family.	
Financial Statement	
Sales	NA
Net Worth	NA
History:	NA
Financial Condition:	NA
Financing:	SECURED
SIC:	6631
Line of Business:	Real estate agent/manager

Scores

PAYDEX ®	
78 ▲ 3 days beyond terms	Based on up to 24 months of trade. D&B PAYDEX® Key - High risk of late payment (average 30 to 120 days beyond terms) - Medium risk of late payment (average 30 days or less beyond terms) - Low risk of late payment (average prompt to 30+ days sooner)

Credit Limit Recommendation	
Risk Category	Conservative Credit Limit \$20k

*Please also see Appendix IV for Hoover Report

Low

Aggressive Credit Limit
\$30k



D&B Rating ®

Rating
1R3

Number of employees: **1R** indicates 10 or more employees
Composite Credit Appraisal: **3** is fair

The credit rating was assigned based on D&B's assessment of the company's financial ratios and its cash flow. For more information, see the D&B Rating Key.

Below is an overview of the company's rating history since 10/10/2016

D&B Rating	Date Applied
1R3	2016-10-10

The Summary Analysis section reflects information in D&B's file as of September 21, 2017

D&B Viability Rating

4

Viability Score



Compared to ALL US Businesses within the D&B Database:

- Level of Risk: **Low Risk**
- Businesses ranked 4 have a probability of becoming no longer viable: **5%**
- Percentage of businesses ranked 4: **14%**
- Across all US businesses, the average probability of becoming no longer viable: **14%**

5

Portfolio Comparison



Compared to ALL US Businesses within the D&B Database:

- Model Segment: **Established Trade Payments**
- Level of Risk: **Moderate Risk**
- Businesses ranked 5 within this model segment have a probability of becoming no longer viable: **5%**
- Percentage of businesses ranked 5 within this model segment: **11%**
- Within this model segment, the average probability of becoming no longer viable: **5%**

B**Data Depth Indicator****Data Depth Indicator:**

Rich Firmographics
 Extensive Commercial Trading Activity
 Basic Financial Attributes

Z**Company Profile**

Financial Data	Trade Payments	Company Size	Years in Business
-	-	SUBSIDIARY	-

Compared to ALL US Businesses within the D&B Database:

- Financial Data: -
- Trade Payments: -
- Company Size: **SUBSIDIARY**
- Years in Business: -

History & Operations**History**

The following information was reported: **01/21/2017**

Officer(s):
 CRAIG ROBINSON, PRES

DIRECTOR(S):
 THE OFFICER(S)

The Delaware Secretary of State business registrations file showed that Colliers International USA, LLC was registered as a Limited Liability Company on September 8, 2011, under file registration number 5035108. Business started 2011. 100% of capital stock is owned by parent company.

RECENT EVENTS:

On July 6, 2016, sources stated that Colliers International USA, LLC, Seattle, WA, has acquired Sutton & Edwards Management, LLC, Mineola, NY, on June 14, 2016. With the acquisition, Sutton & Edwards Management, LLC now operates as a subsidiary of Colliers International USA, LLC. As part of the acquisition, Sutton & Edwards Management, LLC changed its name to Colliers International LI Management, LLC. Employees and the management were retained. Terms of the deal were undisclosed. Further details are unavailable.

On June 28, 2016, Nicole Connors, HR Manager stated that Colliers International Group, Inc., Vancouver, Canada through its indirect subsidiary, Colliers International USA, LLC, Seattle, WA, has completed the acquisition of Gorton & Partners, LLC., New York, NY, on May 24, 2016. With the acquisition, Gorton & Partners, LLC has ceased to operate as a legal entity and its location will operate as a branch of Colliers International USA, LLC, Seattle, WA. Employees and management were retained. Terms of transactions were not disclosed.

On January 11, 2016, sources stated that Colliers International USA LLC, Seattle, WA, has completed the acquisition of the brokerage operations of NAI Norris, Beggs & Simpson (NBS), Portland, OR, on December 22, 2015. With the acquisition, NAI Norris, Beggs & Simpson will no longer be a legal operating entity and all operations were integrated into Colliers International USA LLC. The entire team of commercial real estate professionals from NBS will join Colliers. Norris, Beggs & Simpson's other business lines, including real estate finance and its Morrison Street Capital operations, are not part of the deal. Financial terms were not disclosed.

On December 2, 2015, sources stated that Colliers International USA, LLC, Seattle, WA, has completed the acquisition of Colliers International Atlanta Inc, Atlanta, GA, on November 3, 2015. With the acquisition, Colliers International Atlanta Inc has ceased to operate as a legal entity and it will now operate as a branch of Colliers International USA, LLC. Terms of the transaction were not disclosed.

On August 28, 2015, Bob Hemming, Chief Accounting Officer of Colliers International USA, LLC, stated that Colliers International USA, LLC, Seattle, WA, has completed the acquisition of Pointe Group Advisors, LLC, Miami, FL, on August 5, 2015. With the acquisition, Pointe Group Advisors, LLC has ceased to exist as a separate legal entity and all locations will now operate as branches of Pointe Group Advisors, LLC. Employees and management were retained. Terms of the transaction were not disclosed.

On June 10, 2015, an inside sources stated that Colliers International USA, LLC, Seattle, WA, has acquired ANA Properties, L.L.C., Carrollton, TX, on March 2014. With the acquisition, ANA Properties, L.L.C. will now longer be a legal operating entity, and will now operate as a branch of Colliers International USA, LLC. Terms of the deal were not disclosed. Further details are unavailable.

On May 22, 2015, sources stated that Colliers International USA, LLC, Seattle, WA, has completed the acquisition of Case Commercial Real Estate LP, Dallas, TX, on May 4, 2015. With the acquisition, Case Commercial Real Estate LP will cease to exist as a legal entity and will now operate as a branch of Colliers International USA, LLC. Terms of the deal were not disclosed. Further details are unavailable.

CRAIG ROBINSON. Antecedents are unknown.

Business address has changed from 601 Union St Ste 4800, Seattle, WA, 98101 to 601 Union St Ste 3320, Seattle, WA, 98101.

Operations

01/21/2017

Description:

Subsidiary of Colliers International Group, Inc., Ontario, started 1980 which operates as a real estate brokers and agents and a real estate manager.

Foreign Parent is Colliers International Group, Inc., Ontario, CA. As noted, this company is a subsidiary of Colliers International Group, Inc., Duns number 202596169, and reference is made to that report for background information on the parent and it's management.

Operates as a real estate agent and manager, specialized as a commercial real estate agent (100%).

Terms are undetermined. Sells to commercial concerns.

Employees: 50 which includes officer(s). Undetermined employed here.

Facilities: Occupies premises in a building.

Branches: This business has multiple branches, detailed branch/division information is available in Dun & Bradstreet's linkage or family tree products.

SIC & NAICS

SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific to a company's operations than if we use the standard 4-digit code. The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

6531 0104 Real estate agent, commercial

NAICS:

531210 Offices of Real Estate Agents and Brokers

Payments

PAYDEX®

The D&B PAYDEX® is a unique, dollar weighted indicator of payment performance based on up to 61 payment experiences as reported to D&B by trade references.

3 Month PAYDEX®

79 ▲

When weighted by dollar amount, payments to suppliers average 2 days beyond terms.

Based on payments collected over the last 3 months
TCM Agenda Backup 2-13-18

24 Month PAYDEX®

78 ▲

When weighted by dollar amount, payments to suppliers average 3 days beyond terms.

Based on payments collected over the last 24 months

When dollar amounts are not considered, then approximately 85 of the company's payments are within terms.

-  High risk of late payment (average 30 to 120 days beyond terms)
-  Medium risk of late payment (average 30 days or less beyond terms)
-  Low risk of late payment (average prompt to 30+ days sooner)

Payments Summary

Total (Last 24 Months): 61

	Total Received	Total Dollar Amount	Largest High Credit Payment summary	Within Terms	31	Days Slow		
						30-80	81-90	90
Top Industries								
Telephone communictns	11	\$14,350.00	\$10,000.00	97%	0	3	0	0
Electric services	6	\$2,500.00	\$1,000.00	44%	55	1	0	0
Misc business credit	5	\$2,000.00	\$1,000.00	62%	13	25	0	0
Industrial launderer	3	\$1,500.00	\$1,000.00	92%	8	0	0	0
Coating/engrave svcs	2	\$1,100.00	\$1,000.00	91%	0	9	0	0
Public finance	2	\$750.00	\$500.00	100%	0	0	0	0
Computer system desgn	1	\$40,000.00	\$40,000.00	100%	0	0	0	0
Travel agency	1	\$30,000.00	\$30,000.00	100%	0	0	0	0
Business consulting	1	\$30,000.00	\$30,000.00	100%	0	0	0	0
Mechanical contractor	1	\$20,000.00	\$20,000.00	100%	0	0	0	0
Detective/guard svcs	1	\$15,000.00	\$15,000.00	100%	0	0	0	0
Mfg environment cntrl	1	\$15,000.00	\$15,000.00	100%	0	0	0	0
Erects building equip	1	\$15,000.00	\$15,000.00	100%	0	0	0	0
Whol const/mine equip	1	\$10,000.00	\$10,000.00	100%	0	0	0	0
Lawn/garden services	1	\$5,000.00	\$5,000.00	50%	0	0	0	50
Mfg computers	1	\$2,500.00	\$2,500.00	100%	0	0	0	0
Whol computers/softwr	1	\$2,500.00	\$2,500.00	100%	0	0	0	0
Nonclassified	1	\$2,500.00	\$2,500.00	100%	0	0	0	0
Whol service paper	1	\$750.00	\$750.00	100%	0	0	0	0
Misc business service	1	\$750.00	\$750.00	0%	100	0	0	0
Short-trm busn credit	1	\$750.00	\$750.00	50%	50	0	0	0
Natnl commercial bank	1	\$500.00	\$500.00	100%	0	0	0	0
Whol electrical equip	1	\$500.00	\$500.00	100%	0	0	0	0
Whol lumber/millwork	1	\$250.00	\$250.00	100%	0	0	0	0
Employment agency	1	\$250.00	\$250.00	100%	0	0	0	0
Whol service equip	1	\$250.00	\$250.00	100%	0	0	0	0
Whol office equipment	1	\$50.00	\$50.00	100%	0	0	0	0
Other Categories								
Cash experiences	11	\$2,150	\$1,000	--	--	--	--	--
Unknown	0	\$0	\$0	--	--	--	--	--
Unfavorable comments	0	\$0	\$0	--	--	--	--	--
Placed for collections with D&B:	0	\$0	\$0	--	--	--	--	--
Other	0	N/A	\$0	--	--	--	--	--
Total in D&B's file	61	\$215,900	\$40,000	--	--	--	--	--

The highest Now Owes on file is \$40,000

The highest Past Due on file is \$5,000

There are 61 payment experience(s) in D&Bs file for the most recent 24 months, with 41 experience(s) reported during the last

three month period.

Payments Details

Total (Last 24 Months): 61

Date	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last sale w/f (Mo.)
08/2017	Ppt	--	\$250	\$0	--	1 mo
08/2017	Ppt	--	\$0	\$0	--	6-12 mos
08/2017	Ppt	\$15,000	\$0	\$0	--	6-12 mos
08/2017	Ppt	\$15,000	\$15,000	\$0	--	1 mo
08/2017	Ppt	\$15,000	\$15,000	\$0	--	1 mo
08/2017	Ppt	\$10,000	\$0	\$0	--	4-5 mos
08/2017	Ppt	\$10,000	\$0	\$0	--	1 mo
08/2017	Ppt	\$2,500	\$0	\$0	--	4-5 mos
08/2017	Ppt	\$2,500	\$100	\$0	N30	1 mo
08/2017	Ppt	\$1,000	\$0	\$0	--	6-12 mos
08/2017	Ppt	\$1,000	\$0	\$0	--	6-12 mos
08/2017	Ppt	\$750	\$0	\$0	--	2-3 mos
08/2017	Ppt	\$500	\$500	\$0	N30	1 mo
08/2017	Ppt	\$500	\$100	\$0	--	1 mo
08/2017	Ppt	\$500	\$100	\$0	N30	1 mo
08/2017	Ppt	\$500	\$500	\$0	N30	1 mo
08/2017	Ppt	\$500	\$0	\$0	--	2-3 mos
08/2017	Ppt	\$250	\$250	\$0	N30	1 mo
08/2017	Ppt	\$250	\$250	\$0	--	1 mo
08/2017	Ppt	\$250	\$50	\$0	--	1 mo
08/2017	Ppt	\$250	\$250	\$0	Lease Agreeemnt	1 mo
08/2017	Ppt	\$250	\$250	\$0	N30	1 mo
08/2017	Ppt	\$100	\$100	\$0	N30	1 mo
08/2017	Ppt	\$50	\$0	\$0	--	6-12 mos
08/2017	Ppt-Slow	\$1,000	\$1,000	--	--	1 mo
08/2017	Ppt-Slow	\$1,000	\$1,000	--	--	1 mo
08/2017	Ppt-Slow	\$100	\$50	--	--	1 mo
08/2017	Ppt-Slow	\$100	\$50	--	--	1 mo
08/2017	Ppt-Slow 30	\$750	\$750	\$100	--	1 mo
08/2017	Ppt-Slow 30	\$500	\$250	\$0	Lease Agreeemnt	1 mo
08/2017	Ppt-Slow 30	\$250	\$0	\$0	--	4-5 mos
08/2017	Slow	\$250	\$50	--	--	1 mo
08/2017	Slow 30	\$750	\$0	\$0	--	6-12 mos
08/2017	Slow 60	\$100	\$0	\$0	--	2-3 mos
08/2017	(035)	\$1,000	\$1,000	--	--	6-12 mos

Date	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last sale w/f (Mo.)
08/2017	(036)	\$250	\$250	--	--	4-5 mos
08/2017	(037)	\$250	\$250	--	--	4-5 mos
08/2017	(038)	\$100	--	--	Cash account	1 mo
08/2017	(039)	--	\$0	\$0	Cash account	1 mo
07/2017	(040)	\$250	--	--	Cash account	1 mo
07/2017	(041)	\$50	--	--	Cash account	1 mo
03/2017	Ppt	\$250	\$0	\$0	--	6-12 mos
03/2017	Ppt-Slow 180	\$5,000	\$5,000	\$5,000	--	4-5 mos
03/2017	(044)	\$50	--	--	Cash account	1 mo
02/2017	Ppt	\$30,000	\$0	\$0	N30	6-12 mos
01/2017	Ppt	\$250	\$0	\$0	--	2-3 mos
01/2017	Ppt	--	\$0	\$0	--	6-12 mos
01/2017	Ppt-Slow 60	\$1,000	\$500	\$0	--	1 mo
11/2016	Ppt	\$20,000	\$5,000	\$0	N30	1 mo
10/2016	Ppt	\$2,500	\$0	\$0	--	6-12 mos
10/2016	(051)	\$50	--	--	Cash account	1 mo
09/2016	Ppt	\$250	\$0	\$0	--	6-12 mos
09/2016	Slow 30-60	\$50	\$0	\$0	N30	6-12 mos
06/2016	Ppt	\$40,000	\$40,000	\$0	N30	1 mo
06/2016	Ppt	\$500	--	--	--	1 mo
03/2016	(056)	\$50	--	--	Cash account	1 mo
01/2016	Ppt	\$30,000	\$0	\$0	--	6-12 mos
12/2015	Ppt	\$1,000	\$750	\$0	--	1 mo
09/2015	Ppt	\$250	--	--	--	1 mo
09/2015	Ppt-Slow 60	\$1,000	\$0	\$0	--	1 mo
09/2015	(061)	\$100	--	--	Cash account	1 mo

Payments Detail Key: ■ 30 or more days beyond terms

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Payment experiences reflect how bills are met in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

Banking and Finance

Statement Update

Key Business Ratios from D&B

We currently do not have enough information to generate the graphs for the selected Key Business Ratio.

- [This Company](#)

Key Financial Comparisons

	(\$)	(\$)	(\$)
This Company's Operating Results Year Over Year			
Net Sales	NA	NA	NA
Gross Profit	NA	NA	NA
Net Profit	NA	NA	NA
Dividends / Withdrawals	NA	NA	NA
Working Capital	NA	NA	NA
This Company's Assets Year Over Year			
Cash	NA	NA	NA
Accounts Receivable	NA	NA	NA
Notes Receivable	NA	NA	NA
Inventories	NA	NA	NA
Other Current	NA	NA	NA
Total Current	NA	NA	NA
Fixed Assets	NA	NA	NA
Other Non Current	NA	NA	NA
Total Assets	NA	NA	NA
This Company's Liabilities Year Over Year			
Accounts Payable	NA	NA	NA
Bank Loan	NA	NA	NA
Notes Payable	NA	NA	NA
Other Current Liabilities	NA	NA	NA
Total Current Liabilities	NA	NA	NA
Other Long Term and Short Term Liabilities	NA	NA	NA
Deferred Credit	NA	NA	NA
Net Worth	NA	NA	NA
Total Liabilities and Net Worth	NA	NA	NA



We currently do not have any recent financial statements on file for your business. Submitting financial statements can help improve your D&B scores. To submit a financial statement, please call customer service at 800-333-0505.

Key Business Ratios

	This Company	Industry Median	Industry Quartile
Solvency			
Quick Ratio	NA	NA	NA
Current Ratio	NA	NA	NA
Current Liabilities to Net Worth	NA	NA	NA
Current Liabilities to Inventory	NA	NA	NA
Total Current	NA	NA	NA
Fixed Assets to Net Worth	NA	NA	NA
Efficiency			
Collection Period	NA	NA	NA
Inventory Turn Over	NA	NA	NA
Sales to NWC	NA	NA	NA
Acct Pay to Sales	NA	NA	NA
Profitability			
Return on Sales	NA	NA	NA
Return on Assets	NA	NA	NA
Return on NetWorth	NA	NA	NA

Public Filings

Summary

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	# of Records	Most Recent Filing Date
Bankruptcy Proceedings	0	-
Judgments	0	-
Liens	0	-
Suits	0	-
UCCs	4	06/02/15

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Judgments

We currently don't have enough data to display this section

Liens

We currently don't have enough data to display this section
TCM Agenda Backup 2-13-18

Suits

We currently don't have enough data to display this section

UCC Filings

Collateral: All Assets
Type: Original
Sec.Party: COLLIERS INTERNATIONAL GROUP INC., TORONTO
Debtor: COLLIERS INTERNATIONAL HOLDINGS (USA), INC.
Filing No.: 2015 2312923
Filed With: SECRETARY OF STATE/UCC DIVISION, DOVER, DE
Date Filed: 06/01/15
Latest Info Received: 07/13/15

Type: Assignment
Sec.Party: COLLIERS INTERNATIONAL GROUP INC.
Assignee: THE TORONTO-DOMINION BANK, AS COLLATERAL AGENT,
CANADA
Debtor: COLLIERS INTERNATIONAL HOLDINGS (USA), INC.
Filing No.: 2015 2345113
Filed With: SECRETARY OF STATE/UCC DIVISION, DOVER, DE
Date Filed: 06/02/15
Latest Info Received: 06/12/15
Original Filing No.: 2015 2312923
Original UCC Filed Date: 06/01/15

Collateral: All Assets
Type: Original
Sec.Party: THE TORONTO-DOMINION BANK, AS COLLATERAL AGENT,
TORONTO
Debtor: COLLIERS INTERNATIONAL USA, LLC
Filing No.: 2015 2145745
Filed With: SECRETARY OF STATE/UCC DIVISION, DOVER, DE
Date Filed: 05/19/15
Latest Info Received: 06/23/15

Collateral: All Assets
Type: Original
Sec.Party: THE TORONTO-DOMINION BANK, AS COLLATERAL AGENT,
TORONTO
Debtor: COLLIERS INTERNATIONAL HOLDINGS (USA), INC.
Filing No.: 2015 2145083
Filed With: SECRETARY OF STATE/UCC DIVISION, DOVER, DE
Date Filed: 05/19/15
Latest Info Received: 06/23/15

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

Government Activity

Summary
TCM Agency Backup 2-13-18

151

Borrower (Dir/Guar): NO
Administrative Debt: NO
Contractor: NO
Grantee: NO
Party excluded from federal program(s): NO
 Possible Candidate:
Labor Surplus Area: N/A
Small Business: N/A
8(A) Firm: N/A

The public record items contained herein may have been paid, terminated, vacated, or released prior to today's date

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

Special Events

10/10/2016

This business operates as previously reported.

Corporate Linkage

Parent

Company Name	DUNS #	City, State
COLLIERS INTERNATIONAL GROUP INC	20-259-6169	TORONTO, ONTARIO

Headquarters (US)

Company Name	DUNS #	City, State
COLLIERS INTERNATIONAL WA, LLC	96-539-2264	SEATTLE, WASHINGTON
COLLIERS INTERNATIONAL LI INC.	10-309-2581	NEW HYDE PARK, NEW YORK
C M & R, INC	08-279-1906	SACRAMENTO, CALIFORNIA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	61-453-6290	SEATTLE, WASHINGTON
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	00-142-5669	BOSTON, MASSACHUSETTS

US Linkages

Company Name	DUNS #	City, State
Subsidiaries		
COLLIERS INTERNATIONAL	08-514-2388	SAN FRANCISCO, CALIFORNIA
COLLIERS INTERNATIONAL NJ LLC	08-714-2681	PARSIPPANY, NEW JERSEY
COLLIERS INTERNATIONAL LI MANAGEMENT, LLC	06-390-2180	NEW HYDE PARK, NEW YORK
ADENA COMMERCIAL, LLC	01-543-5365	COLUMBUS, OHIO
EMERSONS COMMERCIAL MANAGEMENT US, LLC	80-678-5981	DALLAS, TEXAS

Company Name	DUNS #	City, State
Branches		
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	03-231-6697	SAN DIEGO, CALIFORNIA
C M & R, INC	19-248-7056	SACRAMENTO, CALIFORNIA
COLLIERS INTERNATIONAL USA, LLC	07-984-0987	DALLAS, TEXAS
COLLIERS INTERNATIONAL USA, LLC	79-757-9005	SAN MATEO, CALIFORNIA
COLLIERS INTERNATIONAL GREATER LOS ANGELES, LLC	12-674-1529	IRVINE, CALIFORNIA
COLLIERS INTERNATIONAL USA, LLC	07-986-2791	DALLAS, TEXAS
COLLIERS INTERNATIONAL USA, LLC	07-986-2803	MERRIFIELD, VIRGINIA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS, INC.	07-966-7597	PISMO BEACH, CALIFORNIA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	78-202-7783	BOSTON, MASSACHUSETTS
C M & R, INC	05-438-9995	SAN FRANCISCO, CALIFORNIA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	78-242-2455	BOSTON, MASSACHUSETTS
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	02-868-0451	EVANSTON, ILLINOIS
COLLIERS INTERNATIONAL GREATER LOS ANGELES, INC.	92-774-3120	LOS ANGELES, CALIFORNIA
COLLIERS INTERNATIONAL USA, LLC	07-996-0798	SAINT PETERSBURG, FLORIDA
COLLIERS INTERNATIONAL USA, LLC	07-996-0800	PLANTATION, FLORIDA
COLLIERS INTERNATIONAL USA, LLC	07-996-0831	MIAMI, FLORIDA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	78-277-8070	BOSTON, MASSACHUSETTS
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	04-766-0825	DENVER, COLORADO
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	03-328-6554	SOUTHAMPTON, PENNSYLVANIA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS, INC.	07-981-5193	MADISON, CONNECTICUT
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	05-314-6474	SOUTHFIELD, MICHIGAN
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	96-284-9746	PHILADELPHIA, PENNSYLVANIA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	03-548-3380	VALENCIA, CALIFORNIA
COLLIERS INTERNATIONAL USA, LLC	08-008-3102	ATLANTA, GEORGIA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	01-346-4969	TEMPE, ARIZONA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	96-347-2050	PORTLAND, OREGON
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	05-353-0966	SOUTHFIELD, MICHIGAN
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	05-358-7961	SOUTHFIELD, MICHIGAN
COLLIERS INTERNATIONAL WA, LLC	07-850-0354	SEATTLE, WASHINGTON
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	00-508-3573	CAMBRIDGE, MASSACHUSETTS
COLLIERS SEELEY INTERNATIONAL, INC.	84-065-5690	ENCINO, CALIFORNIA
COLLIERS INTERNATIONAL WA, LLC	07-223-2217	LAKEWOOD, COLORADO
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	05-488-0086	SAINT LOUIS, MISSOURI
COLLIERS INTERNATIONAL WA, LLC	08-602-5782	ORLANDO, FLORIDA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	06-599-5785	FORT MYERS, FLORIDA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	06-890-8803	RICHMOND, VIRGINIA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	14-194-7353	BELLEVUE, WASHINGTON
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	05-435-8864	SCOTTSDALE, ARIZONA

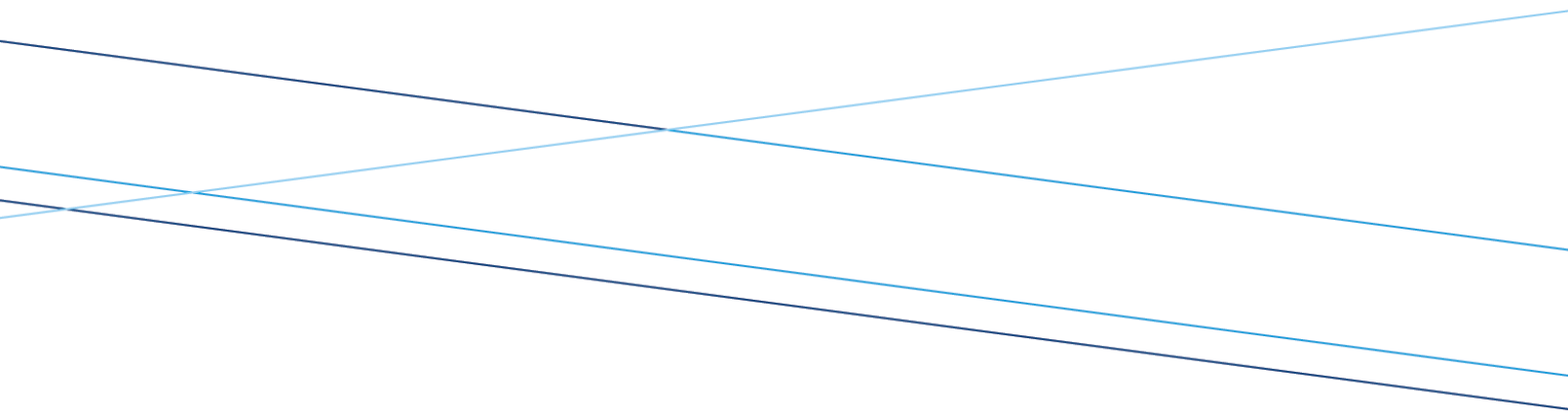
Company Name	DUNS #	City, State
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	06-239-4876	BOSTON, MASSACHUSETTS
COLLIERS INTERNATIONAL GREATER LOS ANGELES, INC.	03-738-5671	IRVINE, CALIFORNIA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	02-678-8905	GREENVILLE, SOUTH CAROLINA
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	04-922-9570	DENVER, COLORADO
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	07-851-1577	CHICAGO, ILLINOIS
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	05-477-4949	CAROL STREAM, ILLINOIS
COLLIERS INTERNATIONAL PROPERTY CONSULTANTS INC.	79-035-8837	CARLSBAD, CALIFORNIA
COLLIERS INTERNATIONAL NEW ENGLAND, LLC	06-737-5208	KALAMAZOO, MICHIGAN
COLLIERS INTERNATIONAL USA, LLC	08-030-4309	NEW YORK, NEW YORK

International Linkages

Company Name	DUNS #	Country	City, State / Province
Headquarters			
COLLIERS INTERNATIONAL ASSET MANAGEMENT BELGIUM SA	37-688-8892	BELGIUM	BRUXELLES, BRUXELLES-CAPITALE
JS (CITY) LIMITED	98-610-0105	IRELAND	DUBLIN, CO DUBLIN
FS (IRELAND) LIMITED	21-829-6589	ENGLAND	LONDON, LONDON
COLLIERS INTERNATIONAL GERMANY HOLDING GMBH	34-275-9597	GERMANY	STUTTGART, BADEN-WURTEMBERG
COLLIERS PROJECT LEADERS INC	24-992-8151	CANADA	OTTAWA, ONTARIO
COLLIERS INTERNATIONAL POLAND SP Z O O	42-220-5500	POLAND	WARSZAWA, MAZOWIECKIE
COLLIERS INTERNATIONAL GROUP INC	20-259-6169	CANADA	TORONTO, ONTARIO
COLLIERS INTERNATIONAL AUBER	39-285-5792	FRANCE	PARIS, PARIS
Subsidiaries			
COLLIERS INTERNATIONAL CORPORATE SOLUTIONS LIMITED	21-697-2449	ENGLAND	LONDON, LONDON
COLLIERS INTERNATIONAL REMS, S. R. O.	36-148-2601	SLOVAKIA	BRATISLAVA - MESTSKA CAST STAR,
COLLIERS INTERNATIONAL (QUEBEC) INC	24-599-9792	CANADA	MONTREAL, QUEBEC
ASTORP OCCUPIER SOLUTIONS SA	48-792-2767	SWITZERLAND	ETOY, VAUD
ANYA HOUSE LIMITED	84-694-3202	ENGLAND	STANMORE, MIDDLESEX
COLLIERS INTERNATIONAL FM SP Z O O	42-666-3347	POLAND	WARSZAWA, MAZOWIECKIE
COLLIERS INTERNATIONAL VALUATION GMBH	50-720-1254	GERMANY	MUNCHEN, BAYERN
SCI GREEN QUARTZ	26-733-5577	FRANCE	PARIS, PARIS
WHITE FUR RESORT MANAGEMENT EOOD	50-376-2071	BULGARIA	SOFIA,
COLLIERS SERVICIOS TECNICOS SL	46-051-5503	SPAIN	MADRID, MADRID

Company Name	DUNS #	Country	City, State / Province
NEW SIDE	26-750-5434	FRANCE	PARIS, PARIS
SCI HABIMMO	26-753-7029	FRANCE	PARIS, PARIS
ROUX REAL ESTATE VALUATION	39-296-2309	FRANCE	BOULOGNE BILLANCOURT, HAUTS DE SEINE
RSS IMMO	26-759-5832	FRANCE	PARIS, PARIS
COLLIERS INTERNATIONAL BERLIN GMBH	32-946-5103	GERMANY	BERLIN, BERLIN
Branches			
COLLIERS PROJECT LEADERS INC	24-048-8671	CANADA	MONTREAL, QUEBEC
COLLIERS PROJECT LEADERS INC	24-803-5409	CANADA	SASKATOON, SASKATCHEWAN
COLLIERS INTERNATIONAL ASSET MANAGEMENT BELGIUM SA	37-099-8406	BELGIUM	BRUXELLES, BRUXELLES-CAPITALE
AOS GMBH	31-289-3927	GERMANY	BERLIN, BERLIN
AOS GMBH	31-289-3929	GERMANY	DUSSELDORF, NORDRHEIN-WESTFALEN
COLLIERS MACAULAY NICOLLS INC	25-810-0051	CANADA	SASKATOON, SASKATCHEWAN
COLLIERS PROJECT LEADERS INC	24-847-7452	CANADA	MISSISSAUGA, ONTARIO
AOS GMBH	34-184-3429	GERMANY	HAMBURG, HAMBURG
AOS GMBH	34-184-3430	GERMANY	FRANKFURT AM MAIN, HESSEN
COLLIERS INTERNATIONAL FRANCE	26-918-1521	FRANCE	MARSEILLE, BOUCHES DU RHONE
COLLIERS PROJECT LEADERS INC	25-092-3021	CANADA	ST. JOHN'S, NEWFOUNDLAND
COLLIERS PROJECT LEADERS INC	25-093-4176	CANADA	REGINA, SASKATCHEWAN
COLLIERS MACAULAY NICOLLS INC	25-273-7911	CANADA	NORTH YORK, ONTARIO
COLLIERS MACAULAY NICOLLS INC	25-131-3362	CANADA	EDMONTON, ALBERTA
COLLIERS INTERNATIONAL FRANCE	26-931-4905	FRANCE	TOULOUSE, HAUTE GARONNE
COLLIERS PROJECT LEADERS INC	20-347-2782	CANADA	KELOWNA, BRITISH COLUMBIA
COLLIERS MACAULAY NICOLLS INC	20-347-2790	CANADA	FORT MCMURRAY, ALBERTA
COLLIERS MACAULAY NICOLLS INC	20-153-1931	CANADA	RICHMOND, BRITISH COLUMBIA
COLLIERS PROJECT LEADERS INC	25-521-2854	CANADA	CALGARY, ALBERTA
COLLIERS INTERNATIONAL AUBER	26-777-0985	FRANCE	PUTEAUX, HAUTS DE SEINE

Appendix I



CERTIFICATE OF INSURANCE 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/05/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Integro (Canada) Ltd Suite 4800 199 Bay Street Toronto, Ontario M5L 1E8	1-416-619-8000	CONTACT NAME: Vanessa Chapin PHONE (A/C, No, Ext): 604-608-6255 FAX (A/C, No): E-MAIL ADDRESS: vanessa.chapin@integrogroupp.com
INSURED Colliers International South Florida, LLC 4500 PGA Blvd. #110 Palm Beach, FL 33418		INSURER(S) AFFORDING COVERAGE INSURER A: Allianz Global Risks US Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 51469227

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		CAF00020717B	12/01/17	12/01/18	Primary Layer USD 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

re: RFP No. 2018-07

Insured will continue to obtain Professional liability coverage for 3 years after completion of work.
Coverage written on claims-made basis and deductible is \$100,000 USD.

CERTIFICATE HOLDER

Town of Palm Beach 951 Okeechobee Road West Palm Beach, FL 33401 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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51469227

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CERTIFICATE OF INSURANCE 2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/05/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Integro (Canada) Ltd Suite 4800 199 Bay Street Toronto, Ontario M5L 1E8 INSURED Colliers International South Florida, LLC 4500 PGA Blvd. #110 Palm Beach, FL 33418	CONTACT NAME: Vanessa Chapin PHONE (A/C, No, Ext): 604-608-6255 FAX (A/C, No): E-MAIL ADDRESS: vanessa.chapin@integrogroupp.com INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Insurance Company INSURER B: Chubb Insurance Company of Canada INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES

CERTIFICATE NUMBER: 51469192

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			GLTOABEC5R017	12/01/17	12/01/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			GLTOABEC5R016	12/01/17	12/01/18	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☐ RETENTION \$			1000279047-01	12/01/17	12/01/18	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Crime			8132-4965	12/01/17	12/01/18	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

re: RFP No. 2018-07 Auto liability policy will be primary where required under written contract and umbrella is follow form. Town of Palm Beach, including Police Department, all Officers, Employees, Elected and Appointed Committees, and Commissions to be included as additional insured on the GL policy and will be primary only in cases of insured's gross negligence and wilful misconduct relating to work completed/to be completed per written contract. Waiver of subrogation provided for the liability policies where required under written contract.

CERTIFICATE HOLDER

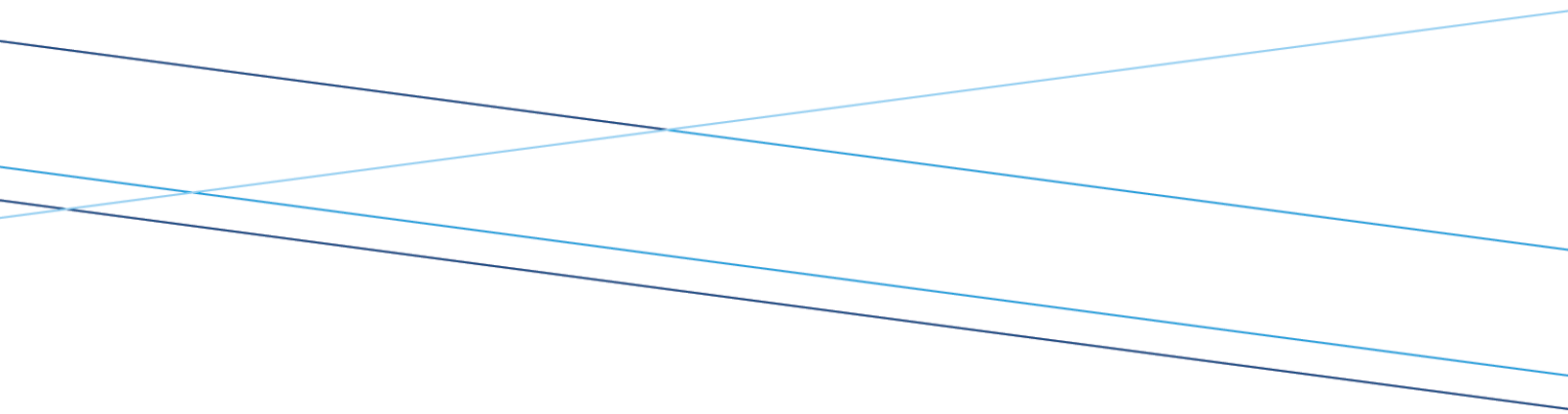
Town of Palm Beach 951 Okeechobee Road West Palm Beach, FL 33401 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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51469192

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Appendix II



DIVISION OF CORPORATIONS INFORMATION



Detail by Entity Name

Foreign Limited Liability Company
COLLIERS INTERNATIONAL SOUTH FLORIDA, LLC

Filing Information

Document Number	M14000008487
FEI/EIN Number	41-2227433
Date Filed	11/25/2014
State	DE
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	12/12/2014
Event Effective Date	NONE

Principal Address

801 Brickell Avenue
Suite 850
Miami, FL 33131

Changed: 06/02/2016

Mailing Address

601 UNION STREET STE 3320
SEATTLE, WA 98101

Changed: 04/27/2017

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET

DIVISION OF CORPORATIONS INFORMATION



2017 FOREIGN LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# M14000008487

Entity Name: COLLIERS INTERNATIONAL SOUTH FLORIDA, LLC

Current Principal Place of Business:

801 BRICKELL AVENUE
SUITE 850
MIAMI, FL 33131

Current Mailing Address:

601 UNION STREET STE 3320
SEATTLE, WA 98101 US

FEI Number: 41-2227433

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title MGR, P
Name TAYLOR, DYLAN E
Address 601 UNION STREET STE 3320
City-State-Zip: SEATTLE WA 98101

Title MGR
Name SPIEGEL, DANIEL L.
Address 6250 N. RIVER RD, STE 11-100
City-State-Zip: ROSEMONT IL 60018

Title VP
Name KRASNOW, KENNETH M
Address 801 BRICKELL AVENUE, SUITE 850
City-State-Zip: MIAMI FL 33131

Title ASST. SEC
Name SCHWAB, GEORGE L IV
Address 666 FIFTH AVENUE
City-State-Zip: NEW YORK NY 10103

Title TREASURER
Name HEMMING, ROBERT
Address 200 GRANVILLE STREET, 19TH FLOOR
City-State-Zip: VANCOUVER BC V6C 2R6

Title MGR
Name HARBERT, JOSEPH
Address 666 FIFTH AVENUE, 4TH FLOOR
City-State-Zip: NEW YORK NY 10103

Title VP
Name STEPHEN, RUTCHIK
Address 801 BRICKELL AVENUE SUITE 850
City-State-Zip: MIAMI FL 33131

Title S
Name HAWKINS, MATTHEW
Address 1140 BAY STREET, SUITE 4000
City-State-Zip: TORONTO ON M5S 2B4

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DYLAN E TAYLOR

MANAGER

04/27/2017

Electronic Signature of Signing Authorized Person(s) Detail

Date

DIVISION OF CORPORATIONS INFORMATION



Detail by Entity Name

Foreign Limited Liability Company
COLLIERS INTERNATIONAL USA, LLC

Filing Information

Document Number M12000006887
FEI/EIN Number 45-3704406
Date Filed 12/10/2012
State DE
Status ACTIVE

Principal Address

601 UNION STREET, STE. 3320
SEATTLE, WA 98101

Changed: 04/27/2017

Mailing Address

601 UNION STREET, STE. 3320
SEATTLE, WA 98101

Changed: 04/27/2017

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525

Authorized Person(s) Detail

Name & Address

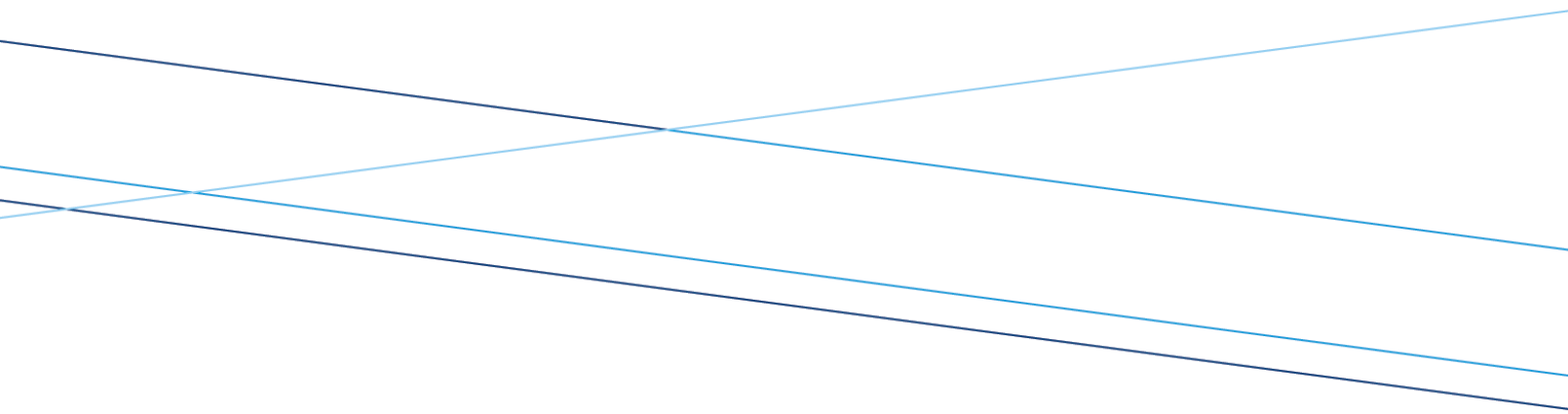
Title MGR, President

TAYLOR, DYLAN E
601 UNION STREET, STE. 3320
SEATTLE, WA 98101

Title MGR

SPIEGEL, DANIEL L
6250 N RIVER RD, STE. 11-100
ROSEMONT, IL 60018
TCM Agenda Backup 2-13-18

Appendix III



Q3 2017 PALM BEACH COUNTY OFFICE MARKET REPORT



Investors Are Not Losing Sight of Palm Beach County's Healthy Office Market

Executive Summary

Investment activity in Palm Beach County remains elevated relative to neighboring Broward County. Year-to-date approximately \$606 million traded in Palm Beach County, a significant 30 percent more trade activity than Broward County year-to-date (\$466 million). Demand for office product stems from a mix of all types of investors and many new groups actively seeking opportunities in Palm Beach County.

Market fundamentals strengthened this quarter as the market tightened. Net absorption in the third quarter was elevated to its strongest level year-to-date leading vacancy rates to drop 50 basis points quarter-over-quarter. Strong absorption combined with declining vacancy rates indicates a growing demand for new supply as availabilities become scarce. Nonetheless, most developers will delay construction until lease commitments have been secured.

Countywide gross rental rates increased by 100 basis points in the third quarter to \$29.07 per square foot while Class A office rent growth increased 160 basis points to \$33.86 per square foot. These increases are a result of landlords driving rents to cover the cost of capital improvements and upscaling coupled with a consistent tenant demand.

Market Highlights

- After months of flat vacancy rates, positive absorption caused vacancy rates to dip 50 basis points quarter-over-quarter to 11.5 percent.
- High net absorption exceeded new deliveries in the third quarter.
- Across the County, gross rental rates climbed by 100 basis points quarter-over-quarter.
- Limited construction activity countywide until developers can find enough tenants willing to pre-lease.
- Continued interest from investors in Palm Beach County as opportunity can be found in value-add properties through capital improvements and renovations.
- Some investors are turning their focus toward South Florida's growing and strengthening industrial market.

Summary Statistics

Q3 2017 Office Market	Palm Beach County, FL
Vacancy Rate	12.0%
Change From Q2 2017 (Percent)	-0.5%
Absorption (Square Feet)	251,162
New Construction (Square Feet)	51,550
Under Construction (Square Feet)	128,899

Asking Rent

Per Square Foot Per Year	
Overall	\$29.07
Change From Q2 2017	+1.0%
Class A	\$33.86
Change From Q2 2017	+1.6%

Data Note: Colliers tracks all office buildings 10,000+ SF.

Market Indicators

Relative to Prior Period	Q3 2017	Q4 2017*
VACANCY	↓	↔
NET ABSORPTION	↑	↑
CONSTRUCTION	↓	↑
OVERALL RENTAL RATE	↑	↑
CLASS A RENTAL RATE	↑	↑

Note: Construction is the change in Under Construction.
*Projected

Q3 2017 PALM BEACH COUNTY OFFICE MARKET REPORT



Market Activity

The Palm Beach County office market continues to strengthen as limited new office developments break ground and leasing activity remains high. Positive net absorption increased in the third quarter to 251,162 square feet, while only 51,550 square feet of new office supply delivered to the market. This marked the strongest quarter year-to-date for net absorption levels. These market conditions caused vacancy rates to dip this quarter after a year of hovering around the 12 percent level. For the first time since 2007, vacancy rate dipped below 12 percent to 11.5 percent in the third quarter.

New Development

A mixed-use development project, 4th and 5th Delray, broke ground this quarter and will feature a 497-seat iPic Theater, 7,487 square feet of retail, as well as 42,446 square feet of Class A office space including iPic's new global headquarters, and a new 326-space parking garage. This project is expected to deliver in 2018.

Also under construction in Palm Beach County is the Medical and Professional Offices at Wellington Parc. This is a 31,830 square foot, single story, office condo project with a 5/1,000 parking ratio expected to deliver in early 2018.

Earlier this year, Gardens Innovation Center, delivered to the Palm Beach Garden's office market. The office and technology complex has one two-story, 37,500 square foot building and one one-story, 26,000 square foot building built with innovative and cost-effective energy saving features. The building is expected to attract more professional office users, and technological, bioscience and life science firms to the County's growing biotech industry.

However, beyond these projects, office construction in Palm Beach County has been limited leading to increasing rents. Developers are looking for 50 percent preleasing before breaking ground on a new project.

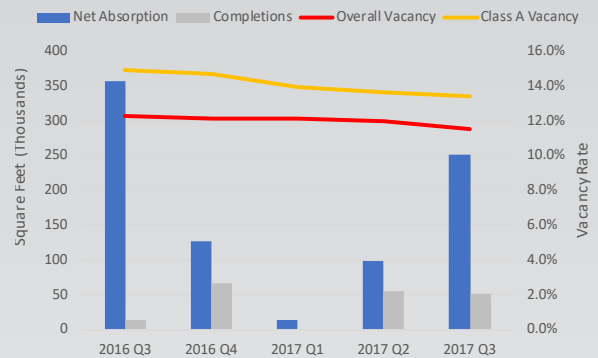
Investment Sales

In the Palm Beach County office market, approximately \$317 million traded in the third quarter of 2017. Year to date, \$606 million has traded in 2017. By comparison, in 2016 \$709 million had traded in the same time frame showing that there is a continued interest in Palm Beach County. However, some investors are turning their focus toward South Florida's growing and strengthening industrial market.

Palm Beach County experienced a number of major office sales this quarter, the largest of which marks the biggest deal in terms of value in 2017. In an effort to reduce operating expenses, Office Depot buys its 625,000-square-foot, 29-acre Boca Raton headquarters for \$132 million or \$211 per square foot. As Office Depot faces fierce competition from e-commerce and declining sales in 2017, it is estimated that this purchase will cut expenses by approximately \$17 million that went toward annual rent. The seller, Equity Commonwealth, purchased the three-building office complex for \$171 million in 2011 and sold at a \$39 million loss in 2017.

TCM Agenda Backup 2-13-18

Completions, Absorption and Vacancy Rates

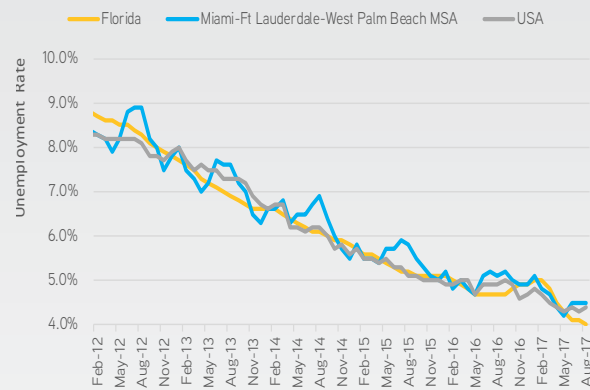


Vacancy rates dip in the Third Quarter

After months of flat vacancy rates, a high net absorption exceeding new deliveries caused vacancy rates to dip 50 basis points quarter-over-quarter to 11.5 percent.

Source: Colliers International, CoStar

Unemployment Trends



Unemployment rates decreased at the local, state, and national level. The Miami-Fort Lauderdale-West Palm Beach MSA unemployment rate posted 4.5 percent* in August 2017, representing a 0.6 percent decrease from January 2017. The state of Florida rate posted 4.0 percent* unemployment for August 2017, slightly below the national average at 4.4 percent.

*preliminary

Source: US Bureau of Labor Statistics

Q3 2017 PALM BEACH COUNTY RETAIL MARKET REPORT



Palm Beach County Market Indicators are Solid as Landlords Find Opportunity in Changing Retail Landscape

Executive Summary

Market indicators in Palm Beach County continue to improve in the third quarter. Average retail rents have increased 780 basis points year-over-year to \$20.48 per square foot while vacancy rates continue to compress. A positive net absorption this quarter reflects the market ability to rapidly back-fill any vacated space with new tenants and absorb new inventory delivered to the market. Year-to-date, investor interest in retail property has been high in Palm Beach County, however, fewer deals were closed this quarter. Approximately \$430 million worth of retail trades closed in the first and second quarter of 2017. In the third quarter, just over \$66 million traded. Publix remains active and continues to pick up Publix-anchored plazas throughout South Florida.

Active Tenants

Furniture, health and beauty, fast-casual restaurants and fitness centers remain active in the third quarter of 2017. Landlords are getting creative and using the opportunity to sign new tenants in vacated spaces recognizing that tenants offering an entertainment option or a healthy dining concept help attract tenants to the centers. Leases signed in the third quarter by retail tenants include:

- › Posh Plum in Boca Raton
- › PureLife Fitness in Boca Raton
- › New Asian Market in Lake Worth
- › Venetian Nails in Boca Raton
- › Farmers Market in West Palm Beach

Market Activity

Vacancy rates in Palm Beach County compressed slightly to 4.4 percent in the third quarter, about 80 basis points higher than the Miami-Dade and Broward markets. The lowest vacancy rates continue to be found in the Boca Raton markets, each with vacancies less than 2.1 percent. These markets also capture some of the highest rents in the county with rates in Boca Raton East at \$27.67 per square foot, Boca Raton West at \$33.10 per square foot, and Boca Raton North at \$35.80 per square foot. Average rental rates in the County increased marginally this quarter to \$20.48 per square foot; an increase of 780 basis points year over year.

TCM Agenda Backup 2-13-18

Summary Statistics

Q3 2017 Retail Market	Palm Beach County, FL
Vacancy Rate	4.4%
Change From Q4 2016 (Percent)	-0.2%
Absorption (Square Feet)	200,226
New Construction (Square Feet)	68,280
Under Construction (Square Feet)	656,767

Asking Rents

Per Square Foot Per Year	
Current Quarter	\$20.48
Previous Quarter	\$20.43
Year Ago	\$19.00

Market Indicators

Relative to Prior Period	Q3 2017	Q4 2017*
VACANCY	↓	↓
NET ABSORPTION	↑	↑
CONSTRUCTION	↑	↑
RENTAL RATE	↑	↑

Note: Construction is the change in Under Construction.
*Projected

Q3 2017 PALM BEACH COUNTY RETAIL MARKET REPORT



Retail Trends

Online Shopping Challenges All Markets

Online shopping is the biggest challenge facing the retail industry of commercial real estate. E-retail continues to rise and now accounts for 13.6 percent of all total retail sales. In South Florida specifically, population growth is leading to greater demand and retail supply is limited because there was not much development during the decline of the economy. The South Florida markets - Miami-Dade, Broward, and Palm Beach County - have rose to the top because of a stronger demographic backdrop and less supply risk.

Retailers Must Adapt

As technology continues to evolve and customers' buying habits and patterns evolve, retailers must adapt. Retailers are now competing with Amazon Fresh, UberEATS and other delivery services online. Many retailers say more and more customers are looking for this on demand type service, like high touch home delivery, the ability to place orders online for delivery or in-store pickup. Class A malls and grocery-anchored strip centers remain strong at low vacancy rates and provide good visibility and a good mix of service oriented tenants. Class B & C malls are beginning to fill empty big box space and vacancies due to bankruptcy and downsizing with new-to-mall uses such as medical, entertainment, educational and religious facilities. Though physical stores will still exist, some retailers are downsizing space needs and requirements, keeping less inventory in store or in the case of food & beverage users, offering a smaller, more high touch experience.

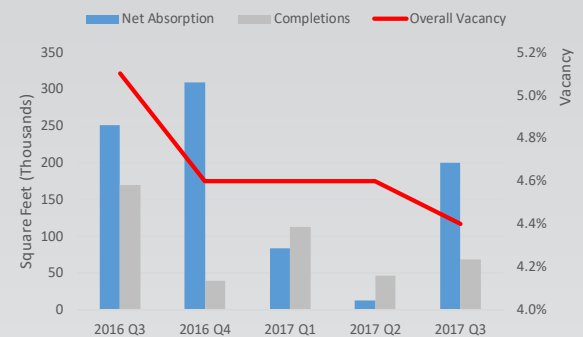
Mixed-Use Deliveries

Developers are targeting primary submarkets for major mixed-use deliveries. Deliveries are on the rise thanks to the growing focus on creating live/work/play environments in primary submarkets. Due to lack of developable land, development costs are increasing and rents are reflecting the higher costs. Mixed-use projects continue to be a major driver of construction currently as developers seek to capitalize on strong demographic trends in high-income, primary submarkets and are helping their own cause of attracting retail demand by combining shopping with residential development.

Strong Demographics Lead to Strong Leasing

At a time when many brick-and-mortar brands continue downsizing or disappearing altogether from the American retail landscape, South Florida commercial brokers are courting tenants with sales pitches that focus on the region's growing population and changing demographics. To land some tenants, brokers are working with landlords to revamp existing properties and configure new developments into experiential destinations. They are also giving start-up businesses and established brands short-term leases to test out empty storefronts. Retail leasing in South Florida remains strong enough and vacancy rates are low enough that brokers and landlords don't need to offer disproportionate concessions. Overall, retail real estate is performing better in South Florida than in many other parts of the country.

Completions, Absorption and Vacancy Rates

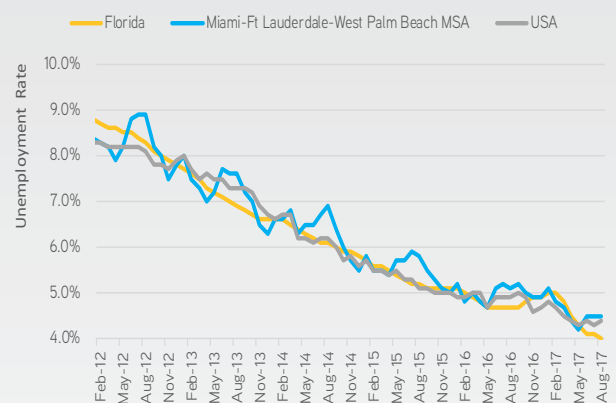


Strong Absorption and Declining Vacancies

Palm Beach County's retail vacancy rates declined by 20 bps to 4.4 percent quarter-over-quarter. Positive absorption as the market receives more new supply and absorbs vacant space.

Source: Colliers International, CoStar

Unemployment Trends



Unemployment rates decreased at the local, state, and national level. The Miami-Fort Lauderdale-West Palm Beach MSA unemployment rate posted 4.5 percent* in August 2017, representing a 0.6 percent decrease from January 2017. The state of Florida rate posted 4.0 percent* unemployment for August 2017, slightly below the national average at 4.4 percent.

*preliminary

Source: US Bureau of Labor Statistics

Q3 2017 PALM BEACH COUNTY INDUSTRIAL MARKET REPORT



Research & Forecast Report

PALM BEACH COUNTY | INDUSTRIAL

Third Quarter 2017



Accelerating success.

Vacancy Rates Plummet in the Palm Beach County Industrial Market

Executive Summary

The most prominent indicator of the strength of the Palm Beach industrial is the plummeting vacancy rate. Already at a ten-year low, vacancy rates declined a further 80 basis points in the third quarter of 2017 to 3 percent. Now the tightest market in South Florida and with limited development underway we can expect rental rates to continue increasing.

E-commerce, logistics, food and retail companies continue to drive absorption of industrial product as users seek distribution centers close to the end-consumer for faster delivery. Additionally, call centers, service firms and colleges/universities are opting for flex space over traditional office.

Steady investment flows in Palm Beach County bought \$52 million in sales activity in the third quarter, bringing the total trade activity to \$168 million year-to-date. Though there has been less trade activity year-to-date than in 2016 (\$226 million), it is one of the strongest years on record for Palm Beach County.

Market Highlights

- Year-to-date, 2017 has been one of the strongest years for investment in industrial product.
- Call centers, service firms and colleges/universities are opting for flex space over traditional office.
- Continued e-commerce growth as retailers shift their focus.
- Companies restructure supply chains to accommodate consumer demands.
- Vacancy rates plummeted 80 basis points quarter-over-quarter to record-low of 3.0 percent.
- Net absorption increases to 387,509 square feet over prior quarter as projects rapidly lease up.
- Zero new developments delivered in the third quarter and limited new development underway (244,607 square feet).

TCM Agenda Backup 2-13-18

Summary Statistics

Q3 2017 Industrial Market	Palm Beach County, FL
Vacancy Rate	3.0%
Change From Q2 2017 (Percent)	-0.8%
Absorption (Square Feet)	387,509
New Completions (Square Feet)	0
Under Construction (Square Feet)	244,607

Warehouse/Distribution Asking Rents

Current Quarter	\$8.70
Previous Quarter	\$8.89
Year Ago	\$8.28
Change from Q3 2016	+5.1%

Market Indicators

Relative to Prior Period	Q3 2017	Q4 2017*
VACANCY	↓	↓
NET ABSORPTION	↑	↑
CONSTRUCTION	↓	↑
FLEX RENTAL RATE	↑	↑
INDUSTRIAL RENTAL RATE	↑	↑

Note: Construction is the change in Under Construction.
*Projected.

Q3 2017 PALM BEACH COUNTY INDUSTRIAL MARKET REPORT



Market Activity

Vacancy rates took a plummet this quarter as zero new developments were delivered in Palm Beach County. Vacancies had stabilized at a ten-year low between 3.8 and 4.0 percent for the past three quarters but with the lack of new supply available and relentless demand for industrial product, vacancy rates plummeted 80 basis points quarter-over-quarter. Palm Beach County now has the lowest vacancy rate in South Florida at 3.0 percent, relative to Miami-Dade at 4.3 percent and Broward at 4.0 percent.

These market conditions lead to a positive net absorption of 387,509 square feet as supply delivered in prior quarters is quick to lease up. Relative to its neighbors to the South, there's limited construction underway in Palm Beach County despite an increase in tenants heading north in search of available space and more favorable lease terms.

Trends to Watch

Companies Restructure Supply Chains

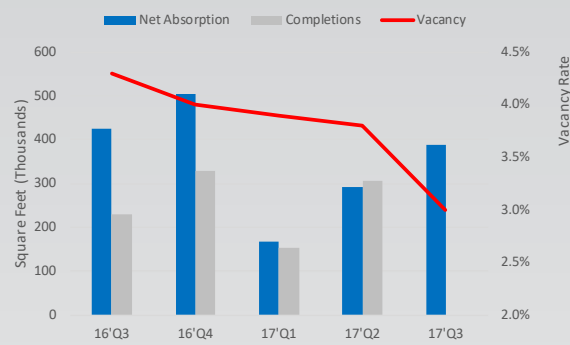
E-commerce is expected to keep demand going strong heading into 2018 as companies are strategically reconstructing their supply chains to accommodate consumer demands for faster delivery. These shifts in consumer purchasing behavior and the rise of e-commerce have strengthened the industrial markets across the nation as proximity becomes a priority for businesses. Industrial rents are climbing as online retailers seek out warehouse space to meet increasing demands for fast delivery.

Sustained Investor Interest in Industrial Property

A number of factors are driving extremely strong investor demand in all classes of industrial property, including but not limited to the following:

- Growing online shopping trends and need for last-mile delivery.
- Reduction in rates compared to early parts of 2017.
- Population growth that translates to a residential boom and an organic growth of industrial users.
- Traditional office tenants are shifting to flex space with higher parking ratios (such as call centers, service firms and colleges/ universities).

Completions, Absorption and Vacancy Rates

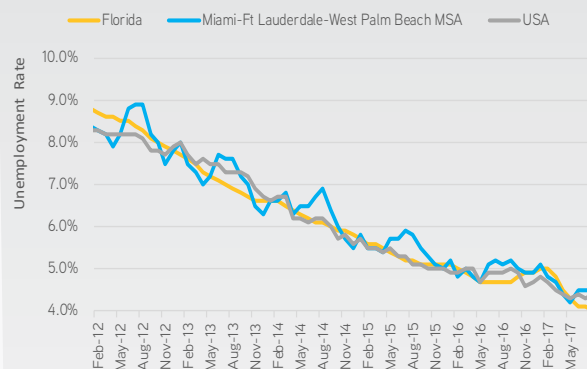


Source: Colliers International, CoStar

Vacancy rates plummet in the third quarter

Strong net absorption yet zero new deliveries this quarter drove vacancy rates down to a low of 3.0 percent.

Unemployment Trends

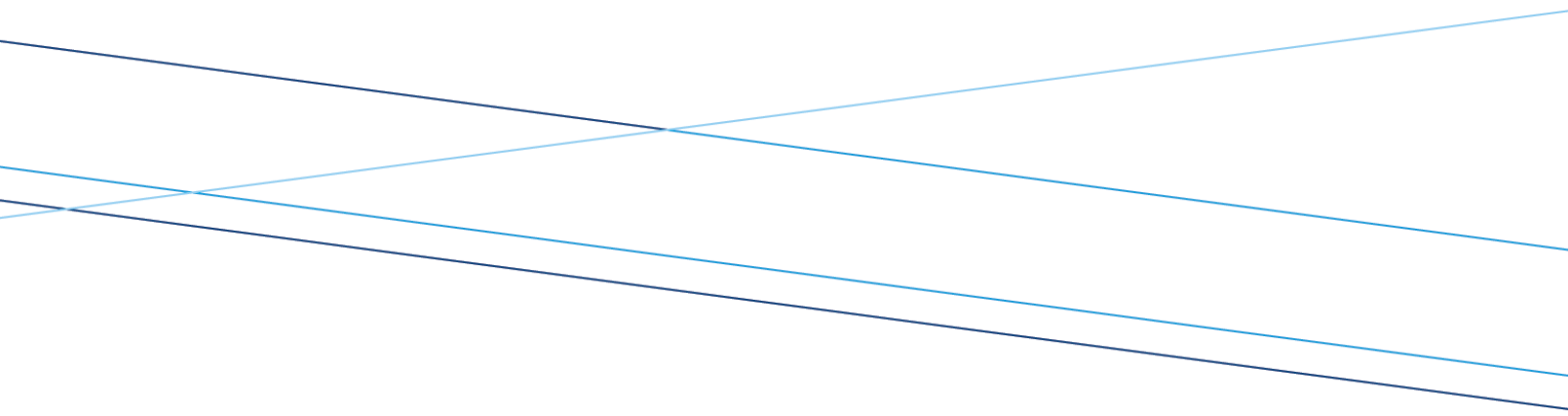


Unemployment rates decreased at the local, state, and national level. The Miami-Fort Lauderdale-West Palm Beach MSA unemployment rate posted 4.5 percent* in August 2017, representing a 0.6 percent decrease from January 2017. The state of Florida rate posted 4.0 percent* unemployment for August 2017, slightly below the national average at 4.4 percent.

*preliminary

Source: US Bureau of Labor Statistics

Appendix IV - Hoovers Report





Colliers International Group Inc Profile

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Fax : +1-416-960-5333
<http://www.hennick.com>

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Company Overview

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Toronto M5S 2B4 ON Canada
Phone : +1-416-960-9500
Fax : +1-416-960-5333
<http://www.hennick.com>

Real estate agents and managers

Key Information

DUNS Number	202596169
Location Type	Headquarters
Subsidiary Status	No
Manufacturer	No
Company Type	Public
Plant/Facility Size (sq. ft.)	108,683.00
Accountant	PricewaterhouseCoopers LLP
Total Employees	10,035
1-Year Employee Growth	0.00%
Employees At This Location	0
Year of Founding or Change in Control	1999
Primary Industry	1840:Commercial Real Estate Brokerage &
Primary SIC Code	65310104:Real estate agent, commercial
Primary NAICS Code	531210:Offices of Real Estate Agents and Brokers
Latitude/Longitude	43.66841 / -79.389019

Key Financials

Fiscal Year-End	December
Annual Sales (Actual)	
Net Income	
Prescreen Score	Medium Risk

Company Rankings

TSX Completion

Key People

Name	Title
Mr. Jay S. Hennick	Chairman and CEO
Mr. Peter F. Cohen	Vice Chairman
Mr. Dylan E. Taylor	President and COO
Mr. John B. Friedrichsen	CFO
Ms. Christine Schultz	Chief Marketing Officer
Mr. David Bowden	CEO, Canmada
David Hand	CEO, Asia-Pacific

Name	Title
Mr. John Kenny	CEO, Australia and New Zealand
Mr. Javier Lomelin	CEO, Latin America (LATAM)
Chris McLernon	CEP, Europe, Middle East and Africa (EMEA)

Company Description

Industry Information

Hoover's Industries

- > Real Estate 
- > Commercial Real Estate Brokerage & Management (primary) 

Primary SIC Code

65310104 : Real estate agent, commercial

Primary NAICS Code

531210 : Offices of Real Estate Agents and Brokers

 Denotes In-depth Industry Insight by Hoover's Editorial Staff

People

Employees

Title	Name	Age	Salary	Bonus
Chairman and CEO	Mr. Jay S. Hennick	60		
Vice Chairman	Mr. Peter F. Cohen	64		
President and COO	Mr. Dylan E. Taylor	46		
CFO	Mr. John B. Friedrichsen	55		
Chief Marketing Officer	Ms. Christine Schultz	49		
CEO, Canmada	Mr. David Bowden			
CEO, Asia-Pacific	David Hand			
CEO, Australia and New Zealand	Mr. John Kenny			
CEO, Latin America (LATAM)	Mr. Javier Lomelin			
CEP, Europe, Middle East and Africa (EMEA)	Chris McLernon			
President, USA	Craig M. Robinson			

Board Members

Title	Name	Age
Chairman and CEO	Mr. Jay S. Hennick	60
Vice Chairman	Mr. Peter F. Cohen	64

Biographies

Jay S. Hennick, Age 60

Current Company Titles

Unknown - Present : Chairman and CEO

Other Company Affiliations

Chairman, FirstService Corporation

Biography

Jay Hennick is the Chairman and Chief Executive Officer and largest shareholder of Colliers International Group Inc. (NASDAQ -- CIGI and TSX -- CIG.TO). Colliers International is one of the worlds largest and fastest growing commercial real estate service firms operating from more than 200 offices in 41 countries. Jay is also the Founder, Chairman and largest shareholder of FirstService Corporation (NASDAQ -- FSV and TSX -- FSV.TO). FirstService Corporation is the largest manager of multi-family residential properties in North America and a leading provider of property services. In 1998, Jay received Canada's coveted Entrepreneur of the Year award and in 2001 was named Canada's CEO of the year by Canadian Business Magazine. Before establishing FirstService, Jay obtained a Bachelor of Arts degree from York University and a Doctorate of Law from the University of Ottawa before embarking on a successful career as a corporate lawyer. In 2011, Jay received an Honorary Doctorate from York University and in 2014 received an Honorary Doctorate from the University of Ottawa. Jay currently serves as the Chairman of Sinai Health System in Toronto and formerly was the Chair of Mount Sinai Hospital in Toronto. He and his wife Barbara have also established the Hennick Family Foundation to support causes in health care and education including: (i) The Hennick Family Wellness Gallery at The Mount Sinai Hospital; (ii) The Hennick Centre of Business and Law, a joint program of Osgoode Hall Law School and the Schulich School of Business in Toronto; and (iii) The Jay Hennick JD - MBA Program at the University of Ottawa.

Source : Company Web Site, 2016

Peter F. Cohen, Age 64

Title held since 2015 : Vice Chairman

Current Company Titles

2015 - Present : Vice Chairman

Biography

Mr. Cohen is a Chartered Accountant and a former partner in an audit practice of a public accounting firm. Mr. Cohen is the Vice Chair of the board of directors of the Company. Prior to June 1, 2015, Mr. Cohen served as Chair of the Board of FirstService Corporation. Mr. Cohen is the President and CEO of Dawsco Group, a private real estate and investment company owned by Mr. Cohen and his family. Mr. Cohen was a co-founder and Chairman and Chief Executive Officer of Centrefund Realty Corporation, a publicly traded shopping center investment company until August 2000 when control of the company was sold. Mr. Cohen serves as the Treasurer and a Director of the Sinai Health System and is the Co-Chair of the Resources Committee and Building and Development Committee.

Source : Company Web Site, 2016

Dylan E. Taylor, Age 46

Current Company Titles

Unknown - Present : President and COO

Biography

Dylan Taylor is the President and COO for Colliers International. In this role, Dylan oversees the operations of more than 16,300 professionals operating from 502 offices in 67 countries. Dylan's focus is on integrating operations across all services lines; enhancing client engagement strategies and cross-selling; fostering service excellence and an enterprising culture; and developing systems for supporting the strategic growth of Colliers worldwide. **BUSINESS BACKGROUND:** Before joining Colliers International, Dylan was president of Global Client Services for a competing real estate services firm, where he oversaw 15 separate business units comprising 4,000 employees and total revenues of nearly \$300 million. Before that, he spent more than five years as senior vice president of Corporate Solutions for Jones Lang LaSalle, and nearly seven years at SAIA Burgess, a global supplier of electronics based in Switzerland. Under Dylans leadership, Colliers was ranked the No. 1 brokerage firm in the United States (2011/2012) by Commercial Property Executive magazine, and The Lipsey Companys annual survey listed the Colliers brand as the second-most recognized in the world. The World Economic Forum named Dylan one of the top Young Global Leaders in the World for 2011 in recognition of his professional accomplishments, his commitment to society and his potential to impact the world through inspiring leadership. As a commercial real estate thought leader, Dylan has been named a Delphi Fellow for Big Think, a digital knowledge forum that has assembled the top thinkers from around the globe. Dylan is the only real estate industry professional to receive this distinction. **COMMUNITY INVOLVEMENT:** Dylans community service passions include health and children: he has been an avid supporter and board member for both the March of Dimes and the Kempe Foundation for the Prevention of Child Abuse and Neglect. **Education:** MBA, Finance & Strategy, University of Chicago Bachelor of Science, Engineering, with Honors, University of Arizona. **Affiliations & Memberships:** SIOR - Society of Industrial and Office Realtors, CoreNet Global, Urban Land Institute (ULI)

Source : Company Web Site, 2016

John B. Friedrichsen, Age 55

Current Company Titles

Unknown - Present : CFO

Biography

Mr. Friedrichsen serves as Chief Financial Officer of Colliers International Group Inc. Previously, Mr. Friedrichsen served as Senior Vice President & Chief Financial Officer of FirstService, beginning September 2002. Mr. Friedrichsen was responsible for the overall financial management of FirstService, including external and internal financial reporting, budgeting, treasury and procurement of capital, managing relationships with shareholders and lenders. He

was also closely involved in all corporate communications and capital allocation decisions. Mr. Friedrichsen joined FirstService as Vice President, Acquisitions in February 1998, a position that he held until May 2000 when he became Senior Vice President, Acquisitions. Prior to joining FirstService, Mr. Friedrichsen was a Vice President with Ernst & Young Corporate Finance Inc. in Toronto, where he was responsible for advising companies on a range of corporate finance matters, including the raising of capital and acquisitions. Mr. Friedrichsen is a Chartered Professional Accountant and began his career with a predecessor of the chartered professional accounting firm KPMG, based in Toronto. Mr. Friedrichsen holds a Bachelor of Commerce degree from the University of Windsor.

Source : Company Web Site, 2016

Christine Schultz, Age 49

Current Company Titles

Unknown - Present : Chief Marketing Officer

Biography

With a strong real estate industry background, both domestically and internationally, Christine heads global marketing and research. She is responsible for managing the brand and leading marketing and thought leadership strategies worldwide. Christine is focused on driving innovation and measurable results in supporting client engagement efforts globally. Christine played a central role in overseeing the national roll out of Colliers international's new brand identity in April 2010. Prior to joining Colliers International, Christine was the national marketing director for Cushman & Wakefield, where she was responsible for expanding the firm's market share by partnering with senior management and brokers to develop marketing strategies and deliverables for new business pursuits. Christine's professional experience also includes management level positions with Verso Technologies in Atlanta, and RW Beck Inc. and Dames and Moore in Sacramento. She is a veteran of the United States Air Force, serving during Operation Desert Shield/Desert Storm. Accomplishments: As a business development strategist, create and launch new service offerings and identify optional target markets for entry and expansion of professional services. Proven track record in exceeding sales projections and performance benchmarks while staying on budget and reducing overhead expenses. Experience leading national branding and positioning initiatives that result in business and brand equity growth. Education: MBA in Management, Golden Gate University, California Bachelor of Arts, Environmental Science & Economics, California State University, Sacramento, CA Affiliations & Memberships: American Marketing Association and Puget Sound Chapter, CREW, CSCMP, ICSC, Society of Marketing Professionals

Source : Company Web Site, 2016

David Bowden

Title held since 2016 : CEO, Canmada

Current Company Titles

2016 - Present : CEO, Canmada

Biography

As Chief Executive of Canadian business operations, David is responsible for executing the Colliers national business strategy while working in conjunction with Colliers' other regional leaders. Known for his innovative business perspective, David is committed to accelerating the success of Colliers International in Canada by advancing our competitiveness in all 17 markets which we serve. As a long standing executive with Colliers International, David has played an integral role in contributing to the business's success in Canada. He has held a number of senior positions within Colliers including leading the Canadian Corporate Solutions division and the Professional Development group. Accomplishments: David has been working in the industry for 30 years with a focus in process engineering, strategic planning, portfolio measurement standards, systems development and team deployment. His professional experience has involved both a wide geographical scope as well as a diverse cross section of real estate asset classes including office, industrial and manufacturing facilities. While working in the Corporate Solutions division, David was responsible for creating two key business tools. He developed multi-functional Resource Centers offering such services as strategic/financial planning, site selection/GIS mapping, portfolio administration, project management and design build. David was also responsible for creating a Web-based assignment tracking system complete with document archiving and cycle time analysis. David has been involved with developing strategic real estate plans for a number of Fortune 1000 companies. Education: Bachelor of Commerce Urban Land Economics University of British Columbia. Affiliations & Memberships: REALpac.

Source : Company Web Site, 2016

David Hand

Current Company Titles

Unknown - Present : CEO, Asia-Pacific

Biography

David joined Colliers International in 2015 as Chief Executive Officer for Asia Pacific. He is responsible for leading the client strategy and future growth for the region, with a focus on further integrating Colliers services across geographic markets and industry verticals. With more than 20 years of experience in the commercial real estate industry, David brings a depth of experience and an extensive background particularly in capital markets. He has built strong client relationships within the region and globally. David is well respected as an industry leader in Asia Pacific and is a recognised expert in China. He previously instructed on real estate at Harvard GSD and was course leader for a similar course at Georgetown SCS, as well as lecturing on Chinas property markets at Tsinghua University, Beijing. He is a member of the Royal Institution of Chartered Surveyors and is an advocate for gender diversity via mentorship. Education: London School of Economics and Political Science (LSE), London, U.K., University of Liverpool, U.K.

Source : Company Web Site, 2016

John Kenny

Current Company Titles

Unknown - Present : CEO, Australia and New Zealand

Biography

As Chief Executive Officer, Australia and New Zealand, I have led the diversification of the Colliers International business, developing new areas of expertise for the brand via organic growth and strategic acquisitions. I am also a member of both the Global and the Asia Pacific Executive at Colliers International, driving the strategy, client focus and culture of the company around the world. Having joined Colliers International in 1991, I have held various roles in commercial and industrial transactions, valuations and corporate real estate over the course of my property career. Accomplishments: In my role as Chief Executive Officer, Australia and New Zealand, I have led the business to be one of the top performing regions in the Colliers International global business. I have also been instrumental in a number of key acquisitions, including that of PRDNationwide in 2006, creating the largest and most comprehensive property services group in Australia. Education: Associate Diploma in Business (Valuation) Registered Real Estate Valuer (without limitation) Advanced Certificate in Property Agency Affiliations & Memberships: Australian Property Institute of Valuers Fellow (Val Econ), Royal Institute of Chartered Surveyors, National Board Member - Property Industry Foundation, National Board Member - Property Council Australia (2010 to 2014), Member - PCA Property Male Champions of Change

Source : Company Web Site, 2016

Javier Lomelin

Title held since 2016 : CEO, Latin America (LATAM)

Current Company Titles

2016 - Present : CEO, Latin America (LATAM)

Biography

Since 1986 Javier Lomelín began his real estate career in Lomelin Corporation Real Estate, one of the largest and most prestigious firms in Mexico since 1943. At 1991 Javier proactively participates in the creation of Colliers International Mexico, which born form the partnership between Lomelin Corporation Real Estate and Colliers International Property Consultants. In 1993 Colliers Mexico began operations under his direction. Javier always has been played a leading role in the consolidation and development of Colliers in Mexico and Latin America. Javier Lomelin currently has 25 years of Real Estate experience and was named Chief Executive of Latin America in 2009. As CEO, Javier is responsible for the business in Latin America as well as expanding the regions business through entry into new markets and through the creation of new service lines. He is focused on lead efforts to mantain and increase a high level of real estate services through the 22 offices with over more than 600 professionals distributed in Mexico, Colombia, Costa Rica, Perú, Brazil, Argentina, Chile, Panamá, Puerto Rico and Miami. COMMUNITY INVOLMENT Founder and President of the Board of "Corinca Kindergarten", a charitable institution that is focused since 2000 to serve mexican children between two and seven years, coming form low income families and those whose families can't access to a complete education. Promoter of community programs of Colliers International Mexico in support of charitable mexican institutions among which are: "Naturalia-

Cinturón Verde" (Mexico city), "Casa Simón de Betania" (Monterrey), "Estancia de la Senectud" (Guadalajara), "Libera un Tortuga" (Canun). Active promoter of the program EVERYONE GIVES of Colliers International, focused on helping more than 700 charitable institutions around the globe. Accomplishments: Opening and consolidation of Colliers Mexico's offices like: Mexico city, Monterrey, Guadalajara, Puebla, Queretaro, Cancun, Tijuana and Ciudad Juarez. Opening and consolidation of different offices in LATAM, among which are: Bogota (Colombia), Panama (Panama), San Jose (Costa Rica), Miami (USA) and San Juan (Puerto Rico). As a result of his outstanding leadership, in 2009 he was appointed as CEO of Colliers LATAM. Under his management the region has been consolidated showing an increase in the revenues level of more than 150% between 2009 and 2011. In his role as president of the Industrial and Commercial Institute in Mexico (ICEI), he encouraged and strengthened the creation of the certification for Commercial & Industrial Real Estate Professionals (PIC Commercial & Industrial) in collaboration with the Mexican Association of Real Estate Professionals (AMPI) in 2010. Clients: BBVA, Grupo Bimbo, Marinos, ARA, La Madrileña, Publicidad Ferrer, Regus, Grupo Hotelero Santa Fe. Education: In 1990 obtained a degree in Law from the "Universidad Panamericana", Mexico City. During 1990 and 1991 he attended several required courses to get the License of Broker in the State of California in the Anthony School of San Diego, CA. and the Professional Certificate in Real Estate Developments in the University of California in San Diego. During his stay in California he attended to courses related to Administration and Total Quality also in the University of California in San Diego. In 1994-1995 he participated in the course Business Management Program D-1 by the "Instituto Panamericano de Alta Dirección de Empresas" (IPADE), one of the best business schools in the world, located in Mexico city. In 2003 he obtained the certification by the Mexican Association of Real Estate Professionals (AMPI) as Certificated Professional in Real Estate (PIC). In 2010 he obtained the certification by the Mexican Association of Real Estate Professionals (AMPI) in partnership with the Institute of Commercial and Industrial (ICEI), as a Certificated Professional in Real Estate Commercial & Industrial (PIC Commercial & Industrial). In 2011 he participated in the seminar Latin America leadership Seminar 2011" in Monterrey N.L. In 2011 was invited to participate in the World Economic Forum (WEF) in Puerto Vallarta, Mexico. In 2012 he obtained the certificate by The University of California, Los Angeles (UCLA) Anderson School of Management in partnership with Adolfo Ibañez Business School of Management, for having successfully completed the seminar "Latin America Leadership Miami 2012" in Miami Florida, US. Affiliations & Memberships: Young Presidents Organization Board, Instituto Comercial e Industrial (ICEI), ICSC, Asociacion Mexicana de Profesionales (AMPI)

Source : Company Web Site, 2016

Chris McLernon

Current Company Titles

Unknown - Present : CEP, Europe, Middle East and Africa (EMEA)

Biography

As Chief Executive Officer for Europe, Middle East and Africa, Chris is responsible for the growth and strategic direction of the business in the region. Bringing a depth of experience in building and growing businesses in mature and emerging markets, Chris has played an integral role in growing Colliers International into its current position as a top three global commercial

real estate services provider. Passionate about providing our clients with the highest level of service, Chris is committed to ensuring a seamless service experience across our complete range of services offered in the 40 countries in which we operate in the region. In addition to his role as CEO in the EMEA, Chris is also a member of the global senior executive team that sets the vision and strategy for Colliers International. Chris real estate career began in 1987 when he joined Colliers International as an office leasing advisor in Toronto. One of the most active top producers in Canada, he received awards for completing the most transactions in a single year in 1991, 1992 and 1993. In 1994, Chris relocated to Mexico City to build the Latin America business. In his five years there, he was lead principal on four major acquisitions in Mexico, Brazil, Peru and Columbia. In 1998, he was appointed CEO for the region. In 1999, Chris moved to Miami, home to over 500 Latin American headquarters, to set up the regional corporate solutions team. Chris returned to Toronto in 2002 and expanded his responsibility as CEO of EMEA, focusing on the growth of the emerging European markets and leading acquisitions in six countries in Southeast Europe, the UK, Ireland, Spain and the Netherlands. In 2008, he moved to London where he set up the EMEA headquarters. In 2012, Chris served as lead principal in the acquisition of the Colliers German affiliate, bringing five cities and 230 professionals into the fold. In 2014, he was lead principal in the acquisition of the AOS Group, the premier occupier-focused business in Europe, in a deal that added to the company 430 professionals across 10 countries in multiple service lines. Throughout his career, Chris has delivered exceptional service, fulfilling the real estate needs of major corporations such as Nortel Networks, Federal Express, Oracle Corporation, Cisco Systems, Compaq, Dun & Bradstreet, Ford Motor Land, Microsoft, Regus Business Centers and Silicon Graphics. Accomplishments: Facilitated the unification of Colliers International under a single name and brand. Implemented regional services including corporate solutions into the EMEA and Latin America regions, growing the Latin America corporate solutions business by 650% over eight years. Expanded Colliers International services into Central and Eastern Europe, growing the business by 2300% over six years. Initiated the companys growth into Latin America, growing the revenue 2600% between 1996 and 2007. Acted as the lead principal on 20+ acquisitions throughout the Americas and Europe. Transformed the Colliers EMEA Region from a network of affiliates into a unified, corporate-owned business unit. Education: Bachelor Degree in Economics from Queens University, Canada. Affiliations & Memberships: Young Presidents Organization.

Source : Company Web Site, 2016

Craig M. Robinson

Current Company Titles

Unknown - Present : President, USA

Biography

As President Craig Robinson leads the U.S. operations of Colliers International Group Inc., representing nearly \$1B in annual revenue and 5,000 real estate professionals. Hes responsible for managing all day-to-day aspects of the business including operations, strategic initiatives, mergers and acquisitions and business development. In this role, Craig leverages his considerable real estate experience from corporate and occupier services, to banking, equity real estate investment and capital markets. Accomplishments: Prior to joining Colliers, Craig

was President of Corporate Services at Cassidy Turley, with responsibility for business development, account operations and strategic planning. As a member of Cassidy Turleys executive committee, he focused on corporate M&A growth, capital and enterprise resource planning. He formerly served as Managing Director of Strategy and Consulting for CBREs Global Corporate Services. As head of the Northeast region, he was responsible for over \$140 million in global client accounts, business development, and the consulting service line. Craigs commercial real estate career also includes structuring and managing over \$350 million in equity real estate investments for AIG Global Real Estate. Prior to AIG, as a member of Trammell Crows leadership team, he co-led the launch of its Government and Public Sector practice group and provided strategic consulting services to an array of occupier clients. Before entering the commercial real estate field, he worked for Arthur Andersen Business Consulting in Europe and Goldman Sachs in New York. Robinson serves on a number of boards focused on global commercial real estate, economic development and disadvantaged youth. His current board affiliations include CoreNet Globals Board of Directors, which provides strategic oversight to a 9,000-member global CRE professional association. He also serves on the Harvard Real Estate Academic Initiative Alumni Advisory Board, Coro New York Leadership Center Board (Executive Committee) and, until recently, on the executive committee of Atlantas Historic District Development Corporation. Craig lives in New York with his wife, Dr. Modupe Akinola Robinson, a professor at Columbia Business School. Education: B.S., Massachusetts Institute of Technology M.B.A., Harvard Business School Affiliations & Memberships: CoreNet Global Board of Directors, Harvard Real Estate Academic Initiative Alumni Advisory Board, Coro New York Leadership Center Board

Source : Company Web Site, 2016

Competitors List

Company	Gross Revenue	Net Profit Margin	Net Operating Cash Flow
CBRE Group (Top Competitor)		5.21%	
Cushman & Wakefield		--	
Jones Lang LaSalle		4.14%	
Newmark Knight Frank		--	

CONTACT DETAILS

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FAX +1 561 655 5950

Colliers International
South Florida, LLC
4500 PGA Boulevard
Suite 110
Palm Beach Gardens, FL 33418

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Resolutions

Agenda Title

RESOLUTION NO. 11-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing the Purchase of One 2018 Pierce Custom Pumper and One 2018 Pierce Aerial Ladder with NFPA Department Required Equipment, from Pierce Manufacturing, Inc., for the Amount of \$1,064,613.00, Which Includes a One Hundred Percent (100%) Pre-Payment Discount of \$55,998.00, in Accordance with Florida Sheriff's Association Bid 16-Vef12.0, Specification No. 9 And 19, and the Transfer of \$19,613 from the Equipment Replacement Fund Contingency, and Hereby Establishing a Total Budget of \$1,079,613.00.

Presenter

Kirk W. Blouin, Director of Public Safety

ATTACHMENTS:

- ▣ **Memorandum Dated January 12, 2018 from Kirk W. Blouin, Director of Public Safety**
- ▣ **Resolution No 11-2018**
- ▣ **Ten 8 Equipment Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Kirk Blouin, Director of Public Safety

Re: Authorized purchase of one (1) Pierce Enforcer Custom Pumper and one (1) Pierce Enforcer Aerial Ladder
Resolution No. 11-2018

Date: February 12, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council approve Resolution No. 11-2018 authorizing the purchase of one (1) 2018 Pierce Enforcer Pumper and one (1) 2018 Pierce Enforcer Aerial Truck with NFPA Department required equipment, from Pierce Manufacturing, Inc. for the amount of \$1,064,613, which includes a 100% pre-payment discount of \$55,998, and a trade in of two (2) 2001 Pierce Enforcer Pumpers for \$38,000.00, and one (1) 2009 Pierce Velocity Ladder Truck for \$400,000 in accordance with Florida Sheriff's Association bid #FSA16-VEF12.0 (Specification #9), with Palm Beach Assendant 681 added options, and (Specification #19) with added options, and Eagle siren, and the transfer of \$19,613 from the Equipment Replacement Fund contingency, establishing a total budget of \$1,079,613.

GENERAL INFORMATION

In October 2013, Fire Rescue revised its service delivery model at the South Fire Station by adopting a "quint" apparatus delivery model. A "quint" apparatus is a single fire truck that is a combination aerial ladder and fire engine, replacing two separate pieces of apparatus, an aerial platform and a fire engine. This change reduced our fleet by one vehicle, as well as reductions in annual capital replacement costs, fuel consumption, and maintenance costs. Additionally, it reduced the required staffing at the South Fire Station.

On October 1, 2017, the Town was scheduled to replace two individual fire apparatus, both of which are 2001 Pierce Enforcer pumpers. The same delivery model will be implemented at the Central Fire Station where we currently run a separate fire engine and aerial truck, which could both be replaced by a single quint apparatus.

To implement this change, the Town will purchase a new Pierce Enforcer quint aerial truck, and new Pierce Enforcer pumper for a combined cost of \$1,079,613. The Department will replace three (3) vehicles, an aerial platform and (2) two fire engines that have a combined estimated trade in value of \$438,000. The Department has contributed \$630,974 to the Equipment Replacement Fund for the purchase of a Ladder Truck and \$1,024,000 to the Equipment Replacement Fund for the purchase of two Fire Engines as of October 1, 2017. After the trade in, there will be \$575,361 of unspent accumulated depreciation that may be returned to the Town's

General Fund. Moreover, there is an estimated savings of about \$12,329 per year in annual depreciation.

Upon placing the new quint apparatus in service, three positions currently assigned to drive the aerial platform at Central Fire will be eliminated resulting in a savings of approximately \$179,052 plus benefits.

FUNDING/FISCAL IMPACT

\$1,060,000.00 was provided in the Equipment Replacement Fund for replacement of the two fire engines. In addition to this, \$19,613 is requested as a transfer from the Equipment Replacement Fund's contingency.

- Vehicle costs
 - FSA Level I Enforcer Pumper Spec. 19 price \$340,419
 - Options and additional equipment \$239,043
 - FSA Pierce 6.5% option roll back (\$15,537)
 - FSA Aerial Base Spec. 9 price \$749,641
 - Assendant Options and additional equipment \$262,850
 - Trade in of 2008 Pierce Arrow Platform (\$400,000)
 - Trade in of 2001 Pierce Enforcer in the amount of (\$19,000)
 - Trade in of 2001 Pierce Enforcer in the amount of (\$19,000)
 - 100% pre-payment discount of (\$55,998)
- Elimination of (3) positions (\$179,052) plus benefits
- Estimated annual depreciation savings (\$12,329)
- This proposal is included in the latest CRTO document.

PURCHASING REVIEW

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

TOWN ATTORNEY REVIEW

The resolution was reviewed and approved by the Town Attorney for legal form and sufficiency.

Cc: Jane Struder, Director of Finance
Dean Mealy, Purchasing Manager

RESOLUTION NO. 11-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE PURCHASE OF ONE 2018 PIERCE CUSTOM PUMPER AND ONE 2018 PIERCE AERIAL LADDER WITH NFPA DEPARTMENT REQUIRED EQUIPMENT, FROM PIERCE MANUFACTURING, INC., FOR THE AMOUNT OF \$1,064,613.00, WHICH INCLUDES A ONE HUNDRED PERCENT (100%) PRE-PAYMENT DISCOUNT OF \$55,998.00, IN ACCORDANCE WITH FLORIDA SHERIFF'S ASSOCIATION BID 16-VEF12.0, SPECIFICATION NO. 9 AND 19, AND THE TRANSFER OF \$19,613 FROM THE EQUIPMENT REPLACEMENT FUND CONTINGENCY, AND HEREBY ESTABLISHING A TOTAL BUDGET OF \$1,079,613.00.

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

Section 1: The Florida Sheriffs Association Bid No. 16-VEF12.0 for the purchase of one 2018 Pierce Enforcer Custom Pumper Spec#19, plus options and one 2018 Pierce Enforcer Aerial Ladder Spec #9 with NFPA department required equipment options for the lump sum bid amount of \$1,064,613.00 is hereby awarded pursuant to attached Exhibit A and, establishing a total budget of \$1,079,613.00.

Section 2: The Town Manager is hereby authorized to execute a contract on behalf of the Town of Palm Beach for the purchase of one 2018 Pierce Enforcer Custom Pumper Spec#19, plus options, and one 2018 Pierce Enforcer Aerial Ladder spec #9 with NFPA department required equipment in accordance with the terms set forth above pursuant to the Florida Sheriff's Association Bid No. 16-VEF 12.0, Specification No. 9 and 19 as referenced in Section 1 above.

Section 3. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the purchase of one 2018 Pierce Enforcer Custom Pumper Spec#19 and one 2018 Pierce Enforcer Aerial Ladder spec #9 with NFPA department required equipment in accordance with the terms set forth above.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach assembled this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member



Equipment Proposal

This Equipment Proposal (the "Proposal") has been prepared by Ten-8 Fire Equipment of Georgia, LLC ("Company") in response to the undersigned Customer's request for a proposal. This Proposal is comprised of the special terms set forth below, the Proposal Option List, Warranty, and Company's Purchasing Terms and Conditions. Through its signature below or other Acceptance (as defined below), Customer acknowledges having received, read and being bound by this Proposal, all attachments and Company's Purchasing Terms and Conditions.

Date: December 21, 2017 ("Proposal Date") **Customer:** Town of Palm Beach ("Customer")

Customer Address: 300 N County Road, PB, FL 33480

Quantity	Product Description & Options	Price
1	FSA Level 1 Enforcer Pumper Spec. 19 Base	\$340,419.00
1	Palm Beach Enforcer Pumper 669 Added Options w/Eagle Siren \$6662.00	\$239,043.00
1	FSA 6.5% Options Roll Back	(\$15,537.00)
1	FSA Aerial Base Spec 9	\$749,641.00
1	Palm Beach Asendant 681 Added Options	\$262,850.00
1	FSA 6.5% Options Roll Back	(\$17,805.00)
2	Trades Two 2001 Pierce Pumpers	(\$38,000.00)
1	Trade Pierce 100' Pierce Platform	(\$400,000.00)
2	100% Pre Payment w/Bond Due 15 Days From P.O.- Two Units	(\$55,998.00)
Purchase Price:		\$1,064,613.00

Delivery Timing: The Product described above in the Product Description and Options Section of this document will be built by and shipped from the manufacturer approximately 12 (months) after Company receives Customer's acceptance of this Proposal as defined below.

Other: Cost includes vehicle registration, tag and title work for both units.

ACCEPTANCE OF THIS PROPOSAL CREATES AN ENFORCEABLE BINDING AGREEMENT BETWEEN COMPANY AND CUSTOMER. "ACCEPTANCE" MEANS THAT CUSTOMER DELIVERS TO COMPANY: (A) A PROPOSAL SIGNED BY AN AUTHORIZED REPRESENTATIVE, OR (B) A PURCHASE ORDER INCORPORATING THIS PROPOSAL, WHICH IS DULY APPROVED, TO THE EXTENT APPLICABLE, BY CUSTOMER'S GOVERNING BOARD. ACCEPTANCE OF THIS PROPOSAL IS EXPRESSLY LIMITED TO THE TERMS CONTAINED IN THIS PROPOSAL AND COMPANY'S PURCHASING TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS, WHETHER CONTAINED IN CUSTOMER'S FORMS OR OTHERWISE PRESENTED BY CUSTOMER AT ANY TIME, ARE HEREBY REJECTED.

INTENDING TO CREATE A BINDING AGREEMENT, Customer and Company have each caused this Proposal to be executed by their duly authorized representatives as of date of the last signature below.

Customer: _____

By: _____

Print: _____

Title: _____

Date: _____

Ten-8 Fire Equipment of Georgia, LLC

By: 

Print: Michael Schneider

Authorized Sales Representative

Date: 1/25/18

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda Resolutions

Agenda Title

RESOLUTION NO. 12-2018 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 Mock, Roos & Associates, Inc., in an Amount of \$33,190 for the D-4 Stormwater Pump Station Outfall Rehabilitation, and Establishing a Construction Phase Engineering Budget of \$37,000.

Presenter

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

ATTACHMENTS:

- ▣ **Memorandum dated January 12, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▣ **Resolution No. 12-2018**
- ▣ **Mock Roos Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

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
D-4 Stormwater Pump Station Outfall Rehabilitation
Resolution No. 12-2018

DATE: January 12, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 12-2018, approving a purchase order for Construction Phase Engineering Services to Mock, Roos, and Associates, Inc. (MRA), for the D-4 Stormwater Pump Station Outfall Rehabilitation in the amount of \$33,190 and establishing a Construction Phase Engineering Services Budget of \$37,000.

GENERAL INFORMATION

The D-4 and D-10 Pump Station Improvements Project included many upgrades and repairs to the existing stormwater pump stations in the north-end of the Town. Towards the end of the project, access into the over 300 feet of outfall piping at the D-4 pump station was obtained and the pipe was assessed. It was then determined that the pipe's deteriorating condition needed to be addressed within a separate project.

Construction to rehabilitate the outfall pipe is planned to begin during the 2018 construction season. The construction award recommendation, for Quadex Lining Systems, LLC, was approved at the November 14, 2017 Town Council meeting.

MRA's construction phase scope of work will include engineering plan updates, shop drawing reviews, site visits, maintaining daily reports, progress photos, review of contractor pay applications and change orders, attending meetings, assisting Town staff with onsite observations, inspections, and permit certification.

Staff has reviewed and negotiated the MRA proposal and recommends approving a purchase order for Construction Phase Engineering Services with MRA, in the amount of \$33,190 for the scope identified in their proposal. Staff also recommends a contingency of \$3,810 for a total Construction Phase Engineering Services Budget of \$37,000.

FUNDING/FISCAL IMPACT

Funding for this project 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

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
Patricia Strayer, P.E., Town Engineer
Jason Debrincat, P.E., Senior Project Engineer
Jeffrey Sanon, P.E., Project Engineer
Chassler Holm, Acting Water Resources Division Manager
Dean Mealy, Purchasing Manager

RESOLUTION NO. 12-2018

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 MOCK, ROOS & ASSOCIATES, INC., IN AN AMOUNT OF \$33,190 FOR THE D-4 STORMWATER PUMP STATION OUTFALL REHABILITATION, AND ESTABLISHING A CONSTRUCTION PHASE ENGINEERING BUDGET OF \$37,000.

* * * * *

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 Mock, Roos & Associates, Inc., in an amount of \$33,190 for Construction Phase Engineering Services for the D-4 Stormwater Pump Station Outfall Rehabilitation, and establishes a Construction Phase Engineering Budget of \$37,000.

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 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member



MOCK•ROOS

CONSULTING ENGINEERS

November 27, 2017

Mr. Jeff Sanon
Project Engineer
Town of Palm Beach
P.O. Box 2029
Palm Beach, FL 33480-2029

Ref. No.: B7025.11
Subject: Additional Services
D-4 Stormwater Pump Station Outfall Rehabilitation
Professional Engineering Administrative Services During Construction

Dear Mr. Sanon:

We are submitting the attached *Proposal to Provide Engineering Administration Services During Construction for the D-4 Stormwater Pump Station Outfall Rehabilitation*. 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 \$33,190.00.

If you have any questions please contact me at 683-3113, extension 293. Thank you for selecting Mock•Roos for this project. We look forward to working with you.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.

Garry G. Gruber, P.E.
Senior Vice President

GGG:jeh

Enclosure

Copies: Bookkeeping

L:\mk\B7025.11\D-4 Outfall CPS Proposal - Engineering Admin.doc

Mock, Roos & Associates, Inc.

5720 Corporate Way, West Palm Beach, Florida 33407-2066, 561-683-3113, www.MockRoos.com

Proposal to Provide Engineering Administrative Services During Construction for the D-4 Stormwater Pump Station Outfall Rehabilitation

Services to be provided by: Mock•Roos

Services provided to ("Town"): Town of Palm Beach

Proposal Date: November 27, 2017

Proposal Terms

A. Scope of Services:

Mock•Roos will provide services, including services of our Subconsultant (Kimley Horn) as follows:

The anticipated duration of the project will be up to 10 weeks for project closeout.

1. Perform construction phase services, including:
 - a. Preconstruction conference
 - b. Progress Meetings (up to 10)
 - c. Recommendations for Defective Work
 - d. Clarifications and Interpretations
 - e. Change Order Review (Assume 1)
 - f. Shop Drawing Review
 - g. Substitution Review
 - h. Final Completion
 - i. Project Closeout

B. 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.

C. Fees and Rates:

1. The total fee to provide the Scope of Services on an hourly basis with a not to exceed fee of \$33,190.00.
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.

D. 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.

E. 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: *G 11/27/17*

Name: Garry G. Gruber, P.E.

Title: Senior Vice President

Date: November 27, 2017

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda Resolutions

Agenda Title Elevator Maintenance and Repair Services

a . RESOLUTION NO. 13-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Rescinding Resolution No. 174-2017 Awarding the US Communities Contract Number PC Genrl-201414653-00, and Cancelling a Purchase Order to KONE Inc., For Elevator Maintenance and Repair Services, in the Amount of \$12,600, and Establishing an Overall Project Budget of \$35,000.

b. RESOLUTION NO. 14-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding RFQ Number 27-2017 to Oracle Elevator Company, and Issuing a Purchase Order for Elevator Maintenance, Inspections, and Repair Services, in the Amount of \$40,460, and Establishing an Overall Project Budget of \$89,880.

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

ATTACHMENTS:

- ▣ **Memorandum dated January 23, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▣ **Resolution No. 13-2018**
- ▣ **Resolution No. 14-2018**
- ▣ **Oracle Elevator**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Rescind Resolution No. 174-2017 and Withdraw Authorization of Purchase Orders for Elevator Maintenance and Repair Contract from KONE and Award of RFQ 27-2017 for Elevator Maintenance, Inspections, and Repair to Oracle Elevator Company
Resolution No. 13-2018 – KONE
Resolution No. 14-2018 – Oracle Elevator

DATE: January 23, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council rescind Resolution No. 174-2017 which awarded a contract and purchase order to KONE for elevator maintenance and repairs through the US Communities Contract (Number PC GENRL-201414653-00).

Staff recommends Town Council approve Resolution No. 14-2018, approving a purchase order and contract for the remainder of FY2018 in the amount of \$40,460 and four (4) subsequent years for elevator maintenance, inspections, and repairs to Oracle Elevator Company for a total of \$89,880.

GENERAL INFORMATION

The Town currently has passenger elevators at five (5) of its facilities. These elevators require preventative maintenance, testing, adjustments, and annual State required inspections. Any necessary repairs are performed on an as-needed-basis. The Town utilized the U.S. Communities contract to obtain elevator maintenance services from KONE and issued a purchase order for these services. The Town has terminated the elevator maintenance contract to KONE due to failure by the vendor to perform services and contract duties.

Prior to pursuing the U.S. Communities contract with KONE, the Purchasing Department issued RFQ number 27-2017 for elevator maintenance and repairs. Bids were received from three (3) vendors and Oracle Elevator Company was identified as the lowest responsive bidder. When KONE failed to perform services and contract duties, Oracle Elevator agreed to honor the established pricing, perform the elevator maintenance and repair services. The annual scope of work remains consistent, which includes all required testing, adjustment, inspections, and repairs.

The maintenance and inspection cost for the remainder of FY2018 is \$5,460. The FY2018 elevator repair budget of \$35,000 includes the replacement of a hydraulic pump for the Town Hall elevator and is included in this budget request, and this task will be negotiated separately. The total cost for FY2018 maintenance and repair is \$40,460.

This contract provides for the option of four (4) twelve (12) month renewals with all original terms, conditions, and pricing. The annual estimated maintenance cost for the remaining four (4) years is \$7,355 per year and would be \$29,420 for the term of the contract. This total includes an assumed optional three percent (3%) cost adjustment per year as per bid documents. The annual repair cost is estimated to be \$5,000 per year for a total cost of \$20,000 for repairs. The cost for maintenance and repairs for the remaining four (4) years is \$49,420 and for the five (5) duration of the contract is estimated to be \$89,880.

FUNDING/FISCAL IMPACT

The contract period from February 2018 to September 30, 2018 will be funded from the approved FY2018 budget. Future services will be funded through approved Public Works budgets. The projected five (5) year allocation is contingent upon annual review and budget approval by the Town Council.

PURCHASING REVIEW

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

TOWN ATTORNEY REVIEW

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

Attachments

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

RESOLUTION NO. 13-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, RESCINDING RESOLUTION NO. 174-2017 AWARDING THE US COMMUNITIES CONTRACT NUMBER PC GENRL-201414653-00, AND CANCELLING A PURCHASE ORDER TO KONE INC., FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES, IN THE AMOUNT OF \$12,600, AND THE ESTABLISHING AN OVERALL PROJECT BUDGET OF \$35,000.

* * * *

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

Section 1. Resolution No. 174-2017 is hereby rescinded.

Section 2. The Town Council of the Town of Palm Beach hereby cancels the previous purchase order authorization of \$12,600, and the overall project budget of \$35,000 for elevator maintenance, inspections and repairs.

Section 3. The Town Manager is hereby authorized and directed to rescind the contract with KONE Inc., elevator maintenance, inspections and repairs for Town buildings.

Section 4. The Town Manager, or his designee, is hereby authorized and directed to take such further actions as may be necessary to effectuate the rescinding of Resolution No. 174-2017.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

RESOLUTION NO. 14-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AWARDING RFQ NUMBER 27-2017 TO ORACLE ELEVATOR COMPANY, AND ISSUING A PURCHASE ORDER FOR ELEVATOR MAINTENANCE, INSPECTIONS, AND REPAIR SERVICES, IN THE AMOUNT OF \$40,460, AND ESTABLISHING AN OVERALL PROJECT BUDGET OF \$89,880.

* * * *

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 RFQ 27-2017, a copy of which is on file with the Purchasing Division of the Town of Palm Beach, and authorizes a purchase order to Oracle Elevator Company, for maintenance, inspections, and repairs of Town elevators in the amount of \$40,460 for FY2018, and establishes a subsequent four (4) year project budget of \$89,880. The projected five (5) year allocation is contingent upon annual review and budget approval by the Town Council.

Section 2. The Town Manager is hereby authorized to execute this contract 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 orders 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 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member



July 31, 2017

We are pleased to announce that Oracle Elevator Company has recently acquired the service contract assets of Florida State Elevator, LLC. Oracle Elevator Company is the largest independent elevator company in the country, with operations throughout Florida, the Southeast, Midwest and the Southwest.

Excellent customer service is our greatest priority and we are just as committed to performing quality maintenance on your elevator system as Florida State Elevator. Your property will now have the advantage of a much broader technical support system.

- 1) Service calls should be placed to our 24-hour dispatch center located at 800-526-6115. For other inquiries, you may contact the local Oracle office at 954-986-0991
- 2) Your new remit-to address will be Oracle Elevator Company, PO Box 636843, Cincinnati, Ohio 45263-6843 - please forward to your AP department. Remittent checks can be made to either Florida State Elevator or Oracle Elevator Company at this time.

In the coming days, our service teams will be visiting your property to further introduce Oracle Elevator. We look forward to meeting you!

Please feel free to call us with any questions or concerns.

A handwritten signature in black ink, appearing to read "M. West", with a long horizontal stroke extending to the right.

Michael A. West, Regional Vice President
Oracle Elevator Company

A handwritten signature in black ink, appearing to read "KaranThebeau", with a long horizontal stroke extending to the right.

KaranThebeau, President
Florida State Elevator, LLC

EXHIBIT A

BILL OF SALE, ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS BILL OF SALE, ASSIGNMENT AND ASSUMPTION AGREEMENT (this "Agreement") is made and entered into as of the Effective Time, by and between Florida State Elevator, LLC, a limited liability company organized under the laws of the State of Florida (the "Assignor"), and Oracle Elevator Company, a Florida corporation (the "Assignee"). Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Purchase Agreement, as hereinafter defined.

WHEREAS, Assignor, Assignee and Assignor's sole member have entered into that certain Asset Purchase Agreement dated as of the date hereof (the "Purchase Agreement"), pursuant to the terms of which Assignor has agreed to sell, transfer and assign and Assignee has agreed to purchase certain of the assets of Assignor and to assume certain of the obligations of Assignor relating to Assignor's hoist and elevator installation, maintenance, modernization and service business (the "Business"); and

WHEREAS, the parties to this Agreement wish to evidence such sale, transfer, assignment and assumption as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Sale and Assignment. Subject to the provisions of Section 3 of this Agreement, Assignor hereby sells, assigns, conveys, transfers and delivers to Assignee the Acquired Assets.

2. Assumption. Subject to the provisions of Section 3 of this Agreement, Assignee hereby assumes and agrees to pay, perform and discharge the Assumed Liabilities.

3. Limitations on Assignment and Assumption.

(a) Except to the extent specifically set forth in Section 2 of this Agreement, Assignee does not assume or agree to pay, perform, discharge, indemnify or hold harmless Assignor from any liabilities or obligations of Assignor. Notwithstanding anything to the contrary contained in this Agreement, Assignee does not assume or agree to pay, perform or discharge the Excluded Liabilities.

(b) The assets, properties and rights sold, assigned, conveyed, transferred and delivered hereby shall not include the Excluded Assets or any liabilities associated with the Excluded Assets. This Agreement shall not constitute or effect an assignment of any asset, property or right so long as an assignment or attempted assignment of such asset, property or right would constitute a breach or violation of the agreement, instrument or other document or arrangement pursuant to which such asset, property or right is held, or would in any way adversely affect the rights of Assignor or Assignee under such agreement, instrument or other document or arrangement or violate any applicable law. Subject to the foregoing sentence and Section 3.8 of the Purchase Agreement, with

respect to Contracts that by their terms or under applicable law are not transferable or assignable by Assignor or require consents to assignment and such consents have not yet been obtained, Assignor shall enter into such arrangements as are requested by Assignee to provide Assignee all the benefits of and under such contractual rights, including but not limited to the undertaking by Assignor to use its best efforts and cooperation in obtaining any required consents. Assignee shall cooperate with Assignor in obtaining such consents.

(c) Except for the representations and warranties of Assignor set forth in the Purchase Agreement, which are hereby incorporated into this Agreement by reference in their entirety, Assignor makes no other representations or warranties to Assignee concerning the Acquired Assets.

4. Further Assurances. Assignor, for itself and its successors and assigns, hereby covenants and agrees that, from time to time, Assignor shall execute and deliver, or shall cause to be executed and delivered, such documents and instruments and shall take, or cause to be taken, such further or other actions as Assignee may deem necessary or appropriate to sell, assign, convey, transfer and deliver the Acquired Assets unto Assignee and its successors and assigns, or to evidence any of the foregoing.

5. General. This Agreement shall be binding upon, and inure to the benefit of, the parties to this Agreement and their respective successors and assigns. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA, EXCLUDING THE CONFLICTS OF LAW PROVISIONS THEREOF OR ANY OTHER JURISDICTION. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned by either of the parties to this Agreement without the prior written consent of the other party, except that Assignee may assign, in its sole discretion, any or all of its rights, interests and obligations under this Agreement to any of Assignee's affiliates (as such term is defined in Rule 12b-2, promulgated under the authority of the Securities Exchange Act of 1934, as amended) and may collaterally assign its rights hereunder to any lender. This Agreement may be amended only by a written instrument duly signed by each of the parties to this Agreement.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers on the date and year first above written.

ASSIGNOR:

FLORIDA STATE ELEVATOR, LLC

By: [Signature]
Name: Karan Thebeau
Title: Manager

ASSIGNEE:

ORACLE ELEVATOR COMPANY

By: [Signature]
Name: Michael West
Title: Regional V.P.

Paul Colby

From: Sandy Shea
Sent: Thursday, January 04, 2018 12:58 PM
To: Paul Colby; Brett Madison
Cc: Dean Mealy; Duke Basha
Subject: FW: RFQ 27-2017 - ELEVATOR MAINTENANCE AND REPAIR

See response from Oracle below! I will request all the merger legal documents for back up. Do we want to set up a meeting with them prior to moving forward with a PO?

And when is it safe to notify Kone and US Communities that we are canceling the contract?

Sandy Shea
Buyer, Public Works

From: Jason Mendiguren [mailto:jason.mendiguren@oracleelevator.com]
Sent: Thursday, January 04, 2018 12:44 PM
To: Sandy Shea <SShea@townofpalmbeach.com>
Subject: Re: RFQ 27-2017 - ELEVATOR MAINTENANCE AND REPAIR

YES! Oracle will honor pricing from Florida State Elevator.

Let me know what I need to do.

Thanks,

From: Sandy Shea <SShea@townofpalmbeach.com>
Sent: Thursday, January 4, 2018 12:32:02 PM
To: Jason Mendiguren
Subject: RFQ 27-2017 - ELEVATOR MAINTENANCE AND REPAIR

Hi Jason,

Our contract with Florida State expired at the end of FY17 and we issued RFQ 27-2017 to replace the expiring contract. Florida State sent a response prior to being acquired by Oracle, which I attached.

We would like to enter into a contract with Oracle based on the pricing and response we received from Florida State. Could you tell me if Oracle would honor?

Thank you.

Sandy Shea
Buyer, Public Works

Town of Palm Beach
Purchasing Division



TOWN OF PALM BEACH
RFQ No. 27-2017
ELEVATOR MAINTENANCE
INSPECTION & REPAIRS
TABULATION

TOWN OF PALM BEACH RFQ No. 27-2017 ELEVATOR MAINTENANCE INSPECTION & REPAIRS TABULATION				Vendor:	EASTERN ELEVATOR SERVICE, INC.		FLORIDA STATE ELEVATOR, LLC		KONE, INC	
Address:					2111 N Commerce Pkwy Weston, FL 33326		2628 Arbor Drive FLAuderdale, FL 33312		2365 Vista Parkway N #17 West Palm Beach, FL 33411	
Telephone:					954-591-2831		954-791-4554		954-374-3615	
Email					easternelev@gmail.com		david@floridastateelevatorllc.com		joshua.west@kone.com	
Contact:					Robert Rauch		David Thebeau		Joshua West	
Line	Description	Qty	Unit	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total	
1	Maintenance - Dover/ Hydraulic, 3 stop, passenger, 2100 lb capacity, license/ serial #39153	4	QTR	\$300.00	\$ 1,200.00	\$ 180.00	\$ 720.00	\$ 300.00	\$ 1,200.00	
2	Inspection - Dover/ Hydraulic, 3 stop, passenger, 2100 lb capacity, license/ serial #39153	1	YR	\$100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
3	Fire Service Check – Dover / Hydraulic, 3 stop, passenger, 2100 lb capacity, license / serial #39153	12	MO	\$0.00	\$ -	\$ 75.00	\$900***	\$ 125.00	\$ 1,500.00	
4	Maintenance - Dover/ Hydraulic, 3 stop, passenger, 3500 lb capacity, license/ serial #4476	4	QTR	\$300.00	\$ 1,200.00	\$ 180.00	\$ 720.00	\$ 300.00	\$ 1,200.00	
5	Inspection - - Dover/ Hydraulic, 3 stop, passenger, 3500 lb capacity, license/ serial #4476	1	YR	\$100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
6	Fire Service Check – Dover / Hydraulic, 3 stop, passenger, 3500 lb capacity, license / serial #4476	12	MO	\$0.00	\$ -	\$ 75.00	\$900***	\$ 125.00	\$ 1,500.00	
7	Maintenance – National/ Electric, 3 stop, wheelchair lift, 750 lb capacity, license/ serial #46046	4	QTR	\$300.00	\$ 1,200.00	\$ 180.00	\$ 720.00	\$ 300.00	\$ 1,200.00	
8	Inspection - National/ Electric, 3 stop, wheelchair lift, 750 lb capacity, license/ serial #46046	1	YR	\$0.00	\$ -	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
9	Fire Service Check – National/ Electric, 3 stop, wheelchair lift, 750 lb capacity, license/serial #46046	12	MO	\$0.00	\$ -	\$ 75.00	\$900***	\$ 125.00	\$ 1,500.00	
10	Maintenance – Miami Elevator/ Hydraulic, 3 stop, passenger, 2100 lb capacity, license/ serial #38284	4	QTR	\$300.00	\$ 1,200.00	\$ 180.00	\$ 720.00	\$ 300.00	\$ 1,200.00	
11	Inspection - Miami Elevator/ Hydraulic, 3 stop, passenger, 2100 lb capacity, license/ serial #38284	1	YR	\$100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
12	Fire Service Check – Miami Elevator/ Hydraulic, 3 stop, passenger, 2100 lb capacity, license/ serial #38284	12	MO	\$0.00	\$ -	\$ 75.00	\$900***	\$ 125.00	\$ 1,500.00	
13	Maintenance – Thyssen Krup/ Hydraulic, 3 stop, passenger, 3500 lb capacity, license/ serial #74200	4	QTR	\$300.00	\$ 1,200.00	\$ 180.00	\$ 720.00	\$ 300.00	\$ 1,200.00	
14	Inspection - Thyssen Krup/ Hydraulic, 3 stop, passenger, 3500 lb capacity, license/ serial #74200	1	YR	\$100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	
15	Fire Service Check – Thyssen Krup/ Hydraulic, 3 stop, passenger, 3500 lb capacity, license/ serial #74200	12	MO	\$0.00	\$ -	\$ 75.00	\$900***	\$ 125.00	\$ 1,500.00	
16	Maintenance - Symmetry Elevation/ Hydraulic, 2 stop, passenger, 1499 lb capacity, license /serial # 136014-L	4	QTR	\$300.00	\$ 1,200.00	\$ 180.00	\$ 720.00	\$ 300.00	\$ 1,200.00	
17	Inspection - Symmetry Elevation/ Hydraulic, 2 stop, passenger, 1499 lb capacity, license /serial #136014-L	1	YR	\$100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 450.00	\$ 450.00	



TOWN OF PALM BEACH
RFQ No. 27-2017
ELEVATOR MAINTENANCE
INSPECTION & REPAIRS
TABULATION

Line	Description	Qty	Unit	Vendor:		EASTERN ELEVATOR SERVICE, INC.		FLORIDA STATE ELEVATOR, LLC		KONE, INC	
				Address:		2111 N Commerce Pkwy		2628 Arbor Drive		2365 Vista Parkway N #17	
				Telephone:		Weston, FL 33326		FL Lauderdale, FL 33312		West Palm Beach, FL 33411	
				Email		954-591-2831		954-791-4554		954-374-3615	
				Contact:		easiernelev@gmail.com		david@floridastateelevatorllc.com		joshua.west@kone.com	
						Robert Rauch		David Thebeau		Joshua West	
				Price per Unit	Total	Price per Unit	Total	Price per Unit	Total	Price per Unit	Total
18	Fire Service Check – Symmetry Elevation/ Hydraulic, 2 stop, passenger, 1499 lb capacity, license /serial # 136014-L	12	MO	\$0.00	\$	-	\$	75.00	\$900***	\$ 125.00	\$ 1,500.00
19	Standard Labor Rates for Repairs not included in Maintenance and Inspections as specified herein	50	HR	\$136.00	\$ 6,800.00	\$	\$	155.00	\$ 7,750.00	\$ 300.00	\$ 15,000.00
10	Emergency Labor Rates for Repairs not included in Maintenance and Inspections, outside normal business hours as specified herein	20	HR	\$186.00	\$ 3,720.00	\$	\$	232.50	\$ 4,650.00	\$450.00	\$ 9,000.00
Total					\$18,220.00		\$23,020.00***		\$		42,900.00
				MATERIALS & SUPPLIES COST PLUS 10%		MATERIALS & SUPPLIES COST PLUS 12.5%		MATERIALS & SUPPLIES COST PLUS 30% LIST MINUS 10%			

PRICING AND CALCULATIONS WERE ADJUSTED FOR FLORIDA STATE ELEVATOR LLC

EASTERN ELEVATOR DID NOT BID ON LINE 8 - YEARLY INSPECTION

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Consent - Other

Agenda Title

Accept Donation of \$150,000 from the Palm Beach Police Foundation for the Purchase of Equipment and/or Services as deemed Appropriate Following Established Purchasing Procedures.

Presenter

Kirk W. Blouin, Director of Public Safety

ATTACHMENTS:

- ▣ **Memorandum dated January 16, 2018, from Kirk W. Blouin, Director of Public Safety**
- ▣ **Attachment A**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Kirk W. Blouin, Director of Public Safety

Re: Accept Donation of \$150,000 from the Palm Beach Police Foundation for the Purchase of Equipment and/or Other Services for Public Safety Departments

Date: January 16, 2018

STAFF RECOMMENDATION

Staff recommends the Town Council accept a donation from the Palm Beach Police Foundation in the amount of \$150,000 to purchase equipment and/or other services for the Public Safety Departments as deemed appropriate and necessary by the Police and Fire Chiefs and the Town Manager in accordance with the Town's Purchasing Procedures.

GENERAL INFORMATION

The Palm Beach Police Department continues to benefit from the generosity of Town residents and businesses and is extraordinarily fortunate to be supported by the Palm Beach Police Foundation. The Department has recently received a donation of \$150,000 from the Palm Beach Police Foundation and it has been indicated that the funds should be utilized as deemed appropriate and necessary by the Police and Fire Chiefs and the Town Manager, on equipment and/or other services, for the Public Safety Departments. Funds will be spent on non-budgeted items in accordance with the administrative policy on items such as new security cameras, Welcome Packets for new residents, and a portable Ultrasound machine that was developed by the military and is used by Paramedics in the field and during transportation.

Per Town Administration Policy No. 1-08-05 (Attachment A), any donation with a value over \$25,000, which is not included in the Town's budget, must be approved by Town Council.

FUNDING/FISCAL IMPACT

The donation will be forward to the Finance Department for deposit in the Public Safety's donation account. Equipment and/or other services purchased using donated funds will be obtained in accordance with established Purchasing Procedures.

KWB:lsg

Attachment

cc: Jane Struder, Director of Finance
Ann-Marie Taylor, Deputy Chief
Darrell Donatto, Deputy Fire Chief
Dean Mealy, Purchasing Manager
John C. Randolph, Town Attorney



TOWN OF PALM BEACH

Administrative Procedures

TOWN DONATIONS PROCEDURES

Procedure No.:.....1-08-5

Effective Date:.....June 30, 2008

APPROVED: 
Peter B. Elwell, Town Manager

OBJECTIVE: To formally establish clear procedures for implementation of the donations policy adopted by the Town Council at the January 8, 2008 Town Council meeting.

RESPONSIBILITY: Department directors and/or the Town Manager shall be responsible for the implementation of this procedure. The Finance Director shall be responsible for ensuring completion of those actions required of the Finance Department. Town Council is responsible for approving certain donations as described below.

DEFINITIONS:

Donation:	May refer to either money or items
Town budget:	Refers to the Town Council adopted budget, the Equipment Replacement Program or the approved five-year Capital Improvement Program
Department director:	May also refer to his or her designee
Town Manager:	May also refer to his or her designee

POLICY: Donations with a value over \$25,000, which are not included in the Town budget or the Council-approved Capital Improvement Program (CIP) or Equipment Replacement Fund (ERF), must be individually approved by Town Council. All other donations require administrative approval under the following guidelines:

- Donations of any value, which are included in the Town budget, are to be approved by the department director or Town Manager, as appropriate.
- All donations with a value of \$25,000 or less, which are not

included in the Town budget, are to be approved by the department director and Town Manager.

The department director or Town Manager may seek Town Council approval of any donation which they determine should be subject to Town Council review.

PROCEDURE:

- Cash donations will not be accepted. Gift cards will be treated as cash.
- Departments must follow the Town's formal written purchasing procedures when using donation funding to buy an item.
- If the Town receives a donation for an item in the ERF that is not scheduled for purchase until a future date, the department shall use the donation when the next available purchase for such item occurs in the ERF. Acceleration of such purchases is allowed only upon the advance written approval of the Town Manager.
- All donations shall be reported to the Finance Department for processing and recording.
- The Finance Department will administer a central database, which shall record the date of every donation, name and address of donor, purpose of the donation and the amount of the donation. Departments should submit such information to the Finance Department the same business day the donation is received.

CONSIDERATIONS:

When determining whether to accept a donation, the department director and/or Town Manager should consider whether the public, professional or community benefit is clear. The Town should also avoid any impression that a private entity might receive a favor, naming rights, or any other quid pro quo consideration from the Town or a Town official in exchange for the donation.

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Consent - Other

Agenda Title

Request to Consider Ordinance No. 04-2018 Prior to 5:00 pm. at a Public Hearing.

Presenter

Paul Castro, Zoning Administrator

ATTACHMENTS:

- ▣ **Memorandum Dated February 1, 2018 From Paul Castro, Zoning Administrator**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Paul Castro, Zoning Administrator

Re: Request to Consider Ordinance No. 4-2018 Prior to 5:00 p.m. at a Public Hearing

Date: February 1, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council conduct the public hearings on Ordinance No. 4-2018 at the Town Council meetings at which the proposed Ordinance is to be heard prior to 5:00 p.m. The proposed Ordinance will be heard on first reading at the February 14, 2018 meeting, and it is anticipated that the second reading will be on March 21, 2018. If the Town Council adopts the Consent Agenda the Staff recommendation will be effectuated.

GENERAL INFORMATION

Florida Statutes require the Town Council hold at least one of two public hearings to adopt a comprehensive plan amendment or zoning amendment ordinance after 5:00 p.m. However, the Statute provides that the time can be changed if a majority plus one of the local governing body elect to have a hearing at another time. Staff is requesting that the Town Council elect to conduct the public hearings on Ordinance No. 4-2018 during the course of the normal Council business. The first reading of the proposed Ordinance will be on February 14, 2018. Second reading is anticipated to be on March 21, 2018. All public hearings may occur before 5:00 p.m.

TGB:pc

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

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Consent - Other

Agenda Title

Upmarkets Report on Status of Playhouse.

Presenter

Alexander Patterson, Upmarkets

ATTACHMENTS:

- ▣ **Upmarkets Report on Playhouse**

February 2, 2018

Dear Mayor Coniglio and Town Council,

We write this letter on behalf of the Up Markets team to update you on the status of the theater. First, we'd like to start by expressing our gratitude and excitement about how the last few months have been for the newly opened businesses at The Royal Poinciana Plaza. We remember when we were considering acquiring the Plaza and learning about the term "Town Serving," some saw it as a hinderance, but we embraced the idea. We didn't want to bring just any business to Palm Beach, we wanted to bring the right businesses to Palm Beach. Regardless of whether a municipality's Code requires Town Serving, finding the right retailers and restaurants to occupy a space, regardless of size, is the root of our success. We hope the community feels encouraged by our ability to bring 30 new businesses to the Plaza, to serve this community for many years to come.

This last few months have been full of grand openings, a ribbon cutting, our first inaugural holiday tree, delicious new food, changes to bring signage to our entry columns, and changes to allow us to activate our outdoor space. Month after month we watch to see how each business interacts with the community, how the community responds to their product, and how we can help businesses thrive in a challenging retail climate. Just as the individual businesses are watching how the next few months develop, so is the theater operator we've been negotiating with. Our conversations and updates remain regular and our efforts to modify the Code and allow us to use our courtyards in a way that will serve this community is paramount to their business plan. We feel encouraged by how our businesses are performing over the last few months but finishing the next few months successfully is essential. The theater operator continues to express its desire to be in Palm Beach but reminds us often that it needs time to commit to a deal of this magnitude. This is not a comfortable position for any Landlord to be in, but we're doing everything we can to assist them as we work tirelessly to reopen the theater's doors.

Just as we wanted to find the right restaurant in Sant Ambroeus, the right juicer in Celis, and the right book store in Assouline, we want to find the right theater operator. The challenge to lease the building is front of mind, we work on pieces of the deal daily, and we reiterate to you that it is something we will accomplish. The community's response to the Plaza since September is heartwarming and to open the doors to the theater was once simply a part of our business plan, but now is more than ever an *essential* ingredient for our success.

We appreciate your patience, please know that we are working hard. The fervor, dedication, and optimism we had for the Plaza is exactly the outlook we have for the theater. We love to remind

you that everyone doubted us once before and we came through. We will do it again. We will continue to work diligently on behalf of the community to open the theater's doors for Palm Beach.

Sincerely,

Samantha David and Alexandra Patterson

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Consent - Other

Agenda Title

Budget Calendar for FY19 Budget Process

Presenter

Jane Struder, Director of Finance

ATTACHMENTS:

- ▣ **Memorandum Dated February 2, 2018, from Jane Struder Director of Finance**
- ▣ **Proposed Budget Calendar**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Jane Struder, Director of Finance

Re: Budget Calendar for FY19 Budget Process

Date: February 2, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council approve the proposed FY19 budget calendar.

GENERAL INFORMATION

The attached budget calendar for FY19 includes all significant deadlines and meetings that are planned for the budget process. These include both State mandated actions (e.g. the special Town Council meeting in July and public hearings in September) and the Town's self-directed actions (e.g. the Town Council meeting in April to review the Long Term Financial Plan and discuss budget priorities). Items requiring Town Council action are highlighted in blue and shown in red type on the calendar.

The dates for the public hearings in September are tentative and are subject to change based on the dates of the County and School Board public hearings. Significant dates during the budget process include:

- **April 10, 2018** – Review of Long Term Financial Plan and discussion of the FY19 budget, process and priorities.
- **July 9, 2018** – Town Council meeting to review Town staff's proposed FY19 budget and Initial Resolutions Adopting Special Non-Ad Valorem Assessments.
- **September 13, 2018 at 5:01pm** – First public hearing on tentative budget and proposed tax rate.
- **September 19, 2018 at 5:01pm** – Second public hearing on budget and proposed tax rate.

Staff looks forward to working with the Mayor and Town Council on the FY19 budget.

Attachment

jls

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

Proposed FY2019 Budget Calendar

Task	Date	Task	Date
Finance to distribute FY19 Budget instructions	03/05/2018	Town Manager's Review of Town Manager, Risk Insurance, and Finance and ERF Budgets	05/30/2018
Town Council Meeting – Adoption of the Town Manager's Goals for FY19	TBD	Property Appraiser Issues Preliminary Property Values	06/1/2018
Submit initial CIP Request forms to Public Works	03/16/2018	Final Budget Document Pages Returned to Finance	06/11/2018
Town Council Meeting – Discussion of FY19 Budget Plan and LTFP	04/10/2018	Town Manager's Additional Review of Department Budgets (As Needed) - Town Manager review of Revenue Estimates with Finance Director	June 2018
CIP Request forms and Budget Information submitted to Finance	04/16/2018	Notice from Property Appraiser of Preliminary Certification of Taxable Value	06/29/2018
Town Manager's Review of IT Budget	04/19/2018	Distribution of Proposed FY19 Budget Document	Week of July 2
Town Manager's Review of Fire-Rescue Budget and Police Budgets	04/20/2018	Town Council Meeting to Consider Proposed FY19 Budget and Initial Resolutions(s) Adopting Special Non-Ad Valorem Assessments	07/09/2018
Town Manager's Review of Recreation Enterprise Fund Budget	04/25/2018	Notice of Proposed Property Taxes is mailed from Palm Beach Property Appraiser	Week of August 13
Town Manager's Review of Planning, Zoning and Building Budget	05/18/2018	Town Council Meeting – First Public Hearing to Approve Tentative Budget and Proposed Tax Rate for FY18 and Final Resolution(s) Adopting Special Non-Ad Valorem Assessments	09/13/2018 5:01PM
Town Manager's Review of Public Works, Capital, and Coastal Budgets	05/22/2018GF 5/23/18-CIP/Coastal	Town Council Meeting – Second Public Hearing to Adopt FY19 Budget and Tax Rate	09/19/2018 5:01PM
Town Manager's Review of Human Resources Budget (Health and OPEB)	05/24/2018	Resolution Adopting Final Millage Rate is Forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to Department of Revenue	10/01/2018

January 2018 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2018 S M T W TH F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 2018 S M T W TH F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 2018 S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 2018 S M T W TH F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June 2018 S M T W TH F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Board/Commission Annual Report

Agenda Title

Annual Report of the Investment Advisory Committee

Presenter

Dr. Michael Andrews, Chair

ATTACHMENTS:

- ▣ **Memornadum Dated February 2, 2018, from Dr. Michael Andrews, Chairman**
- ▣ **Backup for IAC Annual Report**



Town of Palm Beach Investment Advisory Committee

To: Mayor and Town Council

From: Dr. Michael Andrews, Chairman
Investment Advisory Committee

Date: February 2, 2018

Subject: Annual Report to Mayor and Town Council

On behalf of the Investment Advisory Committee, I am pleased to provide the following report on the current status of the investments and actions taken during the past year by the Investment Advisory Committee.

The Investment Advisory Committee is responsible for overseeing the investment of the Town's surplus funds and the OPEB trust investments. In 2017, the Committee was also charged with the oversight of the 1% Sales Surtax proceeds. A copy of the most recent quarterly report for the surtax is attached.

Surplus Fund Investments

The Town's surplus funds are managed by PFM Asset Management and the Florida League of Cities Investment Trust. The blended return for the surplus investments including certificates of deposit for the year ending December 31, 2017 is 1.21%.

PFM Asset Management

The Town's total investment with PFM represents approximately 19.5% of the total core portfolio. PFM 1-5 Year Actively Managed Portfolio one year return as of December 31, 2017 is 1.07%.

Florida League of Cities Bond Funds

The Florida League of Cities Investment Trust (FMIvT) has 33.4% of the Town investments; a total of \$36.9 million. \$25.2 million is with the Florida League of Cities Investment Trust 1 – 3 year and \$11.7 million is in intermediate bond funds.

The FMIvT 1-3 year fund has returned .9% and the Intermediate fund returned 1.87% for the one year period ended December 31, 2017.

Certificate of Deposits

The Town has \$30.1 million in Certificate of Deposits representing 27.3% of the portfolio with a one year return of 1.52%. The current CD holdings have durations ranging from 3 months to 5 years, and the interest rates range from 1.5% to 2.05%.

Bond proceeds from the 2013 Revenue Bonds in the amount of approximately \$8 million are in an 18 month CD with an interest rate of 1.55%.

Short Term Investments

The Town has approximately \$21.7 million in short term investments in the Florida Education Investment Trust Fund (FEITF) for a total of 19.7% of the portfolio. The one year return of FEITF as of December 31, 2017 is 1.1%.

Bond proceeds from the 2013 Revenue Bonds in the amount of approximately \$8.9 million have been invested between the two short term money market investments.

Attached is the Monthly Investment report with return information through December 31, 2017.

Health Insurance (OPEB) Trust

The Committee oversees the investment of the assets of the Health Insurance (OPEB) Trust. The asset classes and policy target allocation for the Health Insurance Trust are shown below:

Asset Class	Target Allocation
Domestic Equity	27.5%
International Equity	17.5%
Flexible Capital	20.0%
Fixed Income	20.0%
Public Real Assets	15.0%
Liquid Capital	0.0%

The market value of the portfolio as of December 31, 2017 was \$31,278,008. AndCo Consulting was hired during the year and replaced the prior investment consultant. The current money managers and investment benchmarks for the trust are as follows:

Manager

Fidelity Total Market Index
Vanguard S&P MC 400
Artisan International Institutional Fund
Dodge & Cox International Stock Fund
Forester Offshore, Ltd.
Vanguard Short Term US Treasury Fund
Vanguard Total Bond Market Index Fund
Met West Total Return Bond Fund
PIMCO Diversified Income Bond Fund
Vanguard ST Inflation Protected Fund
Government STIF 15

Investment Benchmark

Wilshire 5000 Index
S&P MidCap 400 Index
MSCI EAFE Net Index
MSCI EAFE Net Index
HFRI Fund-of-Funds Strategic Index
Barclays US Treasury: 1-5 Year
Barclays US Aggregate Index
Barclays US Aggregate Index
Bloomberg Barclays Global Credit
Bloomberg Barclays US Treasury 0-5 TIPS
Citigroup Treasury Bill 3 Month Index

Attached is a summary of the investments in the Health Insurance (OPEB) Trust and the quarterly returns as of December 31, 2017. For the one-year period ending December 31, 2017 the fund returned 12.15%. The fiscal year ended September 30, 2017 return was 10.31%.

General Information

The current members of the Investment Advisory Committee include:

Name:	Term Expires
Dr. Michael Andrews, Chairman	May 2019
Kathleen Anderson	May 2018 (Filled Bernard Panfel's Remaining Term)
Kevin McClusky	May 2019
Chris Storkerson	May 2019
Andrew Frazier	May 2018

During the past 12 months the committee has held 4 meetings.

The next meeting of the Committee is scheduled for Friday, February 16, 2018 at 2:30pm. AndCo Consulting, the Florida League of Cities, and PFM Asset Management will be in attendance to discuss the performance through December 31, 2017. The Health Fund Actuary will present the annual update to the OPEB Trust Actuarial Report. A 2018 meeting schedule is attached to this report.



1% Sales Tax Quarterly Report

PRESENTATION TO INVESTMENT ADVISORY COMMITTEE

FEBRUARY 16, 2018

Receipts

	Amount Received
Total for FY2017	\$350,846.68
FY2018 Receipts	
October 2017	\$50,088.26
November 2017	\$41,649.90
December 2017	\$44,920.53
Total FYTD2018	\$136,658.69
Total Received	\$487,505.37

Disbursements

- ▶ The Town Council approved using \$2.6 million of the one-cent surtax revenues for the undergrounding project at the July 12, 2017 Town Council meeting.

Town of Palm Beach

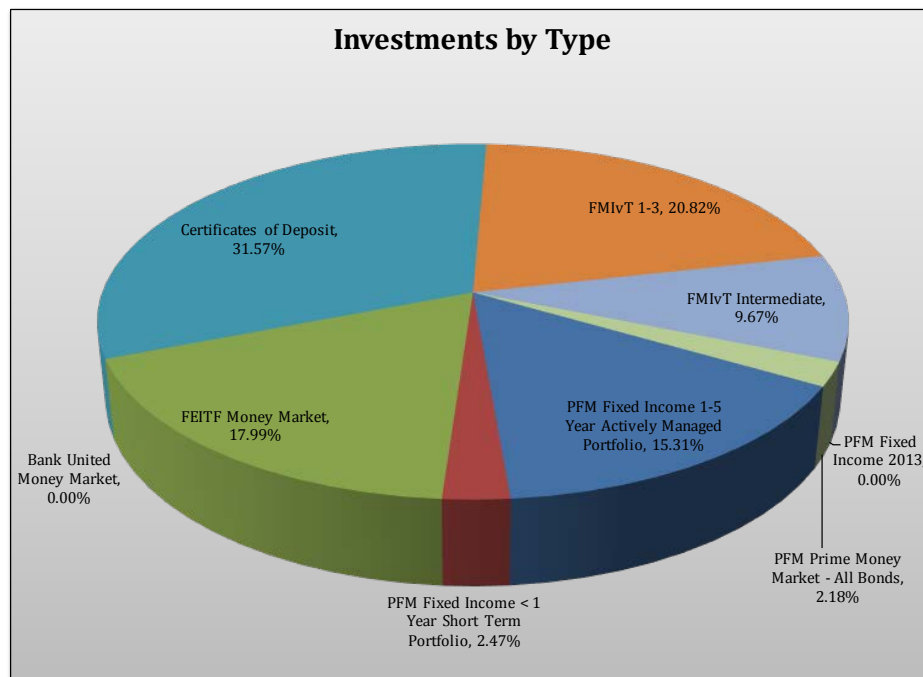
Investment Portfolio Performance



December 2017

Portfolio Return by Investment

Investment	December Balance	Return December-17	2018 Fiscal YTD (3 mo.)	2017 Fiscal YTD (3 mo.)	2017 Fiscal (12 mos.)
Core Investments					
PFM Fixed Income 1-5 Year Actively Managed Portfolio	\$ 18,514,259	\$ 4,238	\$ (61,299)	\$ (183,918)	\$ 74,490
PFM Fixed Income < 1 Year Short Term Portfolio	2,991,669	3,022	24,607	34,019	59,554
FEITF/TD Custody Money Market	21,746,142	20,554	42,194	7,832	110,130
Bank United Money Market	0	4,431	9,679	3,627	51,494
Certificates of Deposit	30,123,829	33,807	101,863	42,031	251,635
FMIvT 1-3	25,170,137	7,659	(11,968)	(49,013)	124,627
FMIvT Intermediate	11,687,640	12,788	(9,557)	(186,736)	11,132
Total Core Investments	\$ 110,233,676	\$ 86,499	\$ 95,519	\$ (332,158)	\$ 683,062
Bond Funds					
Certificates of Deposit	\$ 8,041,532	\$ 10,333	\$ 31,000	\$ 7,938	\$ 37,238
Bank United Money Market	6,255,535	8,362	20,045	0	38,955
PFM Fixed Income 2013	0	0	1,785	3,870	71,257
FEITF/TD Custody Money Market	2,634,176	106	302	2,831	18,734
Total Bond Funds	\$ 16,931,242	\$ 18,800	\$ 53,132	\$ 14,639	\$ 166,184
Total	\$ 127,164,918	\$ 105,300	\$ 148,651	\$ (317,519)	\$ 849,246



Portfolio Total Return vs. Benchmark

Core Investments	Monthly December-17	2018 Fiscal YTD (3 mo.)	2017 Fiscal YTD (3 mo.)	1 Year	3 Years	5 Years
Long Term Core Investments Total Return Performance (Discretionary)						
PFM Fixed Income 1-5 Year Actively Managed Portfolio	0.02%	-0.32%	-0.97%	1.07%	1.13%	N/A
Merrill Lynch 1-5 Year U.S. Treasury/Agency Index	0.00%	-0.38%	-1.07%	0.66%	0.91%	N/A
Certificates of Deposit (a)	0.14%	0.42%	0.37%	1.52%	N/A	N/A
Merrill Lynch 1 Year Treasury Index	0.04%	0.01%	0.08%	0.57%	N/A	N/A
FMIvT 1-3	0.10%	0.03%	-0.18%	0.90%	0.83%	0.72%
BOA Merrill Lynch 1-3 Year Govt Index	0.00%	-0.25%	-0.43%	0.43%	0.63%	0.57%
FMIvT Intermediate	0.08%	-0.05%	-1.60%	1.87%	1.58%	1.46%
Barclays Int G/C ex BAA+ABS+MBS	0.17%	-0.11%	-2.08%	1.97%	1.64%	1.55%
Town's Long Term Core Investments Total Return Performance	0.09%	0.06%	-0.47%	1.21%	1.11%	0.90%
Total Return Blended Benchmark Performance (b)	0.03%	-0.17%	-0.69%	0.82%	0.72%	0.69%
(a) The monthly return for the Certificates of Deposit is a weighted average monthly yield. The yield is the maximum return the Town can earn if held to maturity.						
(b) The blended benchmark includes the Merrill Lynch 1 Year U.S. Treasury Index, Merrill Lynch 1-5 Year U.S. Treasury/Agency Index, Merrill Lynch 1-3 Year Gov't Index, and the Barclays Capital HQ Intermed Agg.						
Short Term Portfolio Yield to Maturity at Cost Performance (Non-Discretionary)	Annualized Yield Nov 2017	Annualized Fiscal YTD (12 mo.)	Prior Fiscal YTD (12 mos.)	1 Year	3 Years	5 Years
PFM Fixed Income < 1 Year Short Term Portfolio Yield to Maturity at	1.48%	1.48%	N/A	N/A	N/A	N/A
Cost S&P GIP Government 30 Day Index (c)	1.34%	1.30%	N/A	N/A	N/A	N/A
(c) Short Term Benchmark changed to the Standard & Poor's LGIP30D represents Government Investment Pools Index.						

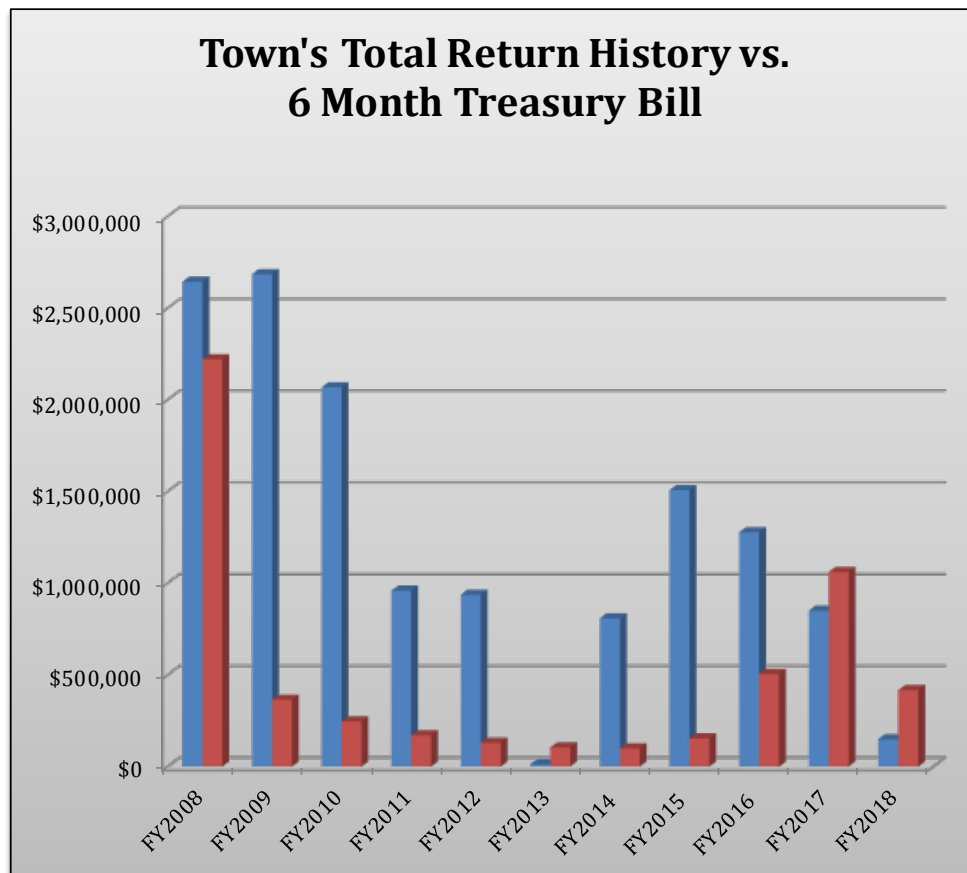
Money Market Fund Total Return Performance	Monthly December-17	2018 Fiscal YTD (3 mo.)	2017 Fiscal YTD (3 mo.)	1 Year	3 Years	5 Years
Florida Education Investment Trust	1.30%	N/A	N/A	1.10%	N/A	N/A
iMoneyNet Money Market Fund Index	1.10%	N/A	N/A	0.85%	N/A	N/A

Money Market Fund Total Return Performance	Monthly December-17	2018 Fiscal YTD (3 mo.)
Blended rate including both short and long term investments, excluding 2013 bond funds	0.08%	0.02%

*PFM began calculating the Town's Total Investment Return starting January of 2017

Total Investment Return History

Fiscal Year	Town's Total Return	Estimated Return - 6 Month TBill	Difference
FY2008	\$ 2,642,478	\$ 2,219,743	\$ 422,735
FY2009	2,683,901	363,524	2,320,377
FY2010	2,067,072	244,917	1,822,155
FY2011	957,872	169,447	788,425
FY2012	935,823	129,485	806,338
FY2013	11,870	103,463	(91,593)
FY2014	807,906	98,048	709,858
FY2015	1,506,923	153,068	1,353,855
FY2016	1,276,858	504,712	772,146
FY2017	849,246	1,060,160	(210,914)
FY2018	148,651	415,719	(267,068)
Total	\$ 13,888,600	\$ 5,462,286	\$ 8,426,314

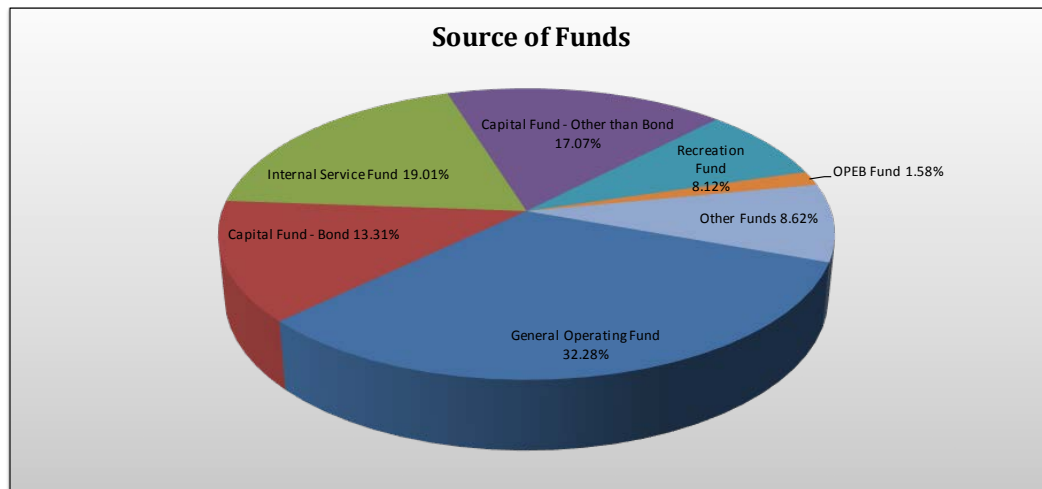


Town's FY2018 Monthly Investment Return vs. 6 Month Treasury Bill

Period	Investment Balance	Town's Monthly Total Return	6 Month T-Bill Rate	Estimated Return - 6 Month T-Bill	Difference
Oct-17	\$ 113,866,613	\$ 72,651	1.28%	121,458	\$ (48,807)
Nov-17	110,104,945	(29,300)	1.44%	132,126	(161,426)
Dec-17	127,164,919	105,300	1.53%	162,135	(56,836)
Jan-18				-	-
Feb-18				-	-
Mar-18				-	-
Apr-18				-	-
May-18				-	-
Jun-18				-	-
Jul-18				-	-
Aug-18				-	-
Sep-18				-	-
Total		\$ 148,651		\$ 415,719	\$ (267,068)

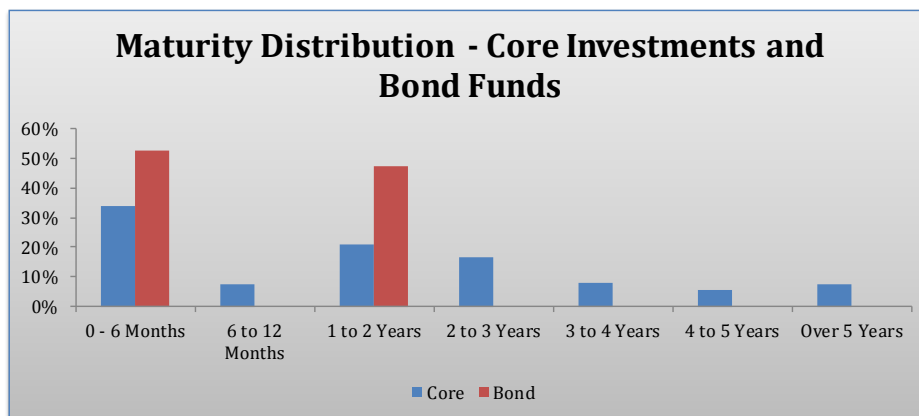
Portfolio Composition by Source of Funds

Investment	General Operating	Capital	Internal Service	Recreation	OPEB	Other Funds	Total
Non-Bond Funds							
PFM Fixed Income:							
1-5 Year	(2,850,161)	8,459,343	10,433,379	1,260,270	1,211,428	-	18,514,259
PFM Fixed Income:							
< One Year	2,991,669	-	-	-	-	-	2,991,669
Money Market	783,929	4,567,408	3,570,544	1,063,701	797,009	10,963,552	21,746,142
Certificates of Deposit	30,123,829	-	-	-	-	-	30,123,829
FMIvT Fixed Income:							
1-3 Year	6,832,780	5,926,959	6,944,037	5,466,361	-	-	25,170,137
FMIvT Fixed Income:							
Intermediate	3,172,768	2,752,157	3,224,434	2,538,281	-	-	11,687,640
Sub Total Non Bond Funds	41,054,814	21,705,866	24,172,394	10,328,613	2,008,437	10,963,552	110,233,676
Bond Funds							
PFM Fixed Income	-	-	-	-	-	-	-
Certificates of Deposit	-	8,041,532	-	-	-	-	8,041,532
Money Market	-	8,889,711	-	-	-	-	8,889,711
Sub Total Bond Funds	-	16,931,242	-	-	-	-	16,931,242
Total	41,054,814	38,637,109	24,172,394	10,328,613	2,008,437	10,963,552	127,164,918



Portfolio Distribution by Maturity

	PFM Investments	Money Market Accts.	FMIvT 1-3 Year	FMIvT Intermediate	Certificates of Deposit	Total
Core Investments						
0 - 6 Months	\$2,991,669	\$21,746,142	\$6,082	\$239,111	\$14,032,420	\$39,015,423
6 to 12 Months	1,383,014	-	1,705,802	51,205	-	8,671,884
1 to 2 Years	3,869,480	-	7,365,672	803,494	12,050,188	24,088,835
2 to 3 Years	5,789,409	-	6,904,865	2,757,697	4,041,221	19,493,192
3 to 4 Years	4,548,953	-	3,770,190	1,132,909	-	9,452,053
4 to 5 Years	2,923,401	-	2,553,731	914,971	-	6,392,103
Over 5 Years	-	-	2,863,795	5,788,254	-	8,652,049
Total Core Investments	\$21,505,928	\$21,746,142	\$25,170,137	\$11,687,640	\$30,123,829	\$110,233,676
Bond Funds						
0 - 6 Months	\$0	\$8,889,711	\$0	\$0	\$0	\$8,889,711
6 to 12 Months	-	-	-	-	-	-
1 to 2 Years	-	-	-	-	8,041,532	8,041,532
2 to 3 Years	-	-	-	-	-	-
3 to 4 Years	-	-	-	-	-	-
4 to 5 Years	-	-	-	-	-	-
Over 5 Years	-	-	-	-	-	-
Total Bond Funds	\$0	\$8,889,711	\$0	\$0	\$8,041,532	\$16,931,242



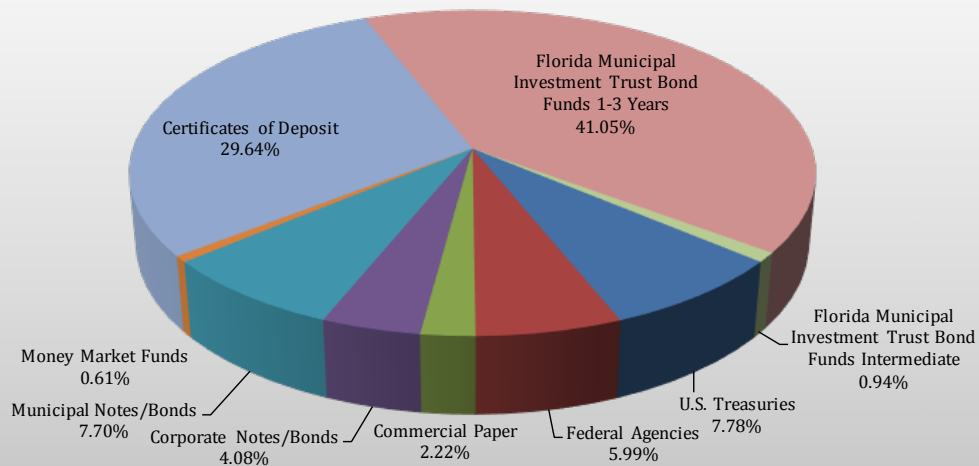
Core Investments - Weighted Average Duration Calculation				
Investment	Market Value	% of Portfolio	Duration (Yrs)	Weighted Avg. Duration (Yrs)
PFM Fixed Income 1-5 Year	\$ 18,514,259	17.77%	2.52	0.45
PFM Fixed Income < 1 Year	\$ 2,991,669	2.87%	0.17	0.00
FEITF/TD/Bank United Money Market	\$ 21,746,142	20.88%	0.17	0.04
Bank United Certificate of Deposit	\$ 4,058,395	3.90%	0.37	0.01
TD Bank Certificates of Deposit	\$ 7,963,546	7.64%	1.42	0.11
Capital Bank Certificates of Deposit	\$ 12,041,111	11.56%	1.48	0.17
FMIvT 1-3	\$ 25,170,137	24.16%	1.42	0.34
FMIvT Intermediate	\$ 11,687,640	11.22%	3.49	0.39
Total	\$ 104,172,900	100.00%		1.52

Portfolio Composition by Security Type

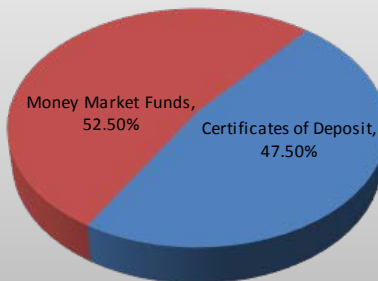
Security Type	Value	Distribution
Core Investments		
U.S. Treasuries	\$ 5,706,965	5.18%
Federal Agencies	4,392,635	3.98%
Supra-National Agency Notes/Bonds	1,630,016	1.48%
Commercial Paper	2,991,669	2.71%
Corporate Notes/Bonds	5,648,202	5.12%
Municipal Notes/Bonds	443,947	0.40%
Asset Backed Security/Collateralized Mortgage Obligation	692,494	0.63%
Money Market Funds	21,746,142	19.73%
Certificates of Deposit	30,123,829	27.33%
Florida Municipal Investment Trust Bond Funds 1-3 Years	25,170,137	22.83%
Florida Municipal Investment Trust Bond Funds Intermediate	11,687,640	10.60%
Total Core Investments	\$ 110,233,676	100.00%

Security Type	Value	Distribution
Bond Funds		
U.S. Treasuries	\$ -	-0.01%
Federal Agencies	-	0.00%
Commercial Paper	-	0.00%
Certificates of Deposit	8,041,532	47.50%
Money Market Funds	8,889,711	52.50%
Total Bond Funds	\$ 16,931,242	100.00%

Core Investments

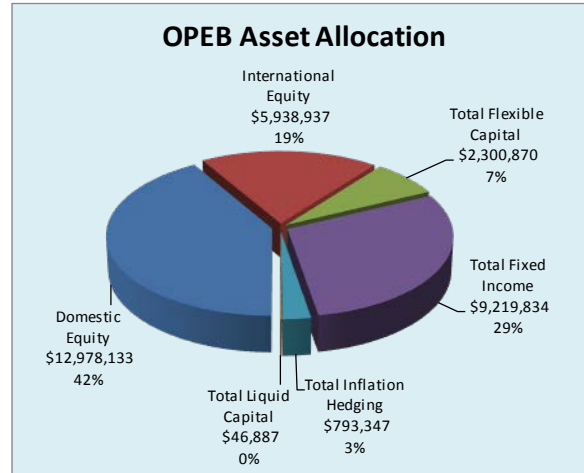


Bond Funds



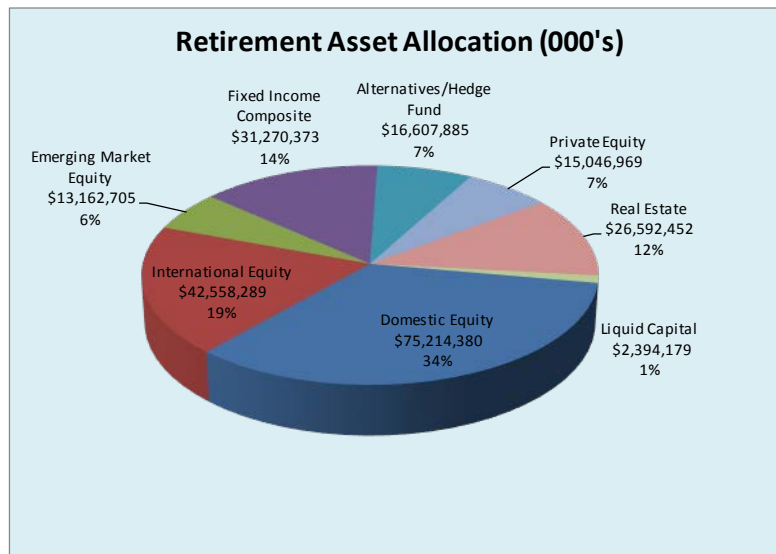
Health Insurance Trust (OPEB) Performance
as of December 31, 2017
Market Value - \$31,278,008

	1 mo	QTD	Fiscal YTD	Calendar YTD	1 Yr	3 Yrs	5 Yrs	Return Since May 2007
Total Fund	0.68	3.01	3.01	12.15	12.15	4.64	6.50	3.65
Target Index	0.92	3.01	3.01	12.17	12.17	5.39	6.51	NA



Town of Palm Beach Retirement System Performance
as of December 31, 2017
Market Value - \$222,847,232

	Quarter	Calendar YTD	1 Year	2 Years	5 Years
Total Fund	3.12	14.86	14.86	10.21	7.22
Target Index	3.53	14.15	14.15	10.95	8.33



Town of Palm Beach
Certificate of Deposit Schedule
12/31/2017

Amount		Date Purchased	Maturity Date	Term	Yield
Bank United					
\$	5,000,000	12/29/2017	3/29/2018	3 mo.	1.50%
	5,000,000	12/29/2017	6/29/2018	6 mo.	1.65%
10,000,000		Sub Total Bank United			
Florida Community Bank (FCB)					
\$	4,000,000	8/4/2017	2/4/2019	18 mo.	1.55%
	4,000,000	8/9/2017	2/9/2019	18 mo.	1.55%
8,000,000		Sub Total FCB			
Capital Bank					
\$	4,000,000	6/23/2017	6/23/2018	1 yr.	1.55%
	4,000,000	6/23/2017	6/23/2019	2 yr.	1.85%
	4,000,000	6/23/2017	6/23/2020	3 yr.	2.05%
12,000,000		Sub Total Capital Bank			
TD Bank					
\$	5,000,000	6/1/2014	6/1/2019	5 yr.	1.86%
	2,500,000	6/1/2014	6/1/2019	5 yr.	1.84%
7,500,000		Sub Total TD Bank			
\$	37,500,000	Total Certificates of Deposit			



FMIVT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/17

Asset ID	Units	Asset Description	Interest		Maturity	% of Total on Investment Manager					Moody's				S&P				Fitch			
			Rate	Date		Market	Unrealized	Market	Value	Gain/Loss	Market	YTM	DUR	WAL	RATING	RATING	RATING	RATING	RATING	RATING	RATING	RATING
02005AFE3	300,000.00	AMOT 2015-2 A2 1.8	1.830	01/15/2021		299,988.28	(686.56)	299,301.72			0.11%	2.10	1.03	1.05	Aaa	N.R.			AAA			AAA
12593NAE7	3,200,000.00	CNH 15-C A4 2.05 8	2.050	08/15/2022		3,196,124.99	(1,512.19)	3,194,612.80			1.17%	2.16	1.80	1.86	NR	AAA			AAA			AAA
12594BAB8	253,661.50	CNH 16-A A2A 1.22	1.220	07/15/2019		253,644.05	(44.42)	253,599.63			0.09%	1.86	0.05	0.05	Aaa	N.R.			AAA			AAA
14312QAC0	4,880,000.00	CARMX 16-4 A3 1.40	1.400	08/15/2021		4,878,800.01	(47,994.31)	4,830,805.70			1.77%	2.16	1.39	1.42	Aaa	N.R.			AAA			AAA
14313WAD4	1,241,000.00	CARMX 15-1 A4 1.83	1.830	07/15/2020		1,243,520.78	(5,386.87)	1,238,133.91			0.45%	2.08	1.09	1.11	NR	AAA			AAA			AAA
14313XAC4	641,488.21	CARMX 15-4 A3 1.56	1.560	11/16/2020		644,645.53	(5,039.25)	639,606.28			0.23%	2.02	0.67	0.69	Aaa	AAA			NR			NR
14314EAC5	7,385,000.00	CARMX 16-3 A3 1.39	1.390	05/17/2021		7,383,896.68	(61,838.30)	7,322,058.38			2.69%	2.10	1.18	1.21	NR	AAA			AAA			AAA
14314JAC4	5,515,000.00	CARMX 17-1 A3 1.98	1.980	11/15/2021		5,514,354.17	(12,040.88)	5,502,313.29			2.02%	2.19	1.59	1.63	Aaa	N.R.			AAA			AAA
14314PAC0	5,800,000.00	CARMX 17-2 A3 1.93	1.930	03/15/2022		5,799,233.82	(31,045.08)	5,768,188.74			2.12%	2.28	1.75	1.81	NR	AAA			AAA			AAA
18978CAB9	4,500,000.00	CNH 17-C A2 1.84 3	1.840	03/15/2021		4,499,602.65	(6,380.55)	4,493,222.10			1.65%	1.99	1.01	1.03	Aaa	AAA			NR			NR
31283KU89	126,096.20	FHLMC GOLD #G11507	4.500	01/01/2021		135,041.15	(7,161.95)	127,879.20			0.05%	2.37	0.39	0.39	Aaa	AA+			AAA			AAA
31288MBU21	245,661.19	FHLMC GOLD #G13101	4.500	11/01/2019		263,471.63	(14,336.79)	249,134.84			0.09%	2.37	0.56	0.57	Aaa	AA+			AAA			AAA
3128MDTE3	1,593,691.82	FHLMC G(G1-4849	2.500	06/01/2023		1,616,850.15	(17,676.03)	1,599,174.12			0.59%	2.41	1.96	1.98	Aaa	AA+			AAA			AAA
3128MDUV3	1,090,932.78	FHLMC #(G1-4896	2.500	10/01/2023		1,107,126.31	(10,935.23)	1,096,191.08			0.40%	2.48	2.03	2.07	Aaa	AA+			AAA			AAA
3128MEW98	1,166,834.28	FHLMC G(G1-5872	5.000	06/01/2026		1,244,137.05	(23,966.78)	1,220,170.27			0.45%	2.45	1.47	1.52	Aaa	AA+			AAA			AAA
31307CKS6	763,233.56	FG #J23(J2-3905	2.000	05/01/2023		766,334.20	(7,077.09)	759,257.11			0.28%	2.38	1.97	2.01	Aaa	AA+			AAA			AAA
31307CU71	674,275.52	FG #J24(J2-4206	2.000	06/01/2023		677,014.76	(6,252.22)	670,762.54			0.25%	2.38	2.00	2.06	Aaa	AA+			AAA			AAA
31307CYH5	348,636.03	FG #J24(J2-4312	2.000	06/01/2023		350,052.37	(4,941.05)	345,111.32			0.13%	2.61	2.04	2.12	Aaa	AA+			AAA			AAA
3130A8DB6	10,400,000.00	FHLB 1.125 6/21/19	1.125	06/21/2019		10,498,191.75	(209,887.75)	10,288,304.00			3.78%	1.87	1.45	1.48	Aaa	AA+			AAA			AAA
3135G0J53	9,250,000.00	FNMA 1.0 2/26/19	1.000	02/26/2019		9,309,440.50	(146,853.00)	9,162,587.50			3.37%	1.83	1.13	1.16	Aaa	AA+			AAA			AAA
3136A1M93	1,038,598.10	FNMA 2011-114 LA 2	2.500	06/25/2039		1,052,878.82	(10,819.90)	1,042,058.92			0.38%	2.30	2.11	2.23	Aaa	AA+			AAA			AAA
3136A25W9	832,406.30	FNMA 2011-141 CA 2	2.000	12/25/2025		834,617.38	(9,187.98)	825,429.40			0.30%	2.40	1.88	1.96	Aaa	AA+			AAA			AAA
3136A3JE2	1,510,654.46	FNMA 2011-137 KC 2	2.000	01/25/2027		1,502,629.11	(2,849.85)	1,499,779.26			0.55%	2.23	1.79	1.87	Aaa	AA+			AAA			AAA
3136A3UG4	1,489,705.43	FNMA 2013-21 BA 1.	1.750	12/25/2021		1,516,320.29	(34,113.59)	1,482,206.70			0.54%	2.14	1.01	1.04	Aaa	AA+			AAA			AAA
3136A9YB8	1,716,287.69	FNMA 2012-123 WM 2	2.500	02/25/2022		1,767,910.41	(49,983.49)	1,717,926.92			0.63%	2.12	0.71	0.73	Aaa	AA+			AAA			AAA
3136ACQT1	1,849,038.75	FNMA 2013-21 BA 1.	1.000	03/25/2023		1,840,082.47	(33,661.10)	1,806,421.37			0.66%	2.38	1.65	1.71	Aaa	AA+			AAA			AAA
3136APD58	1,142,184.11	FNMA 2015-55 JA 2.	2.000	07/25/2025		1,154,668.80	(17,543.31)	1,137,125.49			0.42%	2.22	1.54	1.49	Aaa	AA+			AAA			AAA
3137A1W74	60,720.30	FHLMC 3728 CA 1.5	1.500	10/15/2018		61,427.12	(890.97)	60,536.15			0.02%	2.30	0.30	0.31	Aaa	AA+			AAA			AAA
3137A2MV0	109,519.41	FHLMC 3756 DA 1.2	1.200	11/15/2018		110,332.25	(1,272.24)	109,060.01			0.04%	2.35	0.32	0.32	Aaa	AA+			AAA			AAA
3137A6AZ5	631,779.05	FHMS K010 A1 3.32	3.320	07/25/2020		650,954.53	(13,795.38)	637,159.15			0.23%	1.95	0.70	0.78	Aaa	AA+			AAA			AAA
3137A6SW3	17,717.45	FHLMC 3812 BA 2.0	2.000	09/15/2018		18,080.10	(397.43)	17,682.67			0.01%	2.35	0.30	0.30	Aaa	AA+			AAA			AAA
3137A7LJ7	26,097.04	FHR 3826 ME MTGE	2.250	07/15/2018		26,700.53	(633.67)	26,066.86			0.01%	2.35	0.24	0.25	Aaa	AA+			AAA			AAA
3137A7NT3	1,002,316.64	FHMS K011 A1 2.92	2.917	08/25/2020		1,023,380.96	(13,426.37)	1,009,954.59			0.37%	2.00	1.00	1.03	Aaa	AA+			AAA			AAA
3137A8NB0	79,780.16	FHLMC 3830 DA 2.5	2.500	12/15/2018		82,497.67	(2,765.86)	79,731.81			0.03%	2.31	0.29	0.29	Aaa	AA+			AAA			AAA
3137A9PK6	69,680.52	FHLMC 3842 CJ 2.0	2.000	09/15/2018		70,529.75	(799.91)	69,549.84			0.03%	2.32	0.30	0.30	Aaa	AA+			AAA			AAA
3137A9YB6	121,537.92	FHLMC 3838 AE 2.5	2.500	11/15/2018		124,880.21	(3,408.64)	121,471.57			0.04%	2.32	0.30	0.30	Aaa	AA+			AAA			AAA
3137AAR54	145,633.17	FED HOME LN MTG CO	2.500	10/15/2018		148,887.16	(3,346.73)	145,540.43			0.05%	2.34	0.28	0.28	Aaa	AA+			AAA			AAA
3137AAYD9	26,037.15	FED HOME LN MTG CO	2.000	08/15/2018		26,289.38	(284.01)	26,005.37			0.01%	2.13	0.27	0.27	Aaa	AA+			AAA			AAA

FMI/VT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/17

Asset ID	Units	Asset Description	Interest		Maturity	Market				% of Total				Investment Manager			Moody's RATING	S&P RATING	Fitch RATING
			Rate	Date		Cost	Price	Value	Gain/Loss	Market	YTM	DUR	WAL	Unrealized					
02155AFE3	300,000.00	AMOT 2015-2 A2 1.8	1.830	01/15/2021	299,988.28	99.77	299,301.72	(686.56)	0.11%	2.10	1.03	1.05	Aaa	N.R.			AAA		
31155ACK99	789,838.89	FHLMC 3876 CA 2.75	2.750	06/15/2026	815,570.36	100.06	790,282.46	(25,287.90)	0.29%	2.19	0.33	0.33	Aaa	AA+			AAA		
31155ACKA6	378,337.00	FHLMC 3876 CB 2.75	2.750	06/15/2026	384,898.78	100.07	378,617.08	(6,281.70)	0.14%	2.16	0.33	0.33	Aaa	AA+			AAA		
3137ACUK3	32,842.32	FHLMC 3895 CD 2.0	2.000	10/15/2018	33,417.06	99.86	32,797.63	(619.43)	0.01%	2.16	0.28	0.28	Aaa	AA+			AAA		
3137AAHC5	700,320.36	FHLMC 3959 PN 2.0	2.000	01/15/2026	702,673.00	99.46	696,562.44	(6,110.56)	0.26%	2.25	2.01	2.10	Aaa	AA+			AAA		
3137AHDH3	1,319,270.14	FHLMC 3959 PQ 2.5	2.500	01/15/2026	1,338,853.06	100.47	1,325,520.05	(13,333.01)	0.49%	2.24	2.01	2.10	Aaa	AA+			AAA		
3137AJAV6	120,781.30	FHLMC 3955 YA 1.75	1.750	03/15/2021	122,531.68	99.91	120,673.09	(1,858.59)	0.04%	1.78	0.42	0.42	Aaa	AA+			AAA		
3137AL6V6	1,385,198.49	FHMS K706 A2 2.323	2.323	10/25/2018	1,402,026.49	100.13	1,387,024.60	(15,001.89)	0.51%	1.98	0.77	0.78	Aaa	AA+			AAA		
3137ANMN2	1,689,000.00	FHMS K707 A2 2.22	2.220	12/25/2018	1,711,959.84	100.11	1,690,888.30	(21,071.54)	0.62%	1.96	0.87	0.89	Aaa	AA+			AAA		
3137AQ124	942,651.78	FHMS K708 A2 2.13	2.130	01/25/2019	950,163.53	100.06	943,199.65	(6,963.88)	0.35%	1.96	0.99	1.01	Aaa	AA+			AAA		
3137AQV7	322,960.74	FHMS K709 A1 1.56	1.560	10/25/2018	324,323.23	99.82	322,378.93	(1,944.30)	0.12%	1.78	0.40	0.41	Aaa	AA+			AAA		
3137AUPD5	3,070,956.85	FHMS K021 A1 1.603	1.603	01/25/2022	3,054,169.32	98.62	3,028,482.75	(25,686.57)	1.11%	2.25	2.07	2.15	Aaa	AA+			AAA		
3137B1AZ5	4,040,500.19	FHMS K712 A2 1.869	1.869	11/25/2019	4,057,968.34	99.58	4,023,571.71	(34,396.63)	1.48%	2.08	1.64	1.69	Aaa	AAA			AAA		
3137B2GW4	6,500,000.00	FHMS K713 A2 2.313	2.313	03/25/2020	6,563,718.75	100.07	6,504,447.95	(59,270.80)	2.39%	2.28	1.96	2.02	Aaa	AA+			AAA		
3137B2HM5	2,007,169.46	FHMS K028 A1 2.182	2.182	11/25/2022	2,023,007.29	99.67	2,000,615.65	(22,391.64)	0.73%	2.30	2.12	2.22	Aaa	AA+			AAA		
3137B6ZM6	800,000.00	FHMS K714 A2 3.034	3.034	10/25/2020	825,156.25	101.77	814,156.48	(10,999.77)	0.30%	2.27	2.43	2.55	Aaa	AA+			AAA		
3137BMLC8	2,425,000.00	FHMS K504 A2 2.566	2.566	09/25/2020	2,444,797.85	100.67	2,441,309.58	(3,488.27)	0.90%	2.20	2.05	2.13	Aaa	AA+			AAA		
3137BT7H8	512,280.51	FHMS KJ10 A1 2.124	2.124	12/25/2022	512,200.47	99.50	509,728.33	(2,472.14)	0.19%	2.31	2.37	2.47	Aaa	AA+			AAA		
3137BWVU5	4,183,597.05	FHMS KJ13 A1 2.055	2.055	09/25/2021	4,194,211.23	99.65	4,168,919.32	(25,291.91)	1.53%	2.19	2.12	2.19	Aaa	AA+			AAA		
3137GA2H9	181,820.33	FHLMC 3730 GE 2.5	2.500	08/15/2020	187,672.67	100.36	182,466.81	(5,205.86)	0.07%	2.03	0.97	0.99	Aaa	AA+			AAA		
3137GAAA5	400,818.91	FHLMC 3726 KH 2.25	2.250	04/15/2025	404,388.70	99.93	400,542.71	(3,845.99)	0.15%	2.26	1.66	1.73	Aaa	AA+			AAA		
3138ELAW3	3,467,030.29	FNMA #A/ AL3620	2.500	05/01/2023	3,533,526.86	100.55	3,486,237.64	(47,289.22)	1.28%	2.25	1.84	1.92	Aaa	AA+			AAA		
3138EMBX8	23,048.12	FED NATL MTG ASSN	6.000	01/01/2019	24,603.87	100.66	23,200.93	(1,402.94)	0.01%	2.75	0.33	0.35	Aaa	AA+			AAA		
31393AC88	11,747.39	FNMA 2003-24 BC 5.	5.000	04/25/2018	12,635.79	100.12	11,761.67	(874.12)	0.00%	1.82	0.15	0.15	Aaa	AA+			AAA		
31393CZE6	1,440,332.80	FNMA 2003-46 LD 3.	3.500	06/25/2023	1,488,944.03	102.56	1,477,214.97	(11,729.06)	0.54%	2.12	1.96	2.06	Aaa	AA+			AAA		
31393NK24	7,417.96	FHLMC REMIC SERIES	5.000	03/15/2018	7,974.31	100.10	7,425.02	(549.29)	0.00%	1.43	0.09	0.09	Aaa	AA+			AAA		
31393RLW8	27,416.08	FHLMC 2633 PE 4.5	4.500	06/15/2018	29,198.13	100.35	27,513.07	(1,685.06)	0.01%	1.99	0.05	0.05	Aaa	AA+			AAA		
31393RVZ0	18,258.29	FHLMC 2631 LC 4.5	4.500	06/15/2018	19,422.26	100.34	18,320.64	(1,101.62)	0.01%	1.87	0.20	0.21	Aaa	AA+			AAA		
31393UGR8	8,520.45	FNMA 2003-120	4.000	12/25/2018	9,012.29	100.32	8,548.13	(464.16)	0.00%	2.09	0.32	0.32	Aaa	AA+			AAA		
31394F3N3	340,627.08	FNMA 2005-92 UF FL	1.902	10/25/2025	341,837.90	100.32	341,707.07	(130.83)	0.13%	1.79	0.10	2.57	Aaa	AA+			AAA		
31394WAF5	72,777.80	FHLMC 2786 BC 4.0	4.000	04/15/2019	77,940.48	100.79	73,349.29	(4,591.19)	0.03%	2.24	0.53	0.55	Aaa	AA+			AAA		
31396QKJ7	110,362.57	FNMA 2009-52 AJ 4.	4.000	07/25/2024	117,380.94	101.59	112,112.51	(5,268.43)	0.04%	1.86	0.87	0.89	Aaa	AA+			AAA		
31396QZS1	75,977.78	FNMA 2009-70 CL 3.	3.000	08/25/2019	78,393.64	100.07	76,032.10	(2,361.54)	0.03%	2.12	0.32	0.33	Aaa	AA+			AAA		
31397A5S8	225,336.46	FHLMC 3209 EG 4.5	4.500	08/15/2020	241,145.22	101.77	229,331.18	(11,814.04)	0.08%	2.20	0.84	0.87	Aaa	AA+			AAA		
31397BBA8	3,387,894.75	FHLMC 3221 FB FLT	1.757	03/15/2036	3,389,747.59	99.96	3,386,518.59	(3,229.00)	1.24%	1.87	0.10	2.12	Aaa	AA+			AAA		
31397FV90	8,676.38	FHLMC REMIC SERIES	4.500	03/15/2022	9,435.56	101.10	8,771.57	(663.99)	0.00%	2.33	0.20	0.19	Aaa	AA+			AAA		
31397NFA8	236,013.98	FNMA 2009-17 AN 4.	4.500	03/25/2024	250,506.71	100.93	238,199.42	(12,307.29)	0.09%	2.07	0.51	0.52	Aaa	AA+			AAA		
31397SAY0	237,444.56	FNMA 2011-16 GE 2.	2.750	06/25/2020	242,967.15	100.03	237,509.00	(5,458.15)	0.09%	2.31	0.49	0.50	Aaa	AA+			AAA		
31398JVV2	107,756.54	FHLMC 3578 B 4.5 9	4.500	09/15/2024	112,841.30	100.33	108,112.59	(4,728.71)	0.04%	1.72	0.19	0.19	Aaa	AA+			AAA		
31398M5L6	84,040.37	FNMA 2010-32 CL 3.	3.750	08/25/2018	88,248.95	100.38	84,358.35	(3,890.60)	0.03%	1.62	0.31	0.31	Aaa	AA+			AAA		
31398QH86	1,015,000.00	FHMS K007 A2 4.224	4.224	03/25/2020	1,064,560.55	103.57	1,051,195.91	(13,364.64)	0.39%	2.34	1.96	2.07	Aaa	AA+			AAA		
31398RXB6	1,969,342.13	FNMA 2010-58 PT 2.	2.250	06/25/2025	2,017,960.26	100.09	1,971,147.03	(46,813.23)	0.72%	2.04	1.15	1.19	Aaa	AA+			AAA		
31398S3S0	117,869.33	FNMA 2010-153 AC 2	2.000	11/25/2018	119,305.86	99.79	117,624.89	(1,680.97)	0.04%	2.20	0.34	0.35	Aaa	AA+			AAA		

FMI-VT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/17

TCM Agenda Backup 1-1-17

Asset ID	Units	Asset Description	Interest		Maturity	% of Total on Investment Manager				Moody's		S&P		Fitch	
			Rate	Date		Market	Unrealized	Gain/Loss	Market	YTM	DUR	WAL	RATING		RATING
0255AFE3	300,000.00	AMOT 2015-2 A2 1.8	1.830	01/15/2021		299,988.28			299,301.72	2.10	1.03	1.05	Aaa	N.R.	AAA
31453DSV2	88,474.12	FNMA #745832 6.0 4	6.000	04/01/2021		96,657.98			91,330.95	2.45	1.04	1.11	Aaa	AA+	AAA
31218AFV5	2,740,896.11	FNMA #M(MA1079	2.500	06/01/2022		2,791,645.50			2,751,064.83	2.47	1.65	1.73	Aaa	AA+	AAA
31448ASV1	507,551.37	FNMA #M(MA1431	2.500	05/01/2023		514,530.20			509,363.33	2.36	1.94	2.04	Aaa	AA+	AAA
3148AU22	383,543.31	FNMA #M(MA1500	2.000	07/01/2023		385,101.45			381,069.46	2.38	2.04	2.12	Aaa	AA+	AAA
31418AU48	891,260.34	FNMA #M(MA1502	2.500	07/01/2023		904,489.98			896,224.66	2.27	2.02	2.12	Aaa	AA+	AAA
31679RAD7	2,300,000.00	FITAT 2017-1 A3 1.	1.800	02/15/2022		2,299,940.89			2,283,352.60	2.21	1.95	2.01	Aaa	AAA	NR
34531DAB4	4,725,000.00	FORDL 2017-B A2A 1	1.800	06/15/2020		4,724,835.57			4,714,178.33	2.06	0.99	1.01	NR	AAA	AAA
34531EAD8	6,820,000.00	FORDO 2017-A A3 1.	1.670	06/15/2021		6,819,974.77			6,777,328.62	2.08	1.63	1.67	Aaa	N.R.	AAA
36251MAD3	2,061,000.00	GMALT 2016-3 A3 1.	1.610	12/20/2019		2,056,169.53			2,054,143.88	2.02	0.81	0.82	Aaa	N.R.	AAA
36253WAD9	4,800,000.00	GM FINL AUTO LEASE	2.060	05/20/2020		4,799,780.64			4,794,746.40	2.17	1.44	1.48	Aaa	AAA	NR
38013MAB2	5,400,000.00	GMALT 2017-2 A2A 1	1.720	01/21/2020		5,399,443.80			5,389,437.06	2.00	0.80	0.82	NR	AAA	AAA
38013MAD8	500,000.00	GMALT 2017-2 A3 2.	2.020	09/21/2020		499,984.00			498,522.60	2.23	1.73	1.78	NR	AAA	AAA
38374FW9	40,208.49	GNMA 2004-30 UC 5.	5.500	02/20/2034		44,468.08			40,962.17	1.73	0.57	0.59	Aaa	AA+	AAA
38374MY86	74,755.81	GNMA 2006-17 KY 5.	5.000	04/20/2036		77,839.49			75,476.04	1.66	0.37	0.38	Aaa	AA+	AAA
38376FEF0	706,833.00	GNMA 2009-88 QE 3.	3.000	09/16/2039		722,957.63			715,956.94	2.21	1.74	1.82	Aaa	AA+	AAA
38377JT29	986,518.44	GNMA 2010-117 JA 2	2.500	03/20/2040		1,019,102.01			989,876.25	2.09	1.14	1.18	Aaa	AA+	AAA
438124AD1	1,280,000.00	HAROT 2016-3 A4 1.	1.330	11/18/2022		1,260,750.00			1,260,314.24	2.15	1.97	2.01	Aaa	AAA	NR
43814LAD1	2,500,000.00	HAROT 2015-4 A4 1.	1.440	01/21/2022		2,490,917.98			2,484,039.00	1.93	1.39	1.42	Aaa	AAA	NR
43814QAC2	5,117,289.45	HAROT 2016-2 A3 1.	1.390	04/15/2020		5,117,190.17			5,100,402.91	1.94	0.64	0.65	Aaa	N.R.	AAA
43814RAC0	5,845,000.00	HAROT 2016-4 A3 1.	1.210	12/18/2020		5,844,620.66			5,786,227.94	2.09	1.19	1.21	NR	AAA	AAA
43814RAD8	300,000.00	HAROT 2016-4 A4 1.	1.360	01/18/2023		294,937.50			294,987.69	2.15	1.99	2.04	NR	AAA	AAA
58769DAB6	2,534,721.47	MBAL 2017-A A2A 1	1.530	08/15/2019		2,534,718.94			2,530,612.18	1.84	0.56	0.57	NR	AAA	AAA
65478HAD0	2,300,000.00	NAROT 17-C A3 2.12	2.120	04/18/2022		2,299,611.07			2,296,034.11	2.23	2.18	2.26	Aaa	N.R.	AAA
65478JAD1	1,865,000.00	NAROT 16-A A3 1.34	1.340	10/15/2020		1,864,576.27			1,856,457.93	1.96	0.78	0.80	Aaa	N.R.	AAA
65478WAD7	5,275,000.00	NAROT 16-C A3 1.18	1.180	01/15/2021		5,274,495.71			5,220,703.90	2.10	1.15	1.18	Aaa	N.R.	AAA
80284TAD7	2,974,132.63	SDART 2017-1 A2 1.	1.490	02/18/2020		2,974,048.46			2,971,182.29	2.00	0.20	0.20	Aaa	AAA	NR
89190BAB4	1,340,000.00	TAOT 17-B A2A 1.46	1.460	01/15/2020		1,336,911.72			1,337,086.17	1.93	0.49	0.50	Aaa	AAA	NR
9128283H1	2,600,000.00	US TREASURY 1.75 1	1.750	11/30/2019		2,599,500.90			2,593,500.00	1.88	1.87	1.92	Aaa	AA+	AAA
912828L65	15,000,000.00	US TREASURY 1.375	1.375	09/30/2020		14,763,917.44			14,771,550.00	1.95	2.67	2.75	Aaa	AA+	AAA
912828R44	21,000,000.00	US TREASURY 0.875	0.875	05/15/2019		20,959,289.10			20,723,640.00	1.85	1.35	1.37	Aaa	AA+	AAA
912828RY8	14,000,000.00	US TREASURY 1.375	1.375	12/31/2018		14,029,578.08			13,938,260.00	1.82	0.99	1.00	Aaa	AA+	AAA
912828TC4	10,000,000.00	US TREASURY 1.0 6/	1.000	06/30/2019		9,930,502.25			9,875,400.00	1.85	1.48	1.50	Aaa	AA+	AAA
912828W22	6,000,000.00	US TREASURY 1.375	1.375	02/15/2020		5,983,848.23			5,933,880.00	2.18%	2.07	2.13	Aaa	AA+	AAA
912828XS4	6,500,000.00	US TREASURY 1.25 5	1.250	05/31/2019		6,493,674.12			6,446,180.00	1.85	1.39	1.41	Aaa	AA+	AAA
98161FAD7	9,350,000.00	WOLS 2016-A A3 1.4	1.450	08/15/2019		9,348,827.51			9,305,506.16	2.02	0.88	0.90	Aaa	N.R.	AAA
98162KAC7	5,695,000.00	WOLS 2017-A A3 2.1	2.130	04/15/2020		5,694,796.69			5,684,193.74	2.28	1.69	1.74	Aaa	N.R.	AAA
270,543,624.71						271,279,469.64			269,105,690.51	2.04	1.43	1.50	98.86%		
VP4560000						WF ADV GOVT MM FD-INSTL #1751									
3,099,021.88						3,099,021.88	1.00		3,099,021.88	1.20	-	-	Aaa-mf	AAAm	
273,642,646.59						274,378,491.52			272,204,712.39	2.03	1.42	1.49	100.00%		
Total Portfolio															

FMI/VT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/17

Asset ID	Units	Asset Description	Interest Rate	Maturity Date	% of Total from Investment Manager										
					Market Value	Unrealized Gain/Loss	Market	YTM	DUR	WAL	Moody's Rating	S&P Rating	Fitch Rating		
0205AF3	300,000.00	AMOT 2015-2 A2 1.8	1.830	01/15/2021	299,988.28	99.77	299,301.72	(686.56)	0.11%	2.10	1.03	1.05	Aaa	N.R.	AAA
Portfolio NAV					\$271,223,796.79										
# Shares					14,753,254.3500										
NAV per Shares					18.383998										

CM Agenda Backup 2-13-18



FMIvT Intermediate High Quality Bond Fund
Holdings as of 12/31/17

TCM Agenda Backup

Asset ID	Units	Asset Description	Interest Rate	Maturity Date	Market		Unrealized		% of Total	from Investment Manager				Fitch Rating	
					Value	Gain/Loss	Market	YTM		DUR	WAL	Moody's Rating	S&P Rating		
020005AFL7	5,370,000.00	AMOT 2015-3 A 1.63	1.630	05/15/2020	5,369,287.89	99.93	5,366,299.00	(2,988.89)	1.88%	1.88	0.38	0.38	Aaa	N.R.	AAA
020007EAB4	1,100,000.00	ALLYA 2017-3 A2 1.	1.530	03/16/2020	1,099,938.62	99.85	1,098,402.03	(1,536.59)	0.38%	1.87	0.47	0.48	Aaa	AAA	NR
030055DAB3	758,225.49	AMER CRD 16-3 A2A	1.370	11/08/2019	758,177.72	99.96	757,897.71	(280.01)	0.27%	1.79	0.12	0.12	NR	AAA	AAA
030065EAF2	262,593.69	AMER CRD 13-5 C 2.	2.290	11/08/2019	263,209.14	100.05	262,727.46	(481.68)	0.09%	1.92	0.13	0.13	Aaa	N.R.	NR
030065GAB6	1,499,874.73	AMER CRD 17-2 A2A	1.650	09/18/2020	1,499,827.93	99.85	1,497,583.52	(2,244.41)	0.52%	1.99	0.54	0.55	Aaa	N.R.	AAA
030065NAD7	741,106.22	AMER CRD 15-3 A3 1	1.540	03/09/2020	742,958.99	99.95	740,728.63	(2,230.36)	0.26%	1.77	0.22	0.22	NR	AAA	AAA
030065TAB8	1,541,437.85	AMERICREDIT AUTO R	1.340	04/08/2020	1,541,347.52	99.86	1,539,227.12	(2,120.40)	0.54%	1.85	0.29	0.30	NR	AAA	AAA
037833CG3	2,870,000.00	APPLE 3.0 2/9/24	3.000	02/09/2024	2,885,010.10	101.27	2,906,420.30	21,410.20	1.02%	2.77	5.49	6.11	Aa1	Aa+	NR
084670BR8	3,875,000.00	BERKSHIRE 2.75 3/1	2.750	03/15/2023	3,967,961.25	100.65	3,900,342.50	(67,618.75)	1.37%	2.61	4.79	5.21	Aa2	AA	A+
12594DAB4	500,207.18	CNH 16-B A2A 1.31	1.310	10/15/2019	500,204.78	99.92	499,806.71	(398.07)	0.18%	1.68	0.22	0.22	Aaa	N.R.	AAA
13057VAC0	2,530,819.17	CRAT 2015-4 A3 2.	2.040	01/15/2022	2,535,861.04	100.05	2,532,061.80	(3,799.24)	0.89%	1.82	0.21	0.22	NR	AAA	NR
14041NFE6	3,500,000.00	COMET 2016-A3 A3 1.	1.340	04/15/2022	3,499,975.50	98.98	3,464,407.80	(35,567.70)	1.21%	2.07	1.43	1.46	NR	AAA	AAA
14312QAB2	1,868,846.59	CARMX 16-4 A2 1.21	1.210	11/15/2019	1,868,745.30	99.79	1,864,922.76	(3,822.54)	0.65%	1.92	0.31	0.31	Aaa	N.R.	AAA
14313UAD8	4,150,000.00	CARMX 14-4 A4 1.81	1.810	07/15/2020	4,158,753.93	99.85	4,143,736.82	(15,017.11)	1.45%	2.02	0.85	0.87	NR	AAA	AAA
14314EAC5	3,225,000.00	CARMX 16-3 A3 1.39	1.390	05/17/2021	3,224,518.19	99.15	3,197,513.65	(27,004.54)	1.12%	2.10	1.18	1.21	NR	AAA	AAA
14314JAB6	5,486,030.87	CARMX 17-1 A2 1.54	1.540	02/18/2020	5,486,029.23	99.87	5,478,790.41	(7,238.82)	1.92%	1.95	0.35	0.35	Aaa	N.R.	AAA
14314PAB2	2,075,775.62	CARMX 17-2 A2 1.63	1.630	06/15/2020	2,075,550.40	99.83	2,072,278.77	(3,271.63)	0.73%	2.01	0.51	0.52	NR	AAA	AAA
18978CAB9	2,525,000.00	CNH 17-C A2 1.84 3	1.840	03/15/2021	2,524,777.04	99.85	2,521,196.85	(3,580.19)	0.88%	1.99	1.01	1.03	Aaa	AAA	NR
26207KAB7	2,600,000.00	DRIVE 2017-3 A2A 1	1.650	08/15/2019	2,599,959.18	99.93	2,598,277.24	(1,681.94)	0.91%	1.94	0.31	0.31	Aaa	AAA	NR
26208EAB0	2,678,910.54	DRIVE 2017-1 A2A 1	1.670	05/15/2019	2,679,796.62	99.97	2,678,214.29	(1,582.33)	0.94%	1.93	0.12	0.12	Aaa	AAA	NR
31283GFD4	23.28	FHLMC P(GO-0164	10.000	06/01/2021	25.37	100.84	23.47	(1.90)	0.00%	3.44	0.71	0.85	Aaa	Aa+	AAA
3128LXB25	201,356.40	FHLMC P(GO-1857	5.000	10/01/2033	199,248.45	108.50	218,481.76	19,233.31	0.08%	3.02	3.88	4.45	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45	7.92	Aaa	Aa+	AAA
3128M9Z21	6,110,380.26	FHLMC G(GO-7661	3.000	08/01/2043	5,930,428.80	100.55	6,143,742.94	213,314.14	2.15%	2.97	6.45				

FMIVT Intermediate High Quality Bond Fund

Holdings as of 12/31/17

TICKER	Asset ID	Asset Description	Units	Interest Rate	Maturity Date	Market		Unrealized Gain/Loss	% of Total	from Investment Manager					Moody's RATING	S&P RATING	Fitch RATING
						Value	Price			Cost	Price	YTM	DUR	WAL			
31972CBQ0	A	2,941.75 FNMA PO(268347	6.500	01/01/2024	2,840.78	110.84	3,260.78	420.00	0.00%	3.44	2.11	2.62	Aaa	AA+	AAA		
311372F3H2	A	1,576.92 FNMA PO(271800	6.500	02/01/2024	1,522.67	110.84	1,747.94	225.27	0.00%	3.44	2.00	2.34	Aaa	AA+	AAA		
31372F6A4	A	3,773.23 FNMA PO(271865	6.500	02/01/2024	3,643.42	110.84	4,182.44	539.02	0.00%	3.44	2.26	2.41	Aaa	AA+	AAA		
31372PY78	A	1,628.94 FNMA PO(278934	6.500	04/01/2024	1,572.88	110.84	1,805.60	232.72	0.00%	3.44	2.12	2.48	Aaa	AA+	AAA		
3137A2B26	A	3,010,000.00 FHMS K009 A2 3.81	3.808	08/25/2020	3,252,916.42	103.58	3,117,612.02	(135,304.40)	1.09%	2.29	2.40	2.54	Aaa	AA+	AAA		
3137A6B27	A	2,250,000.00 FHMS K010 A2 4.333	4.333	10/25/2020	2,363,203.13	105.04	2,363,497.20	294.07	0.83%	2.31	2.51	2.68	Aaa	AA+	AAA		
3137A8PP7	A	2,970,000.00 FHMS K012 A2 4.18	4.186	12/25/2020	3,289,275.00	104.96	3,117,250.22	(172,024.78)	1.09%	2.38	2.74	2.94	Aaa	AA+	AAA		
3137B1BS0	A	10,000,000.00 FHMS K026 A2 2.51	2.510	11/25/2022	10,199,890.00	100.47	10,046,915.00	(152,975.00)	3.52%	2.47	4.47	4.80	Aaa	AA+	AAA		
3137B1UG5	A	6,000,000.00 FHLMC REMIC SERIES	2.637	01/25/2023	6,119,976.00	100.82	6,048,924.00	(71,052.00)	2.12%	2.47	4.57	4.92	Aaa	AA+	AAA		
3137B4WB8	A	3,100,000.00 FHMS K033 A2 3.06	3.060	07/25/2023	3,228,359.38	102.70	3,183,592.74	(44,766.64)	1.12%	2.54	4.97	5.45	Aaa	AA+	AAA		
3137BLMZ8	A	8,100,000.00 FHMS K049 A2 3.01	3.010	08/25/2025	8,342,781.30	101.83	8,248,306.14	(94,475.16)	2.89%	2.77	6.62	7.47	Aaa	AA+	AAA		
3137EADB2	A	8,095,000.00 FHLMC 2.375 1/13/2	2.375	01/13/2022	8,129,447.03	100.90	8,167,774.05	38,327.02	2.86%	2.14	3.79	4.04	Aaa	AA+	AAA		
3137F1G44	A	3,250,000.00 FHMS K065 A2 3.243	3.243	04/25/2027	3,347,396.00	103.06	3,349,325.52	1,929.52	1.17%	2.90	7.90	9.24	Aaa	AA+	AAA		
3137FARE0	A	4,175,000.00 FHMS K727 A2 2.946	2.946	07/25/2024	4,300,141.45	101.80	4,250,017.65	(50,123.80)	1.49%	2.67	5.79	6.43	Aaa	AAA	AAA		
31392JGM5	A	189,191.01 FED NATL MTG ASSN	3.500	03/25/2033	185,837.47	103.19	195,217.65	9,380.18	0.07%	2.38	2.87	3.09	Aaa	AA+	AAA		
31393CTT0	A	11,355.15 FED NATL MTG ASSN	3.750	05/25/2033	11,355.15	100.21	11,379.47	24.32	0.00%	2.74	0.45	0.46	Aaa	AA+	AAA		
31394AWY8	A	267,303.22 FNMA 2004-60 LB 5.	5.000	04/25/2034	288,353.35	104.32	278,841.55	(9,511.80)	0.10%	2.21	1.63	1.71	Aaa	AA+	AAA		
31394EDP0	A	148,228.61 FNMA 2005-58 MA 5.	5.500	07/25/2035	163,051.47	108.53	160,876.33	(2,175.14)	0.06%	2.45	2.83	3.07	Aaa	AA+	AAA		
31395NVZ7	A	1,583,181.47 FNMA 2006-56 FA FL	1.812	11/25/2035	1,583,676.21	100.01	1,583,300.21	(376.00)	0.55%	1.82	0.10	1.91	Aaa	AA+	AAA		
31398F2N0	A	737,275.91 FNMA 2009-M1 A2 4.	4.287	07/25/2019	747,183.06	101.83	750,742.33	3,559.27	0.26%	2.66	1.25	1.30	Aaa	AA+	AAA		
31398MC46	A	1,236,614.19 FNMA 2010-M1 A2 4.	4.450	09/25/2019	1,270,427.86	102.65	1,269,354.42	(1,073.44)	0.44%	2.65	1.57	1.64	Aaa	AA+	AAA		
31398QH86	A	2,250,000.00 FHMS K007 A2 4.224	4.224	03/25/2020	2,374,277.33	103.57	2,330,237.25	(44,040.08)	0.82%	2.34	1.96	2.07	Aaa	AA+	AAA		
31398VA97	A	9,949.75 FHLMC 3649 EB 2.0	2.000	12/15/2018	10,105.21	99.81	9,930.47	(174.74)	0.00%	2.39	0.26	0.27	Aaa	AA+	AAA		
31402DC73	A	161,049.54 FNMA #725594 5.5 7	5.500	07/01/2034	176,210.84	110.96	178,708.62	2,497.78	0.06%	3.00	4.07	4.63	Aaa	AA+	AAA		
31402RF95	A	202,452.91 FNMA PO(735592	5.000	05/01/2034	197,075.26	108.62	219,910.42	22,835.16	0.08%	3.02	4.02	4.33	Aaa	AA+	AAA		
31410GBT9	A	1,114,436.03 FNMA #88450 5.5 8	5.500	08/01/2035	1,228,839.85	110.77	1,234,438.50	5,598.65	0.43%	3.00	3.90	4.47	Aaa	AA+	AAA		
31412QY60	A	728,785.52 FNMA PA(932333	4.000	01/01/2025	741,539.27	104.74	763,300.80	21,761.53	0.27%	2.33	2.35	2.48	Aaa	AA+	AAA		
31416M6U3	A	47,098.86 FNMA #A(AA4482	4.000	04/01/2039	49,218.31	105.52	49,700.60	482.29	0.02%	3.12	4.38	5.92	Aaa	AA+	AAA		
31418AJM1	A	870,274.95 FNMA #M(MA1167	2.500	09/01/2027	905,221.93	100.50	874,626.32	(30,595.61)	0.31%	2.39	3.48	3.55	Aaa	AA+	AAA		
31418AYS1	A	616,048.49 FNMA #M(MA1620	2.500	10/01/2023	624,134.13	100.56	619,479.88	(4,654.25)	0.22%	2.28	2.11	2.22	Aaa	AA+	AAA		
31419AGK7	A	120,991.84 FNMA #AE0201 5.5 8	5.500	08/01/2037	132,939.78	110.95	134,239.24	1,299.46	0.05%	3.00	4.04	4.61	Aaa	AA+	AAA		
34530XAE5	A	441,782.25 FORDL 2015-B A4 1.	1.540	02/15/2019	441,782.25	99.98	441,689.43	(92.82)	0.15%	1.76	0.09	0.09	NR	AAA	AAA		
34531DAB4	A	4,075,000.00 FORDL 2017-B A2A 1	1.800	06/15/2020	4,074,858.19	99.77	4,065,667.03	(9,191.16)	1.42%	2.06	0.99	1.01	NR	AAA	AAA		
36203E7B8	A	2,190.94 GNMA PO(347490X	7.000	09/15/2023	2,167.06	105.05	2,301.58	134.52	0.00%	3.44	1.81	2.17	Aaa	AA+	AAA		
36203LRW4	A	616.28 GNMA PO(352501X	7.000	09/15/2023	609.56	101.28	624.19	14.63	0.00%	3.44	1.76	2.22	Aaa	AA+	AAA		
36203R4F3	A	196.27 GNMA PO(357322X	7.000	09/15/2023	194.13	104.79	205.67	11.54	0.00%	3.44	1.69	2.03	Aaa	AA+	AAA		
36203XWY8	A	942.72 GNMA PO(362563X	7.000	08/15/2023	932.45	100.95	951.68	19.23	0.00%	3.44	1.75	2.09	Aaa	AA+	AAA		
36204D4S5	A	5,116.40 GNMA PO(367233X	7.000	09/15/2023	5,060.65	105.05	5,374.78	314.13	0.00%	3.44	1.75	2.17	Aaa	AA+	AAA		
36205Y3V6	A	7,546.12 GNMA PO(405015X	9.000	03/15/2025	8,082.99	100.39	7,575.78	(507.21)	0.00%	3.44	2.32	3.09	Aaa	AA+	AAA		
36206CHJ1	A	722.12 GNMA PO(407133X	9.000	01/15/2025	770.15	100.39	724.95	(45.20)	0.00%	3.44	2.11	2.88	Aaa	AA+	AAA		
36206FHJ4	A	31,773.90 GNMA PO(409833X	9.000	04/15/2025	33,424.53	102.46	32,556.81	(867.72)	0.01%	3.44	2.23	2.90	Aaa	AA+	AAA		
36224QVE3	A	3,092.39 GNMA PO(335513X	7.000	12/15/2022	3,058.70	104.09	3,218.90	160.20	0.00%	3.44	1.68	1.99	Aaa	AA+	AAA		
36251LAB9	A	972,131.78 GMALT 16-2 A2A 1.2	1.280	10/22/2018	972,044.48	99.96	971,749.93	(294.55)	0.34%	1.83	0.07	0.07	NR	AAA	AAA		
38277ES62	A	1,026,988.08 GNMA 2010-60 PF FL	1.951	04/20/2039	1,030,999.76	100.43	1,031,375.17	375.41	0.36%	1.70	0.10	1.40	Aaa	AA+	AAA		
44890UAD6	A	942,374.23 HART 2014-B A4 1.4	1.460	11/15/2019	946,386.68	99.94	941,825.58	(4,561.10)	0.33%	1.77	0.20	0.20	NR	AAA	AAA		
46625HJG6	A	2,000,000.00 JPMORGAN CHASE & C	1.800	01/25/2018	1,998,660.00	99.99	1,999,840.00	1,180.00	0.70%	1.90	0.07	0.07	A3	A+	A+		
58768MAC5	A	380,000.00 MBAL 2016-B A3 1.	1.350	08/15/2019	379,035.16	99.66	378,708.11	(327.05)	0.13%	1.84	0.74	0.75	Aaa	AAA	NR		
65479BAB6	A	1,930,000.00 NALT 2017-B A2A 1.	1.830	12/16/2019	1,929,860.08	99.76	1,925,357.77	(4,502.31)	0.67%	2.07	1.14	1.16	Aaa	N.R.	AAA		
80283NAF6	A	396,077.72 SDART 2014-1 C 2.3	2.360	04/15/2020	398,738.87	100.04	396,219.52	(2,519.35)	0.14%	1.88	0.08	0.08	NR	AAA	AAA		

FMIVT Intermediate High Quality Bond Fund
Holdings as of 12/31/17

T Asset ID	Asset Description	Units	Interest Rate	Maturity Date	Interest			Maturity			% of Total			from Investment Manager			
					Cost	Price	Value	Gain/Loss	Market	Unrealized	Market	YTM	DUR	WAL	Moody's RATING	S&P RATING	Fitch RATING
80833XAF4	567,326.66 SDART 2014-3 C 2.1	2.130	08/17/2020	570,237.17	100.04	567,568.80	(2,668.37)	0.20%	1.89	0.16	0.16	1.89	0.16	0.16	Aaa	AAA	NR
80834BAE4	257,604.78 SDART 2015-2 B 1.8	1.830	01/15/2020	257,935.67	100.00	257,609.42	(326.25)	0.09%	1.84	0.05	0.05	1.84	0.05	0.05	Aaa	AAA	NR
80834LAE2	717,828.09 SDART 2015-3 B 2.0	2.070	04/15/2020	722,202.35	100.02	717,998.57	(4,203.78)	0.25%	1.80	0.11	0.11	1.80	0.11	0.11	Aaa	N.R.	AAA
80834RAE9	4,644,000.00 SDART 2016-3 B 1.8	1.890	06/15/2021	4,637,469.38	99.79	4,634,087.38	(3,382.00)	1.62%	2.11	0.90	0.91	2.11	0.90	0.91	Aaa	N.R.	AAA
80834TAD7	399,304.85 SDART 2017-1 A2 1.	1.490	02/18/2020	399,293.55	99.90	398,908.74	(384.81)	0.14%	2.00	0.20	0.20	2.00	0.20	0.20	Aaa	AAA	NR
80835LAB7	2,792,358.56 SDART 2017-2 A2 1.	1.600	03/16/2020	2,792,159.74	99.92	2,790,166.56	(1,993.18)	0.98%	1.87	0.30	0.31	1.87	0.30	0.31	NR	AAA	AAA
89130BAB4	7,500,000.00 TAOT 17-B A2A 1.46	1.460	01/15/2020	7,482,714.84	99.78	7,483,691.25	976.41	2.62%	1.93	0.49	0.50	1.93	0.49	0.50	Aaa	AAA	NR
912796PK9	1,500,000.00 US TREASURY BILL 1	0.000	01/03/2019	1,473,829.92	98.26	1,473,829.92	0.00	0.52%	1.75	1.01	1.01	1.75	1.01	1.01	Aaa	AA+	AAA
912828B5	500,000.00 US TREASURY 0.75 8	0.750	08/15/2019	498,361.05	98.23	491,155.00	(7,206.05)	0.17%	1.86	1.60	1.62	1.86	1.60	1.62	Aaa	AA+	AAA
912828R0	1,500,000.00 US TREASURY 2.25 8	2.250	08/15/2027	1,483,716.93	98.59	1,478,910.00	(4,806.93)	0.52%	2.41	8.52	9.62	2.41	8.52	9.62	Aaa	AA+	AAA
912828B6	13,850,000.00 US TREASURY 2.75 2	2.750	02/15/2024	13,891,901.12	102.62	14,213,562.50	321,661.38	4.98%	2.29	5.57	6.13	2.29	5.57	6.13	Aaa	AA+	AAA
912828Q46	3,000,000.00 US TREASURY 1.625	1.625	02/15/2026	2,944,347.94	94.44	2,833,140.00	(111,207.94)	0.99%	2.38	7.49	8.13	2.38	7.49	8.13	Aaa	AA+	AAA
912828Q52	3,000,000.00 US TREASURY 0.875	0.875	04/15/2019	2,995,088.18	98.76	2,962,860.00	(32,228.18)	1.04%	1.85	1.27	1.29	1.85	1.27	1.29	Aaa	AA+	AAA
912828R28	3,000,000.00 US TREASURY 1.625	1.625	04/30/2023	3,002,472.94	96.95	2,908,470.00	(94,002.94)	1.02%	2.23	5.05	5.33	2.23	5.05	5.33	Aaa	AA+	AAA
912828S92	15,200,000.00 US TREASURY 1.25 7	1.250	07/31/2023	14,406,728.50	94.77	14,405,040.00	(1,688.50)	5.05%	2.25	5.32	5.58	2.25	5.32	5.58	Aaa	AA+	AAA
912828T67	4,500,000.00 US TREASURY 1.25 1	1.250	10/31/2021	4,407,729.92	96.88	4,359,375.00	(48,354.92)	1.53%	2.10	3.70	3.83	2.10	3.70	3.83	Aaa	AA+	AAA
912828TY6	300,000.00 US TREASURY 1.625	1.625	11/15/2022	294,212.14	97.45	292,359.00	(1,853.14)	0.10%	2.18	4.64	4.87	2.18	4.64	4.87	Aaa	AA+	AAA
912828U24	8,350,000.00 US TREASURY 2.0 11	2.000	11/15/2026	8,012,048.06	96.78	8,080,879.50	68,831.44	2.83%	2.41	8.04	8.87	2.41	8.04	8.87	Aaa	AA+	AAA
912828U57	5,450,000.00 US TREASURY 2.125	2.125	11/30/2023	5,388,224.96	99.18	5,405,528.00	17,303.04	1.89%	2.27	5.52	5.92	2.27	5.52	5.92	Aaa	AA+	AAA
912828U65	12,430,000.00 US TREASURY 1.75 1	1.750	11/30/2021	12,304,188.92	98.61	12,256,725.80	(47,463.12)	4.29%	2.12	3.75	3.92	2.12	3.75	3.92	Aaa	AA+	AAA
912828VE7	3,500,000.00 US TREASURY 1.0 5/	1.000	05/31/2018	3,432,262.33	99.80	3,492,895.00	60,632.67	1.22%	1.49	0.41	0.41	1.49	0.41	0.41	Aaa	AA+	AAA
912828XB1	16,800,000.00 US TREASURY 2.125	2.125	05/15/2025	16,551,942.22	98.47	16,543,464.00	(8,478.22)	5.80%	2.35	6.76	7.37	2.35	6.76	7.37	Aaa	AA+	AAA
981464FJ4	2,525,000.00 WFNMT 2016-A A 2.0	2.030	04/15/2025	2,524,252.85	98.20	2,479,504.80	(44,748.05)	0.87%	2.65	3.30	3.46	2.65	3.30	3.46	NR	AAA	AAA
98158LAD9	1,832,398.78 WORLD OMNI AUTO 14	1.530	06/15/2020	1,832,828.26	99.96	1,831,674.07	(1,154.19)	0.64%	1.62	0.56	0.57	1.62	0.56	0.57	NR	AAA	AAA
98158LAE7	4,250,000.00 WOART 14-A B 1.80	1.800	06/15/2020	4,251,328.13	99.99	4,249,566.08	(1,762.05)	1.49%	1.83	0.20	0.20	1.83	0.20	0.20	NR	AAA	AA
98160VAE1	7,825,000.00 WOLS 2015-A A4 1.7	1.730	12/15/2020	7,824,598.92	99.99	7,824,270.71	(328.21)	2.74%	1.84	0.20	0.20	1.84	0.20	0.20	Aaa	N.R.	AAA
	280,618,815.93			281,484,589.09		280,699,771.31	(784,817.78)	98.35%	2.26	3.53	3.88						
VP4560000	4,718,756.56 WF ADV GOVT MM FD-	0.000		4,718,756.56	1.00	4,718,756.56	0.00	1.65%	1.20	-	-	1.65%	1.20	-	Aaa-mf	AAAm	
	285,337,572.49			286,203,345.65		285,418,527.87	(784,817.78)	100.00%	2.25	3.49	3.84						

Portfolio NAV \$ 284,630,773.61
Shares 12,133,342.13
NAV per Shares 23.458563



Managed Account Detail of Securities Held

For the Month Ending December 31, 2017

TOWN OF PALM BEACH SHORT TERM PORTFOLIO - 68904245

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Commercial Paper												
BANK OF TOKYO MITSUBISHI COMM PAPER DTD 06/05/2017 0.000% 03/02/2018		06538CC25	1,500,000.00	A-1	P-1	06/05/17	06/05/17	1,483,462.50	1.49	0.00	1,496,325.00	1,495,708.50
BNP PARIBAS NY BRANCH COMM PAPER DTD 06/05/2017 0.000% 03/02/2018		09659CC22	1,500,000.00	A-1	P-1	06/05/17	06/05/17	1,483,687.50	1.47	0.00	1,496,375.00	1,495,960.50
Security Type Sub-Total			3,000,000.00					2,967,150.00	1.48	0.00	2,992,700.00	2,991,669.00
Managed Account Sub-Total			3,000,000.00					2,967,150.00	1.48	0.00	2,992,700.00	2,991,669.00
Securities Sub-Total			\$3,000,000.00					\$2,967,150.00	1.48%	\$0.00	\$2,992,700.00	\$2,991,669.00
Accrued Interest												\$0.00
Total Investments												\$2,991,669.00



TCM Agenda Backup 12-31-17

Managed Account Detail of Securities Held

For the Month Ending December 31, 2017

TOWN OF PALM BEACH 1-5 YR PORTFOLIO - 68904260

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 02/28/2013 1.250% 02/29/2020	912828UQ1	235,000.00	AA+	Aaa	09/01/15	09/03/15	232,842.77	1.46	998.10	233,945.14	231,796.25
US TREASURY NOTES DTD 03/31/2015 1.375% 03/31/2020	912828J84	149,000.00	AA+	Aaa	06/23/16	06/28/16	150,693.71	1.07	523.44	150,020.28	147,253.87
US TREASURY NOTES DTD 07/31/2013 2.000% 07/31/2020	912828VP2	300,000.00	AA+	Aaa	02/01/16	02/03/16	309,082.03	1.30	2,510.87	305,284.00	300,492.30
US TREASURY NOTES DTD 07/31/2013 2.000% 07/31/2020	912828VP2	600,000.00	AA+	Aaa	12/28/15	12/30/15	607,570.31	1.71	5,021.74	604,334.90	600,984.60
US TREASURY NOTES DTD 07/31/2013 2.000% 07/31/2020	912828VP2	620,000.00	AA+	Aaa	12/01/15	12/04/15	631,576.56	1.58	5,189.13	626,523.55	621,017.42
US TREASURY NOTES DTD 12/02/2013 2.000% 11/30/2020	912828A42	50,000.00	AA+	Aaa	03/02/16	03/04/16	51,423.83	1.38	87.91	50,885.81	50,046.90
US TREASURY NOTES DTD 12/02/2013 2.000% 11/30/2020	912828A42	270,000.00	AA+	Aaa	05/03/16	05/06/16	279,355.08	1.22	474.73	276,023.42	270,253.26
US TREASURY NOTES DTD 03/31/2014 2.250% 03/31/2021	912828C57	215,000.00	AA+	Aaa	10/03/16	10/05/16	225,162.11	1.17	1,235.95	222,401.47	216,419.43
US TREASURY NOTES DTD 03/31/2016 1.250% 03/31/2021	912828O37	260,000.00	AA+	Aaa	09/01/16	09/02/16	260,375.78	1.22	830.36	260,268.98	253,581.12
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	410,000.00	AA+	Aaa	01/03/17	01/05/17	412,194.14	1.87	720.88	411,718.84	409,295.21
US TREASURY N/B DTD 07/31/2014 2.250% 07/31/2021	912828WY2	490,000.00	AA+	Aaa	11/22/16	11/23/16	500,412.50	1.78	4,613.72	498,036.69	492,851.80
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	725,000.00	AA+	Aaa	12/01/16	12/05/16	726,925.78	1.94	4,926.80	726,510.63	722,621.28
US TREASURY NOTES DTD 10/31/2014 2.000% 10/31/2021	912828F96	350,000.00	AA+	Aaa	08/30/17	08/31/17	354,990.23	1.64	1,198.90	354,601.43	348,496.05
US TREASURY NOTES DTD 12/31/2014 2.125% 12/31/2021	912828G87	400,000.00	AA+	Aaa	06/26/17	06/28/17	407,031.25	1.72	23.48	406,265.03	400,078.00

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TCM Agency Backup 12/18/2018

Managed Account Detail of Securities Held

For the Month Ending December 31, 2017

TOWN OF PALM BEACH 1-5 YR PORTFOLIO - 68904260

Security Type / Description	Dated Date / Coupon / Maturity	CUSIP	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES		912828V72	AA+	Aaa	08/01/17	08/04/17	250,791.01	1.80	1,961.62	250,721.91	247,402.25
DTD 01/31/2017 1.875% 01/31/2022											
US TREASURY N/B NOTES		912828L24	AA+	Aaa	12/01/17	12/05/17	396,312.50	2.08	2,548.34	396,369.38	394,375.20
DTD 08/31/2015 1.875% 08/31/2022											

Security Type Sub-Total			5,724,000.00				5,796,739.59	1.65	32,865.97	5,773,911.46	5,706,964.94
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Supra-National Agency Bond / Note

INTL BANK OF RECON AND DEV GLOBAL NOTES		459058FS7	AAA	Aaa	08/18/17	08/23/17	238,031.68	1.50	255.00	238,338.12	235,994.64
DTD 10/27/2016 1.125% 11/27/2019											
INTL BANK OF RECON AND DEV GLOBAL NOTES		459058GA5	AAA	Aaa	08/22/17	08/29/17	249,947.50	1.63	1,376.74	249,953.41	246,857.75
DTD 08/29/2017 1.625% 09/04/2020											
INTL BANK OF RECONSTRUCTION AND DEV NOTE		45905UP32	AAA	Aaa	09/12/17	09/19/17	299,280.00	1.64	1,326.85	299,346.87	294,651.00
DTD 09/19/2017 1.561% 09/12/2020											
INTER-AMERICAN DEVELOPMENT BANK		4581X0CD8	AAA	Aaa	10/02/17	10/10/17	363,336.88	1.81	1,105.00	363,101.07	360,304.20
DTD 11/08/2013 2.125% 11/09/2020											
ASIAN DEVELOPMENT BANK NOTE		045167EA7	AAA	Aaa	05/31/17	06/08/17	498,885.00	1.81	559.03	499,037.44	492,208.50
DTD 06/08/2017 1.750% 06/08/2021											

Security Type Sub-Total			1,650,000.00				1,649,481.06	1.71	4,622.62	1,649,776.91	1,630,016.09
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Municipal Bond / Note

NYC, NY TXBL GO BONDS		64966LZC8	AA	Aa2	03/13/15	03/31/15	265,000.00	1.65	1,093.13	265,000.00	264,573.35
DTD 03/31/2015 1.650% 10/01/2018											
NYC, NY TXBL GO BONDS		64966LN49	AA	Aa2	06/03/15	06/18/15	180,000.00	1.80	270.00	180,000.00	179,373.60
DTD 06/18/2015 1.800% 06/01/2019											

Security Type Sub-Total			445,000.00				445,000.00	1.71	1,363.13	445,000.00	443,946.95
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TCM Agency Backup - 13

Managed Account Detail of Securities Held

For the Month Ending December 31, 2017

TOWN OF PALM BEACH 1-5 YR PORTFOLIO - 68904260

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FHLB NOTES DTD 07/08/2016 0.625% 08/07/2018	3130A8PK3	500,000.00	AA+	Aaa	08/12/16	08/15/16	498,210.00	0.81	1,250.00	499,454.14	496,910.50
FHLB GLOBAL NOTES DTD 08/26/2016 0.875% 10/01/2018	3130A9AE1	625,000.00	AA+	Aaa	08/25/16	08/26/16	624,575.00	0.91	1,367.19	624,846.79	620,841.25
FHLB GLOBAL NOTE DTD 06/03/2016 1.125% 06/21/2019	3130A8DB6	470,000.00	AA+	Aaa	06/02/16	06/03/16	469,802.60	1.14	146.88	469,903.54	464,954.08
FHLB GLOBAL NOTE DTD 08/04/2016 0.875% 08/05/2019	3130A8Y72	550,000.00	AA+	Aaa	08/03/16	08/04/16	548,944.00	0.94	1,951.74	549,435.62	541,056.45
FHLB GLOBAL NOTE DTD 08/04/2016 0.875% 08/05/2019	3130A8Y72	600,000.00	AA+	Aaa	08/12/16	08/15/16	598,656.00	0.95	2,129.17	599,274.56	590,243.40
FNMA NOTES DTD 09/02/2016 1.000% 08/28/2019	3135G0P49	520,000.00	AA+	Aaa	08/31/16	09/02/16	519,188.80	1.05	1,776.67	519,546.77	512,329.48
FNMA NOTES DTD 02/28/2017 1.500% 02/28/2020	3135G0T29	320,000.00	AA+	Aaa	02/24/17	02/28/17	319,795.20	1.52	1,640.00	319,851.75	316,679.36
FNMA BENCHMARK NOTE DTD 05/16/2016 1.250% 05/06/2021	3135G0K69	475,000.00	AA+	Aaa	06/27/16	06/29/16	477,375.00	1.14	907.12	476,652.80	462,009.70
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	90,000.00	AA+	Aaa	08/17/16	08/19/16	89,692.11	1.32	418.75	89,774.36	87,212.34
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	310,000.00	AA+	Aaa	08/17/16	08/19/16	308,744.50	1.33	1,442.36	309,079.83	300,398.06
Security Type Sub-Total		4,460,000.00					4,454,983.21	1.05	13,029.88	4,457,820.16	4,392,634.62

Corporate Note

AMERICAN HONDA FINANCE CORP NOTES DTD 02/23/2016 1.700% 02/22/2019	02665WBA8	100,000.00	A+	A2	02/18/16	02/23/16	99,980.00	1.71	609.17	99,992.26	99,588.80
NEW YORK UNIVERSITY CORPORATE NOTE DTD 04/16/2015 1.767% 07/01/2019	650119AF7	60,000.00	AA-	Aa3	04/10/15	04/16/15	60,000.00	1.77	530.10	60,000.00	59,510.22
AMERICAN HONDA FINANCE DTD 07/12/2016 1.200% 07/12/2019	02665WBE0	110,000.00	A+	A2	07/07/16	07/12/16	109,890.00	1.23	619.67	109,943.38	108,478.59



TCM Agency Backup 11-13-2017

Managed Account Detail of Securities Held For the Month Ending December 31, 2017

TOWN OF PALM BEACH 1-5 YR PORTFOLIO - 68904260

Security Type/Description	S&P	Moody's	Trade	Settle	Original	YTM	Accrued	Amortized	Market
Dated Date/Coupon/Maturity	Par	Rating	Date	Date	Cost	at Cost	Interest	Cost	Value
Corporate Note									
TOYOTA MOTOR CREDIT CORP NOTES DTD 07/18/2014 2.125% 07/18/2019	450,000.00	AA-	Aa3	04/09/15	04/14/15	457,546.50	1.71	4,329.69	450,013.50
MICROSOFT CORP NOTES DTD 08/08/2016 1.100% 08/08/2019	130,000.00	AAA	Aaa	08/01/16	08/08/16	129,866.10	1.14	568.03	128,261.64
BERKSHIRE HATHAWAY INC CORPORATE NOTES DTD 08/15/2016 1.300% 08/15/2019	50,000.00	AA	Aa2	08/08/16	08/15/16	49,951.50	1.33	245.56	49,368.50
BANK OF NEW YORK MELLON NT (CALLABLE) DTD 09/11/2014 2.300% 09/11/2019	450,000.00	A	A1	03/02/15	03/05/15	455,989.50	1.99	3,162.50	451,173.15
GENERAL ELECTRIC CAP CORP NOTES DTD 01/08/2010 5.500% 01/08/2020	450,000.00	A	A2	09/03/15	09/09/15	508,977.00	2.30	11,893.75	477,801.45
JPMORGAN CHASE & CO (CALLABLE) DTD 01/23/2015 2.250% 01/23/2020	350,000.00	A-	A3	10/02/15	10/06/15	348,670.00	2.34	3,456.25	349,765.85
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	450,000.00	A	A2	03/24/15	03/27/15	451,521.00	2.08	4,058.13	449,013.15
MICROSOFT CORP DTD 02/06/2017 1.850% 02/06/2020	120,000.00	AAA	Aaa	01/30/17	02/06/17	119,919.60	1.87	894.17	119,645.16
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	85,000.00	A	A2	05/24/17	06/05/17	84,950.70	1.82	110.50	84,324.08
CISCO SYSTEMS INC CORP NOTES DTD 06/17/2015 2.450% 06/15/2020	400,000.00	AA-	A1	06/15/15	06/18/15	401,048.00	2.39	435.56	402,616.80
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	150,000.00	A	A3	09/05/17	09/07/17	149,874.00	1.88	878.75	148,248.90
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	320,000.00	AA	Aa2	10/11/17	10/20/17	319,536.00	1.95	1,199.11	317,938.88
IBM CREDIT CORP NOTE DTD 09/08/2017 1.800% 01/20/2021	200,000.00	A+	A1	09/05/17	09/08/17	199,586.00	1.86	1,130.00	196,887.60

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TCM Agenda Backup - 12/18/2018

Managed Account Detail of Securities Held For the Month Ending December 31, 2017

TOWN OF PALM BEACH 1-5 YR PORTFOLIO - 68904260

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note												
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021		61746BEA0	140,000.00	BBB+	A3	11/01/17	11/03/17	140,291.20	2.44	680.56	140,278.35	139,765.64
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021		0258M0EB1	110,000.00	A-	A2	05/05/16	05/10/16	110,601.70	2.13	385.00	110,407.39	109,131.99
BRANCH BANKING & TRUST (CALLABLE) NOTE DTD 05/10/2016 2.050% 05/10/2021		05531FAV5	90,000.00	A-	A2	05/11/16	05/16/16	89,881.20	2.08	261.38	89,918.72	88,714.80
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021		857477AV5	50,000.00	A	A1	05/19/16	05/24/16	49,811.00	2.03	113.75	49,869.75	49,278.30
APPLE INC CORP NOTES DTD 02/09/2015 2.150% 02/09/2022		037833AY6	220,000.00	AA+	Aa1	04/03/17	04/06/17	217,954.00	2.35	1,865.72	218,253.08	217,139.34
WALT DISNEY COMPANY CORP NOTES DTD 03/06/2017 2.450% 03/04/2022		25468PDO6	125,000.00	A+	A2	05/01/17	05/04/17	126,062.50	2.26	995.31	125,925.91	124,864.38
UNITED PARCEL SERVICE (CALLABLE) NOTES DTD 05/16/2017 2.350% 05/16/2022		911312BC9	150,000.00	A+	A1	06/06/17	06/09/17	151,638.00	2.12	440.63	151,457.93	149,325.75
WELLS FARGO & COMPANY CORP NOTE DTD 07/24/2017 2.625% 07/22/2022		95000U2B8	100,000.00	A	A2	07/17/17	07/24/17	99,912.00	2.64	1,144.79	99,919.16	99,462.10
PACCAR FINANCIAL CORP DTD 08/10/2017 2.300% 08/10/2022		69371RN77	140,000.00	A+	A1	08/07/17	08/10/17	139,907.60	2.31	1,261.17	139,914.47	138,472.88
PROCTER & GAMBLE CO/THE CORP NOTES DTD 08/11/2017 2.150% 08/11/2022		742718EU9	120,000.00	AA-	Aa3	08/09/17	08/11/17	119,824.80	2.18	1,003.33	119,837.77	118,666.92
TOYOTA MOTOR CREDIT CORP DTD 09/08/2017 2.150% 09/08/2022		89236TEC5	200,000.00	AA-	Aa3	09/05/17	09/08/17	199,594.00	2.19	1,349.72	199,618.26	196,812.00
JOHN DEERE CAPITAL CORP NOTE DTD 09/08/2017 2.150% 09/08/2022		24422ETV1	200,000.00	A	A2	09/05/17	09/08/17	199,594.00	2.19	1,349.72	199,618.26	195,739.40
VISA INC (CALLABLE) NOTE DTD 09/11/2017 2.150% 09/15/2022		92826CAG7	130,000.00	A+	A1	09/06/17	09/11/17	129,607.40	2.21	822.97	129,630.01	128,192.48



TCM Agenda Backup - 11/28/2017

Managed Account Detail of Securities Held

For the Month Ending December 31, 2017

TOWN OF PALM BEACH 1-5 YR PORTFOLIO - 68904260

Security Type	Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total				5,650,000.00					5,721,985.30	2.07	45,794.99	5,682,299.33	5,648,202.25
Asset-Backed Security / Collateralized Mortgage Obligation													
	HAROT 2017-4 A3		43813FAC7	180,000.00	NR	Aaa	11/22/17	11/29/17	179,974.64	2.06	102.50	179,975.11	179,593.47
	DTD 11/29/2017 2.050% 11/21/2021												
	TAOT 2017-D A3		89238KAD4	185,000.00	AAA	Aaa	11/07/17	11/15/17	184,982.94	2.26	158.69	184,983.45	183,908.67
	DTD 11/15/2017 1.930% 01/15/2022												
	ALLYA 2017-5 A3		02007YAC8	145,000.00	AAA	Aaa	11/14/17	11/22/17	144,988.75	1.99	128.24	144,989.01	144,534.12
	DTD 11/22/2017 1.990% 03/15/2022												
	FORDO 2017-C A3		34532AAD5	185,000.00	AAA	NR	11/14/17	11/21/17	184,966.64	2.02	165.27	184,967.40	184,457.54
	DTD 11/21/2017 2.010% 03/15/2022												
Security Type Sub-Total				695,000.00					694,912.97	2.09	554.70	694,914.97	692,493.80
Managed Account Sub-Total				18,624,000.00					18,763,102.13	1.66	98,231.29	18,703,722.83	18,514,258.65
Securities Sub-Total				\$18,624,000.00					\$18,763,102.13	1.66%	\$98,231.29	\$18,703,722.83	\$18,514,258.65
Accrued Interest													\$98,231.29
Total Investments													\$18,612,489.94

Asset Allocation & Performance

Total Fund

As of December 31, 2017

Asset Allocation & Performance [Gross of Fees] - Trailing Returns

	Allocation		Performance(%)								Inception Date
	Market Value \$	%	MTH	QTD	FYTD	YTD	1 YR	3 YR	5 YR	Inception	
Total Fund (Net of PBA Fees)	31,278,008	100.0	0.68 (83)	3.01 (90)	3.01 (90)	12.15 (92)	12.15 (92)	4.64 (96)	6.50 (95)	3.65 (99)	05/01/2007
Target Index			0.92 (50)	3.01 (90)	3.01 (90)	12.17 (92)	12.17 (92)	5.39 (94)	6.51 (95)	N/A	
All Public Plans-Total Fund Median			0.91	3.73	3.73	15.57	15.57	7.45	9.17	6.05	
Total Fund	31,278,008	100.0	0.68 (83)	3.01 (90)	3.01 (90)	12.15 (92)	12.15 (92)	4.64 (96)	6.50 (95)	3.82 (98)	05/01/2007
Target Index			0.92 (50)	3.01 (90)	3.01 (90)	12.17 (92)	12.17 (92)	5.39 (94)	6.51 (95)	N/A	
All Public Plans-Total Fund Median			0.91	3.73	3.73	15.57	15.57	7.45	9.17	6.05	
Domestic Equity	12,978,133	41.5	0.69 (52)	6.03 (39)	6.03 (39)	19.22 (44)	19.22 (44)	10.20 (35)	14.43 (39)	6.03 (65)	06/01/2007
Russell 3000 Index			1.00 (40)	6.34 (32)	6.34 (32)	21.13 (36)	21.13 (36)	11.12 (22)	15.58 (20)	7.73 (31)	
IM U.S. Equity (MF) Median			0.73	5.38	5.38	17.77	17.77	9.17	13.71	6.79	
Vanguard S&P MC 400 [VSPMX]	5,184,465	16.6	0.22 (70)	N/A	N/A	N/A	N/A	N/A	N/A	3.90 (45)	11/01/2017
S&P MidCap 400 Index			0.22 (70)	6.25 (29)	6.25 (29)	16.24 (60)	16.24 (60)	11.14 (16)	15.01 (20)	3.90 (45)	
IM U.S. Mid Cap Equity (MF) Median			0.57	5.55	5.55	18.71	18.71	8.83	13.48	3.67	
Fidelity Total Market Index Fund Premium Class	7,793,668	24.9	1.01 (51)	6.34 (41)	6.34 (41)	21.15 (38)	21.15 (38)	11.09 (14)	15.57 (19)	7.83 (16)	06/01/2007
Wisshire 5000 Total Market Index (full-cap) Index			1.14 (42)	6.37 (39)	6.37 (39)	21.00 (41)	21.00 (41)	10.91 (18)	15.43 (24)	7.82 (16)	
IM U.S. Multi-Cap Core Equity (MF) Median			1.01	6.03	6.03	20.33	20.33	9.41	14.39	6.48	
International Equity	5,938,937	19.0	1.25 (82)	2.46 (90)	2.46 (90)	27.19 (60)	27.19 (60)	5.37 (88)	7.98 (35)	2.88 (44)	06/01/2007
MSCI EAFE (Net) Index			1.61 (65)	4.23 (58)	4.23 (58)	25.03 (73)	25.03 (73)	7.80 (61)	7.90 (36)	1.88 (64)	
IM International Equity (MF) Median			2.00	4.67	4.67	28.78	28.78	8.35	7.13	2.49	
Dodge & Cox Intl Stock Fund	3,214,177	10.3	2.04 (18)	1.21 (100)	1.21 (100)	23.94 (63)	23.94 (63)	5.96 (73)	8.51 (9)	3.00 (21)	06/01/2007
MSCI EAFE (Net) Index			1.61 (44)	4.23 (44)	4.23 (44)	25.03 (44)	25.03 (44)	7.80 (30)	7.90 (17)	1.88 (44)	
IM International Large Cap Core Equity (MF) Median			1.52	4.06	4.06	24.75	24.75	7.07	6.75	1.62	
Artisan International Instl Fd	2,724,760	8.7	0.33 (97)	3.98 (52)	3.98 (52)	31.24 (11)	31.24 (11)	4.64 (94)	7.38 (35)	7.38 (35)	01/01/2013
MSCI EAFE (Net) Index			1.61 (36)	4.23 (38)	4.23 (38)	25.03 (55)	25.03 (55)	7.80 (40)	7.90 (21)	7.90 (21)	
IM International Large Cap Equity (MF) Median			1.36	4.03	4.03	25.32	25.32	7.20	6.91	6.91	
Total Alternative Strategies	2,300,870	7.4	0.79	1.76	1.76	9.35	9.35	2.38	4.34	3.36	07/01/2007
Forester Offshore A2, Ltd.	2,300,870	7.4	0.79	1.76	1.76	9.68	9.68	2.70	5.72	4.56	07/01/2007



Asset Allocation & Performance

Total Fund

As of December 31, 2017

	Allocation		Performance(%)								Inception Date
	Market Value \$	%	MTH	QTD	FYTD	YTD	1 YR	3 YR	5 YR		
TCM Agency											
Total Fixed Income	9,219,834	29.5	0.31 (42)	-0.02 (92)	-0.02 (92)	2.08 (96)	2.08 (96)	1.46 (72)	1.22 (48)	2.81 (78)	06/01/2007
Fixed Income Composite Index			0.22 (65)	-0.01 (91)	-0.01 (91)	2.10 (96)	2.10 (96)	1.56 (70)	1.42 (42)	N/A	
IM Global Fixed Income (MF) Median			0.27	0.69	0.69	6.98	6.98	2.14	1.18	3.88	
Vanguard Total Bond Market Index Fund Adm	3,055,935	9.8	0.45 (38)	0.40 (36)	0.40 (36)	3.56 (52)	3.56 (52)	N/A	N/A	0.01 (77)	09/01/2016
Bloomberg Barclays U.S. Aggregate Index			0.46 (35)	0.39 (39)	0.39 (39)	3.54 (52)	3.54 (52)	2.24 (43)	2.10 (39)	0.30 (62)	
IM U.S. Broad Market Core Fixed Income (MF) Median			0.42	0.35	0.35	3.58	3.58	2.16	1.96	0.53	
Vanguard Short Term US Treas Adm Fd	2,356,229	7.5	-0.06 (85)	-0.39 (78)	-0.39 (78)	0.39 (64)	0.39 (64)	0.71 (28)	0.59 (26)	0.59 (26)	01/01/2013
Blimbg. Barc. U.S. Treasury: 1-5 Year			-0.01 (68)	-0.41 (81)	-0.41 (81)	0.68 (44)	0.68 (44)	0.87 (16)	0.73 (16)	0.73 (16)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median			0.01	-0.24	-0.24	0.55	0.55	0.52	0.40	0.40	
Met West Total Return Bond Fund (MWTIX)	2,301,004	7.4	0.38 (67)	N/A	N/A	N/A	N/A	N/A	N/A	0.38 (67)	12/01/2017
Bloomberg Barclays U.S. Aggregate Index			0.46 (35)	0.39 (39)	0.39 (39)	3.54 (52)	3.54 (52)	2.24 (43)	2.10 (39)	0.46 (35)	
IM U.S. Broad Market Core Fixed Income (MF) Median			0.42	0.35	0.35	3.58	3.58	2.16	1.96	0.42	
PIMCO Div Inc Bond Fund (PDIX)	1,506,666	4.8	0.53 (15)	N/A	N/A	N/A	N/A	N/A	N/A	0.53 (15)	12/01/2017
Blimbg. Barc. Global Credit (Hedged)			0.49 (20)	1.02 (20)	1.02 (20)	5.89 (71)	5.89 (71)	4.29 (5)	4.02 (2)	0.49 (20)	
IM Global Fixed Income (MF) Median			0.27	0.69	0.69	6.98	6.98	2.14	1.18	0.27	
Total Real Assets	793,347	2.5	0.17 (62)	-1.15 (96)	-1.15 (96)	-6.20 (99)	-6.20 (99)	-3.13 (100)	-5.23 (100)	-4.95 (100)	07/01/2007
Real Assets Composite Index			0.17 (62)	0.21 (85)	0.21 (85)	0.82 (88)	0.82 (88)	1.12 (71)	-0.99 (98)	N/A	
IM Absolute Return (MF) Median			0.32	0.95	0.95	5.05	5.05	2.38	2.46	0.21	
Vanguard Short-Term Inflation Protected Securities Adm. Fund	793,347	2.5	0.17 (90)	0.21 (83)	0.21 (83)	0.82 (89)	0.82 (89)	1.12 (73)	N/A	0.41 (83)	02/01/2014
Bloomberg Barclays US TIPS 0-5 Year Index			0.19 (89)	0.21 (84)	0.21 (84)	0.88 (87)	0.88 (87)	1.22 (68)	0.18 (19)	0.56 (77)	
IM U.S. TIPS (MF) Median			0.83	1.11	1.11	2.63	2.63	1.60	-0.27	1.20	
Total Liquid Capital	46,887	0.1									

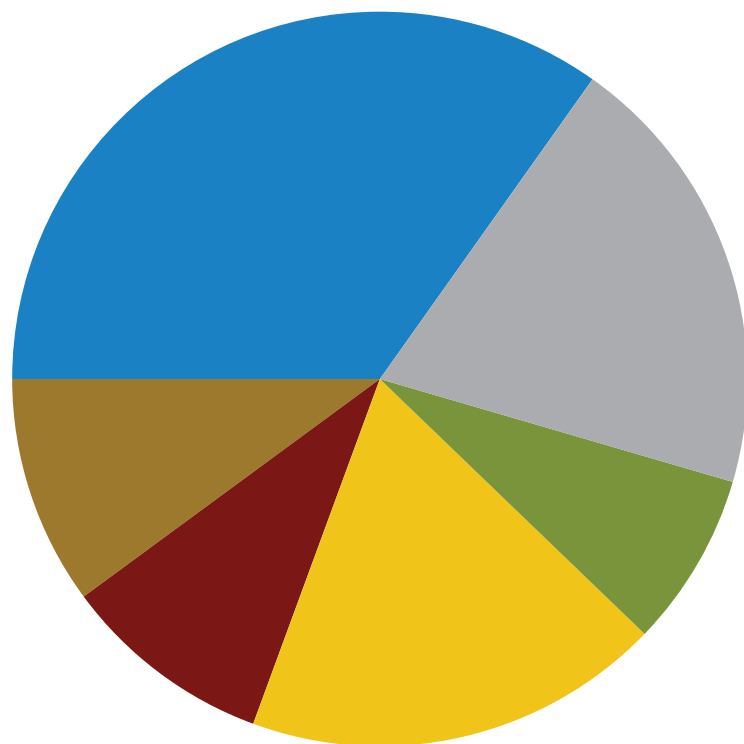
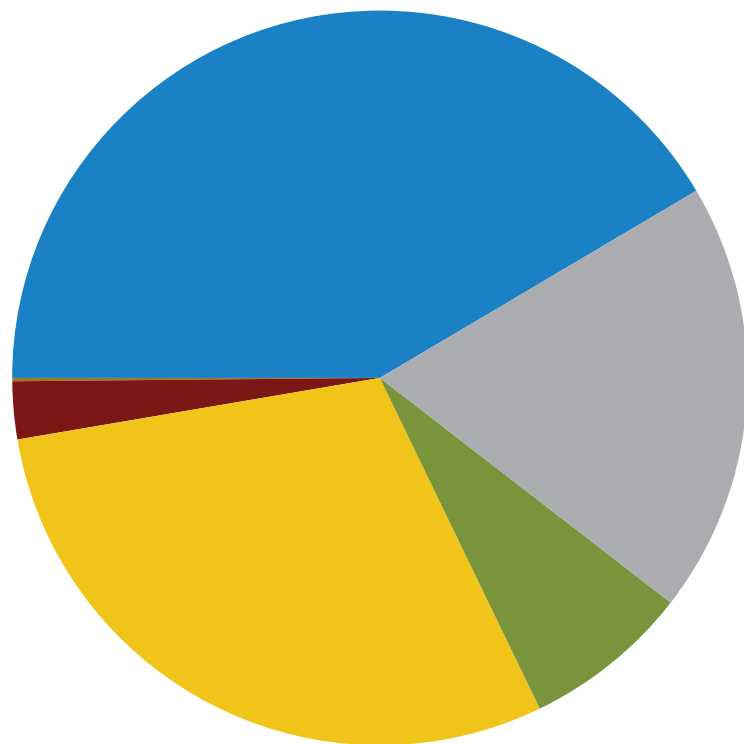
TCM Agency Backup

259

Returns for periods greater than one year are annualized.
Returns are expressed as percentages. Mutual fund and ETF investments are reported net of fees.



December 31, 2017 : \$31,278,008

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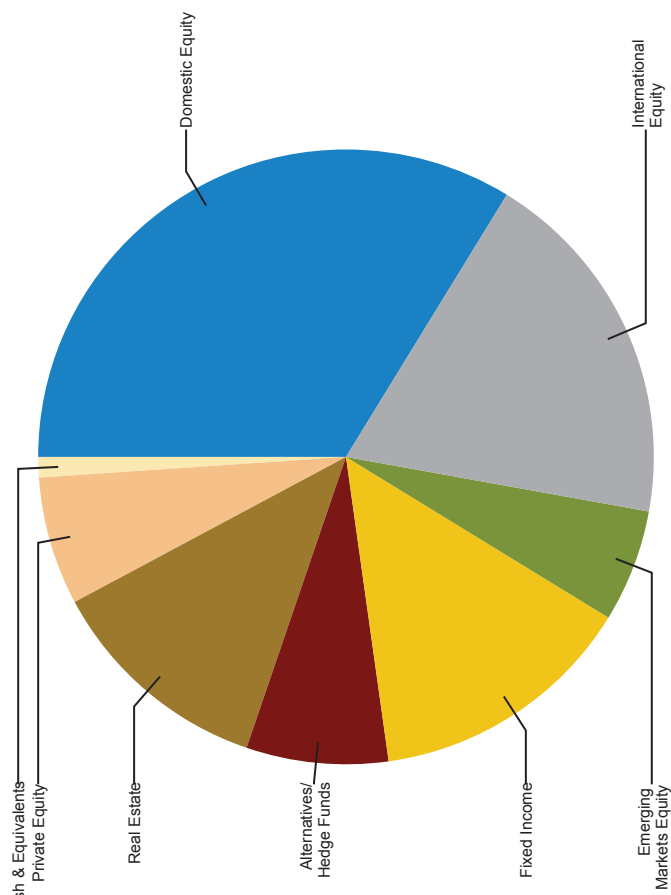
Comparative Performance
Total Fund
As of December 31, 2017

Comparative Performance	QTR	YTD	1 YR	2 YR	3 YR	4 YR	5 YR
Total Fund (Net)	3.12	14.86	14.86	10.21	5.64	4.95	7.22
Total Fund (Gross)	3.20	15.21	15.21	10.57	5.97	5.27	7.52
Total Fund Policy	4.30	17.11	17.11	12.38	8.22	7.55	8.88
Total Fund (Net)	3.12	14.86	14.86	10.21	5.64	4.95	7.22
Total Fund (Gross)	3.20	15.21	15.21	10.57	5.97	5.27	7.52
Total Fund Policy Index ex Alts	3.53	14.15	14.15	10.95	7.30	6.87	8.33
Total Domestic Equity (Net)	5.75	18.12	18.12	14.58	8.85	8.67	13.13
Total Domestic Equity (Gross)	5.80	18.38	18.38	14.89	9.19	9.00	13.43
S&P 500 Index	6.64	21.83	21.83	16.79	11.41	11.98	15.79
Total International Equity (Net)	3.19	30.65	30.65	13.62	7.36	4.67	9.04
Total International Equity (Gross)	3.30	31.23	31.23	14.13	7.84	5.14	9.47
MSCI EAFE (Net) Index	4.23	25.03	25.03	12.38	7.80	4.47	7.90
Total Emerging Markets Equity (Net)	4.22	36.49	36.49	23.90	9.22	6.46	N/A
Total Emerging Markets Equity (Gross)	4.38	37.34	37.34	24.71	9.95	7.17	N/A
MSCI Emerging Markets (Net) Index	7.44	37.28	37.28	23.55	9.10	6.16	4.35
Total Fixed Income (Net)	0.07	3.01	3.01	3.37	2.09	2.66	1.89
Total Fixed Income (Gross)	0.12	3.20	3.20	3.51	2.24	2.82	2.03
Total Fixed Income Policy	0.63	4.39	4.39	5.52	3.24	3.56	2.54
Total GTAA/Hedge Fund	2.57	5.23	5.23	3.59	1.37	1.47	3.67
Total GTAA/Hedge Fund Policy	2.11	9.03	9.03	5.42	3.37	3.34	4.72

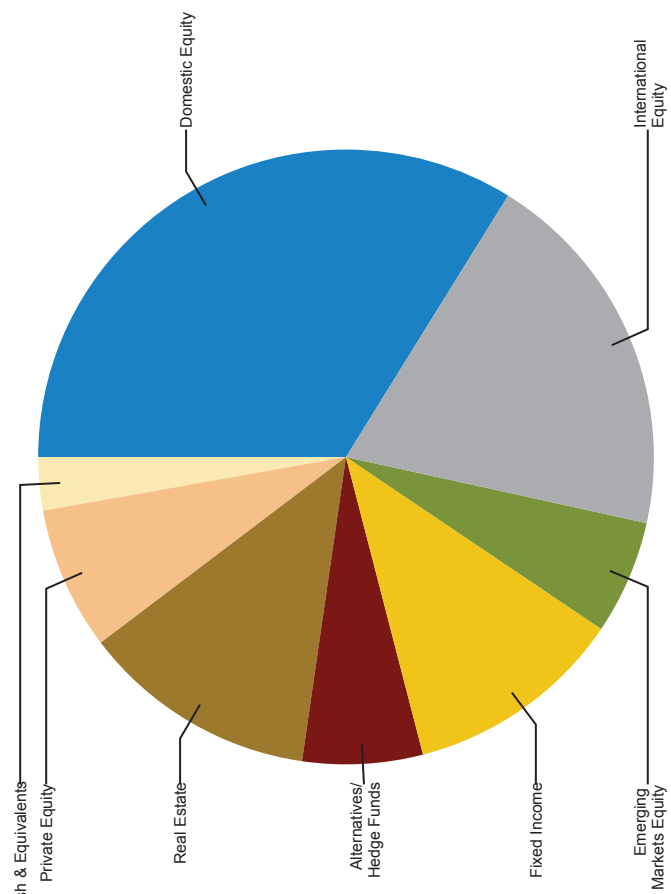


Asset Allocation by Asset Class Total Fund As of December 31, 2017

December 31, 2017 : \$222,847,232



September 30, 2017 : \$210,165,345



Allocation		Allocation	
	Market Value (\$)	Allocation (%)	Market Value (\$)
Domestic Equity	71,091,201	33.83	75,214,380
International Equity	41,246,430	19.63	42,558,289
Emerging Markets Equity	12,610,239	6.00	13,162,705
Fixed Income	24,211,962	11.52	31,270,373
GTAA/Hedge Funds	13,260,847	6.31	16,607,885
Real Estate	26,055,368	12.40	26,592,452
Private Equity	15,798,694	7.52	15,046,969
Cash & Equivalents	5,890,604	2.80	2,394,179
sh & Equivalents	-	-	-

Asset Allocation & Performance

Total Fund

As of December 31, 2017

Asset Allocation & Performance [Gross of Fees] - Trailing Returns

	Allocation		Performance(%)								Inception Date	
	Market Value \$	%	MTH	QTD	FYTD	YTD	1 YR	3 YR	5 YR			
Total Fund (Net of PBA Fees)												
Target Index	31,278,008	100.0	0.68 (83)	3.01 (90)	3.01 (90)	12.15 (92)	12.15 (92)	12.15 (92)	4.64 (96)	6.50 (95)	3.65 (99)	05/01/2007
All Public Plans-Total Fund Median			0.92 (50)	3.01 (90)	3.01 (90)	12.17 (92)	12.17 (92)	12.17 (92)	5.39 (94)	6.51 (95)	N/A	
			0.91	3.73	3.73	15.57	15.57	15.57	7.45	9.17	6.05	
Total Fund												
Target Index	31,278,008	100.0	0.68 (83)	3.01 (90)	3.01 (90)	12.15 (92)	12.15 (92)	12.15 (92)	4.64 (96)	6.50 (95)	3.82 (98)	05/01/2007
All Public Plans-Total Fund Median			0.92 (50)	3.01 (90)	3.01 (90)	12.17 (92)	12.17 (92)	12.17 (92)	5.39 (94)	6.51 (95)	N/A	
			0.91	3.73	3.73	15.57	15.57	15.57	7.45	9.17	6.05	
Domestic Equity												
Russell 3000 Index	12,978,133	41.5	0.69 (52)	6.03 (39)	6.03 (39)	19.22 (44)	19.22 (44)	19.22 (44)	10.20 (35)	14.43 (39)	6.03 (65)	06/01/2007
IM U.S. Equity (MF) Median			1.00 (40)	6.34 (32)	6.34 (32)	21.13 (36)	21.13 (36)	21.13 (36)	11.12 (22)	15.58 (20)	7.73 (31)	
			0.73	5.38	5.38	17.77	17.77	17.77	9.17	13.71	6.79	
Vanguard S&P MC 400 [VSPMX]	5,184,465	16.6	0.22 (70)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3.90 (45)	11/01/2017
S&P MidCap 400 Index			0.22 (70)	6.25 (29)	6.25 (29)	16.24 (60)	16.24 (60)	16.24 (60)	11.14 (16)	15.01 (20)	3.90 (45)	
IM U.S. Mid Cap Equity (MF) Median			0.57	5.55	5.55	18.71	18.71	18.71	8.83	13.48	3.67	
Fidelity Total Market Index Fund Premium Class	7,793,668	24.9	1.01 (51)	6.34 (41)	6.34 (41)	21.15 (38)	21.15 (38)	21.15 (38)	11.09 (14)	15.57 (19)	7.83 (16)	06/01/2007
Wisshire 5000 Total Market Index (full-cap) Index			1.14 (42)	6.37 (39)	6.37 (39)	21.00 (41)	21.00 (41)	21.00 (41)	10.91 (18)	15.43 (24)	7.82 (16)	
IM U.S. Multi-Cap Core Equity (MF) Median			1.01	6.03	6.03	20.33	20.33	20.33	9.41	14.39	6.48	
International Equity												
MSCI EAFE (Net) Index	5,938,937	19.0	1.25 (82)	2.46 (90)	2.46 (90)	27.19 (60)	27.19 (60)	27.19 (60)	5.37 (88)	7.98 (35)	2.88 (44)	06/01/2007
IM International Equity (MF) Median			1.61 (65)	4.23 (58)	4.23 (58)	25.03 (73)	25.03 (73)	25.03 (73)	7.80 (61)	7.90 (36)	1.88 (64)	
			2.00	4.67	4.67	28.78	28.78	28.78	8.35	7.13	2.49	
Dodge & Cox Intl Stock Fund	3,214,177	10.3	2.04 (18)	1.21 (100)	1.21 (100)	23.94 (63)	23.94 (63)	23.94 (63)	5.96 (73)	8.51 (9)	3.00 (21)	06/01/2007
MSCI EAFE (Net) Index			1.61 (44)	4.23 (44)	4.23 (44)	25.03 (44)	25.03 (44)	25.03 (44)	7.80 (30)	7.90 (17)	1.88 (44)	
IM International Large Cap Core Equity (MF) Median			1.52	4.06	4.06	24.75	24.75	24.75	7.07	6.75	1.62	
Artisan International Instl Fd	2,724,760	8.7	0.33 (97)	3.98 (52)	3.98 (52)	31.24 (11)	31.24 (11)	31.24 (11)	4.64 (94)	7.38 (35)	7.38 (35)	01/01/2013
MSCI EAFE (Net) Index			1.61 (36)	4.23 (38)	4.23 (38)	25.03 (55)	25.03 (55)	25.03 (55)	7.80 (40)	7.90 (21)	7.90 (21)	
IM International Large Cap Equity (MF) Median			1.36	4.03	4.03	25.32	25.32	25.32	7.20	6.91	6.91	
Total Alternative Strategies												
	2,300,870	7.4	0.79	1.76	1.76	9.35	9.35	9.35	2.38	4.34	3.36	07/01/2007
Forester Offshore A2, Ltd.	2,300,870	7.4	0.79	1.76	1.76	9.68	9.68	9.68	2.70	5.72	4.56	07/01/2007



Asset Allocation & Performance

Total Fund

As of December 31, 2017

	Allocation		Performance(%)								Inception Date
	Market Value \$	%	MTH	QTD	FYTD	YTD	1 YR	3 YR	5 YR	Inception	
Total Fixed Income	9,219,834	29.5	0.31 (42)	-0.02 (92)	-0.02 (92)	2.08 (96)	2.08 (96)	1.46 (72)	1.22 (48)	2.81 (78)	06/01/2007
Fixed Income Composite Index			0.22 (65)	-0.01 (91)	-0.01 (91)	2.10 (96)	2.10 (96)	1.56 (70)	1.42 (42)	N/A	
IM Global Fixed Income (MF) Median			0.27	0.69	0.69	6.98	6.98	2.14	1.18	3.88	
Vanguard Total Bond Market Index Fund Adm	3,055,935	9.8	0.45 (38)	0.40 (36)	0.40 (36)	3.56 (52)	3.56 (52)	N/A	N/A	0.01 (77)	09/01/2016
Bloomberg Barclays U.S. Aggregate Index			0.46 (35)	0.39 (39)	0.39 (39)	3.54 (52)	3.54 (52)	2.24 (43)	2.10 (39)	0.30 (62)	
IM U.S. Broad Market Core Fixed Income (MF) Median			0.42	0.35	0.35	3.58	3.58	2.16	1.96	0.53	
Vanguard Short Term US Treas Adm Fd	2,356,229	7.5	-0.06 (85)	-0.39 (78)	-0.39 (78)	0.39 (64)	0.39 (64)	0.71 (28)	0.59 (26)	0.59 (26)	01/01/2013
Blimbg. Barc. U.S. Treasury: 1-5 Year			-0.01 (68)	-0.41 (81)	-0.41 (81)	0.68 (44)	0.68 (44)	0.87 (16)	0.73 (16)	0.73 (16)	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median			0.01	-0.24	-0.24	0.55	0.55	0.52	0.40	0.40	
Met West Total Return Bond Fund (MWTIX)	2,301,004	7.4	0.38 (67)	N/A	N/A	N/A	N/A	N/A	N/A	0.38 (67)	12/01/2017
Bloomberg Barclays U.S. Aggregate Index			0.46 (35)	0.39 (39)	0.39 (39)	3.54 (52)	3.54 (52)	2.24 (43)	2.10 (39)	0.46 (35)	
IM U.S. Broad Market Core Fixed Income (MF) Median			0.42	0.35	0.35	3.58	3.58	2.16	1.96	0.42	
PIMCO Div Inc Bond Fund (PDIX)	1,506,666	4.8	0.53 (15)	N/A	N/A	N/A	N/A	N/A	N/A	0.53 (15)	12/01/2017
Blimbg. Barc. Global Credit (Hedged)			0.49 (20)	1.02 (20)	1.02 (20)	5.89 (71)	5.89 (71)	4.29 (5)	4.02 (2)	0.49 (20)	
IM Global Fixed Income (MF) Median			0.27	0.69	0.69	6.98	6.98	2.14	1.18	0.27	
Total Real Assets	793,347	2.5	0.17 (62)	-1.15 (96)	-1.15 (96)	-6.20 (99)	-6.20 (99)	-3.13 (100)	-5.23 (100)	-4.95 (100)	07/01/2007
Real Assets Composite Index			0.17 (62)	0.21 (85)	0.21 (85)	0.82 (88)	0.82 (88)	1.12 (71)	-0.99 (98)	N/A	
IM Absolute Return (MF) Median			0.32	0.95	0.95	5.05	5.05	2.38	2.46	0.21	
Vanguard Short-Term Inflation Protected Securities Adm. Fund	793,347	2.5	0.17 (90)	0.21 (83)	0.21 (83)	0.82 (89)	0.82 (89)	1.12 (73)	N/A	0.41 (83)	02/01/2014
Bloomberg Barclays US TIPS 0-5 Year Index			0.19 (89)	0.21 (84)	0.21 (84)	0.88 (87)	0.88 (87)	1.22 (68)	0.18 (19)	0.56 (77)	
IM U.S. TIPS (MF) Median			0.83	1.11	1.11	2.63	2.63	1.60	-0.27	1.20	
Total Liquid Capital	46,887	0.1									
Government Stif 15	46,887	0.1									



Investment Advisory Committee Schedule 2018

Meeting Date:	Presentations/Business:
Friday, February 16, 2018 2:30 P.M. Town Council Chambers	OPEB Trust Investment Consultant PFM Asset Management Fiduciary Liability Policy Renewal Annual Report to the Town Council Actuarial report
Friday, May 18, 2018 2:30 P.M. Town Council Chambers	OPEB Trust Investment Consultant PFM Asset Management Florida League of Cities (FMIvT) Election of Chairman and Vice Chairman
Friday, August 17, 2018 2:30 P.M. Town Council Chambers	OPEB Trust Investment Consultant PFM Asset Management
Friday, November 16, 2018 2:30 P.M. Town Council Chambers (Fiscal Year End Presentations)	OPEB Trust Investment Consultant (Investment Policy and Asset Allocation Review) PFM Asset Management Florida League of Cities (FMIvT)

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda Committee Reports

Agenda Title
Report of the January 11, 2018 Public Works Committee Meeting.

Presenter
Margaret A. Zeidman, Chair

ATTACHMENTS:

- **Minutes of the Public Works Committee Meeting Held on January 11, 2018**



TOWN OF PALM BEACH

Town Clerk's Office

MINUTES OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON THURSDAY, JANUARY 11, 2018

I. CALL TO ORDER AND ROLL CALL

The Public Works Committee Meeting was called to order on Thursday, January 11, 2018 at 9:00 a.m. in the Town Council Chambers. On roll call, all Committee Members were found to be present.

II. APPROVAL OF AGENDA

Motion was made by Committee Member Moore and was seconded by Committee Chair Zeidman to approve the agenda. On roll call the Motion passed unanimously.

III. COMMUNICATIONS FROM CITIZENS - None

IV. REGULATING TRUCK TRAFFIC ON TOWN STREETS

Eric Brown, Assistant Director of Public Works gave an overview of Chapter 316 of the Florida Statutes that addresses vehicle/traffic control.

- Section 316.008 relates to powers of local authorities that may restrict the use of streets and/or prohibit or regulate the use of heavily traveled streets by any class or kind of traffic found to be incompatible with the normal and safe movement of traffic.
- Section 316.515 covers the dimensional issues as to what state law allows. The total width or load may not exceed 102 inches except use of public road that do not have one through lane of 12 feet or more in width in each direction may be restricted to 96 inches. As to height, may not exceed 13 feet 6 inches.
- Section 316.535 deals with the maximum weight that shall not exceed 20,000 pounds per axle and depending upon the distance between the front and rear axles the total gross weight shall not exceed a range of 40,000 to 66,610 pounds.

- Section 316.550 allows a local authority to issue a special permit to authorize the operation of vehicles exceeding the maximum size or weight as specified by the State Statutes.
- Section 316.555 allows local municipalities to prescribe loads, weights and speed limits lower than the limits allowed by the State Statute.

Paul Brazil, Director Public Works spoke regarding limiting the discussion to Town streets and defining certain terms.

John David Corey, 426 Australian Avenue spoke regarding if the Town can restrict different speed limits based on classification of vehicles.

Discussion then ensued regarding whether more stringent regulations were needed regarding vehicles traveling on Town streets. Councilmember Moore requested that Director Brazil provide a Town map showing the FDOT roads at the next meeting. Chair Zeidman commented on the Truck Traffic Management Study.

V. CROSSWALK AND BOLLARD REQUESTS – UPDATE

Paul Brazil, Director of Public Works reported that the bollards were painted and installed at the end of Primavera and Pendleton Avenues to restrict vehicles from entering the bike trail. Assistant Director Brown reported that the crosswalks at Cocoanut Row (Whitehall Way) and at the Royal Poinciana Chapel were re-stripped.

John David Corey, 426 Australian Avenue presented photos of crosswalks at Cocoanut Row and at Royal Poinciana Chapel that were installed and thanked the Town for handling those two (2) items. He then showed photos of various crosswalks that are in need of re-stripping and repairs. Director Brazil advised that maintenance of the crosswalks will be handled during the off-season (late spring/summer). Mr. Corey reported that Palm Beach Walks had compiled a list of the sidewalks in need of maintenance or repair and submitted it to Brett Madison, Facilities Manager. Chair Zeidman suggested that this issue be heard at a Town Council Meeting to get direction from her colleagues. Director Brazil pointed out that he would need a variance to carry out work during the season.

Diane Buhler, 2505 S. Ocean Blvd. spoke regarding the safety issue at the Bradley Place/Publix intersection.

Patricia Strayer, Town Engineer, reported that she denies numerous requests for Right of Way permits during the season as the Town Regulations state. For the Town to carry out work during the season puts her in an uncomfortable position and sets a bad precedent for the Town.

VI. TOPICS FOR FUTURE MEETINGS

- a. ECR Issues
- b. ACIP – Project Updates
- c. Town-wide Paving Program

Director Brazil suggests providing an update at the next Town Council meeting and inform the Council of any new topics to be discussed at future meetings. An update regarding the Regional water treatment plant will be provided at a future meeting. He also spoke regarding the ACIP and Town-wide Paving Program.

VII. ANY OTHER MATTERS

John David Corey, 426 Australian Avenue brought up the following issues:

- a missing bronze plaque from the Worth Avenue Clock Tower;
- reducing speed limit in the north end;
- removal of two (2) concrete poles from the middle of the Lake Trail;
- signage on the Lake Trail;
- shade tree replacement at S. County Road and Australian Avenue;
- lighting at the Royal Park (Middle) Bridge;
- tree at Australian Avenue;
- sidewalk at Australian Avenue (Town employee parking lot).

Committee Member Moore requested the monthly ACIP report.

Chair Zeidman requested Director Brazil comment on the water main break that recently occurred on S. Ocean Boulevard. He reported that WPB informed him that it was a material defect of that section of the pipe. Chair Zeidman then thanked the various departments that responded to this mishap.

VIII. ADJOURNMENT

The Public Works Committee meeting was adjourned at 11:00 a.m.

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Public Hearings

Agenda Title

RESOLUTION NO. 15-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Vacating and Abandoning an Existing Public Utility Easement Within the Property Commonly Known as 89 Middle Road, in the Town of Palm Beach, Florida.

Presenter

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

ATTACHMENTS:

- ▣ **Memorandum dated January 22, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▣ **Resolution No. 15-2018**
- ▣ **Application**
- ▣ **Notice to Property Owner**
- ▣ **Public Notice**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Authorization to Vacate and Abandon an Existing Public Utility Easement
Located at 89 Middle Road
Resolution No. 15-2018

DATE: January 22, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 15-2018 authorizing the abandonment of an existing public utility easement located at 89 Middle Road. If Town Council approves the abandonment of the utility easement, said approval should be with the condition that the owner shall pay all fees related to implementing the vacating and abandonment, including but not limited to recording fees.

GENERAL INFORMATION

In accordance with Town Code of Ordinances, Chapter 106, Article IV, the owner of the property has made application to abandon the public utility easement on 89 Middle Road. The easement to be abandoned is shown as Exhibit A, Sketch and Legal Description of the proposed Resolution. An application fee of \$1,000 was received with the application for abandonment to cover direct costs and processing by the Town.

The applicant recently subdivided the single property at 89 Middle Road into five (5) separate, legally platted properties. New public utility easements have been provided in place of the public utility easement to be abandoned. All existing utilities within portions of the easements proposed to be abandoned have been rerouted. The abandonment of the existing utility easement is being made to unencumber the newly formed individual properties.

All utilities have been contacted and have agreed to the abandonment as described.

Information packages were sent to the 26 neighboring property owners within 300 feet of the easement to be abandoned via certified mail on January 23, 2018. To date, no responses have been received from the neighboring property owners. The abandonment request was also advertised prior to this Town Council meeting as required by Town Code.

This is an abandonment of an existing utility easement and no property is being gained by owner. Therefore, a privilege fee is not applicable.

FUNDING/FISCAL IMPACT

There is no fiscal impact to the Town.

TOWN ATTORNEY REVIEW

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

Attachments

cc: Eric B. Brown, P.E., Assistant Director of Public Works
Patricia Strayer, P.E., Town Engineer
Craig Hauschild, P.E., Civil Engineer

RESOLUTION NO. 15-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, VACATING AND ABANDONING AN EXISTING PUBLIC UTILITY EASEMENT WITHIN THE PROPERTY COMMONLY KNOWN AS 89 MIDDLE ROAD, IN THE TOWN OF PALM BEACH, FLORIDA.

* * * * *

WHEREAS, the owner of the land hereinafter described has recently subdivided the single property at 89 Middle Road into five (5) separate, legally platted properties; and

WHEREAS, it is necessary to abandon the public utility easement on 89 Middle Road to unencumber the newly formed individual properties; and

WHEREAS, all utility providers using said easement have agreed to the abandonment of the existing public utility easement; and

WHEREAS, new public utility easements have been depicted on the recorded plat in place of the public utility easement to be abandoned; and

WHEREAS, the Town Council of the Town of Palm Beach does hereby find and determine that the utility easement located on 89 Middle Road as described below is no longer necessary and does not serve any public purpose nor is it necessary for public use; and

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. That the easement described and illustrated on Exhibit A, Sheets 1 through 3, sketch and legal description for 89 Middle Road is hereby vacated and abandoned.

Section 4. The Town Clerk is hereby authorized to advertise and record the resolution pursuant to law.

PASSED AND ADOPTED in a regular, adjourned session of the Town Council of the Town of Palm Beach on this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

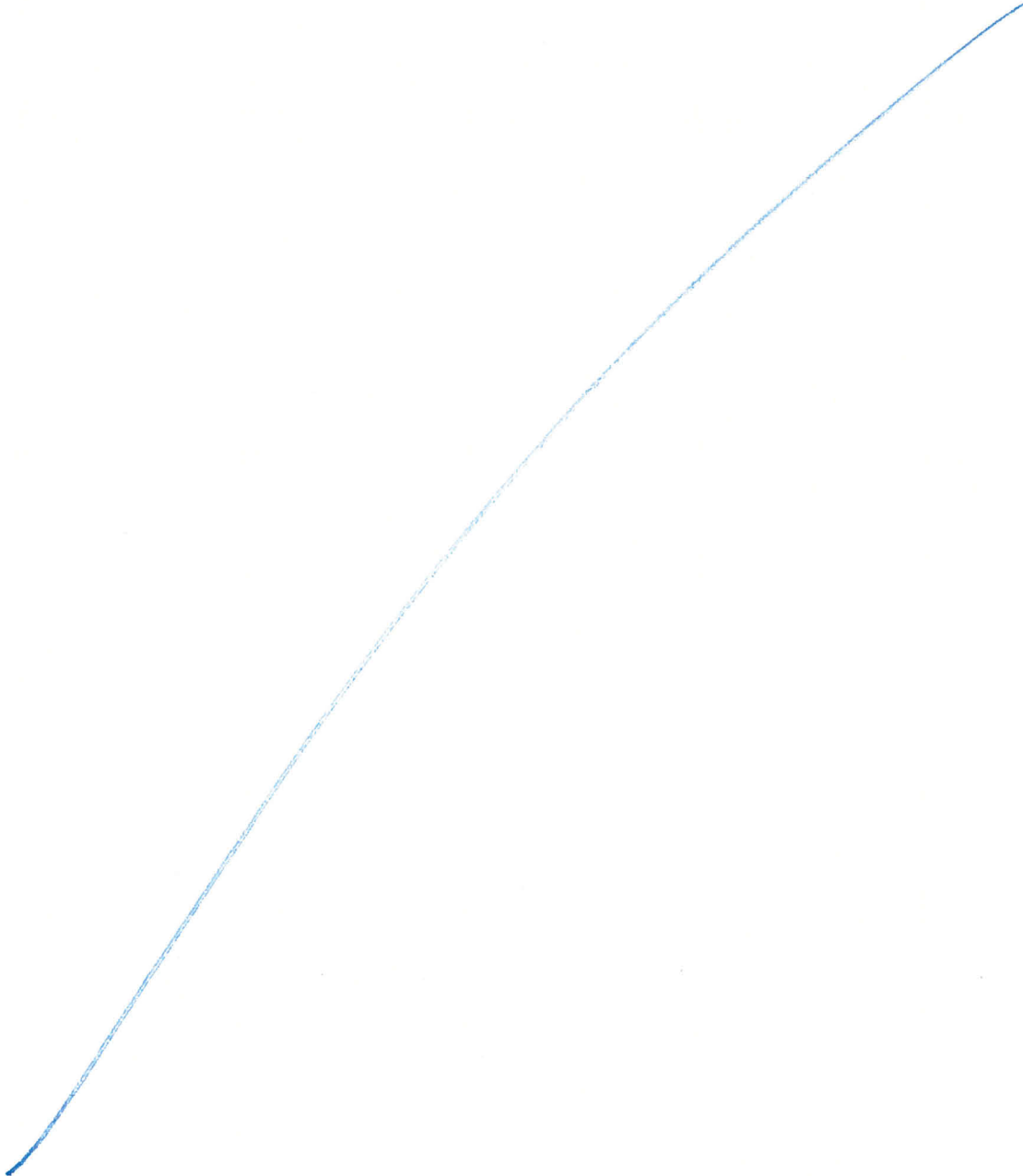
Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

6. NAME AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE PETITIONED SITE: (Use additional sheets, if necessary, and label as "EXHIBIT C")

Names and Addresses, attached as "EXHIBIT C"



A handwritten signature or set of initials in blue ink, located in the bottom right corner of the page. It consists of a stylized 'h' followed by a checkmark-like stroke.

7. ATTACH CONSENT LETTERS FROM ALL UTILITY PROVIDERS LISTED BELOW WHETHER THEY HAVE FACILITIES IN THE PETITIONED SITE OR NOT:

(All Consent Letters attached)

- ☐ ~~AT&T~~
☒ ~~BellSouth~~ ☒ Florida Public Utilities
- ☐ City of West Palm Beach ☐ Town of Palm Beach - Electrical Bureau
- ☐ Comcast Cable
☐ ~~Adelphia Cable TV~~ ☐ Town of Palm Beach - Water Resources Div.
- ☐ Florida Power & Light Other: _____

CHECK-MARK (✓) ONLY THOSE UTILITY PROVIDERS OCCUPYING THE PETITIONED SITE

8. APPLICANT'S SIGNATURE:

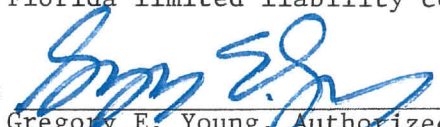
9. DATE: January 2, 2018

I Certify that the information given in this application is true and correct to the best of my knowledge.
89 Middle Road LLC, a
Florida limited liability company

Address:

c/o Squire Patton Boggs (US) LLP
Attn: Greg Young
1900 Phillips Point West
777 South Flagler Drive
West Palm Beach, Florida 33401

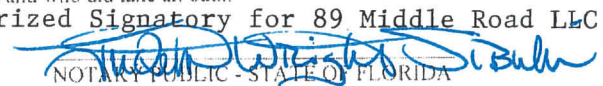
By:

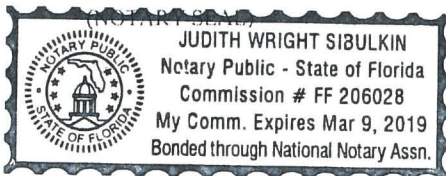

Gregory E. Young, Authorized
Signatory
STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 2nd day of January, 202018
*, who is personally known to me, or showed

(type of identification; i.e., driver's license number, etc.), and who did take an oath.

* by Gregory E. Young, as Authorized Signatory for 89 Middle Road LLC -
on behalf thereof


NOTARY PUBLIC - STATE OF FLORIDA



Print Name: Judith Wright Sibulkin
My commission expires: March 9, 2019

For Use by Public Works Department

CHECK NO.: _____

TOWN COUNCIL HEARING:

AMOUNT OF CHECK: _____

DATE: _____ RESOLUTION # _____

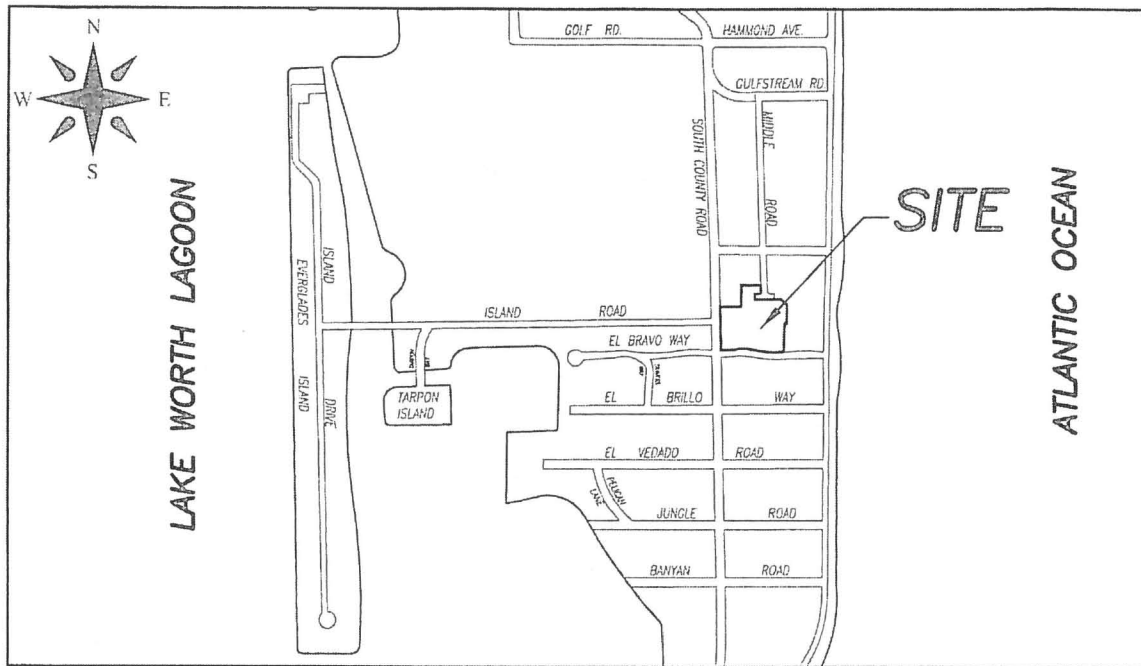
RECEIVED BY: _____

Approved: _____ Denied: _____

EXHIBIT A
SKETCH AND LEGAL DESCRIPTION

89 MIDDLE ROAD LLC
EASEMENT ABANDONMENT APPLICATION

EXHIBIT "A"
DESCRIPTION SKETCH FOR: 89 MIDDLE ROAD



VICINITY SKETCH
 (NOT TO SCALE)

SHEET INDEX

SHEET 1 OF 3 --- INDEX, LEGEND, CERTIFICATION
 SHEET 2 OF 3 --- LEGAL DESCRIPTION, NOTES
 SHEET 3 OF 3 --- SKETCH OF DESCRIPTION

NOTE:

THIS SKETCH CONSISTS OF 3 SHEETS AND IS NOT VALID WITHOUT ALL 3 SHEETS FORMING A COMPLETE SET. THIS IS NOT A SURVEY.

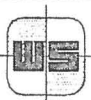
LEGEND

CL = CENTERLINE
 N.T.S. = NOT TO SCALE
 O.R.B. = OFFICIAL RECORDS BOOK
 P.B. = PLAT BOOK
 P.B.C. = PALM BEACH COUNTY
 PG. = PAGE
 P.O.B. = POINT OF BEGINNING
 P.O.C. = POINT OF COMMENCEMENT
 U.E. = UTILITY EASEMENT

CERTIFICATION:

I HEREBY ATTEST THAT THE DESCRIPTION SKETCH SHOWN HEREON CONFORMS TO THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS ADOPTED IN RULE 5J-17, FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027, FLORIDA STATUTES, EFFECTIVE SEPTEMBER 1, 1981.

[Signature]
 CRAIG L. WALLACE
 PROFESSIONAL SURVEYOR AND MAPPER
 FLORIDA CERTIFICATE NO. 3357



WALLACE SURVEYING
 CORP., LICENSED BUSINESS # 4569

5553 VILLAGE BOULEVARD, WEST PALM BEACH, FLORIDA 33407 * (561) 640-4551

DATE: 11/09/2017	DWG. No.: 14-1338-17
OFFICE: S.W.	JOB No.: 14-1338.28
C'K'D: C.W.	SHEET: 1 OF 3

EXHIBIT "A"
DESCRIPTION SKETCH FOR: 89 MIDDLE ROAD

LEGAL DESCRIPTION:

Three (3) parcels of land lying within Parcels B and C, according to the Plat of **EL BRAVO - SINGER ANNEX**, as recorded in Plat Book 124, Page 116, Public Records of Palm Beach County, Florida, being a portion of the utility easement described in Official Records Book 8865, Page 1086, Public Records of Palm Beach County, Florida, being more particularly described as follows:

COMMENCE at the Northeast corner of said Parcel B;
 thence North 89°51'57" West, along the North line of said Parcel B, a distance of 8.77 feet to a point;
 thence South 00°08'03" West, departing said North line, a distance of 22.30 feet to the **POINT OF BEGINNING of Parcel 1**;
 thence South 89°51'57" East a distance of 4.42 feet to a point;
 thence South 00°00'44" West a distance of 82.71 feet to point "A";
 thence North 89°51'57" West a distance of 4.59 feet to a point;
 thence North 00°08'03" East a distance of 82.70 feet to the **POINT OF BEGINNING**.

Thence from said Point "A", South 00°00'44" West a distance of 37.25 feet to the **POINT OF BEGINNING of Parcel 2** and Point "B";
 thence South 00°00'44" West a distance of 5.00 to a point;
 thence North 88°54'30" West a distance of 4.67 feet to a point;
 thence North 00°08'03" East a distance of 5.00 feet to a point;
 thence South 88°54'57" East a distance of 4.67 feet to the **POINT OF BEGINNING**.

Thence from said Point "B", South 88°54'57" East a distance of 10.00 feet to the **POINT OF BEGINNING of Parcel 3**;
 thence South 88°54'57" East a distance of 20.33 feet to a point;
 thence North 00°08'03" East a distance of 109.75 feet to a point;
 thence North 89°51'57" West a distance of 15.00 feet to a point;
 thence South 00°08'03" West a distance of 72.00 feet to a point;
 thence North 89°51'57" West a distance of 5.41 feet to a point;
 thence North 00°00'44" East a distance of 95.00 feet to a point;
 thence South 89°51'57" East a distance of 5.61 feet to a point;
 thence South 00°08'03" West a distance of 13.00 feet to a point;
 thence South 89°51'57" East a distance of 15.00 feet to a point;
 thence North 00°08'03" East a distance of 13.00 feet to a point;
 thence South 89°51'57" East a distance of 15.00 feet to a point;
 thence South 00°08'03" West a distance of 138.00 feet to a point;
 thence North 88°54'30" West a distance of 35.32 feet to a point;
 thence North 00°00'44" East a distance of 5.00 feet to the **POINT OF BEGINNING**.

Containing in all 3,239 square feet or 0.074 acre, more or less.

The South line of said Parcel C is assumed to bear North 88°54'30" West and all other bearings are relative thereto.

NOTE:

THIS SKETCH CONSISTS OF 3 SHEETS AND IS NOT VALID WITHOUT ALL 3 SHEETS FORMING A COMPLETE SET. THIS IS NOT A SURVEY.

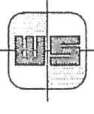
	WALLACE SURVEYING CORP. LICENSED BUSINESS # 4569 5553 VILLAGE BOULEVARD, WEST PALM BEACH, FLORIDA 33407 * (561) 640-4551	DATE: 11/09/2017	DWG. No.: 14-1338-17
		OFFICE: S.W.	JOB No.: 14-1338.28
		C'K'D: C.W.	SHEET: 2 OF 3

EXHIBIT "A"
DESCRIPTION SKETCH FOR: 89 MIDDLE ROAD

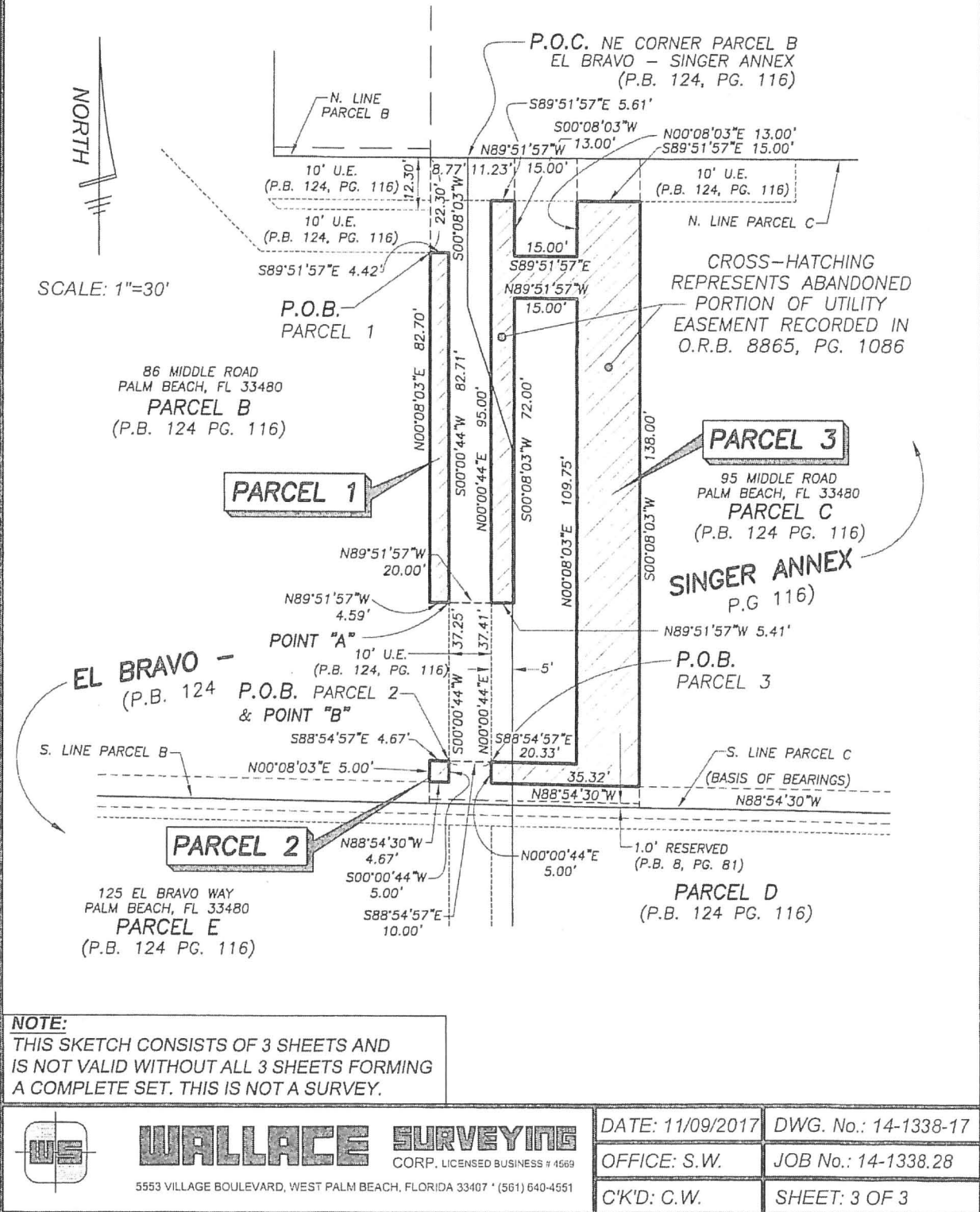


EXHIBIT B
**DESCRIPTION OF RECENT DEVELOPMENT ACTIVITY
& REASON FOR EASEMENT ABANDONMENT**

**89 MIDDLE ROAD LLC
EASEMENT ABANDONMENT APPLICATION**

Having recently subdivided our single property at 89 Middle Road into five (5) separate, legally platted properties (each now with a new address), we have also executed the design, approval, and construction to reroute all electric conduits, low voltage conduits, and gas piping (of which all applicable permits are now final) to accommodate future development. Neither any water nor sewer construction has been performed at this site. In an effort to un-encumber these individual properties, we now wish to abandon any easements which are no longer needed.

Based upon the recommendations of our professional engineers, architects, and surveyors, as well as all communications to-date with the Town of Palm Beach and each utility that serves this property, these easements do not currently contain any active equipment or materials belonging to the Town of Palm Beach nor any utility, nor is there any anticipated future need. These easements also do not provide vital access to any active equipment or materials belonging to the Town of Palm Beach nor any utility, nor is there any anticipated future need for such access. This is confirmed by the Letters of Consent from the Town of Palm Beach and each utility, which we have included a part of this application.

EXHIBIT C
NAMES & ADDRESSES OF ALL PROPERTY OWNERS
WITHIN 300 FEET OF PETITIONED SITE

89 MIDDLE ROAD LLC
EASEMENT ABANDONMENT APPLICATION

Property Appraiser GIS - Resource Accounting Report

Total Label Count: 26

Total Line Print Count: 158

Property Appraiser GIS - PCN listing

Buffer:300

50434326000010020
50434326030000071
50434326030000091
50434326030000092
50434326030000100
50434326030000621
50434326030000650
50434326030000671
50434326030000750
50434326030000761
50434326030000771
50434326030000791
50434327050000012
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50434327050000192
50434327050000230
50434327060000070
50434327060000081
50434327060000090
50434327060000150
50434327060000160
50434327060000270
50434327060000280

Property Appraiser GIS - Property Detail list by parcel control number

Buffer: 300

50434326000010020 EVERGLADES CLUB INC W 10TH AVE PALM BEACH FL 33480	Acres Value \$ Taxbl \$ Bldg \$ Land \$	91.44 9,774,487.00 9,774,487.00 4,288,375.00 5,486,112.00	Sales Instr Price \$ Date Book Page	MTG PUSE GOLF COURSE TaxDist 50417 NAV	26/27-43-43, PT OF GOV LTS 1 & 2 & FILLED LANDS LYG S OF & ADJ TO PB7P69 & N OF & ADJ TO PB9P9 (LESS PT ADJ TO LT 18 PB7P69 IN OR10180P1758 & ISLAND RD R/W) SEC 26, PT OF GOV
504343260300000071 SOUTH OCEAN BLVD LLP 3200 N UNIVERSITY DR STE 204 POMPANO BEACH FL 33065 4100	Acres Value \$ Taxbl \$ Bldg \$ Land \$	1.41 17,952,558.00 17,952,558.00 14,140.00 17,938,418.00	Sales Instr Price \$ Date Book Page	MTG PUSE VACANT TaxDist 50417 NAV	SINGER ADD TO P B LT 7 (LESS N 34 FT), LT 8, LTS 21 THRU 23 & 26-43-43, PT OF GOV LTS 1 & 2 LYG BET ELY EXT OF N LI OF
504343260300000091 SCHAR DWIGHT C 550 S OCEAN BLVD PALM BEACH FL 33480 4737	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.49 11,626,543.00 11,186,448.00 3,110,563.00 8,515,980.00	Sales Instr Price \$ Date Book Page	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SINGER ADD TO PB LT 9 (LESS W 25 FT) & 26-43-43, PT OF GOV LT 2 LYG BET ELY EXT OF CL OF VIA MARINA
504343260300000092 OMTVEDT CRAIG P & 79 MIDDLE RD PALM BEACH FL 33480 4768	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.55 9,813,078.00 9,663,890.00 3,461,895.00 6,351,183.00	Sales Instr Price \$ Date Book Page	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SINGER ADDITION 20 FT/ & LTS 19 & 20 W 25 FT OF LT 9, LT 18 /LESS E
504343260300000100 PATTERSON JAMES A 560 S OCEAN BLVD PALM BEACH FL 33480 4714	Acres Value \$ Taxbl \$ Bldg \$ Land \$	1.38 26,255,796.00 12,688,406.00 3,949,498.00 22,306,298.00	Sales Instr Price \$ Date Book Page	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SINGER ADDITION LTS 10, 11, 16, 17, E 20 FT OF LT 18 & PAR E OF LTS 10 & 11 LYG BET OCEAN BLVD R/W & ATLANTIC OCEAN

Property Appraiser GIS - Property Detail list by parcel control number

50434326030000621	NAEGELE JENNIFER J	15000 BRADLEY PL # 803	PALM BEACH FL 33480 3847	Acres 0.36	Sales Instr	WD	MTG	SINGER ADD	S 3 FT OF W 81 FT OF LT 62, LTS 63, 64 & E 10 FT OF LT 79
	Value \$	7,611,815.00		Price \$	4,900,000.00		PUSE SINGLE FAMILY		
	Taxbl \$	5,996,929.00		Date	6/18/2004		TaxDist 50417		
	Bldg \$	4,395,606.00		Book	17162		NAV		
	Land \$	3,216,209.00		Page	1188				
50434326030000650	DAUER NANCY	8000 MIDDLE RD	PALM BEACH FL 33480 4767	Acres 0.39	Sales Instr	WD	MTG	SINGER ADDITION	ALL LTS 65 & 66 & N 32.2 FT OF LT 67 /LESS S 2.05 FT OF N 32.2 FT OF W 49.3 FT/
	Value \$	5,412,332.00		Price \$	0.00		PUSE SINGLE FAMILY		
	Taxbl \$	1,692,645.00		Date	4/1/2013	1	TaxDist 50417		
	Bldg \$	1,930,403.00		Book	25922		NAV		
	Land \$	3,481,929.00		Page	911				
50434326030000671	BEERS CHARLOTTE L	91 E BAY ST APT A	CHARLESTON SC 29401 2583	Acres 0.23	Sales Instr	WD	MTG	SINGER ADDITION	S 19.85 FT OF LT 67 /LESS S 2.05 FT OF N 32.2 FT OF E 75.7 FT/ ALL LT 68 & N 12.2 FT OF LT 69
	Value \$	3,426,984.00		Price \$	4,800,000.00		PUSE SINGLE FAMILY		
	Taxbl \$	3,426,984.00		Date	8/11/2016		TaxDist 50417		
	Bldg \$	1,333,350.00		Book	28506		NAV		
	Land \$	2,093,634.00		Page	13				
50434326030000750	ORTIZ PATINO UTA K &	598 S COUNTY RD	PALM BEACH FL 33480 4706	Acres 0.33	Sales Instr	QC	MTG	SINGER ADDITION	LT 75 & S 10 FT OF LT 76
	Value \$	3,414,915.00		Price \$	10.00		PUSE SINGLE FAMILY		
	Taxbl \$	2,507,544.00		Date	1/24/2017		TaxDist 50417		
	Bldg \$	450,954.00		Book	28852		NAV		
	Land \$	2,963,961.00		Page	340				
50434326030000761	MOODY WILLIAM F X &	577 S COUNTY RD	PALM BEACH FL 33480 4706	Acres 0.33	Sales Instr	WD	MTG	SINGER ADDITION	N 90 FT OF LT 76 & S 20 FT OF LT 77
	Value \$	4,815,780.00		Price \$	5,750,000.00		PUSE SINGLE FAMILY		
	Taxbl \$	4,670,930.00		Date	4/24/2014		TaxDist 50417		
	Bldg \$	1,851,819.00		Book	26752		NAV		
	Land \$	2,963,961.00		Page	701				
50434326030000771	SOTER WILLIAM J &	198 VIA MARINA	PALM BEACH FL 33480 4718	Acres 0.40	Sales Instr	WD	MTG	SINGER ADDITION	N 55 FT OF LT 77 & LT 78
	Value \$	4,482,525.00		Price \$	100.00		PUSE SINGLE FAMILY		
	Taxbl \$	1,287,997.00		Date	10/1/1997		TaxDist 50417		
	Bldg \$	898,827.00		Book	10072		NAV		
	Land \$	3,583,698.00		Page	1978				

Property Appraiser GIS - Property Detail list by parcel control number

50434326030000791 GLYER AVRAM & 132 CM VIA MARINA PALM BEACH FL 33480 4741	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.94 8,474,441.00 8,474,441.00 0.00 8,474,441.00	Sales Instr Price \$10.00 Date 3/31/2017 Book 29077 Page 543	WD Price \$30,000,000.00 Date 3/14/2014 Book 26678 Page 686	MTG PUSE VACANT TaxDist 50417 NAV	SINGER ADDITION 81 & S 10 FT OF LT 82	LT 79 (LESS E 10 FT) & LTS 80,
50434327050000012 OAK VALLEY THOMAS D & 110 EL BRAVO WAY PALM BEACH FL 33480 4719	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.92 24,677,795.00 24,627,795.00 10,888,447.00 13,789,348.00	Sales Instr Price \$30,000,000.00 Date 3/14/2014 Book 26678 Page 686	WD Price \$30,000,000.00 Date 3/14/2014 Book 26678 Page 686	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK E 255 FT OF LOT 1	
50434327050000020 EL SUENO LLC 301 PROMENADE ST PROVIDENCE RI 02908 5720	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.99 18,101,154.00 18,101,154.00 4,514,591.00 13,586,563.00	Sales Instr Price \$20,384,000.00 Date 4/11/2017 Book 29020 Page 1592	WD Price \$20,384,000.00 Date 4/11/2017 Book 29020 Page 1592	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK LT 2	
50434327050000040 JAN HOLDINGS LLC 730 5TH AVE NEW YORK NY 10019 4105	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.78 18,482,640.00 18,059,319.00 11,413,282.00 7,069,358.00	Sales Instr Price \$19,810,998.00 Date 2/14/2014 Book 26619 Page 489	WD Price \$19,810,998.00 Date 2/14/2014 Book 26619 Page 489	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK LT 4	
50434327050000060 KOCH PAULETTE W 132 EL BRAVO WAY PALM BEACH FL 33480 4720	Acres Value \$ Taxbl \$ Bldg \$ Land \$	0.75 7,753,040.00 5,134,046.00 978,835.00 6,774,205.00	Sales Instr Price \$6,000,000.00 Date 6/6/2006 1 Book 20568 Page 447	WD Price \$6,000,000.00 Date 6/6/2006 1 Book 20568 Page 447	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK LT 6	
50434327050000191 DAVIS KIM J 101 EL BRILLO WAY PALM BEACH FL 33480 4725	Acres Value \$ Taxbl \$ Bldg \$ Land \$	1.03 15,264,489.00 14,971,091.00 55,649.00 15,208,840.00	Sales Instr Price \$17,600,000.00 Date 1/4/2016 1 Book 28033 Page 1537	WD Price \$17,600,000.00 Date 1/4/2016 1 Book 28033 Page 1537	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK 67.50 FT/ & PT OF LT 21 IN LT 19 /LESS W 13.90 FT OF N OR1477P214	

Property Appraiser GIS - Property Detail list by parcel control number

50434327050000192 BRYANT RYAN 110 EL BRILLO WAY PALM BEACH FL 33480 4725	Acres Value \$ 8,589,147.00 Taxbl \$ 8,539,147.00 Bldg \$ 2,679,983.00 Land \$ 5,909,164.00	0.69	Sales instr Price \$6,600,000.00 Date 2/18/2011 Book 24373 Page 570	WD	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK 19 & LT 21 (LESS PARCEL IN OR1477P214) W 13.90 FT OF N 67.50 FT OF LT
50434327050000230 MICHEK CHANDLER C 110 EL BRILLO WAY PALM BEACH FL 33480 4726	Acres Value \$ 12,125,260.00 Taxbl \$ 6,154,510.00 Bldg \$ 5,404,738.00 Land \$ 6,720,522.00	0.74	Sales instr Price \$4,900,000.00 Date 9/1/1997 1 Book 09570 Page 1717	WD	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	EL BRAVO PARK LT 23
50434327060000070 GRAUER LAURIE M & 201 EL BRAVO WAY PALM BEACH FL 33480 4721	Acres Value \$ 6,826,429.00 Taxbl \$ 6,776,429.00 Bldg \$ 2,769,326.00 Land \$ 4,057,103.00	0.45	Sales instr Price \$6,978,000.00 Date 6/30/2011 Book 24614 Page 781	WD	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SUPPLMNTY PL OF EL BRAVO PARKLT 7 & E 6.14 FT OF LT 8
50434327060000081 SUMMERS GEORGE E 215 EL BRAVO WAY PALM BEACH FL 33480 4721	Acres Value \$ 6,315,995.00 Taxbl \$ 2,856,125.00 Bldg \$ 2,496,838.00 Land \$ 3,819,157.00	0.42	Sales instr Price \$2,200,000.00 Date 11/1/1993 Book 07985 Page 1060	RD	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SUPPLMNTY PL OF EL BRAVO PARKW 110.72 FT OF LT 8
50434327060000090 FALLING BRUCE & 221 EL BRAVO WAY PALM BEACH FL 33480 4721	Acres Value \$ 4,774,958.00 Taxbl \$ 3,322,067.00 Bldg \$ 730,291.00 Land \$ 4,044,667.00	0.45	Sales instr Price \$4,400,000.00 Date 4/20/2004 Book 16875 Page 1938	WD	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SUPPLMNTY PL OF EL BRAVO PARKLT 9
50434327060000150 PAMELA A BOVE REVOCABLE LIVING TRUST 200 EL BRAVO WAY PALM BEACH FL 33480 4722	Acres Value \$ 5,847,156.00 Taxbl \$ 1,566,126.00 Bldg \$ 614,625.00 Land \$ 5,232,531.00	0.58	Sales instr Price \$10.00 Date 11/5/2014 Book 27171 Page 1884	DT	MTG PUSE SINGLE FAMILY TaxDist 50417 NAV	SUPPLMNTY PL OF EL BRAVO PARKLT 15

Property Appraiser GIS - Property Detail list by parcel control number

50434327060000160	MCORE MARGARET B	2720 EL BRAVO WAY	PALM BEACH FL 33480 4722	Acres 1.06	Sales instr	WD	MTG	SUPPLMNTY PL OF EL BRAVO PARK LTS 16 & 17
				Value \$ 15,911,336.00	Price \$ 10.00		PUSE SINGLE FAMILY	
				Taxbl \$ 10,621,936.00	Date 10/2/2015		TaxDist 50417	
				Bldg \$ 7,274,582.00	Book 27887		NAV	
				Land \$ 8,636,754.00	Page 1601			
50434327060000270	PROPERTY GULCH TRUST AGREEMENT	2110 EL BRILLO WAY	PALM BEACH FL 33480 4728	Acres 0.53	Sales instr	WD	MTG	SUPPLMNTY PL OF EL BRAVO PARKLT 27
				Value \$ 7,914,923.00	Price \$ 10.00		PUSE SINGLE FAMILY	
				Taxbl \$ 7,864,923.00	Date 12/21/2016		TaxDist 50417	
				Bldg \$ 3,171,756.00	Book 28795		NAV	
				Land \$ 4,743,167.00	Page 1465			
50434327060000280	KARP JAMES S &	201 EL BRILLO WAY	PALM BEACH FL 33480 4727	Acres 0.56	Sales instr	WD	MTG	SUPPLMNTY PL OF EL BRAVO PARKLT 28
				Value \$ 8,816,181.00	Price \$ 5,350,000.00		PUSE SINGLE FAMILY	
				Taxbl \$ 5,390,477.00	Date 3/10/2003		TaxDist 50417	
				Bldg \$ 3,803,563.00	Book 14932		NAV	
				Land \$ 5,012,618.00	Page 1366			

UTILITY CONSENT LETTERS

**89 MIDDLE ROAD LLC
EASEMENT ABANDONMENT APPLICATION**



Eddie Herron
Manager
OSP Planning &
Engineering Design
Palm Beach County

AT&T Florida
2021 South Military Trail
West Palm Beach, FL 33415

T: 561-5409262
PH3103@att.com

December 05, 2017

89 Middle Road, LLC
c/o Adair & Associates, PA
Michael R. Adair, CPA
3200 North University Drive, Suite 204
Coral Springs, FL 33065-4100

RE: 89 Middle Road, LLC, Consent to Abandon Existing Easements

Dear Mr. Adair,

In response to your inquiry dated December 05, 2017 this letter shall serve as notice that AT&T Florida has no objection to the above-mentioned abandonment. AT&T does not have facilities located within this area.

Please, coordinate all future service or relocation requests to Eddie Herron. He can be reached at PH3103@att.com.

Cordially,

Eddie Herron

Eddie Herron
Manager OSP Planning & Engineering Design
AT&T Utility Coordinator (Palm Beach County)



Engineering Services Department
401 Clematis Street, 4th Floor
West Palm Beach, Florida 33401
TEL: 561-494-1096
FAX: 561-494-1116

December 12, 2017

89 Middle Road, LLC
c/o Adair & Associates, PA
Michael R. Adair, CPA
3200 North University Drive, Suite 204
Coral Springs, FL 33065-4100

RE: 89 Middle Road, LLC, Consent to Abandon Existing Easements

Dear Mr. Adair,

In response to your Letter of Request to Abandon Easements at 89 Middle Road, and after reviewing the following:

- City of West Palm Beach's records and drawings,
- Sketch and Legal Description of the requested areas of existing easement to be abandoned, provided by 89 Middle Road, LLC, and
- Engineering plans, provided by 89 Middle Road, LLC,

It has been concluded that City of West Palm Beach will no longer require the described easements requested for abandonment, as shown in the 89 Middle Road Easement Abandonment Sketch and Legal Description.

By way of this letter, City of West Palm Beach approves this request and provides herein its consent to 89 Middle Road, LLC, the Town of Palm Beach, and Palm Beach County, to officially abandon these easements as part of the public record.

Sincerely,

A handwritten signature in dark ink, appearing to read 'VJ Noel'.

Vincent J. Noel, PSM
Engineering Land Development Manager

401 CLEMATIS STREET
P.O. BOX 3366
WEST PALM BEACH, FL 33401
561.494.1040



West Palm Area / Florida Region
3960 RCA Blvd. Ste. 6002
Palm Beach Gardens, FL 33410

December 5, 2017

89 Middle Road, LLC
c/o Adair & Associates, PA
Michael R. Adair, CPA
3200 North University Drive, Suite 204
Coral Springs, FL 33065-4100

RE: 89 Middle Road, LLC, Consent to Abandon Existing Easements

Dear Mr. Adair,

In response to your Letter of Request to Abandon Easements at 89 Middle Road, and after reviewing the following:

- Comcast Cable's records and drawings,
- Sketch and Legal Description of the requested areas of existing easement to be abandoned, provided by 89 Middle Road, LLC, and
- Engineering plans, provided by 89 Middle Road, LLC,

It has been concluded that Comcast Cable will no longer require the described easements requested for abandonment, as shown in the 89 Middle Road Easement Abandonment Sketch and Legal Description.

By way of this letter, Comcast Cable approves this request and provides herein it's consent to 89 Middle Road, LLC, the Town of Palm Beach, and Palm Beach County, to officially abandon these easements as part of the public record.

Sincerely,

A handwritten signature in black ink, appearing to read "Mr. Fisher", with a long horizontal line extending to the right.

Mr. Miya Fisher

Construction Coordinator.



Florida Power & Light Company, 810 Charlotte Ave, West Palm Beach, FL 33401
Phone: 561-616-1601, Fax: 561-616-1625

December 12, 2017

Alex Ernest-Jones
89 Middle Rd
Palm Beach, FL, 33480

Dear Mr. Ernest-Jones,

This letter is in response to your request for the release of a platted utility easement.

In meeting with your request, FPL has no objection to releasing our rights in the platted utility easement known as "89 Middle Rd" in Plat Book 124, Page 116 of the Public records of Palm Beach County .

The release is restricted to the following description: Please see attached documents.

Should you have any questions or concerns, please do not hesitate to contact Brad Ferraro at 561-616-1611.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sake Irani', written over a horizontal line.

Sake Irani
Engineering Lead

an FPL Group company



DECEMBER 6, 2017

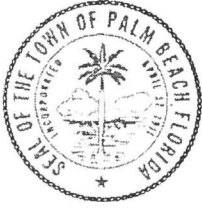
RE: Request for Florida Public Utilities Consent Letter to Abandon Existing Easements for
89 Middle Road Rd, LLC

Dear Mr. Ernest-Jones:

Please be advised that Florida Public Utilities Company has no objection to the
abandonment of the three (3) existing easements as described in your letter.

If you have any additional questions or concerns please feel free to call me at 561-838-
1817.

Ivan Gibbs
Engineering Technician
igibbs@fpuc.com



TOWN OF PALM BEACH

Public Works Department

December 15, 2017

Mr. Michael R. Adair, CPA
Adair & Associates, PA
3200 North University Drive, Suite 204
Coral Springs, FL 33065-4100

RE: 89 Middle Road, LLC, Consent to Abandon Existing Easements

Dear Mr. Adair:

In response to your Letter of Request to Abandon Easements at 89 Middle Road, and after reviewing the following:

- Town of Palm Beach Electrical Bureau's and Water Resources Division's records and drawings,
- Sketch and Legal Description of the requested areas of existing easement to be abandoned, provided by 89 Middle Road, LLC, and
- Engineering plans, provided by 89 Middle Road, LLC

It has been concluded that the Town of Palm Beach Electrical Bureau and Water Resources Division will no longer require the described easements requested for abandonment, as shown in the 89 Middle Road Easement Abandonment Sketch and Legal Description.

By way of this letter, the Town of Palm Beach Electrical Bureau and Water Resources Division approve this request and provides herein its consent to 89 Middle Road, LLC, the Town of Palm Beach, and Palm Beach County, to officially abandon these easements as part of the public record.

Sincerely,

Patricia K. Strayer, P.E.
Town Engineer

PKS:hl
Attachments

cc: H. Paul Brazil, P.E., Public Works Director
Brett Madison, Facilities Maintenance Division Manager
Chassler Holm, Acting Water Resources Division Manager
Public Works File

MAILING ADDRESS: Post Office Box 2029 • 360 South County Road • Palm Beach, Florida 33480 • (561) 838-5440
LOCATION: Suite A • 951 Old Okeechobee Road • West Palm Beach, Florida 33401 • Fax No. (561) 835-4691



TOWN OF PALM BEACH

Public Works Department

NOTIFICATION TO PROPERTY OWNER

January 24, 2018

«NAME»

«ADDRESS_1»

«CITY», «STATE» «ZIP»

**RE: TOWN OF PALM BEACH ABANDONMENT OF DEDICATED
PUBLIC PROPERTY (RIGHT-OF-WAY AND EASEMENTS) AT
89 MIDDLE ROAD, PALM BEACH, FL 33480**

All property owners within a three hundred-foot (300 ft.) radius of the subject property, are hereby notified by mail of the proposed abandonment of public utility easement, on the subject property.

This notice is being provided to you in conjunction with the review by the Town Council regarding this matter.

Please be advised, Town Council will consider the following matter at the next Town Council meeting on **February 13, 2018**. The meeting will begin at 9:30 a.m., in the Council Chambers Room, 360 South County Road, Palm Beach, Florida 33480. The application will be heard at that time or soon thereafter.

This notification is not intended to solicit your approval or disapproval. If you desire, you may file your comments in writing via email to: 89middle.rd.easement@townofpalmbeach.com, prior to the meeting or you may attend the meeting to speak on the matter. Attached is a copy of the application.

Subject Property Address: 89 Middle Road, Palm Beach, Florida 33480

Applicant: 89 Middle Road, LLC

Project Description: Abandonment of an Existing Public Utility Easement

If we can be of further assistance, please contact me by phone at 561-227-7042 or email at: chauschild@townofpalmbeach.com.

Craig Hauschild, P.E., Civil Engineer

Attachments

cc: Public Works File

MAILING ADDRESS: Post Office Box 2029 • 360 South County Road • Palm Beach, Florida 33480 • **PHONE:** (561)838-5440

LOCATION: Suite A • 951 Okeechobee Road • West Palm Beach, Florida 33401 • **FAX:** (561)835-4691

The Palm Beach Post

Palm Beach Daily News

ideabar

PROOF OF PUBLICATION STATE OF FLORIDA

PUBLIC NOTICE

Before the undersigned authority, personally appeared Tiffani Everett, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - Notice was published in said newspaper on: first date of Publication 01/28/2018 and last date of Publication 01/28/2018. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

PALM BEACH FINANCE, TOWN OF
360 S COUNTY RD
PALM BEACH, FL 33480-6735

Invoice/Order Number:	0000298623
Ad Cost:	\$240.80
Paid:	\$0.00
Balance Due:	\$240.80

Signed


(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 29th day of January, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed


VICKY LEE FLANNERY
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
03-16-2022

Please see Ad on following page(s).

Invoice/Order Number:	0000298623
Ad Cost:	\$240.80
Paid:	\$0.00
Balance Due:	\$240.80

LEGAL ADVERTISEMENT

NOTICE IS HEREBY GIVEN that the Town Council of the Town of Palm Beach, Palm Beach, Florida, at a regular meeting to be held February 13, 2018, beginning at 9:30 a.m., in the Council Chambers of the Town Hall, 360 South County Road, Palm Beach, Florida, will have on the agenda the following:

PETITION FOR THE ABANDONMENT OF A DEDICATED PUBLIC UTILITY EASEMENT ON PROPERTY COMMONLY KNOWN AS 89 MIDDLE ROAD, PALM BEACH, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PUBLIC UTILITY EASEMENT TO BE ABANDONED:

Three (3) parcels of land lying within Parcels B and C, according to the Plat of EL BRAVO - SINGER ANNEX, as recorded in Plat Book 124, Page 116, Public Records of Palm Beach County, Florida, being a portion of the utility easement described in Official Records Book 8865, Page 1086, Public Records of Palm Beach County, Florida.

This application for abandonment has been filed by:

89 Middle Road LLC, Greg Young, c/o Squire Patton Boggs, LLP, 1900 Phillips Point West, 777 South Flagler Drive, West Palm Beach, Florida 33401. A copy of the application is on file with the Town of Palm Beach, Public Works Department, and will be provided upon request or may be examined between the hours of 8:30 a.m. to 4:30 p.m. at 951 Okeechobee Road, Suite A, West Palm Beach, Florida 33401.

ALL PERSONS INTERESTED in this matter may appear before the Town Council of the Town of Palm Beach at the time and place aforesaid and be heard.

SHOULD ANY INTERESTED PARTY SEEK TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC HEARING, SAID PARTY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BEING BASED, 286.0105 F.S.S.

H. Paul Brazil, P.E.
Director, Department of Public Works
Town of Palm Beach
PUBLISHED BY: Palm Beach Post
1-28/2018

0000298623-01

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Public Hearings

Agenda Title

RESOLUTION NO. 16-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Providing for the Designation and/or the De-Designation of the Historic/Specimen Trees at 300 El Brillo, 1255 and 1265 South Ocean Boulevard and Bradley Park, Providing an Effective Date.

Presenter

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

ATTACHMENTS:

- ▣ **Memorandum dated January 24, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▣ **Resolution No. 16-2018**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Historic or Specimen Tree Designation/De-designation at Various Town Locations
Resolution No. 16-2018

DATE: January 24, 2018

STAFF RECOMMENDATION

Town staff requests that Town Council approve Resolution No. 16-2018 and the designation/de-designation assignment of a Historic/Specimen (H/S) trees as described below.

GENERAL INFORMATION

There are ninety-nine (99) trees on the island that have been designated as H/S trees. These trees are inspected annually by the Town arborist. During the inspection, the trees are evaluated to determine if they are of suitable quality and condition to remain as a H/S tree and an inspection report is provided to the owner. The Town ordinance allows for relocation of trees and adding trees that are deemed to be of H/S quality.

After Hurricane Irma, the Town arborist performed a post-storm inspection of the H/S trees and found that a majority of the trees will recover from the damage sustained during the storm. A limited number were damaged, will not sufficiently recover, and will need to be de-designated. The Town Ordinance regarding H/S tree replacement does not address replacement due to storm events and, the owners of the properties are under no obligation to replace the tree. At all locations, the residents have asked the arborist to review the other trees on the property and identify any possible candidates as replacements to the de-designated trees.

300 El Brillo

Damaged Tree - Ficus Aurea

Replacement - Haden Mango

1255 South Ocean Boulevard

Damaged Tree - Water Chestnut Tree

Replacement - Silk Floss

Two (2) other trees on the property have been identified as possible additions to the H/S list and are being considered by the owner for future inclusion.

1265 South Ocean Blvd

This address is a combination of multiple properties that were previously the Blossom Way estate. All seventeen (17) of the H/S trees on the properties will be recorded to 1265 South Ocean Boulevard property.

Damaged Tree – Ice Cream Bean Tree

Replacement – Ice Cream Bean Tree

Damaged Tree – Black Calabash

Replacement – Black Calabash

Damaged Tree – Monkey Flower

Replacement – Monkey Flower

Damaged Tree – Rose of Venezuela

Replacement – Rose of Venezuela

Damaged Tree – Spring Orchid

Replacement – Spring Orchid

Damaged Tree – Buford Holly

Replacement – Buford Holly

Damaged Tree – Tropical Crepe Myrtle

Replacement – Tropical Crepe Myrtle

Damaged Tree – Elephant Apple

Replacement – Elephant Apple

Due to construction on the property, the owners are requesting a delay in replacing the trees until construction is completed and an operational irrigation system is in place. Because the damaged trees are older and near the end of their life cycle, the landscape architect has pledged to find replacement trees of significantly higher quality and better longevity. Town staff agrees with this request.

The landscape architect at 1265 South Ocean Boulevard has requested permission to relocate the Red Cassia tree. Town staff and the arborist have reviewed the tree, the proposed new location and staff recommends that Council approve this request. The Town ordinance requires the replacement of any H/S tree that does not survive the transplanting process to be replaced with two (2) trees of equal size and all parties agree this would be the applicable to this relocation request.

After the completion of the Bradley Park project, Town staff and the arborist identified two (2) trees of specimen quality. We recommend the designation of the Black Olive tree and the Sea Grape tree. Staff feels that both trees would be a welcome addition to the H/S list and the new total of historic or specimen trees would be one hundred and one (101).

FUNDING/FISCAL IMPACT:

There would be no impact to the budget unless the property owners participate in the voluntary maintenance program and fee as described in the Town Ordinance.

TOWN ATTORNEY REVIEW

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

cc: Eric B. Brown, P.E., Assistant Director of Public Works/Operations
Brett Madison, Facilities Maintenance Division Manager
Elisabeth Thebault, President, Garden Club of Palm Beach
Richard Maxwell, Town Arborist

RESOLUTION NO. 16-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR THE DESIGNATION AND/OR THE DE-DESIGNATION OF THE HISTORIC/SPECIMEN TREES AT 300 EL BRILLO, 1255 AND 1265 SOUTH OCEAN BOULEVARD AND BRADLEY PARK, 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 strangler fig (botanical name: Ficus Aurea) designated as a historic or specimen tree shall be removed from 300 El Brillo Way and the haden mango tree (botanical name: Mangifera Indica) shall be added as a historic or specimen tree with the Palm Beach County Clerk:

300 El Brillo Way (PCN/ Legal: 50-43-43-27-07-000-0010)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Strangler Fig	Ficus Aurea
1	Haden Mango	Mangifera Indica

Section 2. The water chestnut (botanical name: Pachira Aquatica) designated as a historic or specimen tree shall be removed from 1255 South Ocean Boulevard and the silk floss tree (botanical name: Chorisia Speciosa) shall be added as a historic or specimen tree with the Palm Beach County Clerk:

1255 South Ocean Blvd (PCN/Legal: 50-43-44-02-10-000-007)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Water Chestnut	Pachira Aquatica
1	Silk Floss	Chorisia Speciosa

Section 3. The ice cream bean (botanical name: Inga Inicuil), the black calabash (botanical name: Amphitecna Latifolia), the monkey flower (botanical name: Phyllocarpus Septentrionalis), the tropical crepe myrtle (botanical name: Lagerstromia Floribunda), and the elephant apple (botanical name: Dillenia Indica) designated as historic or specimen trees shall be removed from 20 Blossom Way:

20 Blossom Way (PCN/Legal: 50-43-44-02-10-000-0040)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Ice Cream Bean	Inga Inicuil
1	Black Calabash	Amphitecna Latifolia
1	Monkey Flower	Phyllocarpus Septentrionalis
1	Tropical Crepe Myrtle	Lagerstromia Floribunda
1	Elephant Apple	Dillenia Indica
1	Golden Shower	Cassia Fistula
1	Tulipwood	Harpullia Arborea
1	Mammee Apple Tree	Mammea Americana
2	Shaving Brush Trees	Pseudobombax Ellipticum
1	Jambolan Plum	Syzygium Cumini

Section 4. The Spring Orchid (botanical name: Bauhinia Variegata) and Rose of Venezuela (botanical name: Brownea Grandiceps) designated as a historic or specimen tree shall be removed from 10 Blossom Way:

10 Blossom Way (PCN/Legal: 50-43-44-02-10-000-0050)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Spring Orchid	Bauhinia Variegata
1	Rose of Venezuela	Brownea Grandiceps
1	Red Cassia	Cassia Afrofistula

Section 5. The Burford Holly (botanical name: Ilex Cornutta Burfordii) designated as a historic or specimen tree shall be removed from 50 Blossom Way:

50 Blossom Way (PCN/Legal:50-43-43-15-00-001-0080)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Burford Holly	Ilex Cornutta Burfordii
1	Lignum Vitae	Guaiacum Officinale
1	Pink Trumpet Tree	Tabebuia Pallida

Section 6. The trees described in Sections 3, 4 and 5 shall be added as historic or specimen trees at 1265 South Ocean Boulevard and recorded with the Palm Beach County Clerk.

1265 South Ocean Blvd (PCN/Legal: 50-43-44-02-10-000-0010)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Ice Cream Bean	Inga Inicuil
1	Black Calabash	Amphitecna Latifolia
1	Monkey Flower	Phyllocarpus Septentrionalis
1	Tropical Crepe Myrtle	Lagerstromia Floribunda
1	Elephant Apple	Dillenia Indica
1	Golden Shower	Cassia Fistula
1	Tulipwood	Harpullia Arborea
1	Mammee Apple Tree	Mammea Americana
2	Shaving Brush Trees	Pseudobombax Ellipticum
1	Jambolan Plum	Syzgium Cumini
1	Spring Orchid	Bauhinia Variegata
1	Rose of Venezuela	Brownea Grandiceps
1	Red Cassia	Cassia Afrofistula
1	Burford Holly	Ilex Cornutta Burfordii
1	Lignum Vitae	Guaiacum Officinale
1	Pink Trumpet Tree	Tabebuia Pallida

Section 7. The red cassia tree (botanical name: Cassia Afrofistula) located at 1265 South Ocean Blvd. shall be removed and relocated to a new location on the property.

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Red Cassia	Cassia Afrofistula

Section 8. The sea grape tree (botanical name:Cocoloba Uvifera) and the black Olive tree (botanical name: Bucida Buceras) shall be added as historic or specimen trees at Bradley Park and recorded with the Palm Beach County Clerk.

Bradley Park (PCN/Legal: 50-43-43-22-00-000-1010)

<u>Count</u>	<u>Common Name</u>	<u>Botanical Name</u>
1	Sea Grape	Coccoloba Uvifera
1	Black Olive	Bucida Buceras

Section 3. This Resolution shall become effective upon its adoption as provided by law.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 13th day of February.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - Old Business

Agenda Title

Town-wide Undergrounding Project:

Steven N. Stern, Underground Utilities Project Manager

- a. Review of Project & Dashboard, Summary of Project Status.
- b. RESOLUTION NO. 17-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing the Town Manager to Execute a Maintenance Memorandum Agreement with the Florida Department of Transportation for the Town-wide Overhead Utility Undergrounding Phase 1 South Landscaping.
- c. RESOLUTION NO. 18-2018 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., in the Amount of \$422,223 for Phases 3, 4 and 5 Easement Assistance of the Town-Wide Undergrounding of Utilities Program.
- d. Ratification of the Selection Committee's Recommendation for RFQ No. 2018-04 Construction Manager at Risk for the Town-Wide Overhead Utility Undergrounding Phase 2-South.
- e. Ratification of the Selection Committee's Recommendation for RFQ No. 2018-03 Construction Manager at Risk for the Town-Wide Overhead Utility Undergrounding Phase 2-North.
- f. Selection Committee Recommendation for Utility Easement Acquisition Services.

Presenter

ATTACHMENTS:

- ▢ **Memorandum Dated February 1, 2018, from Steven Stern, Project Manager**
- ▢ **Memorandum Dated January 11, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▢ **Landscape Maintenance Memorandum of Agreement**
- ▢ **Resolution No. 17-2018**
- ▢ **Memorandum Dated January 31, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▢ **Easement Assistance Service Proposal**
- ▢ **Resolution No. 18-2018**
- ▢ **Memorandum Dated January 16, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▢ **Final Ranking Memo - RFQ No. 2018-04**
- ▢ **Memorandum Dated January 10, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▢ **Final Ranking Memo - RFQ No. 2018-03**
- ▢ **Memorandum Dated February 6, 2018, from Steven Stern, Project Manager**

TOWN OF PALM BEACH

Information for Town Council: February 13, 2018

TO: Mayor & Town Council
FROM: Steven Stern, Project Manager
RE: Key Project Updates
DATE: February 1, 2018

1. FPL Network Topology

Follow up questions sent to FPL regarding hardening of feeders serving the Town. Response received on Jan 16 included:

- o There are 11 feeder lines supporting Palm Beach. Seven are hardened, Two are scheduled to be hardened in 2018 and the remaining two feeder lines are scheduled in 2019.
- o None of the 11 feeder lines supporting Palm Beach are “express.”

2. Cost Savings

Reduce Easement Expense:

- o Staff recommended insourcing Phase 2 Easement Acquisition administration, document management, communication and relationship management for estimated opportunity cost savings of \$352k compared to continuing with current process.
- o Four water main deflections were avoided in Phase 1 South for documented cost savings of \$112k.

3. Communications

Recent Public Outreach Events:

- o Friday Feb 2nd: Cup of Joe with Bo – P1 South
- o Monday Feb 5th: Coffee with the Crew – P1 North

Phase 2 Initial Property Owner Communications – Request for Contact Information – Letter

- o For 413 parcels we now have 197 verified with contact information.

Dashboard Enhancements in Development:

- o Phase 2 Construction
- o Phase 3 Design
- o Phase 3, 4 and 5 Easement Acquisition
- o Projected vs Actual Construction Expenditures

4. AT&T Overhead to Underground Conversion

On Jan 19, the Town sent a proposal to ATT’s Program Manager - Fiber Build Planning.

- o Written on ATT paper
- o Key request, the Town installs Service Conduits only to Residences that are actually receiving services from ATT.
- o Pending ATT response.



Underground Utility Task Force Monthly Progress Report January 2018

Table of Contents

Dashboard – Phase 1 Construction and Phase 2 Design

1. Kimley-Horn Progress Report Phase 1
2. Kimley Horn Progress Report Phase 2
3. Master Plan Gantt Chart
4. Phase 1 Design Gantt Chart
5. Phase 2 Design Gantt Chart
6. Phase 1 North Construction Schedule
7. Burkhardt Executive Project Summaries
8. Phase 1 South Construction Schedule
9. Whiting Turner Executive Summary
10. Projected vs Actual Construction Expenditures (In Development)
11. Project Financial Report
12. Interest Rate Forecast as of January 26, 2018

The following reports will be provided when applicable in future reporting:

- Safety and Reliability Reports
- Completion Milestones

Dashboard Notes:

- Overall Budget represents the percentage encumbered to date versus the total project budget of \$98.6 million.

Prepared by the Finance Department & TMO
January 31, 2018



Town Of Palm Beach Utility Undergrounding Program

Report: January 2018

Updates

Patricia Strayer assisted to expedite the submerged land lease process with the FDEP.

Status Legend

Green (1) - On Task
Yellow (2) - Caution
Red (3) - Not On Task

Design

Phase I Design	Budget	1	99.3%	100%
	Schedule	1	99.5%	100%
Phase II Design	Budget	1	27.2%	100%
	Schedule	1	50.0%	100%

Construction

Phase I North Construction	Budget	1	25.1%	100%
	Schedule	1	30.0%	100%
Phase I South Construction	Budget	1	51.9%	100%
	Schedule	1	31.0%	100%

Easement Acquisition

Phase I Easements	1	100.0%
Phase II Easements	1	0.0%

Communications

Communications	Budget	1	34.7%	100%
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Saves And Raves

Watermain Deflections eliminated saved over \$112,000!

1	1
100%	100%
6.5%	18.8%
Overall Budget	Overall Design

Town-Wide Undergrounding Master Planning and Phase 1 Design Project
KHA Project #044063188
Progress Report
Period: December 25, 2017 to January 24, 2018

I. Scope Update

A. General

- Schedule: Project schedule progress is shown below.
 - Master Planning is 99% complete
 - North End Design is 100% complete
 - South End Design is 99% complete
- Budget: Project is on budget as of January 15, 2018
 - Master Planning is at 99% of total task budget
 - North End Design is at 100% of total task budget
 - South End Design at 99% of total task budget
- Easement Status
 - Phase 1: 100% of easements approved

B. Master Planning Phase

- Continued coordination with AT&T regarding overall program cost reduction.

C. Detailed Design Phase

- FDOT Landscape Permit Application MMOA coordination with the FDOT.
- ERP Permit coordination with the FDEP.

II. Upcoming Activities (January 25, 2018 – February 24, 2018)

A. Master Planning Phase

- None until presentation of master plan at Town Council

B. Detailed Design Phase

- Continued coordination with the FDOT related to the Landscape Permit MMOA.
- Continued coordination with the FDEP for the submerged land lease documents to complete the ERP process.



Town-Wide Undergrounding - Phase 2 Design
KHA Project #044063202
January 2018 Progress Report
Period: December 26, 2017 to January 25, 2018

I. Scope Update

A. General

- Schedule: Project schedule progress is shown below.
 - Phase 2 North Design is 51% complete
 - Phase 2 South Design is 49% complete
- Budget: Project is on budget as of December 15, 2017
 - Phase 2 North Design is at 30% of total task budget
 - Phase 2 South Design at 25% of total task budget
- Easement Status
 - Phase 2: N/A, will provide status when this work begins

B. Detailed Design Phase

- Subconsultant/utility owner coordination related to Phase 2 Design.
- Continued development of preliminary project technical specifications.
- Conducted field review of proposed equipment locations to determine existing field constraints
- Review of soft dig information
- Progress Meeting Attendance.
- Assisted Town with AT&T Negotiations and Easement cost savings analysis

II. Upcoming Activities (January 26, 2018 – February 25, 2018)

A. Detailed Design Phase

- Subconsultant/utility owner coordination related to Phase 2 Design.
- Conduct field review of proposed equipment locations in Phase 2 South once information is received from FPL
- Continue progress on design drawings
- Coordination with AT&T and Comcast related to their network designs
- Progress Meeting Attendance
- Assist Town with AT&T Negotiations

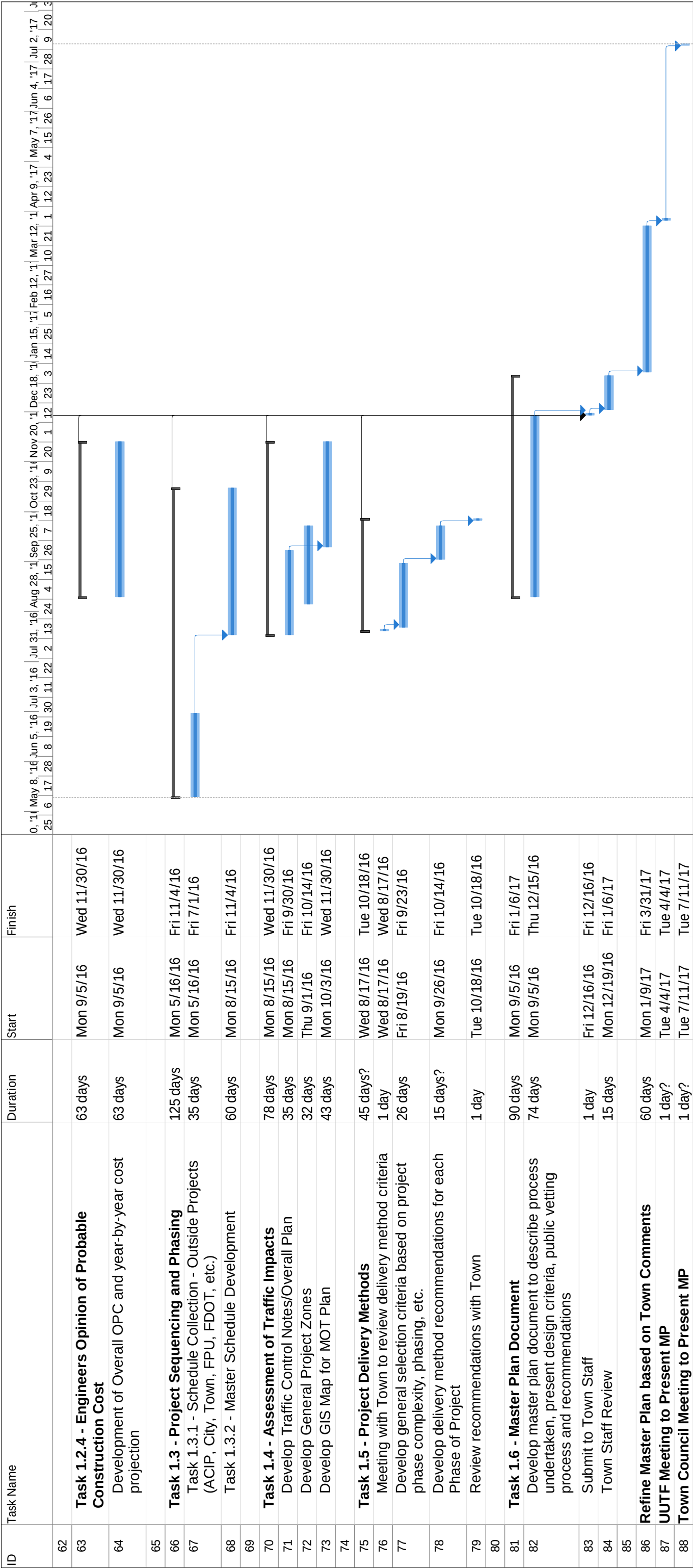
III. Saves and Raves

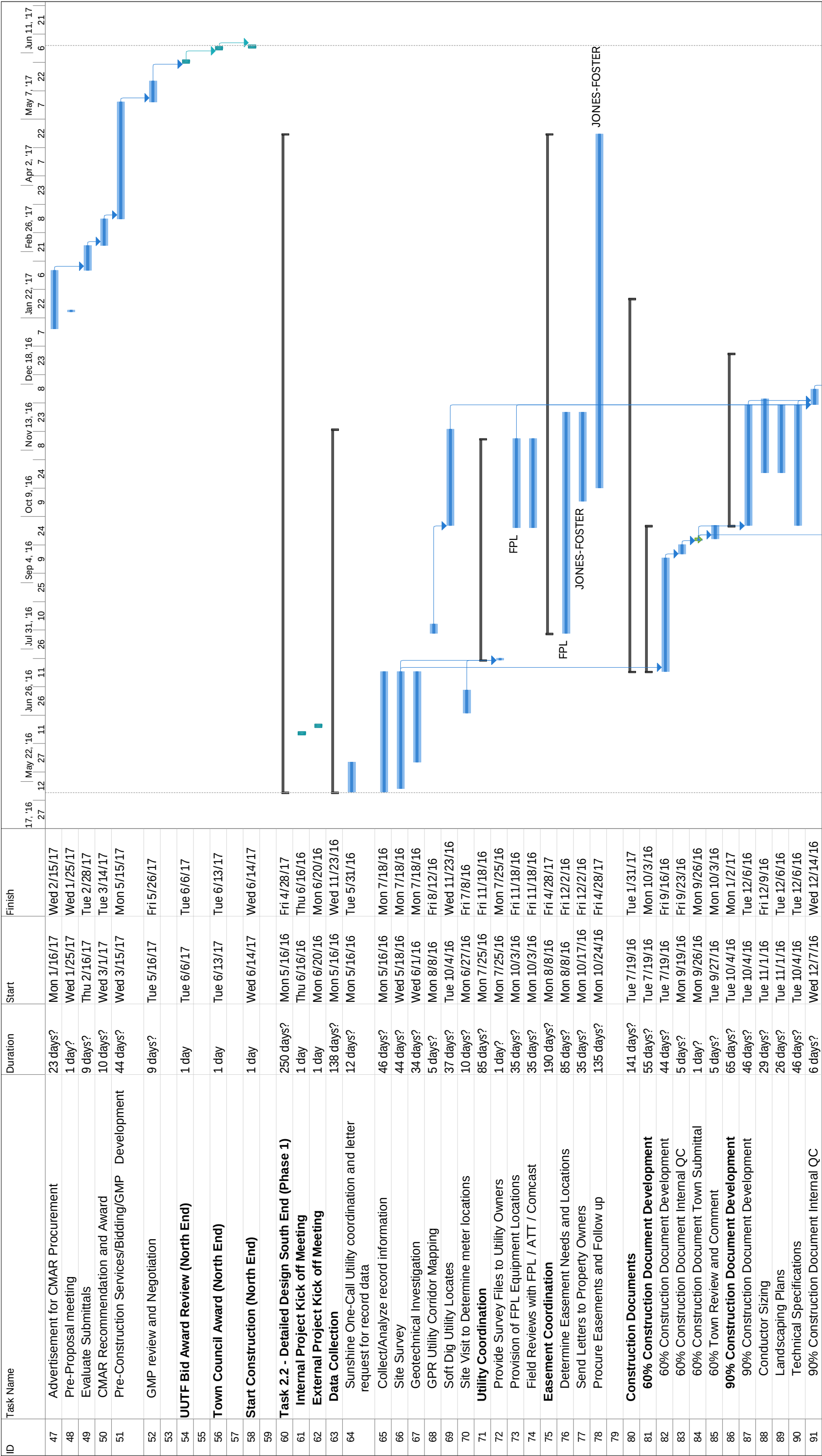
A. Saves: Watermain Deflection elimination has saved over \$112,000

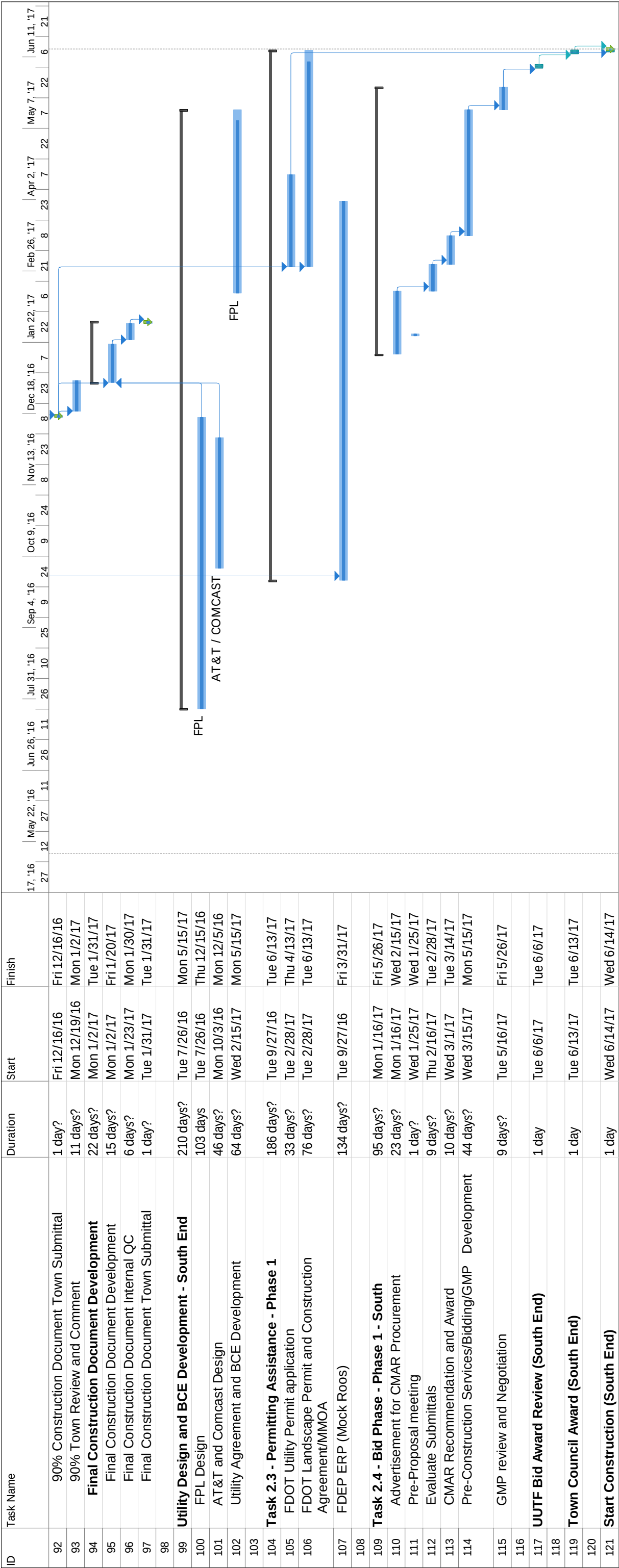
B. Raves: Patricia Strayer for her help in expediting the submerged land lease process with the FDEP.

ID	Task Name	Duration	Start	Finish	
1	Master Planning	230 days?	Mon 5/16/16	Fri 3/31/17	
2	External Project Kick off Meeting	1 day	Thu 6/16/16	Thu 6/16/16	
3	Internal Project Kick off Meeting	1 day	Mon 6/20/16	Mon 6/20/16	
4	Task 1.1.1 - Data Collection	65 days?	Mon 5/16/16	Fri 8/12/16	
5	Collect/Analyze Town Project Data- ACIP Program Information (roads, drainage, street lights, other planned ACIP projects)	35 days	Mon 5/16/16	Fri 7/1/16	
6	Collect/Analyze City Data - Watermain program information	30 days	Mon 5/16/16	Fri 6/24/16	
7	Collect/Analyze Lake Worth and South Palm Beach data at project limits	30 days	Mon 5/16/16	Fri 6/24/16	
8	Collect/Analyze FPU - gas main replacement program	30 days	Mon 5/16/16	Fri 6/24/16	
9	Collect/ Analyze - FDOT records and proposed projects in Town limits	30 days	Mon 5/16/16	Fri 6/24/16	
10	Collect/Analyze FPL	23 days?	Wed 7/13/16	Fri 8/12/16	
11	Office Meeting/Record Review with FPL	1 day?	Wed 7/13/16	Wed 7/13/16	
12	Field Verification of Major Utility Elements	22 days	Thu 7/14/16	Fri 8/12/16	
13	Collect/Analyze ATT	22 days?	Thu 7/14/16	Fri 8/12/16	
14	Office Meeting/Record Review with ATT (infrastructure / Smart Poles)	1 day?	Thu 7/14/16	Thu 7/14/16	
15	Field Verification of Major Utility Elements	21 days	Fri 7/15/16	Fri 8/12/16	
16	Collect/Analyze Comcast	21 days	Fri 7/15/16	Fri 8/12/16	
17	Office Meeting/Record Review with Comcast	1 day	Fri 7/15/16	Fri 7/15/16	
18	Field Verification of Major Utility Elements	18 days	Wed 7/20/16	Fri 8/12/16	
19					
20	Task 1.1.2 - Data Collection-Future Communications Systems	104 days	Wed 7/6/16	Mon 11/28/16	
21	Collect/Analyze - TOPB Police and Fire Dept private lines	16 days	Fri 7/15/16	Fri 8/5/16	
22	Meeting with Town Public Works staff, Fire Department Staff, and Police Staff	1 day	Wed 7/6/16	Wed 7/6/16	
23	Analysis of Town-wide Closed communications system expansion (police/fire/public works)	17 days	Fri 7/15/16	Mon 8/8/16	
24	Analysis of Town-wide Closed Circuit communications system	51 days	Wed 7/6/16	Wed 9/14/16	
25	Develop recommendations/conceptual order of magnitude OPC (Town Future Communications only)	21 days	Mon 9/26/16	Mon 10/24/16	
26	Draft and Issue summary memorandum	47 days	Thu 9/15/16	Fri 11/18/16	
27	Review recommendations with Town	6 days	Mon 11/21/16	Mon 11/28/16	
28					
29	Broadband Infrastructure Assessment	180 days?	Mon 7/25/16	Fri 3/31/17	
30	Kickoff meeting	1 day	Mon 7/25/16	Mon 7/25/16	
Project: TOPB UG Master Plann		Task	Summary	Manual Summary	Deadline
Date: Mon 1/22/18		Milestone	Manual Task	Finish-only	Progress
Page 1					

ID	Task Name	Duration	Start	Finish
31	Community Needs & Stakeholder Outreach	65 days	Tue 7/26/16	Mon 10/24/16
32	Broadband Market Analysis	44 days	Tue 7/26/16	Fri 9/23/16
33	Broadband Issue Analysis	21 days	Mon 9/26/16	Mon 10/24/16
34	FTTP Data Collection & Benchmarking	46 days	Mon 8/22/16	Mon 10/24/16
35	FTTP Technical Design Options	46 days	Mon 8/22/16	Mon 10/24/16
36	FTTP Business Case Analysis	46 days	Mon 8/22/16	Mon 10/24/16
37	FTTP Financial Evaluation	46 days	Mon 9/26/16	Mon 11/28/16
38	FTTP Roadmap and Business Plan	25 days	Tue 10/25/16	Mon 11/28/16
39	Final Presentation and Deliverables	25 days	Tue 10/25/16	Mon 11/28/16
40	UUTF Presentation	1 day	Tue 12/6/16	Tue 12/6/16
41	RFI Development	21 days	Fri 1/6/17	Fri 2/3/17
42	RFI Distribution and Advertisement	21 days?	Mon 2/6/17	Mon 3/6/17
43	Review RFI Responses and Provide Recommendations	19 days?	Tue 3/7/17	Fri 3/31/17
44				
45	Task 1.1.3 - GIS Base Map Development - Existing Infrastructure	61 days	Mon 5/16/16	Mon 8/8/16
46	GIS Map Development Town Project Data- ACIP Program Information	45 days	Mon 5/16/16	Fri 7/15/16
47	GIS Map Development - Watermain program information	45 days	Mon 5/16/16	Fri 7/15/16
48	GIS Map Development FPU - gas main replacement program	45 days	Mon 5/16/16	Fri 7/15/16
49	GIS Map Development - TOPB Police and Fire private lines	17 days	Fri 7/15/16	Mon 8/8/16
50	GIS Map Development - FDOT records and proposed projects in Town limits	45 days	Mon 5/16/16	Fri 7/15/16
51				
52	Task 1.2 - Concept Design/Master Plan	99 days	Fri 7/15/16	Wed 11/30/16
53	Master Plan Design Layout/Workshop - FPL Infrastructure -GIS Maps	78 days	Mon 8/15/16	Wed 11/30/16
54	Master Plan Design Layout/Workshop - ATT Infrastructure - GIS Maps	59 days	Mon 8/15/16	Thu 11/3/16
55	Master Plan Design Layout/Workshop - Comcast Infrastructure - GIS Maps	70 days	Mon 8/15/16	Fri 11/18/16
56	Master Plan Design Layout - Street lights - GIS Area Map	55 days	Mon 7/18/16	Fri 9/30/16
57	Master Plan Design Layout - CC fiber link and Competitor Communications - GIS Map	17 days	Fri 7/15/16	Mon 8/8/16
58	Major easement Identification, field verification	47 days	Thu 9/1/16	Fri 11/4/16
59				
60	Task 1.2.3 - Phase Selection and Development	45 days	Mon 8/8/16	Fri 10/7/16
61	Phase Selection and Development / GIS Map Development of Phasing Limits (first half of project)	45 days	Mon 8/8/16	Fri 10/7/16

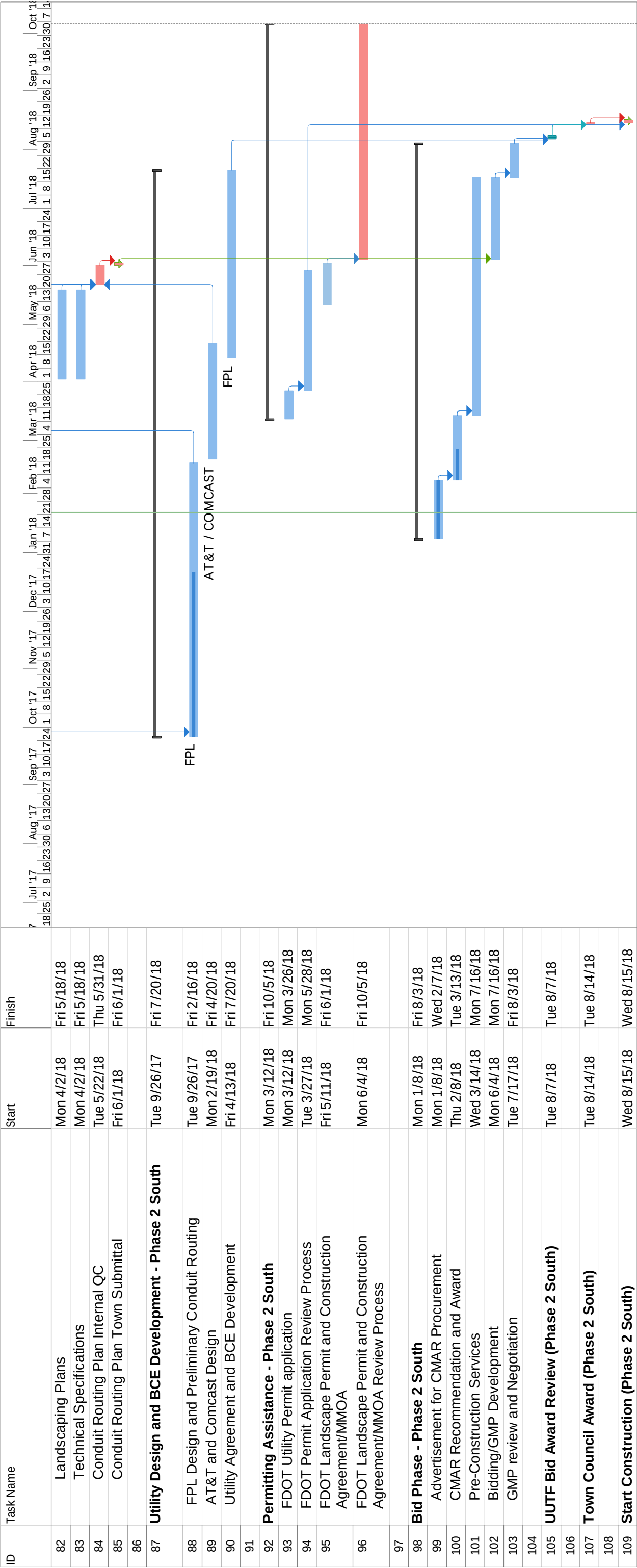






ID	Task Name	Start	Finish	Jul '17 7 18 25	Aug '17 2 9 16 23 30	Sep '17 3 10 17 24	Oct '17 1 8 15 22 29	Nov '17 5 12 19 26	Dec '17 3 10 17 24 31	Jan '18 7 14 21 28	Feb '18 4 11 18 25	Mar '18 1 8 15 22 29 4 11 18 25	Apr '18 1 8 15 22 29	May '18 6 13 20 27	Jun '18 3 10 17 24	Jul '18 1 8 15 22 29	Aug '18 5 12 19 26	Sep '18 2 9 16 23 30	Oct '18 7 14 21 28
1	Detailed Design North End (Phase 2 North)	Mon 6/19/17	Wed 8/15/18																
2	Data Collection	Mon 6/19/17	Wed 11/22/17																
3	Sunshine One-Call Utility coordination and letter request for record data	Mon 6/19/17	Fri 8/4/17																
4	Collect/Analyze record information	Mon 6/19/17	Fri 8/18/17																
5	Site Survey	Wed 6/21/17	Thu 8/17/17																
6	Geotechnical Investigation	Mon 7/10/17	Fri 9/29/17																
7	Soft Dig Utility Locates	Mon 9/11/17	Wed 11/22/17																
8	Site Visit / Determine meter locations	Mon 7/17/17	Fri 7/28/17																
9	Utility Preliminary Design	Tue 9/12/17	Fri 1/5/18																
10	FPL Provision of Preliminary Equipment Locations	Tue 9/12/17	Fri 1/5/18																
11	Easement Coordination	Mon 1/8/18	Wed 8/15/18																
12	Determine Easement Needs and Locations	Mon 1/8/18	Fri 2/2/18																
13	Send Easement Request Letters to Property Owners	Mon 2/5/18	Fri 2/9/18																
14	Procure Easements and Follow up	Mon 2/12/18	Wed 8/15/18																
15																			
16	Construction Documents	Fri 8/18/17	Fri 6/1/18																
17	Utility Base Mapping	Fri 8/18/17	Tue 9/26/17																
18	Utility Base Map Development	Fri 8/18/17	Fri 9/1/17																
19	Utility Base Map Internal QC	Mon 9/4/17	Fri 9/8/17																
20	Utility Base Map Town/Utility Owner Submittal	Mon 9/11/17	Mon 9/11/17																
21	Utility Base Map Town Review and Comment	Tue 9/12/17	Tue 9/26/17																
22	Equipment Location Plan Development	Mon 1/8/18	Tue 3/6/18																
23	Equipment Location Plan Development	Mon 1/8/18	Fri 2/2/18																
24	Equipment Location Plan Internal QC	Mon 2/5/18	Fri 2/16/18																
25	Equipment Location Plan Town Submittal	Mon 2/19/18	Mon 2/19/18																
26	Equipment Location Plan Town Review and Comment	Tue 2/20/18	Tue 3/6/18																
27	Conduit Routing Plan Development	Tue 2/20/18	Fri 6/1/18																
28	Conduit Routing Plan Development	Tue 2/20/18	Fri 5/18/18																
29	Commercial/Customer Owned Services Design	Fri 3/2/18	Fri 5/4/18																
30	Landscaping Plans	Mon 4/2/18	Fri 5/18/18																
31	Technical Specifications	Mon 4/2/18	Fri 5/18/18																
32	Conduit Routing Plan Internal QC	Tue 5/22/18	Thu 5/31/18																
33	Conduit Routing Plan Town Submittal	Fri 6/1/18	Fri 6/1/18																
34																			
35	Utility Design and BCE Development - Phase 2 North	Tue 9/12/17	Fri 7/20/18																
36	FPL Design and Preliminary Conduit Routing	Tue 9/12/17	Fri 2/16/18																
37	AT&T and Comcast Design	Mon 2/5/18	Fri 4/20/18																
38	Utility Agreement and BCE Development	Fri 4/13/18	Fri 7/20/18																
39																			
40	Bid Phase - Phase 2 North	Mon 1/8/18	Fri 8/3/18																

ID	Task Name	Start	Finish	Jul '17 18 25 2 9 16 23 30 Aug '17 6 13 20 27 Sep '17 3 10 17 24 Oct '17 1 8 15 22 29 Nov '17 5 12 19 26 Dec '17 3 10 17 24 Jan '18 7 14 21 28 Feb '18 4 11 18 25 Mar '18 11 18 25 1 Apr '18 8 15 22 29 May '18 6 13 20 27 Jun '18 3 10 17 24 Jul '18 1 8 15 22 29 Aug '18 5 12 19 26 Sep '18 2 9 16 23 30 Oct '18 7 14 21 28
41	Advertisement for CMAR Procurement	Mon 1/8/18	Wed 2/7/18	
42	CMAR Recommendation and Award	Thu 2/8/18	Tue 3/13/18	
43	Pre-Construction Services	Wed 3/14/18	Mon 7/16/18	
44	Bidding/GMP Development	Mon 6/4/18	Mon 7/16/18	
45	GMP review and Negotiation	Tue 7/17/18	Fri 8/3/18	
46				
47	UUTF Bid Award Review (Phase 2 North)	Tue 8/7/18	Tue 8/7/18	
48				
49	Town Council Award (Phase 2 North)	Tue 8/14/18	Tue 8/14/18	
50				
51	Start Construction (Phase 2 North)	Wed 8/15/18	Wed 8/15/18	
52				
53	Detailed Design South End (Phase 2 South)	Mon 6/19/17	Wed 8/15/18	
54	Data Collection	Mon 6/19/17	Wed 11/22/17	
55	Sunshine One-Call Utility coordination and letter request for record data	Mon 6/19/17	Fri 8/4/17	
56	Collect/Analyze record information	Mon 6/19/17	Thu 8/31/17	
57	Site Survey	Wed 6/21/17	Thu 8/31/17	
58	Geotechnical Investigation	Mon 7/10/17	Fri 9/29/17	
59	Soft Dig Utility Locates	Mon 9/11/17	Wed 11/22/17	
60	Site Visit / Determine meter locations	Mon 7/17/17	Fri 7/28/17	
61	Utility Preliminary Design	Tue 9/26/17	Fri 1/19/18	
62	FPL Provision of Preliminary Equipment Locations	Tue 9/26/17	Fri 1/19/18	
63	Easement Coordination	Mon 1/22/18	Wed 8/15/18	
64	Determine Easement Needs and Locations	Mon 1/22/18	Fri 2/16/18	
65	Send Easement Request Letters to Property Owners	Mon 2/19/18	Fri 2/23/18	
66	Procure Easements and Follow up	Mon 2/26/18	Wed 8/15/18	
67				
68	Construction Documents	Fri 9/1/17	Fri 6/1/18	
69	Utility Base Mapping	Fri 9/1/17	Tue 10/10/17	
70	Utility Base Map Development	Fri 9/1/17	Fri 9/15/17	
71	Utility Base Map Internal QC	Mon 9/18/17	Fri 9/22/17	
72	Utility Base Map Town/Utility Owner Submittal	Mon 9/25/17	Mon 9/25/17	
73	Utility Base Map Town Review and Comment	Tue 9/26/17	Tue 10/10/17	
74	Equipment Location Plan Development	Mon 1/22/18	Tue 3/20/18	
75	Equipment Location Plan Development	Mon 1/22/18	Fri 2/16/18	
76	Equipment Location Plan Internal QC	Mon 2/19/18	Fri 3/2/18	
77	Equipment Location Plan Town Submittal	Mon 3/5/18	Mon 3/5/18	
78	Equipment Location Plan Town Review and Comment	Tue 3/6/18	Tue 3/20/18	
79	Conduit Routing Plan Development	Tue 3/6/18	Fri 6/1/18	
80	Conduit Routing Plan Development	Tue 3/6/18	Fri 5/18/18	
81	Commercial/Customer Owned Services Design	Tue 3/6/18	Fri 5/4/18	
Project: TOPB UG Ph 2 Design. Date: Mon 1/22/18				Task Summary Project Summary Milestone Manual Task Manual Summary Manual Summary Manual Summary Deadline Critical Critical Critical Critical Split Progress Progress Progress Manual Progress Manual Progress Manual Progress Manual Progress
Page 2				



Vincent G. Burkhardt
President



Executive Summary

Vincent G. Burkhardt
President



Executive Summary
For
December 2017

Project Description

Townwide Overhead Utility Undergrounding
Phase 1 North
P.O. # 171308

Project Status:

A second crew was added to the workforce in December. The crews mainly worked on Arabian Road and Caribbean Road. They continued to install the FPL, AT & T, and COMCAST conduits.

The crews began to shut down the drilling operations around the 18th of the month to begin cleaning up, patching roadways, and removing materials and equipment before the beginning of the Christmas holiday season. The drilling crew followed the same working schedule as the water main crew and did not return to the site until January 2, 2018 as requested by the local residents.

The project continues to remain within budget.

Vincent G. Burkhardt
President



Executive Summary
For
December 2017

Project Description

Townwide Utility Undergrounding
Onondaga Avenue & Laurie Lane Improvements
Phase 1 North
P.O. # 171308

Project Status:

As anticipated the installation of the water main progressed at a rapid pace due to the decrease in depth of the pipe. The crew installed the east leg and most of the south leg of East Inlet Drive. The new service lines were also installed but final connections cannot be made until all clearances are obtained.

During the week of the 18th, the crew stopped installation of the water main and began trench restoration. The pipe trench was reconstructed and asphalt was installed. All materials and equipment were removed from the site, streets were cleaned, and areas were pressure washed. This work was completed before the 22nd prior to the beginning of the Christmas holiday season as requested by the local residents. The residents also requested that the crews not return back to work until after the New Year and that request was also granted therefore the crews did not return back to the site until January 2, 2018.

Next month we will be applying for the clearances on the new system. The project continues to stay within budget.

TOWN-WIDE OVERHEAD UTILITY UNDERGROUNDING
PHASE 1 NORTH
SCHEDULE
RFQ No. 2017-14

ID	Task Name	% Complete	Duration	Start	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019	Jan	Feb
1	Phase I - NORTH	30%	420 days	Mon 6/12/17											
2	Fully Executed Non-GAF Agreement	100%	23 days	Mon 6/12/17											
3	Copy Of Executed Easements	100%	23 days	Mon 6/12/17											
4	Fully Executed Applicant Installed Agreement With FPL	100%	23 days	Mon 6/12/17											
5	Fully Executed R/O/W Agreement With FPL	100%	23 days	Mon 6/12/17											
6	Fully Executed Agreement With COMCAST / AT & T	50%	23 days	Mon 6/12/17											
7	Town Council Approval	100%	1 day	Tue 6/13/17											
8	Award Prime Contract	100%	13 days	Wed 6/14/17											
9	Permitting	100%	15 days	Mon 6/26/17											
10	Customer Owned Service Connection Permitting	0%	15 days	Mon 6/26/17											
11	Sub Contract Agreements	100%	23 days	Wed 6/14/17											
12	Material Procurement	100%	11 days	Fri 6/30/17											
13	Underground Conduit Installation, Primary/Secondary (FPL, ATT, Comcast)	65%	225 days	Mon 7/17/17											
14	Feeder Splice Box Installation	2%	15 days	Thu 10/12/17											
15	Set Transformers / Switch Cabinets (FPL)	0%	75 days	Wed 11/8/17											
16	Secondary Services / Wire	0%	138 days	Tue 2/20/18											
17	As-Built Submission / Review (FPL)	0%	47 days	Tue 2/20/18											
18	Pull Wire / Terminations Primary (FPL)	0%	81 days	Tue 2/20/18											
19	*ATT Rod Conduit, Pull Wire, Set Pedestals	0%	133 days	Tue 2/27/18											
20	*Comcast Pull Wire, Set Pedestals	0%	133 days	Tue 2/27/18											
21	Cut over / Overhead Removal (ATT/Comcast)	0%	45 days	Mon 9/3/18											
22	Energize Underground (FPL)	0%	30 days	Fri 4/27/18											
23	Secondary Service Switch Over (FPL)	0%	113 days	Mon 6/11/18											
24	** Demo Overhead / Remove Poles (FPL) / Final Restoration	0%	90 days	Mon 9/17/18											
25	*This Work Will Be Performed By ATT/COMCAST Crews, All Other Work Is Anticipated To Be Performed By A Subcontractor Under The Direction Of Burkhardt Construction, Inc.	0%													
26	**This Work Must Be Performed By FPL Crews, All Other Work Is Anticipated To Be Performed By A Subcontractor Under The Direction Of Burkhardt Construction, Inc.	0%													
27	Storm Drainage	90%	45 days	Mon 7/17/17											
28	Water Main	95%	79 days	Sun 10/15/17											

SAFETY

Monthly safety inspections are conducted by WT Regional Safety Director. Daily safety inspections conducted by onsite staff.

- ◆ 0 lost time incidents to date
- ◆ 0 recordable incidents to date

CONSTRUCTION

- ◆ S. Ocean Blvd (Watermain Deflection Crew) - Complete
- ◆ S. Ocean Blvd (Electrical Undergrounding Crew) - Current location just south of Sloan's Curve. Undergrounding Crews are continuing to conduct exploratory work, to minimize the potential impact of any unforeseen conditions. Approx. 90% of feeder & primary conduit is completed on S. Ocean Blvd. Approx. 50% of concrete vaults and pads for transformers and switches have been installed. Pulling of feeder and primary cable started. Approximately 5% of cable pulled to date.
- ◆ Ibis Isle Undergrounding Crew has completed FPL primary, Comcast, and AT&T conduit and cable installation along Ibis Isle Road East and West. Transformer pads and splice boxes along Ibis Isle Road East and West completed. Crews to resume conduit installation along Ibis Way as FDEP permit recently received for the subaqueous bridge crossing. AT&T service conduit to each home from the ROW on Ibis Isle is being added to WT's scope of work. Pricing currently under review with the Town.

DOCUMENTATION:

RFIs:

- A. 13 RFIs issued to date
- B. 1 Outstanding RFI

SUBMITTALS:

- A. 42+ Individual Submittals Processed
- B. 0 Submittal Package Currently Under Review
- C. 0 Submittal Packages Pending Submission to A/E

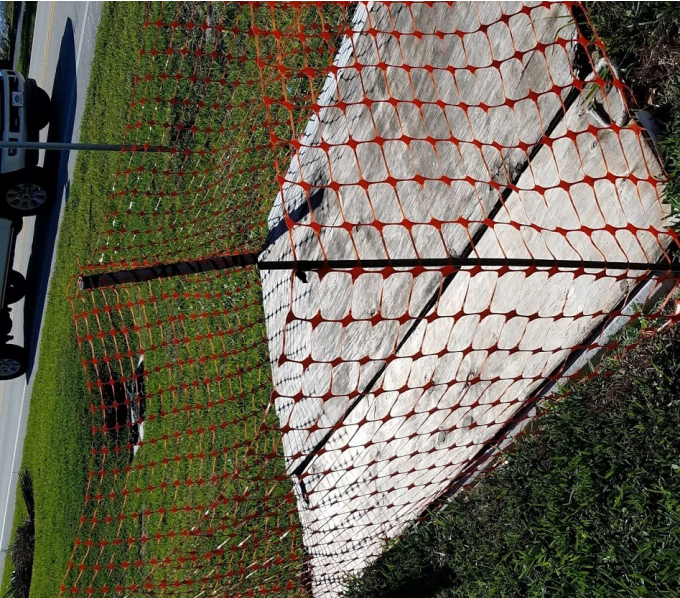
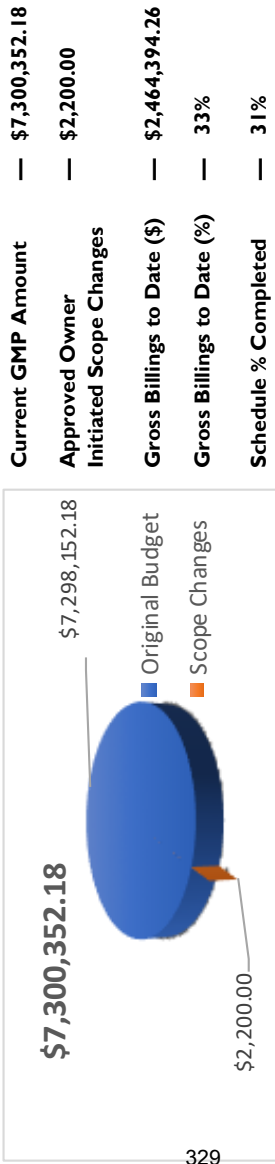
DRAWINGS: Added Scopes of Work

- A. Post GMP Phipps Ocean Park Restroom Building received January 18th from TOPB.
- B. Post GMP Phipps Ocean Park (North) Lighting—Undergrounding of electrical.
- C. Post GMP A-41 Wastewater Pump Station received January 12th from TOPB
- D. Post GMP Ibis Bridge Watermain Crossing received December 12, 2017 from KHA.

RELEVANT POTENTIAL CHANGES:

- A. FPL Line Drawing Changes to Ibis Isle Scope of Work
- B. Reduction in S. Ocean Boulevard Street Lighting Scope of Work
- C. Additional AT&T Fiber Conduits at Ibis Isle per the Town's request

FINANCIALS—BUDGET VS. COSTS



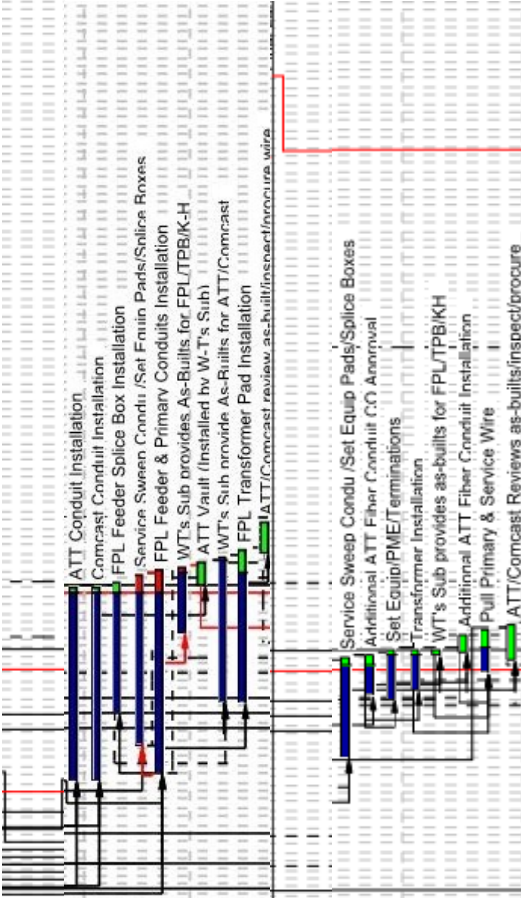
SCHEDULE SUMMARY

S. Ocean Undergrounding -Sta 11+10 to Sta 243+66

1500	ATT Conduit Installation	10	4	29AUG17 A	05FEB18
1505	Comcast Conduit Installation	10	4	29AUG17 A	05FEB18
1512	FPL Feeder Splice Box Installation	20	8	23OCT17 A	09FEB18
1545	Service Sweep Condu /Set Equip Pads/Splice Boxes	75	12	27SEP17 A	15FEB18
1543	FPL Feeder & Primary Conduits Installation	75	15	04SEP17 A	20FEB18
1547	WT's Sub provides As-Built's for FPL/TPB/KH	5	4	29DEC17 A	21FEB18
1507	ATT Vault (Installed by W-T's Sub)	15	15	06FEB18	28FEB18
1509	WT's Sub provide As-Built's for ATT/Comcast	5	4	01NOV17 A	02MAR18
1550	FPL Transformer Pad Installation	20	15	01NOV17 A	08MAR18
1514	ATT/Comcast review as-built/inspect/procure wire	20	20	03MAR18	30MAR18

Ibis Isle

3030	Service Sweep Condu /Set Equip Pads/Splice Boxes	45	5	19SEP17 A	11DEC17
IMP 3011	Additional ATT Fiber Conduit CO Approval	10	8	10NOV17 A	14DEC17
3045	Set Equip/PME/Terminations	30	5	06NOV17 A	18DEC17
3047	Transformer Installation	30	5	13NOV17 A	18DEC17
3055	WT's Sub provides as-built's for FPL/TPB/KH	5	5	12DEC17	18DEC17
IMP 3012	Additional ATT Fiber Conduit Installation	10	10	15DEC17	28DEC17
3049	Pull Primary & Service Wire	30	10	27NOV17 A	03JAN18
3035	ATT/Comcast Reviews as-built's/inspect/procure	20	20	08DEC17	06JAN18



SCHEDULE NOTES / IMPACTS:

- Town recently directed Whiting-Turner to proceed with the Revised Street Lighting Scope. W-T to install conduit and boxes only.
- Additional AT&T Fiber Conduit at Ibis Isle requested by the Town. Proposal currently with the Town/KHA pending approval. This work currently on hold until further directives are received. This will delay AT&T from beginning their scope of work (pulling wire etc). Delay is not expected to impact the overall project completion date.
- FDEP Permit recently received for the Ibis Isle Subaqueous Crossing. Town/KHA directed W-T to proceed with the work associated with this scope.

Underground Utility Project Budget
Project Financial Summary
January 31, 2018

	Budget	Actual	% Expended
Phase 1			
Phase 1 Design	\$ 1,310,829	\$ 1,301,238	99.3%
Phase 1 Utility Costs	\$ 48,608	\$ 48,608	100.0%
Phase 1 Construction	\$ 8,536,041	\$ 3,085,805	36.2%
Phase 1 Construction Utility Costs	\$ 1,850,970	\$ 1,236,770	66.8%
Phase 1 Construction Engineering	\$ 568,532	\$ 146,849	25.8%
Phase 1 Easements	\$ -	\$ 296,716	n/a
Total Phase 1	\$ 12,314,980	\$ 6,115,987	49.7%
Phase 2			
Phase 2 Design	\$ 979,659	\$ 266,066	27.2%
Other			
Other Project Costs	\$ 880,414	\$ 1,236,218	140.4%
Total To Date	\$ 14,175,053	\$ 7,618,271	53.7%
Total Project Budget	\$ 98,600,000		
% Budgeted/Encumbered To Date	14.38%		
% Spent to Date	7.73%		

Underground Utility Project Budget
Phase 1 Project Costs
January 31, 2018

	Budget	Actual	% Expended
Project Engineering			
Task 2.1 - Detailed Design North End	472,063	472,063	100.0%
Task 2.2 - Detailed Design South End	619,411	619,411	100.0%
Task 2.3 - Permitting Assistance	17,790	16,901	95.0%
Task 2.4 - Bid Phase Assistance	42,166	42,166	100.0%
Task 2.5 - Meetings - Design Phase	125,399	125,383	100.0%
Legal Sketch and Description - Easements	34,000	25,315	74.5%
Subtotal Design Phase	\$ 1,310,829	\$ 1,301,238	99.3%
Utility Costs (FPL)			
FPL Engineering for Binding Cost Estimate	\$ 38,608		
North End Design		10,595	
South End Design		28,013	
Total FPL Engineering Costs for Design	\$ 38,608	\$ 38,608	100.0%
Utility Costs (AT&T and Comcast)			
AT&T North End Design		5,000	
AT&T South End Design		5,000	
Total Utility Costs (AT&T and Comcast)	\$ 10,000	\$ 10,000	100.0%
Construction Costs			
Phase 1 North Construction			
Preconstruction	\$ 19,720	19,720	100.0%
Burkhardt Construction	\$ 3,798,144	965,855	25.4%
Utility Costs (FPL, Comcast, AT&T)	\$ 476,776	96,884	20.3%
Construction Engineering (KH)	\$ 253,532	60,651	23.9%
	\$ 4,548,172	\$ 1,143,110	25.1%
Phase 1 South Construction			
Preconstruction	\$ 22,200	22,200	100.0%
Whiting Turner Construction	\$ 4,695,977	2,078,030	44.3%
Utility Costs (FPL, Comcast, AT&T)	\$ 1,374,193	1,139,886	82.9%
Construction Engineering (KH)	\$ 315,000	86,199	27.4%
	\$ 6,407,370	\$ 3,326,315	51.9%
Legal Costs/Easement Acquisition - Jones Foster	\$ -	\$ 296,716	0.0%
Total Phase 1 Costs	\$ 12,314,980	\$ 6,115,987	49.7%

Underground Utility Project Budget
Phase 2 Project Costs
January 31, 2018

	Budget	Actual	% Expended
Phase 2 Design			
Kimley Horn			
Task 1.1 Phase 2 North Design	\$ 281,304	\$ 126,587	45.0%
Task 1.2 Phase 2 South Design	\$ 335,353	\$ 124,081	37.0%
Task 1.3 Permitting Assistance North	\$ 5,779	\$ -	0.0%
Task 1.3 Permitting Assistance South	\$ 6,895	\$ -	0.0%
Task 1.4 Bid Phase Assistance North	\$ 18,498	\$ -	0.0%
Task 1.4 Bid Phase Assistance South	\$ 22,067	\$ -	0.0%
Task 1.5 Easement Assistance North	\$ 64,936	\$ 3,194	4.9%
Task 1.5 Easement Assistance South	\$ 77,466	\$ -	0.0%
Task 1.6 Meetings North	\$ 62,297	\$ 11,125	17.9%
Task 1.6 Meetings South	\$ 74,320	\$ -	0.0%
Task 1.7 Legal Sketch North	\$ 14,020	\$ 1,080	7.7%
Task 1.7 Legal Sketch South	\$ 16,725	\$ -	0.0%
Total Phase 2 Design	\$ 979,659	\$ 266,066	27.2%

Underground Utility Project Budget
Other Project Costs
January 31, 2018

Master Plan	Budget	Actual	% Expended
Task 1.1 - Data Collection & GIS Base Mapping	\$ 88,021	\$ 88,021	100.0%
Tash 1.1a Data Collection for Future Communications	\$ 23,511	\$ 23,511	100.0%
Task 1.2 - Conceptual Design and Master Plan	\$ 161,756	\$ 161,756	100.0%
Task 1.3 - Project Sequencing and Phasing	\$ 31,244	\$ 31,244	100.0%
Task 1.4 - Assessment of Traffic Impacts	\$ 77,660	\$ 77,660	100.0%
Task 1.5 - Project Delivery Methods	\$ 17,448	\$ 17,448	100.0%
Task 1.6 - Master Plan Document	\$ 45,053	\$ 42,800	95.0%
Task 1.7 - Meetings Master Planning Phase	\$ 113,135	\$ 113,123	100.0%
Task 1.8 - Master Plan Second Half	\$ 40,067	\$ 38,064	95.0%
Subtotal Master Planning	\$ 597,895	\$ 593,627	99.3%
Community Outreach	\$ 282,519	\$ 197,551	69.9%
Daniella Construction - Nightingale/LaPuerta - Townwide portion	Future Phase Budget	\$ 243,470	
FPL Future Phases	Future Phase Budget	\$ 75,215	
FPL Nightingale/LaPuerta - Townwide Portion	Future Phase Budget	\$ 74,900	
Comcast Preplanning	Future Phase Budget	\$ 12,015	
Comcast Nightingale/LaPuerta - Townwide Portion	Future Phase Budget	\$ 8,885	
AT&T Nightingale/LaPuerta Townwide Portion	Future Phase Budget	\$ 30,555	
Total Other Project Costs	\$ 880,414	\$ 1,236,218	140.4%

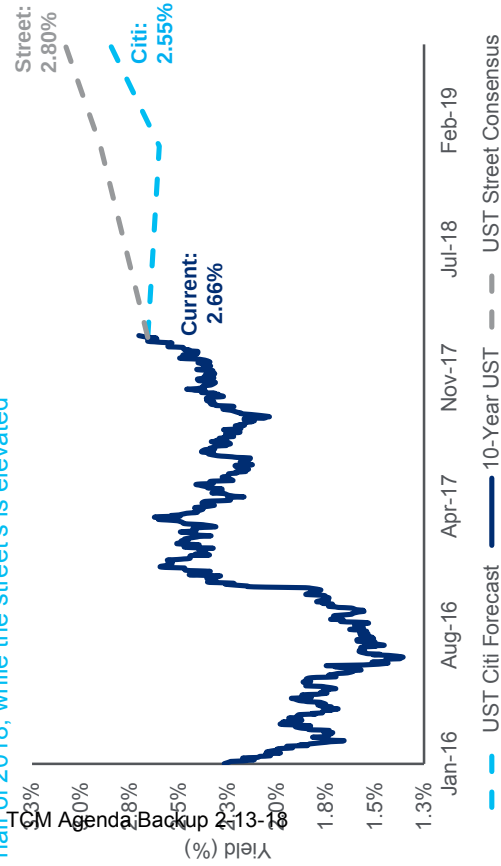
Related Costs Outside of the Underground Project Budget

Underground City of Lake Worth Section	Budget	Actual	% Expended
Project Design	\$ 25,231	\$ 24,430	96.8%
Project Construction	\$ 351,081	\$ 171,271	48.8%
Project Construction Engineering	\$ 11,607	\$ 4,460	38.4%
Utility Cost (FPL, Comcast, AT&T)	\$ 134,333	\$ 127,531	94.9%
Project Meeting Attendance	\$ 3,334	\$ 720	21.6%
Total Lake Worth Section	\$ 525,586	\$ 328,412	62.5%
Goldmacher v TPB Legal and Other Costs		\$ 167,813	
Kosberg v TPB Legal and Other Costs		\$ 113,795	
Commercial Paper Issuance Cost		\$ 130,748	
Ibis Way PGD Improvements	\$ 14,583	\$ 14,583	100.0%
Project Manager -Pay and benefits	\$ 130,000	\$ 70,258	54.0%
Peer Review Study - Patterson & Dewar	\$ 100,000	\$ 100,000	100.0%
Telecommunications Consultant	\$ 89,000	\$ 83,210	93.5%
Peter Brandt (Contract Negotiations)	\$ 35,000	\$ 22,633	64.7%
Total Related Costs Outside of the Budget	\$ 894,169	\$ 1,031,450	115.4%

U.S. Rate Forecasts

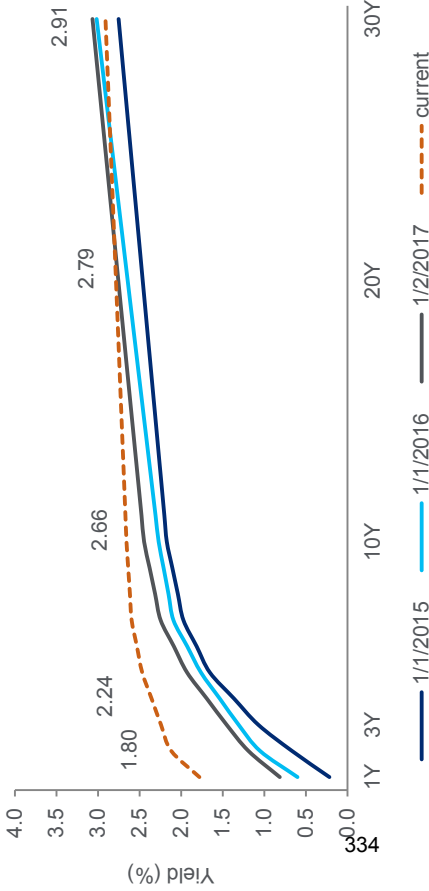
10-Year Treasury Yield Forecast

Citi forecasts a muted interest rate environment as we progress through the first half of 2018, while the street's is elevated



US Treasury Yield Curve

Yields continue to weaken, highlighting market expectations of additional policy removal from the Fed and other central banks around the world, coupled with a forecast of above average global growth and inflation



Rate Forecasts

5-Year Treasury	Current	1Q18	2Q18	3Q18	4Q18	1Q19	2Q19
Citi's Forecast	2.47%	2.10%	2.25%	2.35%	2.40%	2.45%	2.50%

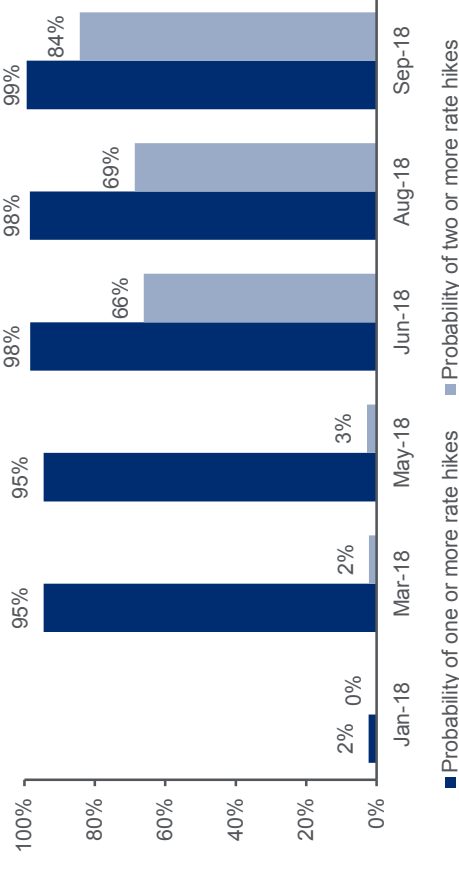
10-Year Treasury	Current	1Q18	2Q18	3Q18	4Q18	1Q19	2Q19
Citi's Forecast	2.66%	2.50%	2.50%	2.55%	2.60%	2.70%	2.85%
Economists' Consensus		2.57%	2.70%	2.80%	2.90%	3.00%	3.08%

30-Year Treasury	Current	1Q18	2Q18	3Q18	4Q18	1Q19	2Q19
Citi's Forecast		2.95%	2.95%	2.95%	2.95%	3.00%	3.10%
Economists' Consensus	2.91%	2.95%	3.10%	3.20%	3.35%	3.40%	3.50%

Fed Funds	Current	1Q18	2Q18	3Q18	4Q18	1Q19	2Q19
Citi's Forecast	1.50%	1.75%	2.00%	2.25%	2.25%	2.50%	2.75%
Economists' Consensus		1.75%	2.00%	2.00%	2.25%	2.25%	2.50%

Expectations of Next Fed Increase in Rates

The Fed has guided three more rate hikes in 2018, with the next hike likely to come in March



TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Authorize the Town Manager to Execute a Maintenance Memorandum of Agreement with the Florida Department of Transportation on South Ocean Boulevard (from the Southern Town Limits north to Sloan's Curve)
Resolution No. 17-2018

DATE: January 11, 2018

STAFF RECOMMENDATION

Town staff requests Town Council authorize the Town Manager to approve Resolution No. 17-2018 to enter into a Landscape Maintenance Memorandum of Agreement (MMOA) with the Florida Department of Transportation (FDOT) on behalf of the Town for the Town-Wide Overhead Utility Undergrounding Phase 1-South project.

GENERAL INFORMATION

At the June 13, 2017 Town Council meeting, Town Council approved the Construction Manager at Risk contract for the Town-Wide Overhead Utility Undergrounding Phase 1-South. The corridor where the contractor is working in, South Ocean Boulevard from Sloan's Curve south to the Town limits, is within the FDOT's right-of-way. The switch-cabinets and transformers for the utility undergrounding project that are being located within the right-of-way must be screened by landscaping per Town Code. Therefore, any new landscaping within the right-of-way must be maintained by the Town of Palm Beach. This landscaping is included in the construction for the Phase 1-South project.

Staff recommends that Town Council authorize the Town Manager to execute the MMOA and any additional permitting and maintenance documentation necessary by FDOT as part of the Town-Wide Overhead Utility Undergrounding Phase 1-South

FUNDING/FISCAL IMPACT

Funding for the maintenance of the hardscape and landscaping under this agreement will be contained within future Public Works annual operating budget.

TOWN ATTORNEY REVIEW

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

Attachment

cc: Eric Brown, P.E., Assistant Director of Public Works
Patricia Strayer, P.E., Town Engineer
Jason Debrincat, P.E. Senior Project Engineer
Michael Roach, P.E. Project Engineer
Brett Madison, Facilities Division Manager

SECTION No.: 93060
Permit No.: 2017-L-496-010
COUNTY: PALM BEACH
S.R. No.: A1A

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISTRICT FOUR
LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the **STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**, a component agency of the State of Florida, hereinafter called the **DEPARTMENT** and the **Town of Palm Beach**, a municipal corporation, existing under the Laws of Florida, hereinafter called the **AGENCY**.

WITNESSETH:

WHEREAS, the **DEPARTMENT** has jurisdiction over State Road A1A (South Ocean Boulevard) as part of the State Highway System as described in **Exhibit "A"**; and

WHEREAS, the **AGENCY** seeks have installed by permit and maintain certain landscape improvements within the right of way of State Road A1A (South Ocean Boulevard) as described within **Exhibit "B"**; and

WHEREAS, as part of the continual updating of the State of Florida Highway System, the **DEPARTMENT**, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain the highway facility as described in **Exhibit "A"** attached hereto and incorporated by reference herein, within the corporate limits of the **AGENCY**; and

WHEREAS, the **AGENCY** is agreeable to maintaining those landscape improvements within the **AGENCY'S** limits including plant materials, irrigation system and/or hardscape which may contain specialty surfacing (concrete pavers, color stamped concrete and color stamped asphalt [also known as patterned pavement]) including any other nonstandard hardscape (if applicable), but excluding standard concrete sidewalk, and agree such improvements shall be maintained by periodic mowing, fertilizing, weeding, litter pick-up, pruning, necessary replanting, irrigation repair and/or repair of the median concrete replacements associated with the specialty surfacing (if applicable) as needed; and

WHEREAS, it is the intent of the **AGENCY** and the **DEPARTMENT** that the **AGENCY** shall maintain all right of way within the medians, outside the travelway and improvements made to the travelway that was made at the request of the **AGENCY**; and

WHEREAS, the parties hereto mutually recognize the need for entering into an Agreement designating and setting forth the responsibilities of each party; and

WHEREAS, the **AGENCY** by Resolution No. _____ dated _____, 20____, attached hereto and by this reference made a part hereof, desires to enter into this Agreement and authorizes its officers to do so; and

NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the parties covenant and agree as follows:

1. The recitals set forth above are true and correct and are deemed incorporated herein.

2. **INSTALLATION OF FACILITIES**

The AGENCY shall install and agrees to maintain the *landscape improvements* described herein as: plant materials, irrigation and/or hardscape on the highway facilities substantially as specified in plans and specifications hereinafter referred to as the Project (s) and incorporated herein as **Exhibit "B"**. *Hardscape* shall mean, but not be limited to any site amenities such as landscape accent lighting, bike racks, fountain, tree grates, decorative free standing wall, and/or decorative sidewalk, median and/or roadway specialty surfacing such as concrete pavers, stamped colored concrete and/or stamped colored asphalt (also known as patterned pavement).

- (a) All plant materials shall be installed and maintained in strict accordance with sound nursery practice prescribed by the International Society of Arboriculture (ISA). All plant materials installed shall be Florida #1 or better according to the most current edition of Florida Department of Agriculture, *Florida Grades and Standards for Nursery Stock*; and all trees shall meet Florida Power & Light, *Right Tree, Right Place, South Florida*.
- (b) Trees and palms within the right of way shall be installed and pruned to prevent encroachment to roadways, lateral offsets and sidewalks. Definition of these criteria is included in the most current editions of FDOT standards for design, construction, maintenance, and utility operations on the state highway system and **Exhibit "C"**, the Maintenance Plan.
- (c) Tree and palm pruning shall be supervised by properly trained personnel trained in tree pruning techniques and shall meet the most current standards set forth by the International Society of Arboriculture (ISA) and the American National Standard Institute (ANSI), Part A-300.
- (d) Irrigation installation and maintenance activities shall conform to the standards set forth by the Florida Irrigation Society (FIS) latest edition of FIS, *Standards and Specifications for Turf and Landscape Irrigation Systems*.
- (e) The AGENCY shall provide the FDOT Local Operation Center accurate as-built plans of the irrigation system so if in the future there is a need for the DEPARTMENT to perform work in the area, the system can be accommodated as much as possible. (See paragraph (I) for contact information)
- (f) If it becomes necessary to provide utilities (water/electricity) to the median or side areas, it shall be the AGENCY'S responsibility to obtain a permit for such work through the local Operations Center (see paragraph (I) below) and the AGENCY shall be responsible for all associated fees for the installation and maintenance of these utilities.

- (g) All specialty surfacing shall be installed and maintained in strict accordance with the most current edition of the *Florida Accessibility Code for Building Construction* and the *Interlocking Concrete Pavement Institute (ICPI)*.
- (h) All activities, including landscape improvements installation and future maintenance operations performed on State highway right of way, must be in conformity with the most current edition of the *Manual on Uniform Traffic Control (MUTCD)* and *FDOT Design Standards, Index 600 Series, Traffic Control through Work Zones*.
- (i) The most current edition of *FDOT Design Standards, Index 546 (Sight Distance at Intersections)* must be adhered to.
- (j) Lateral Offsets as specified in the *FDOT Plans Preparation Manual, Volume 1, Chapters 2 and 4* must be adhered to.
- (k) Landscape improvements shall not obstruct roadside signs or permitted outdoor advertising signs, (see Florida Administrative Code [F.A.C.] Rule Chapter 14-10.)
- (l) The AGENCY shall provide the local FDOT Operation Center located at (Palm Beach Operations, 7900 Forest Hill Blvd., West Palm Beach, FL 33413 (561) 432-4966, a twenty-four (24) hour telephone number and the name of a responsible person that the DEPARTMENT may contact. The AGENCY shall notify the local maintenance office forty-eight (48) hours prior to the start of the landscape improvements.
- (m) If there is a need to restrict the normal flow of traffic, it shall be done on non-holiday, weekday off-peak hours (9 AM to 3 PM), and the party performing such work shall give notice to the local law enforcement agency within whose jurisdiction such road is located prior to commencing work on the landscape improvements. The DEPARTMENT'S Operation Center Public Information Officer (see telephone number in Paragraph (l) shall also be notified.
- (n) The AGENCY shall be responsible to clear all utilities within the landscape improvement limits before construction commences.
- (o) The AGENCY shall follow the minimum level of maintenance guidelines as set forth in FDOT'S Rule Chapter 14-40 *Highway Beautification and Landscape Management*, in the *FDOT Guide to Roadside Mowing and Maintenance Management System*, and **Exhibit "C"**, the *Maintenance Plan* for maintenance activities for landscape improvements.

3. MAINTENANCE OF FACILITIES

- A. The AGENCY agrees to maintain the landscape improvements, as existing and those to be installed, within the physical limits described in **Exhibit "A"** and as further described in **Exhibit "B"**. The non-standard improvements within and outside the travelway shall be maintained by the AGENCY regardless if the said improvement was made by the DEPARTMENT, the AGENCY, or others authorized pursuant to Section 7, by periodic mowing, pruning, fertilizing, weeding, curb and

sidewalk edging, litter pickup, necessary replanting, irrigation system repair and/ or repair of any median concrete replacement associated with specialty surfacing (if applicable) following the DEPARTMENT'S landscape safety and maintenance guidelines, **Exhibit "C"**, the Maintenance Plan. The AGENCY'S responsibility for maintenance shall include all landscaped, turfed and hardscape areas on the sidewalk or within the medians and areas outside the travelway to the right of way and/or areas within the travelway containing specialty surfacing. It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway caused by the differential characteristics of non-standard travelway surfacing (if applicable) on DEPARTMENT right of way within the limits of this Agreement.

- B. Such maintenance to be provided by the AGENCY is specifically set out as follows: to maintain, which means to properly water and fertilize all plant materials; to keep them as free as practicable from disease and harmful insects; to properly mulch the planting beds; to keep the premises free of weeds; to mow the turf to the proper height; to properly prune all plants which at a minimum includes: (1) removing dead or diseased parts of plants, (2) pruning such parts thereof to provide clear visibility to signage, permitted outdoor advertising signs per Florida Statute 479.106 and for those using the roadway and/or sidewalk; (3) preventing any other potential roadway hazards. *Plant materials* shall be those items which would be scientifically classified as plants and including trees, palms, shrubs, groundcover and turf. To maintain also means to remove or replace dead or diseased plant materials in their entirety, or to remove or replace those that fall below original project standards. Palms shall be kept fruit free year round. To maintain also means to keep the header curbs that contain the specialty surfacing treatment in optimum condition. To maintain also means to keep the nonstandard hardscape areas clean, free from weeds and to repair said hardscape as is necessary to prevent a safety hazard. To maintain also means to keep litter removed from the median and areas outside the travel way to the right of way line. All plants removed for whatever reason shall be replaced by plants of the same species type, size, and grade as specified in the original plans and specifications. Any changes to the original plans shall be submitted by permit application to the DEPARTMENT for review and approval.
- C. If it becomes necessary to provide utilities (water/electricity) to the medians or areas outside the travelway to maintain these improvements, all costs associated with the utilities associated for the landscape improvements including any impact and/or connection fees, and the on-going cost of utility usage for water and electrical, are the maintaining AGENCY'S responsibility.

The AGENCY shall be directly responsible for impact and connection fees.

- D. The maintenance functions to be performed by the AGENCY may be subject to periodic inspections by the DEPARTMENT at the discretion of the DEPARTMENT. Such inspection findings will be shared with the AGENCY and shall be the basis of all decisions regarding, repayment, reworking or agreement termination. The AGENCY shall not change or deviate from said plans without written approval of the DEPARTMENT.

4. NOTICE OF MAINTENANCE DEFICIENCIES

A. If at any time after the AGENCY has undertaken the landscape improvements installation and/or maintenance responsibility for the landscape improvements it shall come to the attention of the DEPARTMENT'S District Secretary that the limits, or a part thereof, are not properly maintained pursuant to the terms of this Agreement, said District Secretary, may at his/her option, issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter to the AGENCY, to place said AGENCY on notice thereof. Thereafter, the AGENCY shall have a period of thirty (30) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT may, at its option, proceed as follows:

- (1) Maintain the landscape improvements or any part thereof, with the DEPARTMENT or Contractor's personnel and invoice the AGENCY for expenses incurred, and/or
- (2) At the discretion of the DEPARTMENT, terminate the Agreement in accordance with Paragraph 8 of this Agreement and remove, by the DEPARTMENT or Contractor's personnel, all of the landscape improvements installed under this Agreement or any preceding Agreements, except as to trees and palms, and charge the AGENCY the reasonable cost of such removal.

5. FUTURE DEPARTMENT IMPROVEMENTS

It is understood between the parties hereto that the landscape improvements covered by this Agreement may be removed, relocated, or adjusted at any time in the future, as determined to be necessary by the DEPARTMENT in order that the adjacent state road be widened, altered, or otherwise changed to meet future criteria or planning needs of the DEPARTMENT.

The AGENCY shall be given sixty (60) calendar day notice to remove said landscape improvements at the AGENCY's expense after which time the DEPARTMENT may remove same. All permits (including tree permits), fees, and any mitigation associated with the removal, relocation or adjustments of these improvements are the maintaining AGENCY'S responsibility.

6. FUTURE AGENCY IMPROVEMENTS

The AGENCY may construct additional landscape improvements within the limits of the landscape improvements rights of ways identified as a result of this document, subject to the following conditions:

- (a) Plans for any new landscape improvements shall be subject to approval by the DEPARTMENT. The AGENCY shall not change or deviate from said plans without written approval by the DEPARTMENT.
- (b) All landscape improvements shall be developed and implemented in accordance with appropriate state safety and roadway design standards.

- (c) The AGENCY agrees to comply with the requirements of this Agreement with regard to any additional landscape improvements it chooses to have installed and there will be no cost to the DEPARTMENT.

7. ADJACENT PROPERTY OWNER IMPROVEMENTS

The DEPARTMENT may allow an adjacent property owner to construct additional landscape improvements within the limits of the right of way identified in **Exhibit "A"** of this Agreement that the AGENCY shall be responsible for maintaining under this Agreement, subject to the following conditions:

- (a) Plans for any new landscape improvements shall be subject to approval by the DEPARTMENT and shall require a valid permit attached with a letter of consent to said plans by the AGENCY. The plans shall not be changed or deviated from without written approval by the DEPARTMENT and the AGENCY.
- (b) All landscape improvements shall be developed and implemented in accordance with appropriate state safety and roadway design standards.
- (c) The AGENCY agrees to comply with the requirements of this Agreement with regard to any additional landscape improvements installed by an adjacent owner.

8. AGREEMENT TERMINATION

In addition to those conditions otherwise contained herein, this Agreement may be terminated under any one (1) of the following conditions:

- (a) By the DEPARTMENT, if the AGENCY fails to perform its duties under this Agreement, following ten (10) days written notice.
- (b) By the DEPARTMENT, for refusal by the AGENCY to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the AGENCY in conjunction with this Agreement.

9. AGREEMENT TERM

- (a) The term of this Agreement commences upon execution by all parties. The term of this Agreement shall remain in effect for twenty-five (25) years.
- (b) If the DEPARTMENT chooses to cancel the landscape improvements described in **Exhibit "B"**, this Agreement becomes void and the original Agreement is reinstated, if any.

10. LIABILITY AND INSURANCE REQUIREMENTS

- A. With respect to any of the AGENCY'S agents, consultants, sub-consultants, contractors and/or sub-contractors, such party in any contract for the landscape improvements shall agree to indemnify, defend, save and hold harmless the

DEPARTMENT from all claims, demands, liabilities, and suits of any nature arising out of, because of or due to any intentional and/or negligent act or occurrence, omission or commission of such agents, consultants, subconsultants, contractors and/or subcontractors. The AGENCY shall provide to the DEPARTMENT written evidence of the foregoing upon the request of the DEPARTMENT. It is specifically understood and agreed that this indemnification clause does not cover or indemnify the DEPARTMENT for its own negligence.

B. In the event that AGENCY contracts with a third party to provide the services set forth herein, any contract with such third party shall include the following provisions:

- (1) AGENCY'S contractor shall at all times during the term of this Agreement keep and maintain in full force and effect, at contractor's sole cost and expense, Comprehensive General Liability with minimum limits of \$1,000,000.00 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability and Worker's Compensation insurance with minimum limits of \$500,000.00 per Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability and Worker's Compensation policy without restrictive endorsements, as filed by the Insurance Services Office. The AGENCY and DEPARTMENT shall be named as additional insured on such policies.
- (2) AGENCY'S contractor shall furnish AGENCY with Certificates of Insurance of Endorsements evidencing the insurance coverage specified herein prior to the beginning performance of work under this Agreement.
- (3) Coverage is not to cease and is to remain in full force and effect (subject to cancellation notice) until all performance required of AGENCY'S contractor is completed. All policies must be endorsed to provide the DEPARTMENT with at least thirty (30) day notice of cancellation and or/or restriction. If any of the insurance coverage will expire prior to the completion of work, copies of renewal policies shall be furnished at least (30) days prior to the date of expiration.

11. E-VERIFY REQUIREMENTS

The AGENCY shall:

- (a) Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the AGENCY during the term of the contract; and
- (b) Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

12. SUPERSEDED AGREEMENTS

This writing embodies the entire Agreement and understanding between the parties hereto and there are no other Agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby (except the associated hardscape permit).

13. FISCAL TERMS

The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money will/may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of the DEPARTMENT that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the DEPARTMENT which are for an amount in excess of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) and which have a term for a period of more than one year.

14. DISPUTES

The DEPARTMENT'S District Secretary shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount and value thereof; and his decision upon all claims, questions, and disputes shall be final and conclusive upon the parties hereto.

15. ASSIGNMENT

This Agreement may not be assigned or transferred by the AGENCY, in whole or in part, without the prior written consent of the DEPARTMENT.

16. LAWS GOVERNING

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The AGENCY agrees to waive forum and venue and that the DEPARTMENT shall determine the forum and venue in which any dispute under this agreement is decided.

17. NOTICES

Any and all notices given or required under this Agreement shall be in writing and either personally delivered with receipt acknowledgement or sent by certified mail, return receipt requested. All notices shall be sent to the following addresses:

If to the DEPARTMENT:
State of Florida Department of Transportation
3400 West Commercial Blvd.
Ft. Lauderdale, FL 33309-3421
Attention: Elisabeth Hassett, R.L.A.
FDOT District IV Landscape Architect

If to the AGENCY:
Town of Palm Beach
951 Old Okeechobee Road
West Palm Beach, FL 33401
Title: Town Manager

18. LIST OF EXHIBITS

- Exhibit A: Landscape Improvements Maintenance Boundaries
- Exhibit B: Landscape Improvement Plans
- Exhibit C: Maintenance Plan for Landscape Improvements

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first above written.

TOWN OF PALM BEACH

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____
Chairperson/Mayor/Manager

By: _____
Transportation Development Director

Attest: _____ (SEAL)
Clerk

Attest: _____ (SEAL)
Executive Secretary

Legal Review Date

Legal Review Date

Office of the General Counsel _____

SECTION No.:	93060
Permit No.:	2017-L-496-010
COUNTY:	PALM BEACH
S.R. No.:	A1A

EXHIBIT A

LANDSCAPE IMPROVEMENTS MAINTENANCE BOUNDARIES

I. LIMITS OF MAINTENANCE FOR LANDSCAPE IMPROVEMENTS:

State Road A1A (South Ocean Boulevard) Northbound from (M.P. 19.107) to (M.P. 22.670)

II. LANDSCAPE IMPROVEMENTS MAINTENANCE RESPONSIBILITIES MAP:

Please see attached map

SECTION No.:	93060
Permit No.:	2017-L-496-010
COUNTY:	PALM BEACH
S.R. No.:	A1A

EXHIBIT B

LANDSCAPE IMPROVEMENT PLANS

The AGENCY agrees to install the landscape improvements in accordance with the plans and specifications attached hereto and incorporated herein.

Please see attached plans prepared by: Jonathan Haigh, RLA
Kimley Horn and Associates, Inc.

Date: December 14, 2017

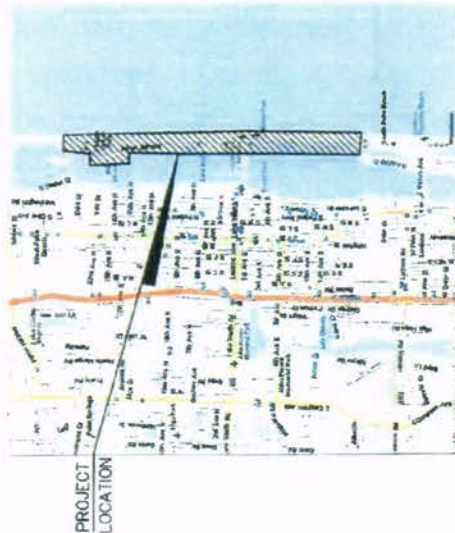
CONSTRUCTION PLANS FOR TOWNWIDE OVERHEAD UTILITY UNDERGROUNDING PHASE 1 - SOUTH TOWN OF PALM BEACH, FLORIDA NOVEMBER 2017



TOWN OFFICIALS

MAYOR
COUNCIL PRESIDENT
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
TOWN MANAGER
DIRECTOR OF PUBLIC WORKS
TOWN ENGINEER

GAIL L. CONIGLIO
RICHARD M. KLEID
DANIELLE H. MOORE
JULIE ARASKOG
BOBBIE LINDSAY
MARGARET A. ZEIDMAN
THOMAS G. BRADFORD
H. PAUL BRAZIL, P.E.
PATRICIA STRAYER, P.E.



TOWNSHIP - 44
RANGE - 43
SECTION - 11, 14, 15, 23, 26, 35

INDEX OF SHEETS

L0.00 COVER SHEET
L0.01 OVERALL PLAN AND GENERAL NOTES
L1.00-L1.26 LANDSCAPE PLAN
L2.00 LANDSCAPE DETAILS



ISSUED FOR
CONSTRUCTION

SHEET NUMBER

L0.00

COVER SHEET



TOWNWIDE UNDERGROUNDING
PHASE 1

PREPARED FOR
THE TOWN OF PALM BEACH
PALM BEACH, FLORIDA

Kimley»Horn

© 2017 KIMLEY-HORN AND ASSOCIATES, INC.
1825 PHOENIX AVENUE, SUITE 200
WWW.KIMLEY-HORN.COM CA 00000889

PROJECT	04-463168
DATE	AUGUST 2017
DESIGNED BY	WJH
CHECKED BY	WJH
DATE	11/17/17
REVISION	

FOOT LANDSCAPE PERMIT CONDITIONS:

- THE CONTRACTOR SHALL COORDINATE WITH THE TOWN OF PALM BEACH TO OBTAIN A COPY OF THE FOOT LANDSCAPE PERMIT AND COMPLY WITH ITS CONDITIONS.
- DURING CONSTRUCTION OF LANDSCAPE PROJECT, ALL SAFETY REGULATIONS OF THE TOWN OF PALM BEACH SHALL BE STRICTLY ENFORCED. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- CONTRACTOR SHALL CONTACT LOCAL MEDIA ONE WEEK PRIOR TO ANY LANE CLOSURES ON SOUTH OCEAN BLVD IF IT WILL OCCUR DURING PEAK HOURS OR OVER THE SPAN OF MORE THAN ONE DAY. THE CONTRACTOR SHALL PROVIDE A COPY OF THE PERMITS RELEASE TO LOCAL MEDIA FOR ADVANCE. IN ADDITION, THE CONTRACTOR SHALL PROVIDE A COPY OF THE PERMITS TO THE TOWN OF PALM BEACH FOR ADVANCE.
- ALL MATERIALS AND CONSTRUCTION MATERIALS SHALL BE STORED IN A SAFE AND SECURE MANNER TO THE FOOT ROADS AND TRAFFIC DESIGN STANDARDS (2004 EDITION). STANDARD SPECIFICATIONS (2004 EDITION) AND THE DESIGN STANDARDS.
- THE APPLICANT'S ENGINEER RESPONSIBLE FOR CONSTRUCTION INSPECTION SHALL INSURE THAT THE MAINTENANCE OF TRAFFIC PLAN (MOT) FOR THE PROJECT IS IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- AT THE END OF EACH WORK PERIOD, THE CONTRACTOR SHALL CLEAN UP THE WORK AREA AND REMOVE ALL MATERIALS AND DEBRIS FROM THE PROJECT AREA. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- IF THE PERMITTED WORK IS ON A ROADWAY THAT HAS BEEN SELECTED AS A HARRISMAN ROAD, THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- THE CONTRACTOR SHALL CALL THE APPROPRIATE COUNTY TRAFFIC ENGINEERING DIVISION TO ADVISE OF ANY LANE CLOSURES PRIOR TO THE START OF THE PROJECT. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- THE LOCATION OF EXISTING UTILITIES SHOWN IS APPROXIMATE ONLY. THE CONTRACTOR SHALL OBTAIN THE EXACT LOCATION DURING CONSTRUCTION. RELOCATION OF UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- BEFORE PERMIT APPROVAL AND CONSTRUCTION OF THIS PROJECT, THE APPLICANT MUST OBTAIN A PERMIT FROM THE TOWN OF PALM BEACH. THE CONTRACTOR SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- THE APPLICANT, AT THE SUBMITTER'S DISCRETION, SHALL MAINTAIN A SAFE AND CLEAR PASSAGE FOR ALL TRAFFIC THROUGHOUT THE PROJECT AREA IN ACCORDANCE WITH THE TOWN OF PALM BEACH'S TRAFFIC CONTROL PLAN.
- ALL FOOT LANE CLOSURES SHALL BE COUNDED WITH LANE CLOSURE SIGNS. NO LANE CLOSURES SHALL BE COUNDED EXCEPT AT TIMES PRESCRIBED BY THE DEPARTMENT.
- SCODING SHALL BE IN ACCORDANCE WITH SECTION 579.
- PLANTINGS SHALL BE INSTALLED PER FOOT STANDARD INDEX 544 DETAILS.

FOOT LANDSCAPE PERMIT NO. 2017-L-008-010

CALL FOR MORE DATES
SEE THE TOWN OF PALM BEACH WEBSITE
WWW.PALMBEACHFLA.GOV

ISSUED FOR CONSTRUCTION

SCALE 1" = 100'

NORTH

OVERALL PLAN AND NOTES

L0.01

SHEET NUMBER

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PREPARED FOR THE TOWN OF PALM BEACH

DATE: 12/11/2017

FOOT LANDSCAPE PERMIT NO. 2017-L-008-010

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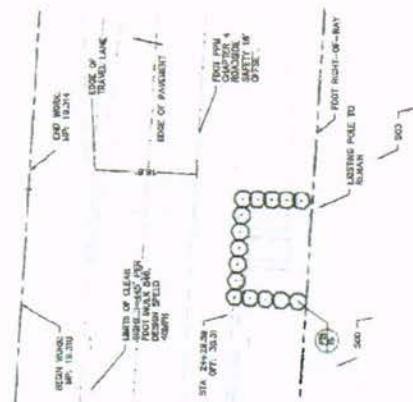
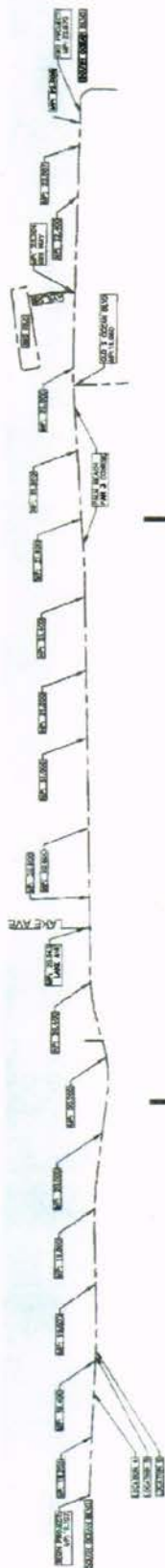
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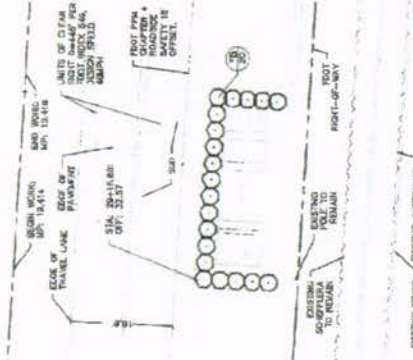


PLANT SCHEDULE LOCATION 4

BRAND	BUTYRICAL VALUE	CORONAL NAME	COST	O.C.	SIZE	DTC
FBI	Pull Sanjorbu Full or Blank, Melting	Humping Pig	Cost.	36° O.C.	40' HT Fir.	IS

LOCATION 4

STATION: 24+30.143 (HP 19.510 - 19.514)

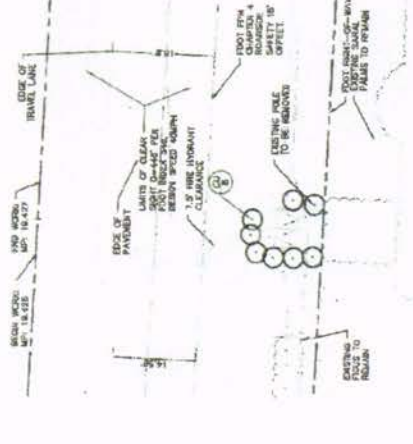


PLANT SCHEDULE LOCATION 5

SUBSTRATE	BIOLOGICAL NAME	CONCENTRATION	CONT.	C.L.C.	SIZE	QTY
PS	Fluorocarbon F-11 to Stone, Patching	Washing 4%	Cont.	50' O.C.	40' HT Pcs.	30

LOCATION 5

STATION: 29+18.601 (MP: 19.414 - 19.418)



PANT SCHEDULE LOCATION 6

ISSUES	ISSUANCE NAME	CORPORATE NAME	QTY.	Q.C.	SIZE	QTY.
CU	Cassidy's letters	Sea Group	42'	O.C.	40' AT Min.	5
	Full to Base, Matching					

LOCATION 6

STATION 30+40.926 (FIP 19.425 - 19.427)



GRAPHIC SCALE IN FEET

ISSUED FOR
CONSTRUCTION

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L1.01

TOWNWIDE UNDERGROUNDING

PHASE 1

PREPARED FOR
THE TOWN OF PALM BEACH

PALM BEACH

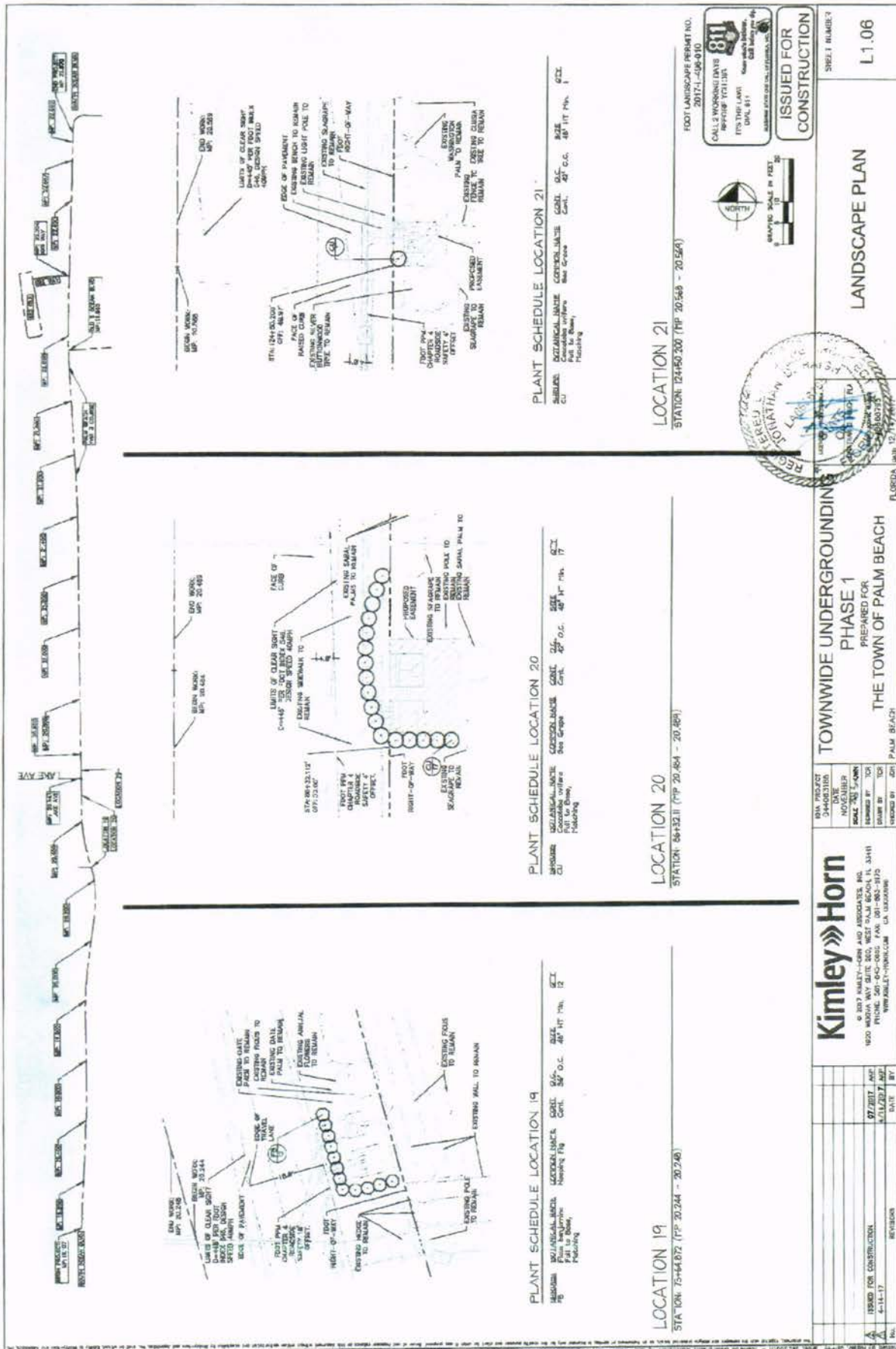
Kimley»Horn

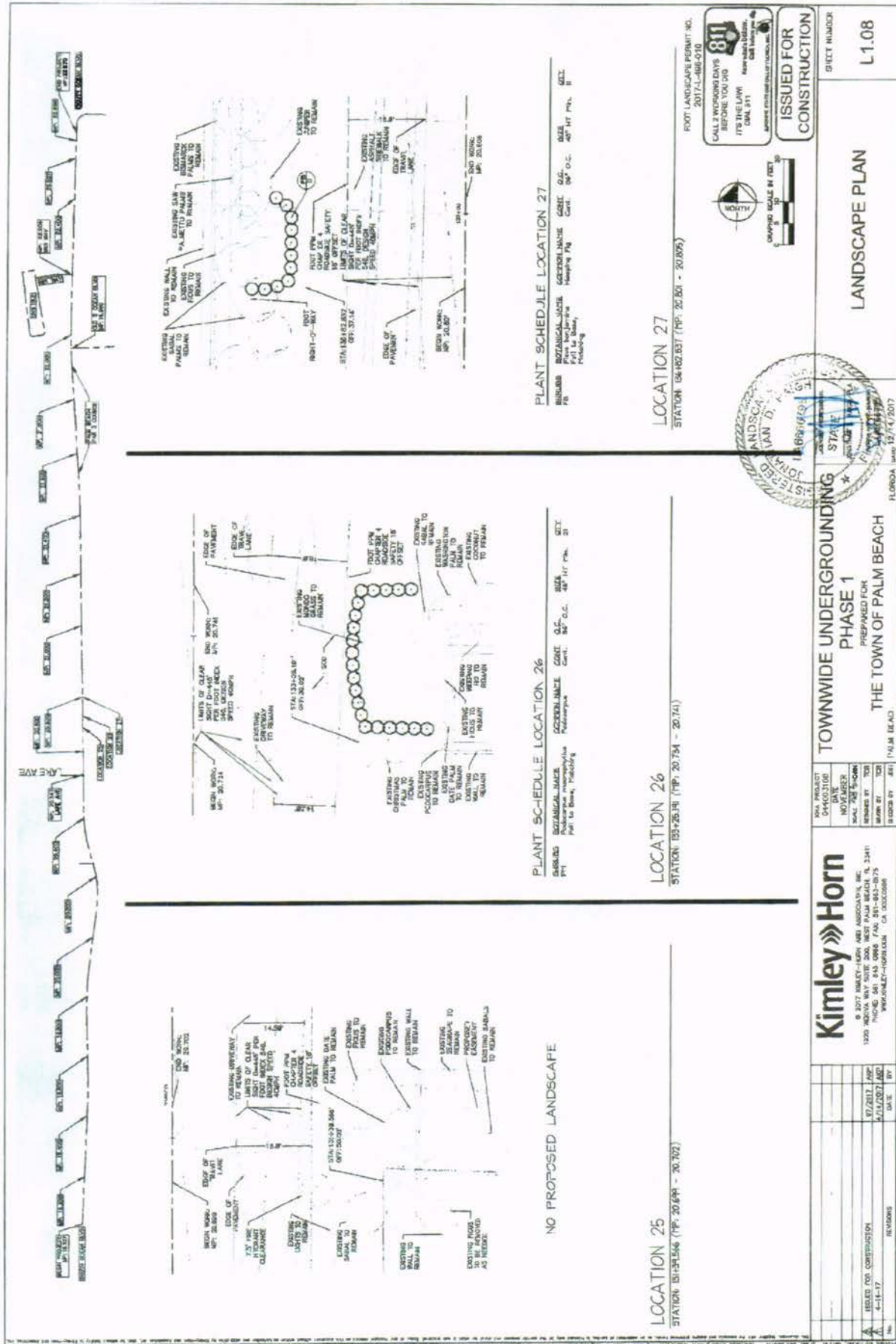
© 2017 KIMLEY-HORN AND ASSOCIATES, INC.
10700A WAY WHITE 200, WEST PALM BEACH, FL 33411
PHONE: 561-848-0885 FAX: 561-663-8775
WWW.KIMLEY-HORN.COM CA 00000026

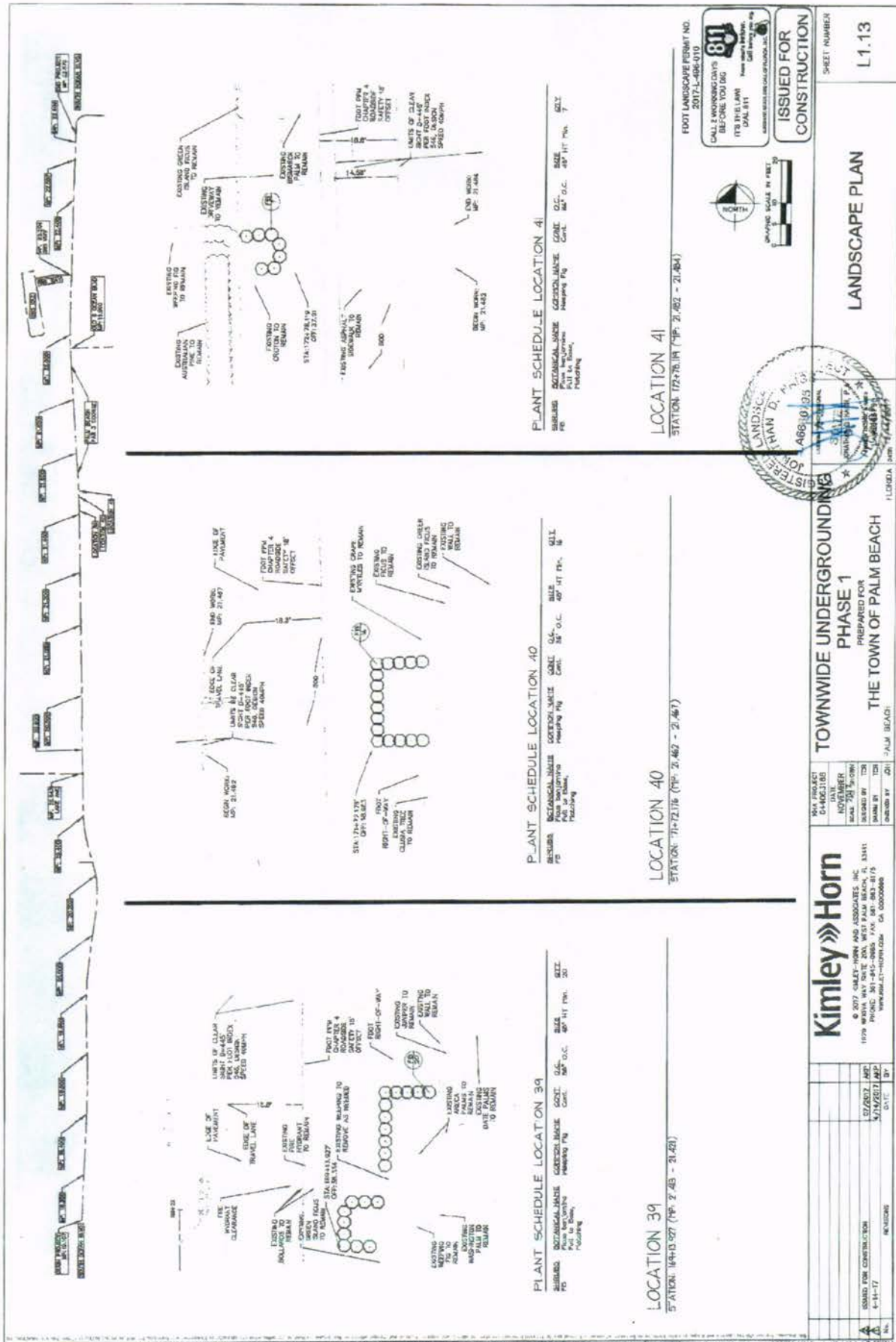
classroom. In addition, students in this class are required to complete a final project that involves the design and construction of a small-scale model of a building system, such as a water filtration system or a solar-powered water pump. This project is designed to help students apply the concepts they have learned in class to a real-world problem.

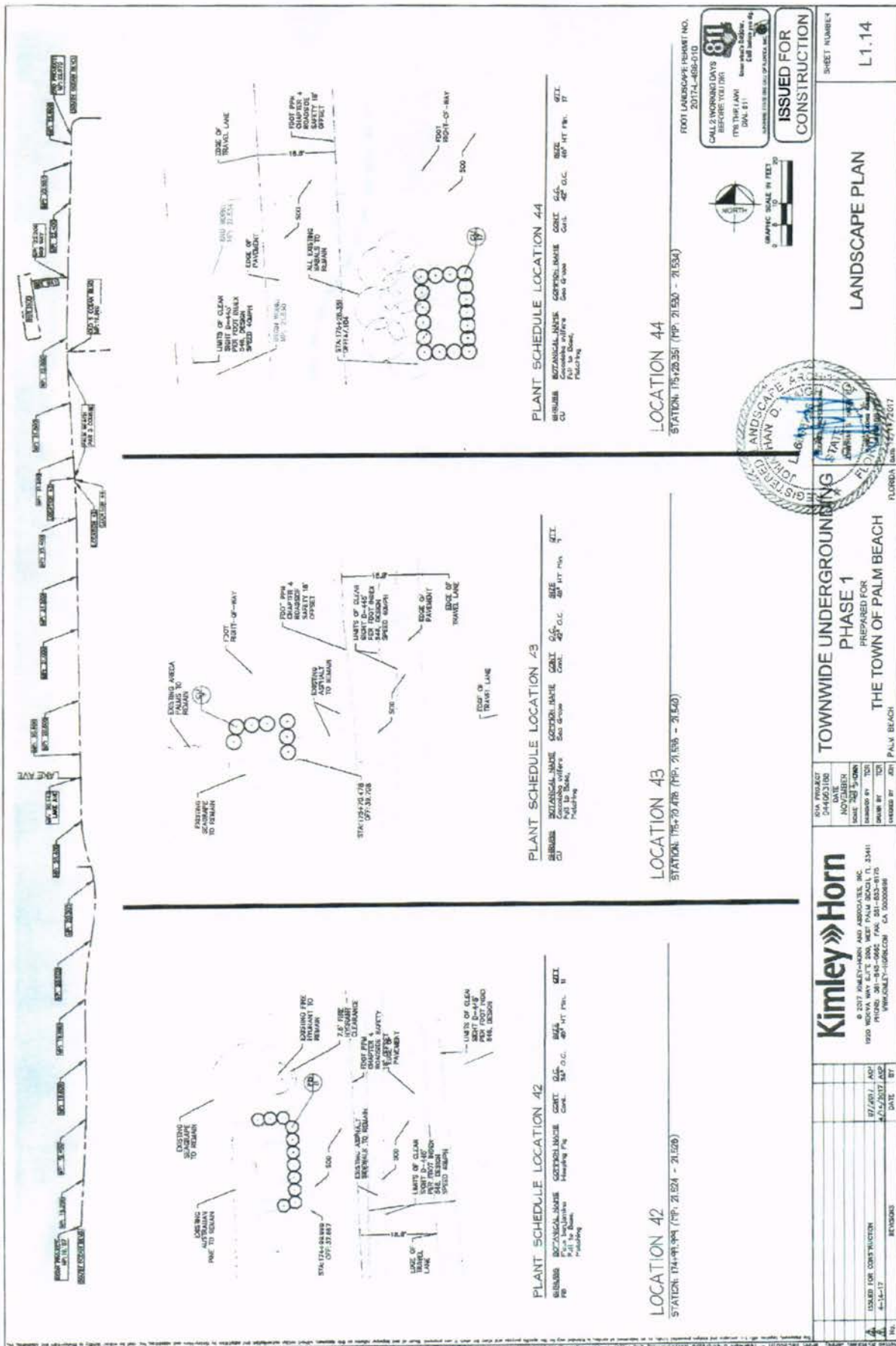
ISSUES FOR CONSIDERATION	97/2/97	Aug
4-14-17	10/4/2017	Aug

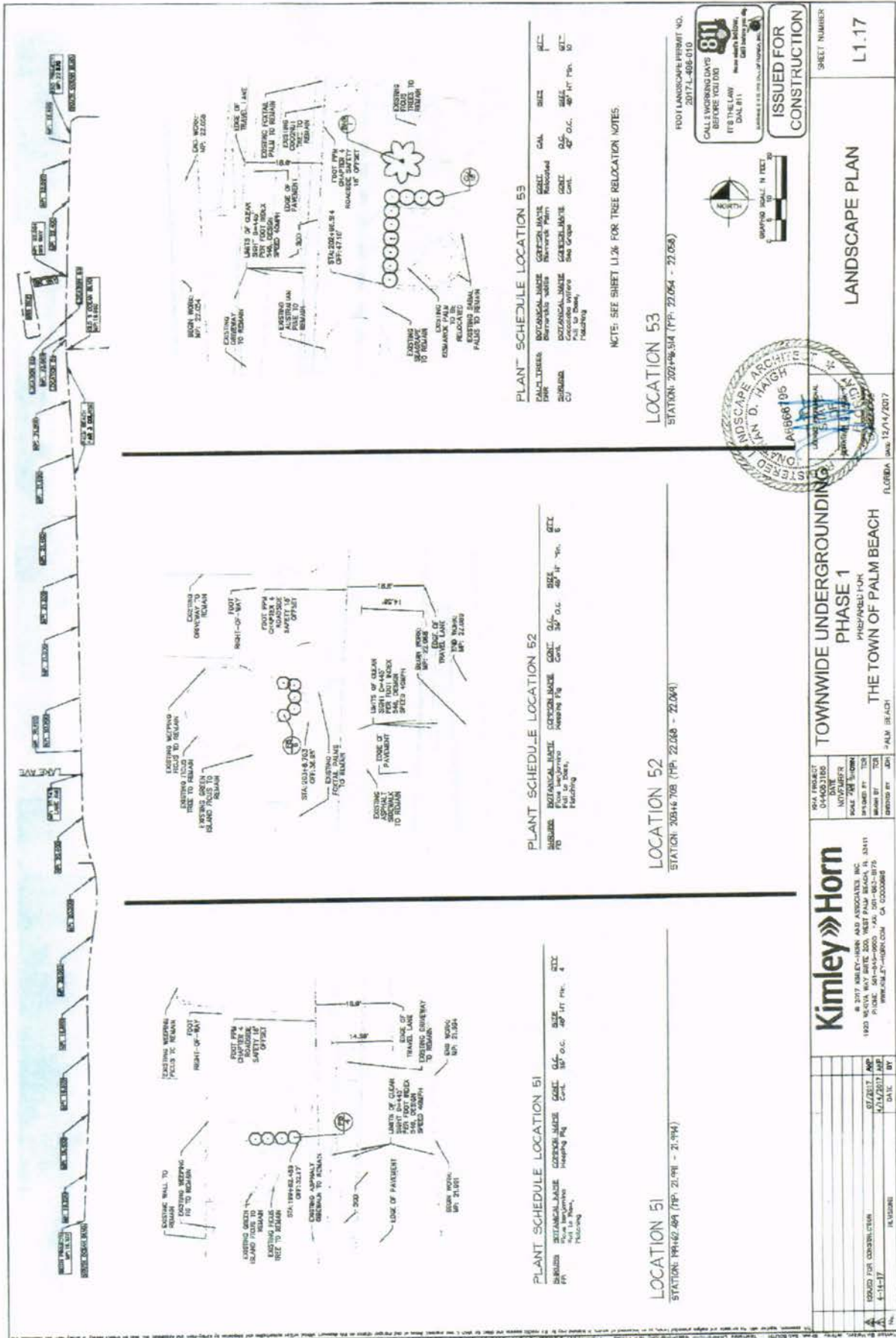
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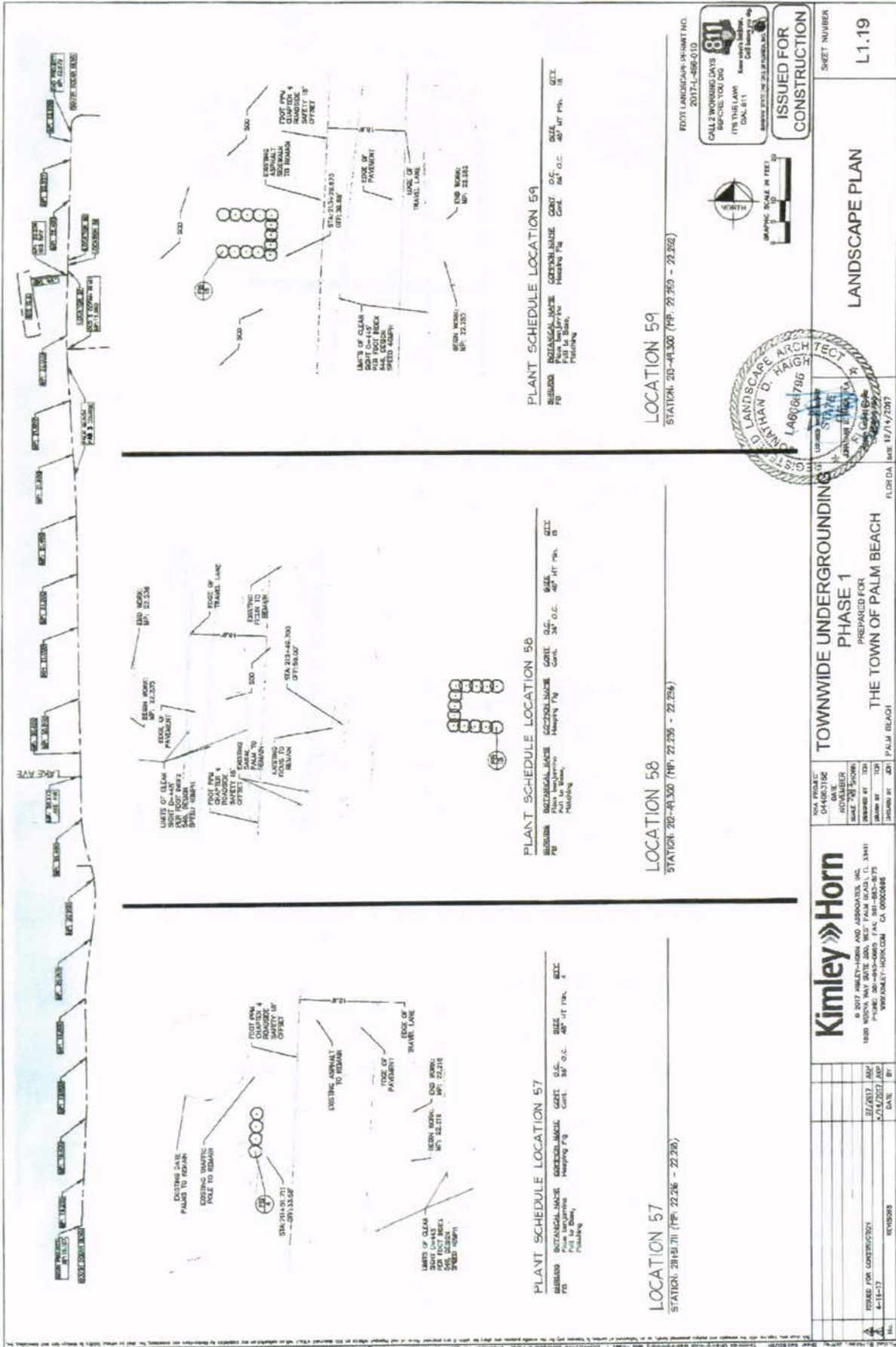


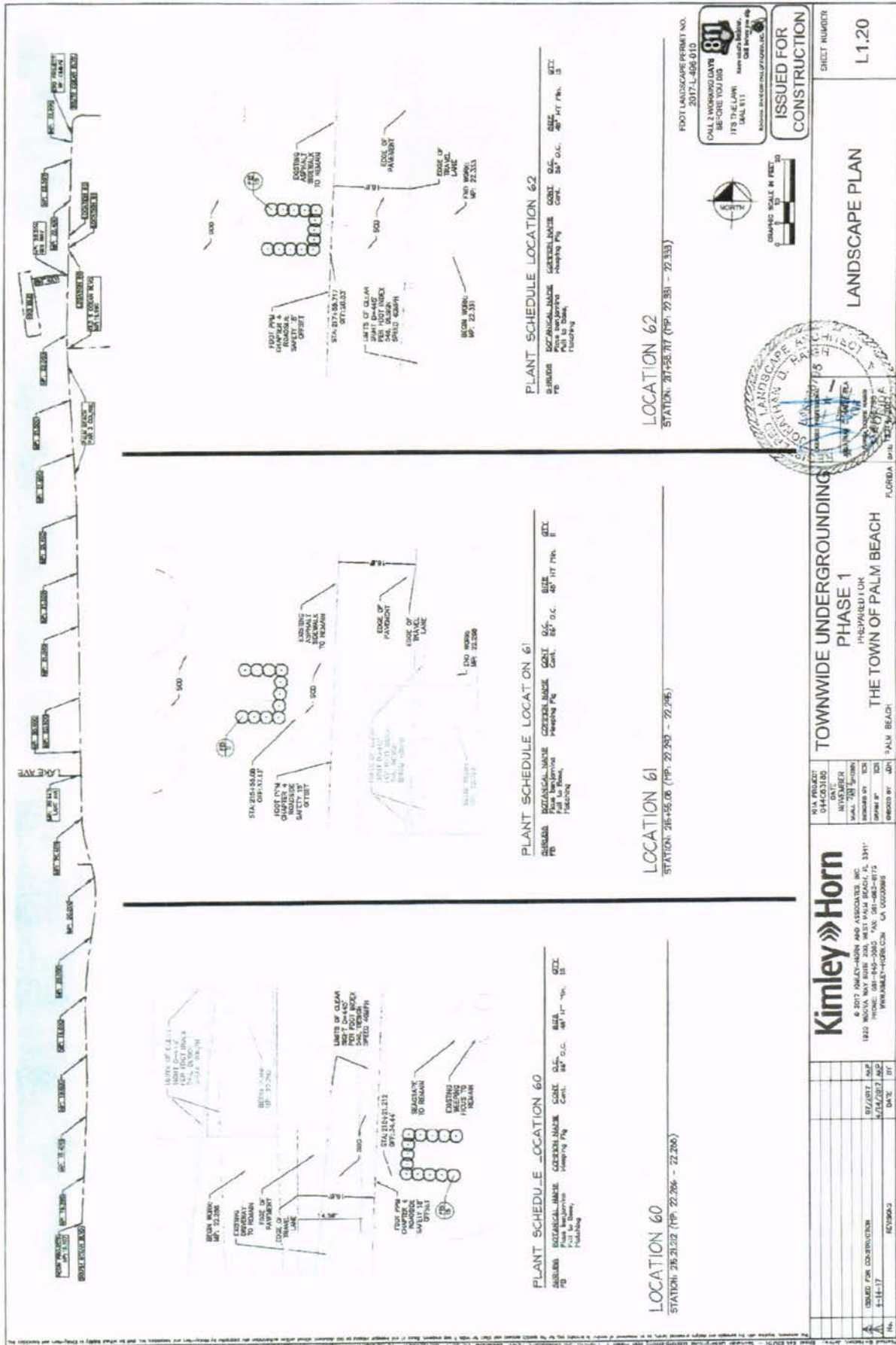


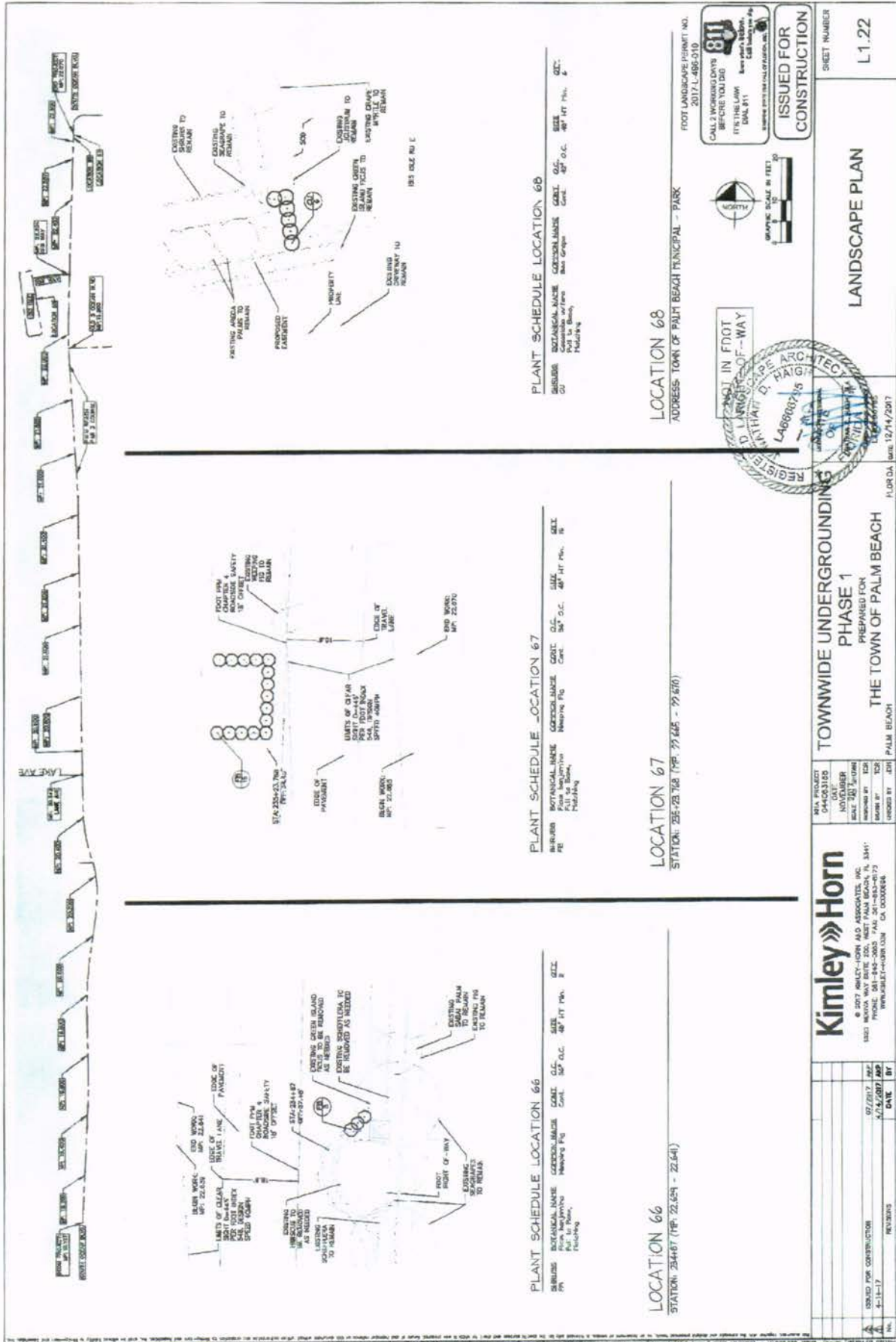












SECTION No.:	93060
Permit No.:	2017-L-496-010
COUNTY:	PALM BEACH
S.R. No.:	A1A

EXHIBIT C

MAINTENANCE PLAN FOR LANDSCAPE IMPROVEMENTS

This Exhibit forms an integral part of the DISTRICT FOUR (4) LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT between the State of Florida, Department of Transportation and the AGENCY.

Please see attached

MAINTENANCE PLAN

Landscape Improvements

Project State Road No(s): A1A (South Ocean Boulevard Northbound from (M.P. 19.107) to (M.P. 22.670)
Permit No.: 2017-L-496-010
Maintaining Agency: Town of Palm Beach
RLA of Record: Jonathan Haigh
Date: December 15, 2017

I. GENERAL MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS:

The purpose of a plan for the landscape improvements maintenance practices is to allow the plant material on your project to thrive in a safe and vigorous manner while fulfilling their intended purpose and conserving our natural resources. Plantings and all other landscape improvements shall be maintained to avoid potential roadway hazards and to provide required clear visibility, accessibility, clearance, and setbacks as set forth by Florida Department of Transportation (FDOT) governing standards and specifications: *FDOT Design Standards*, *FDOT Plans Preparation Manual Vol. I, Chapter 2.11* and *FDOT Standard Specifications for Road and Bridge Construction*, as amended by contract documents, and all other requirements set forth by the District 4 Operations Maintenance Engineer. The initial portion of the Maintenance Plan describes general maintenance requirements and recommendations. **The concluding section provides recommendations prepared by the Registered Landscape Architect of Record specific to the attached approved plans.**

WATERING REQUIREMENTS

Watering is a critical concern for not only the maintenance of healthy plant material but also for observing water conservation practices. The amount of water to apply at any one time varies with the weather, drainage conditions and water holding capacity of the soil. For plant materials that have been established, it is imperative that any mandated water restrictions be fully conformed to on FDOT roadways.

Proper watering techniques should provide even and thorough water dispersal to wet the entire root zone, but not saturate the soil or over-spray onto travel lanes.

IRRIGATION SYSTEM

The Agency shall ensure there are no roadway overspray or irrigation activities during daytime hours (most notably "rush hour" traffic periods). It is imperative the irrigation controller is properly set to run early enough that the watering process will be entirely completed before high traffic periods, while adhering to mandated water restrictions. To ensure water conservation, the Agency shall monitor the system for water leaks and the rain sensors to ensure they are functioning properly so that the system shuts down when there is sufficient rainfall.

INTEGRATED PLANT MANAGEMENT

An assessment of each planting area's soil is recommended to periodically determine the nutrient levels needed to sustain healthy, vigorous plant growth.

Palms, shrubs, trees and turf areas shall be fertilized in such a manner and frequency to ensure that the plant material remains healthy and vigorously growing. Please be alert to changes in fertilization types per University of Florida, Institute of Food and Agricultural Services (I.F.A.S.)

recommendations. Establishment of an integrated pest management program is encouraged to ensure healthy plants, which are free of disease and pests.

MULCHING

Mulch planting beds in such a manner as to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds. Avoid mulch mounded up on the trunks of trees, palms, and the base of shrubs to encourage air movement in this area which aids in lowering disease susceptibility. Cypress mulch is prohibited on state right of way.

PRUNING

All pruning, and the associated safety criteria, shall be performed according to American National Standard Institute (ANSI) A300 standards and shall be supervised by an International Society of Arboriculture (ISA) Certified Arborist. Pruning shall be carried out with the health and natural growth of plant materials in mind, to specific pruning heights maintaining clear visibility for motorists, and provide vertical clearance for pedestrian, bicyclist, and truck traffic where applicable. Visibility windows must be maintained free of view obstructions, and all trees and palms must be maintained to prevent potential roadway and pedestrian hazards, all palms are to be kept fruit free. The specific pruning heights are determined by understanding the designer's intent when selecting and placing the plants. The intended mature maintained height and spread of plants are noted on the plans (See Exhibit B.) and see Part II. Specific Requirements and Recommendations for guidelines. The understory plant materials selected for use within the restricted planting areas (Limits of Clear Sight) are to be maintained at a height in compliance with *FDOT Design Standards* Index 546; Page 6 of 6, Window Detail. Vertical tree heights must meet *FDOT Maintenance Rating Program* (MRP) standards.

STAKING AND GUYING

All staking materials, except for replacements, are to be removed by the completion of FDOT warranty period or at one year (whichever comes first). Any subsequent staking and guying activities by the Agency must adhere to *FDOT Design Standards* guidelines (See Index 544). The Agency shall closely monitor staking and guying attachment materials so that they are securely fastened to avoid potential roadway hazards.

TURF MOWING:

All grassed areas are to be mowed and trimmed with sufficient frequency to maintain a deep, healthy root system while providing a neat and clean appearance to the urban landscape. All turf efforts, mowing, curb/sidewalk edging and turf condition, must at a minimum, meet *FDOT Maintenance Rating Program* (MRP).

LITTER CONTROL:

The project site shall remain as litter free as practicable. It is recommended to recycle this litter to avoid unnecessary waste by its reuse. Litter removal efforts must meet *FDOT Maintenance Rating Program* (MRP) standards.

WEEDING/HERBICIDE

All planting areas shall be maintained as weed free as practicable by enlisting integrated pest management practices in areas specified on the plans and maintaining proper mulch levels. Extreme care is recommended when using a chemical herbicide to avoid overspray onto plant

materials. It is the applicator's responsibility to restore any damage, resulting from overspray to the plantings, per the approved plans.

PLANT REPLACEMENT

Plant replacement shall be the same species and specification as the approved plan. Move and replace all plant materials that may conflict with utility relocations and service. Only plants graded Florida #1 or better, per the *Florida Department of Agriculture and Consumer Services, Grades and Standards for Nursery Plants* are permitted on FDOT roadways. Should it become necessary to change the species, a permit is required from FDOT for approval by the FDOT District Landscape Architect.

HARDSCAPE (SPECIALTY SURFACING)

All tree grates and specialty surfacing (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the surfacing and tree grates. Final surface tolerance from grade elevations shall, at a minimum, meet the most current FDOT Maintenance Rating Program Handbook Pages 43-47; ADA accessible sidewalk; and FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on The State Highway System. If the specialty surfacing or tree grates become damaged, they shall be replaced with the same type and specification as the approved plan.

HARDSCAPE (CONCRETE PAVERS)

All tree grates and concrete pavers (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the pavers and tree grates. Final surface tolerance from grade elevations shall, at a minimum, meet the most current *Interlocking Concrete Pavement Institute (ICPI), Guide Specifications for Pavers on an Aggregate Base, Section 23 14 13 Interlocking Concrete Pavers, Part 3.05*. If the specialty surfacing or tree grates become damaged, they shall be replaced with the same type and specification as the approved plan.

It shall be the responsibility of the AGENCY to maintain all signs located within a non-standard surfacing area. Such maintenance to be provided by the AGENCY shall include repair and replacement of the sign panel, post, and base.

HARDSCAPE (NON-STANDARD) TRAVELWAY SURFACING

It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway, including asphalt pavement (if applicable), caused or contributed by the installation or failure of non-standard surfacing, and/or the header curb, on the Department of Transportation right of way within the limits of this Agreement. Pavement restoration areas or "patches" will have a minimum length of 10-ft, measured from the edge of the header curb, and a width to cover full lanes for each lane affected by the restoration.

Pavement restoration will be performed in accordance with the most current edition of the *FDOT Standard Specifications for Road and Bridge Construction*, and the *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*.

**HARDSCAPE (LANDSCAPE ACCENT LIGHTING)
(IF APPLICABLE)**

Landscape accent lighting shall be maintained in such a manner as to prolong the life of the lighting fixture and prevent potential safety hazards. If the lighting fixtures and their system become damaged, they shall be replaced with the same type and specification as the approved plan. Landscape lighting shall meet requirements for the sea turtle nesting and hatching.

MAINTENANCE OF TRAFFIC CONTROL

Reference the FDOT website regarding the selection of the proper traffic control requirements to be provided during routine maintenance and / or new installations of this DOT roadway.

**VEGETATION MANAGEMENT AT OUTDOOR ADVERTISING (ODA)
(IF APPLICABLE)**

To avoid conflicts with permitted outdoor advertising, please reference the State of Florida website regarding the vegetation management of outdoor advertising. This website provides a portal to search the FDOT Outdoor Advertising Inventory Management System Database. The database contains an inventory of outdoor advertising structures, permits and other related information maintained by the Department.

Also, reference the *Florida Highway Beautification Program* website link for *Vegetation Management at ODA signs* Florida Statutes and Florida Administrative Code related to vegetation management at outdoor advertising sign, permit applications for vegetation management and determining mitigation value of roadside vegetation.

II. SPECIFIC PROJECT SITE MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS

- **All shrubs to maintained free of dead and/or hazardous branches**
- **All shrubs within Limits of Clear Sight shall be maintained at or below 18"**
- **Right-of-Way shall be free of debris and hazardous items (including fronds)**

REFERENCES (Revised 1-11-18)

This reference list is provided as a courtesy. The list may not contain the most current websites. The most current references must be accessed for up to date information.

Accessible Sidewalk (ADA)

<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>

Americans with Disabilities Act (ADA) (ADAAG)

http://www.ada.gov/2010ADAstandards_index.htm

American National Standard Institute, ANSI/ A300, (Part 1) for Tree Care Operations – Trees, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning), available for purchase

<http://webstore.ansi.org>

Florida Department of Agriculture and Consumer Services, Division of Plant Industry, *Florida Grades and Standards for Nursery Plants 2015*

<http://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Bureaus-and-Services/Bureau-of-Plant-and-Apiary-Inspection>

Florida Department of Community Affairs (DCA), *Florida Board of Building Codes & Standards, 2017 Florida Building Code, Chapter 11 Florida Accessibility Code for Building Construction Part A*

http://www2.iccsafe.org/states/florida_codes/

Florida Department of Transportation, *Program Management, Maintenance Specifications Workbook Supplemental Specifications, Section 580 Landscape Installation*

<http://www.fdot.gov/programmanagement/Maintenance/2018Jan/default.shtm>

Florida Department of Transportation, *FDOT Standard Plans for Design, Construction, Maintenance and Utility Operations on the State Highway System, Index 580-001 Landscape Installation*

<http://www.fdot.gov/design/standardplans/current/IDx/580-001.pdf>

Florida Department of Transportation, *FDOT Design Manual for Design, Construction, Maintenance and Utility Operations on the State Highway System, Chapter 212.11 Clear Sight Triangles*

<http://www.fdot.gov/roadway/FDM/current/2018FDM212Intersections.pdf>

Florida Department of Transportation, *FDOT Design Manual for Design, Construction, Maintenance and Utility Operations on the State Highway System, Chapter 215.2.3 Clear Zone Criteria and 215.2.4 Lateral Offset*

Table 215.2.1 Clear Zone Width Requirements

Table 215.2.2 Lateral Offset Criteria (for Trees)

<http://www.fdot.gov/roadway/FDM/current/2018FDM215RoadsideSafety.pdf>

Florida Department of Transportation, *FDOT Standard Plans for Design, Construction, Maintenance and Utility Operations on the State Highway System, Index Series 102-600*

Traffic Control through Work Zones

<http://www.fdot.gov/design/standardplans/current/IDx/102-600.pdf>

Department of Transportation, Landscape Architecture Website

www.MyFloridaBeautiful.com

Florida Department of Transportation, *Maintenance Rating Program Handbook*

<http://www.dot.state.fl.us/statemaintenanceoffice/MaintRatingProgram.shtm>

Florida Department of Transportation Outdoor Advertising Database

<http://www2.dot.state.fl.us/rightofway/>

Florida Exotic Pest Plant Council Invasive Plant Lists

<http://www.fleppc.org/list/list.htm>

Florida Irrigation Society

<http://www.fisstate.org>

Florida Power and Light (FPL), *Plant the Right Tree in the Right Place*

http://www.fpl.com/residential/trees/right_tree_right_place.shtml

RESOLUTION NO. 17-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A MAINTENANCE MEMORANDUM AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE TOWN-WIDE OVERHEAD UTILITY UNDERGROUNDING PHASE 1-SOUTH LANDSCAPING.

* * * * *

WHEREAS, the Florida Department of Transportation has requested the execution of Maintenance Memorandum of Agreement with the Town of Palm Beach (TOWN); and

WHEREAS, the parties mutually recognize the need to execute the Agreements setting forth the responsibilities of each party.

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 Manager is hereby authorized to execute the Maintenance Memorandum Agreement and any additional Florida Department of Transportation permits or maintenance documents necessary for the Town-Wide Overhead Utility Undergrounding Phase 1 South, and the Town of Palm Beach.

PASSED AND ADOPTED in a regular adjourned session of Town Council of the Town of Palm Beach this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

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 Phases 3, 4, and 5 Easement Assistance of the Town-Wide Undergrounding of Utilities Program
Resolution No. 18-2018

DATE: January 31, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 18-2018, approving a purchase order for Easement Assistance to Kimley-Horn and Associates, Inc. (KHA) for Phases 3, 4, and 5 of the Town-Wide Undergrounding Utilities Program for \$422,223.

GENERAL INFORMATION

The Town Council approved the master contract and purchase order for Task Order 1 of the Town-Wide Undergrounding Utility Program at the May 10, 2016 meeting. The first task order included the design for undergrounding utilities from Onondaga Avenue to the northern limits of the Town, Sloan's Curve to the southern limits of the Town, and subsequently added the portion that extends through Lake Worth as Task Order 2. Phase 2 design is presently underway with construction scheduled to begin in September 2018. With the Commercial Paper issued on December 20th to finance, the initial phases of the Underground Utility Project funding is available to ensure the program remains on schedule.

To support an annual May construction start date, Phase 3 design will begin as soon as possible with the recent approval secured at the January 10, 2018 Town Council meeting. The Phase 3 project areas are from Osceola Way south to La Puerta Way and from the intersection of South Ocean Boulevard and South County Road to approximately Worth Avenue. It is anticipated that the design will be completed in time for a May 2019 start of construction.

Engineering assistance is required to help the Town facilitate the easement acquisition process for Phase 3 areas. KHA will coordinate with the Town Project Manager during the easement acquisition process for Phases 3 North and 3 South. KHA will research the online Palm Beach County Clerk's records for evidence of existing utility easements within the project area that can be reused for this project. Existing easements that are found in the public record will be plotted on the survey and utility base map. KHA will develop easement exhibits for use as discussion tools during meetings with property owners to discuss the easement request. KHA will conduct field meetings with those property owners where easements are being sought for the proposed electric and communications equipment.

Easements for equipment will be defined on the construction plans being developed and, once a verbal agreement is reached with a property owner, KHA will provide a separate basic sketch and legal description signed and sealed by a registered Florida surveyor for the proposed easement. The easement documents, follow up and acquisition of the executed easement documents, and recording of the final executed easements will be the responsibility of the Town Project Manager.

In addition to Phase 3, KHA will similarly support and coordinate with the Town Project Manager during the easement acquisition process for significant equipment identified during the master planning process in the Phase 4 and 5 areas. This will allow extra time for these easements to be procured in advance of the detailed design effort for these phases. Only easements for significant equipment (such as feeder tie switches) that are location dependent due to existing facilities (such as Intracoastal Waterway cable crossings) will be pursued under this task. Easements for other equipment such as transformers, load switches, and communications equipment, are not considered under this task because their exact locations cannot be determined until the detailed design phase of these Phase area.

This task order will be labeled as Work Order 4 of the Master Agreement. Town staff have negotiated the scope of work with KHA in the amount of \$422,223.

FUNDING/FISCAL IMPACT

Funding for these services is available in the Underground Utility Project Fund from the proceeds of the Commercial Paper program.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended. The proposed pricing is in accordance with the rates provided in the Master Agreement.

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
Patricia Strayer, P.E., Town Engineer
Dean Mealy, Purchasing Manager
Steven Stern, Project Manager



January 17, 2018

Mr. Steven Stern
Town of Palm Beach
360 S. County Road
Palm Beach, FL 33480

RE: *Town-Wide Undergrounding of Utilities Program: Phase 3 Easement Assistance Services*

Dear Steven,

The Kimley-Horn and Associates, Inc. team (Kimley-Horn) is pleased to submit this proposal to the Town of Palm Beach ("TOWN") for providing engineering services related to easement assistance for Phase 3 of the Town-wide Undergrounding of Utilities Program. Our project understanding, scope of services, schedule, and fee follow.

Project Understanding

The Town has requested that the design phase for the two Phase 3 project areas (Phases 3 North and 3 South) commence now so that construction can begin in Phase 3 in 2019. These two areas will be from Osceola Way to La Puerta Way and from the intersection of A1A and South Ocean Blvd to approximately Worth Avenue. These areas are in accordance with the overall program phasing limits identified in the master plan.

It is understood that FPL, AT&T, and Comcast all have facilities on utility poles in the Phase 3 areas. These poles are generally located in rear lot easements or in the public rights of way right of way. New underground electric and communications infrastructure is planned to be installed within the road rights of way and in new front lot easements to contain the new underground facilities. Engineering assistance is required to help the Town facilitate the easement acquisition process. The primary focus of the acquisition process will be for Phase 3 but advance services can be performed for select pieces of significant equipment in Phases 4 and 5.

Based on this understanding, our detailed scope of services is provided below.

Scope of Services

Task 1 – Easement Assistance (Phase 3)

Kimley-Horn will coordinate with the Town Project Manager during the easement acquisition process for Phases 3 North and 3 South. We will research the online Palm Beach County Clerk's records for evidence of existing utility easements within the project area that can be reused for this project. Title searches will not be performed. It is assumed that if a title search for easements on a particular property is required, the Town will coordinate and obtain the title search results. Existing easements that are found in the public record will be plotted on the survey and utility base map.

We will develop easement exhibits for use as discussion tools during meetings with property owners to discuss the easement request. We will conduct field meetings with those property owners where easements are being sought for the proposed electric and communications equipment. The purpose of the meetings will be to explain the easement request to the property owner, address questions/concerns they may have, and work to accommodate any reasonably implementable suggestions they may have related to the placement of equipment on their property.

Easements for equipment will be defined on the construction plans being developed under a separate authorization. Once a verbal agreement is reached with a property owner for an easement, Kimley-Horn will provide a separate basic sketch and legal description signed and sealed by a registered Florida surveyor for the proposed easement. We have included an allowance budget for our surveyor to describe these easements, which assumes up to 125 easements for above-ground equipment will be provided under this task.

It is understood that the preparation of the easement documents (except the legal sketch and description), follow up and acquisition of the executed easement documents, and recording of the final executed easements will be the responsibility of the Town Project Manager by either internal Town resources or a separate outside consultant.

Task 2 – Easement Assistance (Phase 4/5)

Kimley-Horn will coordinate with the Town Project Manager during the easement acquisition process for significant equipment identified during the master planning process in the Phase 4 and 5 areas. This will allow extra time for these easements to be procured in advance of the detailed design effort for these phases. Only easements for significant equipment (such as feeder tie switches) that are location dependent due to existing facilities (such as Intracoastal Waterway cable crossings) will be pursued under this Task. Easements for other equipment such as transformers, load switches, and communications equipment are not considered under this task because their exact locations cannot be determined until the detailed design phase of these Phase areas.

We will develop easement exhibits using available GIS information for use as discussion tools during meetings with property owners to discuss the easement request. We will conduct field meetings with those property owners where easements are being sought for the proposed equipment. The purpose of the meetings will be to explain the easement request to the property owner, address questions/concerns they may have, and work to accommodate any reasonably implementable suggestions they may have related to the placement of equipment on their property.

Once a verbal agreement is reached with a property owner for an easement, Kimley-Horn will provide a separate basic sketch and legal description signed and sealed by a registered Florida surveyor for the proposed easement. We have included an allowance budget for our surveyor to describe these easements, which assumes up to 33 easements for above-ground equipment will be provided under this task.

It is understood that the preparation of the easement documents (except the legal sketch and description), follow up and acquisition of the executed easement documents, and recording of the final

executed easements will be the responsibility of the Town Project Manager by either internal Town resources or a separate outside consultant.

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 and will be performed based on proposals approved prior to performance of the additional services.

Information and Services Provided By the Town

The following information shall be provided to Kimley-Horn:

- Access to the Project Areas
- Town Staff or Outside Consultant services to prepare easement documentation package, coordinate the execution of easements, perform title searches (if required), and recording of easements.
- Access to Town facilities for public meetings and public gatherings as needed

Schedule

Kimley-Horn will perform the scope of services above as expeditiously as practical to meet a mutually agreed upon schedule. It is anticipated that services will begin in February 2018 and will be completed by May 2019.

Fee and Billing

Kimley-Horn will perform the services in Tasks 1 and 2 on a labor fee plus expense basis with the estimated labor and expense fees shown below. Kimley-Horn will not exceed the total maximum labor and expense fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate budgets among tasks as we deem necessary. Due to the complexity and unknown elements of the easement acquisition process, the budget amount may fluctuate greatly.

Task 1 – Easement Assistance (Phase 3)	\$235,954
Task 2 – Easement Assistance (Phase 4/5)	\$138,900

An allowance budget has been provided for easement sketch and legal descriptions provided by the project surveyor. This allowance is based on the estimated 125 easements required for Phase 3 and the 33 easements for significant equipment estimated for Phases 4/5.

Legal Sketch and Description Allowance (Phase 3)	\$ 37,436
Legal Sketch and Description Allowance (Phase 4/5)	\$ 9,933

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 Master Professional Services Agreement between the Town of Palm Beach and Kimley-Horn and Associates, Inc., Professional Engineering Services for the Town-Wide Undergrounding of Utilities Program RFQ No. 2016-07, 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\Undergrounding\Overall Program Documents and Presell\Phase Proposals\Phase 3\Undergrounding_Phase3 Easement Assistance.docx

RESOLUTION NO. 18-2018

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., IN THE AMOUNT OF \$422,223 FOR PHASES 3, 4, AND 5 EASEMENT ASSISTANCE OF THE TOWN-WIDE UNDERGROUNDING OF UTILITIES PROGRAM.

* * * * *

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 Kimley-Horn and Associates, Inc. in an amount of \$422,223 for Phases 3, 4, and 5 Easement Assistance of the Town-Wide Undergrounding of Utilities Program.

Section 2. The Town Manager is hereby authorized to execute a purchase order on behalf of the Town of Palm Beach for these services, and is authorized to approve additional tasks, as necessary, within the 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, 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 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Ratification of the Selection Committee's Recommendation for RFQ No. 2018-04 Construction Manager at Risk for the Town-Wide Overhead Utility Undergrounding Phase 2-South

DATE: January 16, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council ratify the recommendation of the Selection Committee and the ranking of the firms that responded to RFQ No. 2018-04, Construction Manager at Risk, for the Town-Wide Overhead Utility Undergrounding Phase 2-South and authorize contract negotiations with The Whiting-Turner Contracting Group, Inc.

GENERAL INFORMATION

Contained within the Town-Wide Overhead Utility Undergrounding is the design and construction of the improvements throughout the Town limits. Phase 2-South of the undergrounding is from Sloan's Curve north to the intersection of A1A and South Ocean Boulevard. The scope entails undergrounding of all overhead utilities, Comcast, AT&T, and Florida Power and Light. Phase 2 is scheduled to begin construction in September 2018. The Peer Review of the Town Wide Utility Undergrounding Master Plan recommended staff secure Construction Manager at Risk services earlier in the design process. This award will be approximately 2 months earlier than the award of these services for phase 1. In an effort to address this recommendation for future phases language has been included in the RFP to allow the renewal of this contract for phases 3 and 4 based on successful performance.

Staff issued a Request for Qualifications (RFQ 2018-04) for Construction Manager at Risk Services for the Town-Wide Overhead Utility Undergrounding Phase 2-South on October 29, 2017 and received two (2) proposals on November 29, 2017. The Selection Committee met on January 12, 2018 to review the submittals. The Selection Committee consisted of Jay Boodheshwar, Deputy Town Manager; Jane Struder, Finance Director; Paul Brazil, P.E., Director of Public Works; Steven Stern, Underground Utilities Project Manager; Patricia Strayer, P.E., Town Engineer (non-voting); Duke Basha, Assistant Purchasing Manager (non-voting); and John Cmar, Purchasing Coordinator (non-voting). Below are the rankings of the two (2) firms:

- The Whiting-Turner Contracting Group, Inc.
- Cribb Philbeck Weaver Group, Inc.

The attached memorandum from the Purchasing Manager indicates that the recommendation of the Selection Committee is to award the contract to The Whiting-Turner Contracting Group, Inc.

If the Town Council approves of this recommendation, staff will request and negotiate a Pre-Construction Phase Proposal from The Whiting-Turner Contracting Group, Inc.

FUNDING/FISCAL IMPACT

There is no fiscal impact associated with the approval of this Selection Committee Recommendation.

PURCHASING REVIEW

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

TOWN ATTORNEY REVIEW

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

Attachment

cc: Selection Committee Members



TOWN OF PALM BEACH

MEMORANDUM

DATE: January 16, 2018

TO: H. Paul Brazil – Director of Public Works

FROM: Dean Mealy - Purchasing Manager 

SUBJECT: Final Ranking – RFQ No. 2018-04 – Town-Wide Overhead Utility Undergrounding Phase 2 - South - Construction Manager at Risk Services

The Town received proposals from two (2) contractors. The Selection Committee met on January 12, 2018, to review the submittals. All members of the committee listed below were present.

Selection Committee Members -

Jay Boodheshwar – Deputy Town Manager
Steven Stern – Underground Utilities Project Manager
Paul Brazil, P.E. – Director of Public Works
Jane Struder - Director of Finance

Advisors and Facilitators (Non-Voting) -

Patricia Strayer, P.E. – Town Engineer
Duke Basha – Assistant Purchasing Manager
John Cmar – Purchasing Coordinator

After thorough consideration of the two (2) proposals, the Selection Committee arrived at a final ranking as follows:

1. The Whiting-Turner Contracting Company
2. Cribb Philbeck Weaver Group, Inc.

It is the recommendation of the Selection Committee to award a contract to The Whiting-Turner Contracting Company for the Town-Wide Overhead Utility Undergrounding Phase 2 - South Construction Manager at Risk Services.

Cc: File: RFP No. 2018-04
John Randolph, Town Attorney
Selection Committee Members

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Ratification of the Selection Committee's Recommendation for RFQ No. 2018-03 Construction Manager at Risk for the Town-Wide Overhead Utility Undergrounding Phase 2-North

DATE: January 10, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council ratify the recommendation of the Selection Committee and the ranking of the firms that responded to RFQ No. 2018-04, Construction Manager at Risk, for the Town-Wide Overhead Utility Undergrounding Phase 2-North and authorize contract negotiations with Burkhardt Construction, Inc.

GENERAL INFORMATION

Contained within the Town-Wide Overhead Utility Undergrounding is the design and construction of the improvements throughout the Town limits. Phase 2-North of the undergrounding is from Onondaga Avenue south to Osceola Way. The scope entails undergrounding of all overhead utilities, Comcast, AT&T, and Florida Power and Light. Phase 2 is scheduled to begin construction in September 2018. The Peer Review of the Town-Wide Utility Undergrounding Master Plan recommended staff secure Construction Manager at Risk services earlier in the design process. This award will be approximately 2 months earlier than the award of these services for Phase 1. In an effort to address this recommendation for future phases, language has been included in the RFP to allow the renewal of this contract for Phases 3 and 4 based on successful performance.

Staff issued a Request for Qualifications (RFQ 2018-03) for Construction Manager at Risk Services for the Town-Wide Overhead Utility Undergrounding Phase 2-North on October 29, 2017 and received three (3) proposals on November 29, 2017. The Selection Committee met on January 12, 2018 to review the submittals. The Selection Committee consisted of Jay Boodheshwar, Deputy Town Manager; Jane Struder, Finance Director; Paul Brazil, P.E., Director of Public Works; Steven Stern, Underground Utilities Project Manager; Patricia Strayer, P.E., Town Engineer (non-voting); Duke Basha, Assistant Purchasing Manager (non-voting); and John Cmar, Purchasing Coordinator (non-voting). The Committee agreed by consensus to shortlist two (2) firms. On January 17, 2018 the Selection Committee heard presentations and interviews with the shortlisted firms. Below are the rankings of the two (2) firms:

- Burkhardt Construction, Inc.
- The Whiting-Turner Contracting Group, Inc.

The attached memorandum from the Purchasing Manager indicates that the recommendation of the Selection Committee is to award the contract to The Whiting-Turner Contracting Group, Inc.

If the Town Council approves of this recommendation, staff will request and negotiate a pre-construction phase proposal from The Whiting-Turner Contracting Group, Inc.

FUNDING/FISCAL IMPACT

There is no fiscal impact associated with the approval of this Selection Committee recommendation.

PURCHASING REVIEW

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

TOWN ATTORNEY REVIEW

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

Attachment

cc: Selection Committee Members



TOWN OF PALM BEACH **MEMORANDUM**

DATE: January 18, 2018

TO: H. Paul Brazil – Director of Public Works

FROM: Dean Mealy, Purchasing Manager 

SUBJECT: Final Ranking – RFQ No. 2018-03 – Town-Wide Overhead Utility
Undergrounding Phase 2 - North - Construction Manager at Risk
Services

The Town received proposals from three (3) respondents. On January 12, 2018, the Selection Committee met to consider the submittals. All members of the committee listed below were present:

Selection Committee Members -

Jay Boodheshwar – Deputy Town Manager
Steven Stern – Underground Utilities Project Manager
Paul Brazil, P.E. – Director of Public Works
Jane Struder - Director of Finance

Advisors and Facilitators (Non-Voting) -

Patricia Strayer, P.E. – Town Engineer
Duke Basha – Assistant Purchasing Manager
John Cmar – Purchasing Coordinator

The Committee agreed by consensus to shortlist two (2) firms. On January 17, 2018, the Selection Committee heard presentations and interviews with the shortlisted companies. All members of the Committee were present. After thorough consideration of the two (2) companies, the Selection Committee arrived at a final ranking as follows:

1. Burkhardt Construction, Inc.
2. The Whiting-Turner Contracting Company

It is the recommendation of the Selection Committee to award a contract to Burkhardt Construction, Inc., for the Town-Wide Overhead Utility Undergrounding Phase 2 - North Construction Manager at Risk Services.

Cc: File: RFP No. 2018-03
John Randolph, Town Attorney
Selection Committee Members

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

To: Mayor and Town Council

Via: Thomas G. Bradford, Town Manager

From: Steven Stern, Project Manager

Re: Selection Committee Recommendation, American Acquisition Group, LLC for Utility Easement Acquisition Services

Date: February 6, 2018

STAFF RECOMMENDATION

Staff recommends that Town Council approve the Selection Committee's recommendation of American Acquisition Group, LLC, for Utility Easement Acquisition Services.

GENERAL INFORMATION

On November 12, 2017, RFP No. 2018-08 was issued for Utility Easement Acquisition Services. Proposals were received by the three following companies:

1. American Acquisition Group, LLC
2. Paragon Partners Ltd
3. Keith & Schnars

The Selection Committee consisted of the following members: Karen Temme - Risk Manager; Patricia Strayer, P.E. - Town Engineer; Amy Wood - Accounting Supervisor; Steven Stern - Underground Utilities Project Manager and non-voting members, Duke Basha, Assistant Purchasing Manager and John Cmar, Purchasing Coordinator.

Selection Committee unanimously voted to recommend selection of American Acquisition Group, LLC. Pursuant to the recommendation of the Undergrounding Task Force, in-house easement acquisition would be the preferred methodology. In the event that additional resources were required, the outside firm would be utilized at a not to exceed price of \$800 per easement.

cc: Selection Committee Members
Dean Mealy, Purchasing Manager

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - Old Business

Agenda Title

Town Council Meeting Minutes:

- a. Switching from Summary/Discussion Format to Verbatim Minutes
-
- b. Approval of the December Town Council Meeting Minutes:
 - i. December 11, 2017 Special Town Council Meeting Minutes
 - ii. December 12, 2017 Town Council Meeting Minutes
 - iii. December 13, 2017 Local Planning Agency Meeting Minutes
 - iv. December 13, 2017 Development Review Town Council Meeting Minutes

Presenter

Kathleen Dominguez, Town Clerk

ATTACHMENTS:

- ▢ **a. Memorandum dated February 5, 2018 from Kathleen Dominguez, Town Clerk**
- ▢ **b. Minutes of the Special Town Council Meeting held on December 11, 2017**
- ▢ **Revised minutes of the December 12, 2017 Town Council Meeting**
- ▢ **Minutes of the Local Planning Agency Meeting held on December 13, 2017**
- ▢ **Minutes of the Development Review Town Council Meeting held on December 13, 2017**
- ▢ **Email from Julie Araskog regarding the Town Manager reappointment discussion dated January 31, 2017**
- ▢ **Transcription of Town Manager Appointment Discussion**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: Kathleen Dominguez, Town Clerk

RE: Formatting of Town Council Meeting Minutes

DATE: February 5, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council provide direction on the desired format of the meeting minutes.

GENERAL INFORMATION

During the January 9 Town Council meeting, there was a discussion about exploring other options for the format of the Town Council meeting minutes. I have provided an overview of the current format of the meeting minutes, and other possible formatting options and recommendations for your consideration.

CURRENT METHOD- ACTION AND DISCUSSION/SUMMARY MINUTES

In 2008, the Town Council voted to switch from verbatim minutes to discussion/summary minutes. Currently, the Town Clerk's Office prepares two sets of minutes after each Town Council meeting. The first set is an action report that focuses on motions and approved action items. The second set is the formal set of minutes, which are called discussion-summary minutes. These minutes contain a brief narrative of the main topics that led to the final decision, as well as the official motions taken and the vote of each motion. They also include date and location of the meeting, start and end times, names of attendees and those absent, names of and summaries of presenters and their presentations, public comments and the names of the speakers, and recess break times and adjournments.

Summarizing the meeting discussions takes a considerable portion of staff time to prepare due to the complexity of the subject matters, duration of the meetings and the number of speakers involved. On average, it takes an experienced clerk two to three hours to summarize one meeting hour. The average duration of the regular Town Council meetings are 8 hours long.

VERBATIM MINUTES

Verbatim minutes are a transcript of every word said at the meeting. A few of the Council members

have expressed an interest in the possibility of switching to verbatim minutes by utilizing voice recognition software or by hiring a transcriptionist.

Currently, the only multi-voice recognition device in existence is the Ghost Writer 3. The GW3, which runs for \$1,400.00, is a recording device that can pick up multiple voices during meetings and transcribe the recording to a text document using Dragon software. Although this may seem like a viable option, the GW3 recorder can only recognize 1 to 6 voices at a time. More information about this product is attached as **Exhibit A**.

The estimated cost for transcription services is \$1,500 per meeting. Since the Town Council meets twice per month for 12 months the annual cost would be approximately \$36,000. Translation service cost quotes are attached as **Exhibit B**.

Verbatim minutes are rarely necessary except in legal proceedings. They also present potential drawbacks such as:

- Transcribed minutes will need a lot of editing by staff to ensure that they are readable, that speakers' names are correct and the motions are bolded.
- The minutes may be too long and tedious for the public to read.
- Contentious discussions will be recorded "word-for-word" in the minutes, which may lead to embarrassment and limit future participation in discussions.
- A considerable amount of paper would be used to print the meeting minutes for approval and extra storage space would be needed in order to store the larger documents since these are permanent records. For example, an 8-hour meeting would be approximately 500 pages of transcribed minutes.

Furthermore, Sec. 2-86 of the Town Code states:

"In all cases involving points of parliamentary law, Robert's Rules of Order, Newly Revised, the latest edition, shall be the book of reference. Such rules, so far as they are applicable and not in conflict with the provisions of the Charter, the general laws of the state, this Code, and town ordinances, shall be the rules of the town council."

Meeting minutes are included within parliamentary law; and, per Robert's Rules of Order, meeting minutes generally include only what was done, not what was said.

ACTION-ONLY MINUTES

Action minutes record the motions voted on and the approved actions to be taken by staff, and do not include the discussion that went into making the decisions. They are legally compliant as F.S. 286.011 only requires that the minutes of a meeting shall be promptly recorded and open for public inspection. No specific format is specified in the statutes.

With the existence of the Town's online audio streaming program, including "jump to" points for listening to specific agenda items, interested parties have easy access to what exactly was discussed at the Council meetings. Other municipalities in Palm Beach County that utilize an action minutes format include Palm Beach Gardens, South Palm Beach, West Palm Beach, Highland Beach, and the City of Atlantis – see **Exhibit C**.

Staff's preference is that the Town Council switch to Action only minutes and only provide verbatim transcripts for items that the Town Council determines to be appropriate to be transcribed or at the recommendation of the Town Attorney. Additionally, staff can add time stamps to the discussions and motions for each agenda item after the meeting.

Switching to an "action minutes" format would eliminate the need for two sets of minutes per meeting, put the Town in compliance with Robert's Rules of Order, significantly reduce the amount of Staff time required, and negate the need to purchase additional hardware and software or transcription services. Special consideration should also be given to the fact that the Town Clerk's Office is short by one full-time member and it is questionable whether that position will be filled due to budget cuts and attrition.

If the Town Council approves the use of action minutes, then Staff recommends that the change be applied to all boards, commissions, and committees for consistency.

FUNDING/FISCAL IMPACT

If action minutes are approved, there will be no fiscal impact. Should the Town Council decide to move forward with verbatim minutes then there would be a need to purchase additional hardware or a transcriptionist.

TOWN ATTORNEY REVIEW

This item has been reviewed by the Town Attorney.

Cc: John C. Randolph, Town Attorney
Department Directors

Attachments



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Worlds First Multiple-Voice Recognition Recorder conferences\meetings automatic Voice to Text System



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SKU: 1977

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Shipping: **FREE** for orders over \$49

Quantity:

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The Ghost Writer 3 is a standalone digital recording system that allows you to upload a multiple-voice recording into our voice recognition software with a very high recognition rate. After the file is in our voice software, the multiple-voice recording will begin to create the text file automatically for you. With optimal conditions, it's the only system in the world that can do multiple-voice recognition to text.

DUE TO DEMAND ALLOW 3 weeks for Delivery- Hand Crafted, Order now!

GHOST WRITER 3 powered by Dragon Voice Recognition Speech to Text software.

GHOST WRITER 3 = Multiple Voice Meeting Recording + Voice Recognition + Automatic Transcription of the voice to text documents for any application.

The Martel Electronics GHOST WRITER 3 system is unique. It can recognize up to 1-6 voices at a time, with a high rate of recognition. The GHOST WRITER 3 voice recognition system can do most of the heavy lifting for you, or your transcriptionist. It delivers a high accurate of automatic transcription, depending on the clarity of your voice and that of your colleagues. If there are any mistakes, you can simply click on the word/s and hear the recording to give you corrected word/s instantly. Document creation has never been

If you are looking for a way to record business meetings, conferences, or government meetings of all types, GHOST WRITER 3 is the only option.

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Automatic Multiple-Voice to Text Transcription of your meetings, GHOST WRITER 3 and voice recognition software

If you are tired of trying to type the minutes of a meeting, interview, or a conference by hand, Ghost Writer 3 can help you automate this process.

Limitations of Voice Recognition Technologies for multiple voices at this point in time.

GHOST WRITER 3 hardware segmented multi-party speech recognition algorithm particularly searches for multiple voices, separating them one by one. This GHOST WRITER 3 is rated for maximum 1-6 voices for now.

Multi-Speaker Voice Recognition Automatic Transcription System is Revolutionary.

Ghost Writer 3 is designed to do verbatim transcription of multi-speaker recordings involving up to 1-6 people. The recordings it transcribes include: interviews, police interrogations, government witness statements, administrative hearings and many more. These recordings are often confidential or sensitive in nature and need to be returned reliably and accurately.

meeting minutes voice recognition, transcription software for multiple voices, transcribe meetings to text voice recognition

Features:

Recognizes up to 1-6 voices at a time.

Turns voices from meetings into text without a typist.

Stores the recording onto a hand held voice recorder before uploading to a pc.

30 hours of rechargeable battery life for recorder.

Designed for voice recognition for government meetings and conferences

Automation Voice to Text transcribing of your meetings using revolutionary GHOST WRITER 3 and Multi-person voice recognition software.

Deep learning algorithm from GHOST WRITER 3 continually learns and trains itself.

Warnings: Since this voice recognition is cutting edge technology that is only available from Martel, your results may vary. Martel makes no claims to the actual accuracy of your group, due to the wide variety of accents and speaking abilities.

Complete Package Includes:

- **GHOST WRITER 3 Digital Conference Recorder & Multi person voice recognition system**
- 2 - Martel Proprietary Worlds Only Multiple Voice Speech Recognition Microphone Array
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- AC Adapter
- USB Cable
- Case
- Professional Voice Recognition software on CD
- Instruction Manual
- Quick Reference Guide

- 1-Year Limited Warranty
- Martel Support & Installation via computer to computer professional installation
- **Martel Electronics is the only place in the world you can buy a multiple voice recognition conference recording solution**

The Ghost writer package includes software and custom items and is non-returnable

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58 Years in business Since 1957

Kathleen Dominguez

From: CS DTR <cs-dtr@veritext.com>
Sent: Thursday, February 01, 2018 12:28 PM
To: Carolyn Derrico
Cc: Kathleen Dominguez
Subject: RE: Translation Service for the Town of Palm Beach, FL

Here is the quote for the reporter:

Meetings	\$200/1st hr, \$75/add'l hr
Overtime (Before 9, After 5)	\$250/1st hr, \$112.50/add'l hr
Saturday/Sunday	\$250/1st hr, \$160/add'l hr

	Meeting/Audio Transcription	
	O&1	Copy
Standard	\$ 8.00	\$ 3.50
5-Day	\$ 10.00	\$ 4.90
3-Day	\$ 12.00	\$ 5.60
Next Day	\$ 14.00	\$ 7.00

Thank you,

Melissa Clement
Client Services Manager – FLO/Downtown

VERITEXT LEGAL SOLUTIONS

305-371-6677 – Friedman Lombardi & Olson
954-522-3376 - Downtown Reporting
561-284-8151 - Direct
www.veritext.com

From: Carolyn Derrico [mailto:cderrico@TownOfPalmBeach.com]
Sent: Thursday, February 01, 2018 12:03 PM
To: CS DTR <cs-dtr@veritext.com>
Cc: Kathleen Dominguez <KDominguez@TownofPalmBeach.com>
Subject: RE: Translation Service for the Town of Palm Beach, FL

This would be for court reporter services.

Thank you!

From: CS DTR [mailto:cs-dtr@veritext.com]
Sent: Thursday, February 01, 2018 11:44 AM
To: Carolyn Derrico <cderrico@TownOfPalmBeach.com>
Cc: Kathleen Dominguez <KDominguez@TownofPalmBeach.com>
Subject: RE: Translation Service for the Town of Palm Beach, FL

I'm so sorry, I probably misunderstood your below email. Is this for a court reporter or is this to transcribe an audio?

Thank you,

Melissa Clement
Client Services Manager – FLO/Downtown

VERITEXT LEGAL SOLUTIONS

305-371-6677 – Friedman Lombardi & Olson
954-522-3376 - Downtown Reporting
561-284-8151 - Direct
www.veritext.com

From: Carolyn Derrico [<mailto:cderrico@TownOfPalmBeach.com>]
Sent: Thursday, February 01, 2018 11:10 AM
To: CS DTR <cs-dtr@veritext.com>
Cc: Kathleen Dominguez <KDominguez@TownofPalmBeach.com>
Subject: Translation Service for the Town of Palm Beach, FL

Good Morning,

Please let us know the fees associated with having our Town Council meeting minutes translated verbatim. Please see our meeting parameters for the following two meetings below:

- (1) Town Council Regular meetings: 2nd Tuesday of the month from 9:30am –5:00 pm (12x/year)
Location: Town Hall Council Chambers, Town of Palm Beach, 360 S. County Road, Palm Beach
- (2) Town Council - Development Review meetings: 2nd Wednesday of the month from 9:30am – 5:00pm (12x/year)
Location: Town Hall Council Chambers, Town of Palm Beach, 360 S. County Road, Palm Beach

Both sets of meetings are comprised of 5 Town Council members, Mayor, Town Attorney, Town Manager, Town Clerk and the public.

We look forward to hearing from you at your earliest convenience.

Thank you,

Carolyn Derrico
Administrative Assistant

Town of Palm Beach
Town Clerk's Office
360 S. County Road
Palm Beach, FL 33480
561-838-6340 (Direct)

Please be advised that under Florida law, e-mails and e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the Town of Palm Beach by phone at (561) 838-5400, or in writing: 360 S. County RD, Palm Beach, FL 33480.

This email has been scanned by the Symantec Email Security.cloud service.

From: [Carolyn Derrico](#)
To: [Kathleen Dominguez](#)
Subject: FW: Court Reporting Request from Town of Palm Beach
Date: Thursday, February 01, 2018 5:02:28 PM

FYI...see below. (I also printed this out.)

From: depos [mailto:depos@floridacourtreporting.com]
Sent: Thursday, February 01, 2018 4:03 PM
To: Carolyn Derrico <cderrico@TownOfPalmBeach.com>
Subject: RE: Court Reporting Request from Town of Palm Beach

Appearance fee for 9:30 to 5:00 is \$250

Transcripts are \$7.00 per page.

Thank you for considering Florida Court Reporting.

*Claudia Price Witters
Owner/Office Manager
Florida Court Reporting
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach, FL 33409
Phone: 561-689-0999
Claudia@FloridaCourtReporting.com*

From: Carolyn Derrico [mailto:cderrico@TownOfPalmBeach.com]
Sent: Thursday, February 01, 2018 3:46 PM
To: depos <depos@floridacourtreporting.com>
Subject: RE: Court Reporting Request from Town of Palm Beach

Meetings are not televised, only audio taped.

From: depos [mailto:depos@floridacourtreporting.com]
Sent: Thursday, February 01, 2018 3:10 PM
To: Carolyn Derrico <cderrico@TownOfPalmBeach.com>
Subject: RE: Court Reporting Request from Town of Palm Beach

Are your meetings televised so that we can obtain recordings?

*Claudia Price Witters
Owner/Office Manager*

Florida Court Reporting
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach, FL 33409
Phone: 561-689-0999
Claudia@FloridaCourtReporting.com

From: Carolyn Derrico [<mailto:cderrico@TownOfPalmBeach.com>]
Sent: Thursday, February 01, 2018 10:50 AM
To: depos <depos@floridacourtreporting.com>
Cc: Kathleen Dominguez <KDominguez@TownofPalmBeach.com>
Subject: Court Reporting Request from Town of Palm Beach

Good Morning,
Please let us know the fees associated with having our Town Council meetings translated verbatim.
Please see our meeting parameters for the following two meetings below:

- (1) Town Council Regular meetings: 2nd Tuesday of the month from 9:30am –5:00 pm
(12x/year)
Location: Town Hall Council Chambers, Town of Palm Beach, 360 S. County Road, Palm Beach

- (2) Town Council - Development Review meetings: 2nd Wednesday of the month from 9:30am – 5:00pm (12x/year)
Location: Town Hall Council Chambers, Town of Palm Beach, 360 S. County Road, Palm Beach

Both sets of meetings are comprised of 5 Town Council members, Mayor, Town Attorney, Town Manager, Town Clerk and the public.

We look forward to hearing from you at your earliest convenience.

Thank you,

Carolyn Derrico
Administrative Assistant

Town of Palm Beach
Town Clerk's Office
360 S. County Road
Palm Beach, FL 33480
561-838-6340 (Direct)

EXHIBIT C

Municipality	Minutes Format
Palm Beach Shores	Action and Summary
Lake Worth	Action and Summary
Lake Park	Action and Summary
Village of Golf	Action and Summary
Ocean Ridge	Action and Summary
West Palm Beach	Action and Summary
Village of Palm Springs	Action only
Town of Highland Beach	Action only
South Palm Beach	Action only
Palm Beach Gardens	Action only
Atlantis	Action only
Royal Palm Beach	Discussion/Summary
Jupiter Island	Discussion/Summary
Delray Beach	Discussion/Summary
Boca Raton	Discussion/Summary
Lake Clarke Shores	Discussion/Summary
Jupiter	Discussion/Summary
Belle Glade	Discussion/Summary
Tequesta	Discussion/Summary
Jupiter Inlet Colony	Discussion/Summary
Town of Cloud Lake	Discussion/Summary
Town of Loxahatchee Groves	Discussion/Summary
Village of Golf	Discussion/Summary
Briny Breezes	Discussion/Summary
Boynton Beach	Discussion/Summary
Tequesta	Discussion/Summary
Riviera Beach	Verbatim

**MINUTES OF THE SPECIAL TOWN COUNCIL
PENSION WORKSHOP MEETING HELD ON
MONDAY, DECEMBER 11, 2017**

I. CALL TO ORDER AND ROLL CALL

The Special Town Council meeting was called to order on Monday, December 11, 2017, at 9:30a.m., in the Town Council Chambers. On roll call, all of the elected officials were found to be present. All of the Retirement Board of Trustees were present with the exception of Bradford Kaufman.

(Clerk's Note: Edward Carter arrived shortly after the roll call at 9:35 a.m.)

II. PLEDGE OF ALLEGIANCE

President Kleid led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Motion was made by President Pro-Tem Moore, and was seconded by Council Member Lindsay, to approve the Agenda. On roll call, the motion passed 4 to 1 with Council Member Araskog absent.

IV. COMMUNICATIONS FROM CITIZENS

Pat Cooper, Civic Association, spoke regarding a possible study by the Retirement Board of Trustees for a Pay-As-You-Go pension plan. He also requested that Finance Director Jane Struder provide more details on how the Town got to the numbers listed in the chart as part of Exhibit A on page 9 entitled "UAAL changes since 2009" during her PowerPoint presentation.

1 **V. OVERVIEW OF THE STATUS OF THE TOWN'S RETIREMENT SYSTEM**

2
3 A. Overview of Retirement System
4 *Jane Struder, Director of Finance*

- 5
6 1. Description of the Retirement System Plans Pre and
7 Post Pension Reform for Police, Firefighters,
8 General Employees and Ocean Rescue

9 *Jane Struder, Director of Finance gave an overview of*
10 *the Retirement System*

- 11
12 2. Unfunded Actuarial Accrued Liability (UAAL) and
13 Analysis of the Causes of Existing UAAL
14 Jane Struder, Finance Director

15
16 Director Struder provided an overview of the Town's Retirement System,
17 which included historical information, employee demographics and
18 additional details on the components that make up the Town's Unfunded
19 Actuarial Accrued Liability (UAAL).

20
21 Discussion ensued regarding the pension plan changes that occurred in
22 2012 and the other variables that negatively affected the UAAL, reasons
23 for lowering the investment rate of return assumption, market volatility,
24 and actual rate of return over the past thirty years and the average
25 investment rate assumption used by other municipalities and the Florida
26 Retirement System.

27
28 Peter Strong, Actuary, Gabriel, Roeder, Smith and Co., reported on the
29 average investment return assumption rate used by other clients and
30 explained the risks of a pension bond. In response to a question from
31 President Kleid, Mr. Strong stated that a 7% investment return would be
32 the most reasonable assumption for the next 10 to 15 years.

33
34 Pat Cooper, Palm Beach Civic Association, spoke regarding reasonable
35 investment return assumptions and the smoothing out process.

36
37 B. Presentation on Behalf of the Retirement System Board of Trustees

- 38
39 1. Past and Present Activities of the Retirement System Board of Trustees
40
41 2. Identification of Matters Impacting Funding Status of the Retirement Fund
42
43 3. Retirement System FY 2017 Investment Performance and Updated
44 Unfunded Actuarial Accrued Liability (UAAL)

45 *Daniel W. Stanton, Chairman, Retirement System Board of Trustees*
46

1 Daniel Stanton, Retirement Board of Trustees, provided an overview of past and
2 present investment activities and how they affected the pension plan. He also
3 informed the Council on effective ways to oversee and evaluate the Town's
4 pension fund-performance and spoke regarding market volatility, the importance
5 of asset allocations and lowering the assumption rate.
6

7 Discussion ensued regarding how the Town Council can be proactive with the
8 pension plan going forward and prevent further loss, asset allocations, whether
9 there is a need to increase the frequency of the Retirement Board Meetings, the
10 Town Manager's role on the Retirement Board, the Town's cash flow, liquid
11 capital and fixed income.
12

13 William Haines, Pension Administrator, spoke regarding the completion of
14 the Town's asset allocation policy.
15

16 Dave West, AndCo Consulting, spoke regarding the challenges and risks
17 involved with investment portfolios.
18

19 C. Retirement Board of Trustees Questions and Comments
20

21 D. Mayor and Town Council Questions and Comments
22

23 In response to a question from President Kleid, Mr. West spoke regarding a
24 foundation asset versus a retirement fund.
25

26 In response to questions from Council Member Araskog, Mr. Stanton spoke
27 regarding the timing of the completion of the retirement report and Mr. Bradford
28 spoke regarding his role on the Retirement Board.
29

30 In response to a question from Council Member Zeidman, Dave West spoke
31 regarding cash flow needs and liquid capital and how they relate to the Town's
32 obligation.
33

34 In response to a question from Council Member Araskog, Mr. Goldsmith spoke
35 regarding for his viewpoint on the problems that arose with the pension plan.
36

37 In response to a question from President Pro Tem Moore, Mr. Goldsmith spoke
38 regarding the effect of the decrease in staff to the Town's ability to contribute to
39 the pension fund.
40

41 In response to questions from Town Manager Bradford, Mr. West spoke
42 regarding the reason for the 19-year projections found in the GRS report, the
43 baseline assumption rate that is mandated by the state and how it effects the
44 Town's payroll and the ability to pay down the unfunded liability.
45

46 Council Member Lindsay spoke regarding the Town Docks project, maintaining
47 protection to the shoreline, other projects and cost sharing initiatives for potential
48 revenue to help address the UAAL.

1
2 In response to a question from Council Member Zeidman, Mr. Stanton spoke
3 addressed the perception and the downside with competing with private equity
4 funds and hedge funds.
5

6 In response to a question from Council Member Araskog, Ed Carter spoke
7 regarding how the pension liability issue fits into the Town's annual budgeting
8 process and the flow information.
9

10 Mayor Coniglio spoke regarding adaptive management.
11

12 President Kleid spoke regarding the Town Council's role and the advisory boards
13 on the management of the pension plan and policymaking.
14

15 **VI. ANY OTHER MATTERS - *None***

16
17 **VII. ADJOURNMENT**

18
19 There being no further business to discuss, the December 11, 2017, Special Town
20 Council Meeting was adjourned at 12:15 p.m.
21
22

23 APPROVED

24
25 _____
26 Richard M. Kleid
27 Town Council President
28

29 ATTEST:

30
31
32 _____
33 Kathleen Dominguez
34 Town Clerk
35



TOWN OF PALM BEACH

Town Clerk's Office

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY, DECEMBER 12, 2017

I. CALL TO ORDER AND ROLL CALL

The Regular Town Council Meeting was called to order on Tuesday, December 12, 2017, at 9:30 a.m. in the Town Council Chambers. On roll call, all of the elected officials were found to be present.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Town Clerk Dominguez gave the invocation. President Kleid led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to approve the Agenda, as printed. On roll call, the motion passed unanimously.

IV. RECOGNITIONS

- A. Recognition in Remembrance of Lee David Goldstein for his service on the Shore Protection Board from December 2008 to October 2017.

Mayor Coniglio spoke regarding Lee Goldstein's service to the Shore Protection Board and presented his wife, Ida Goldstein with a plaque in his memory.

- B. Recognition of Gerald Frank for his service on the Shore Protection Board from December 2008 to November 2017.

Mayor Coniglio recognized Jerry Frank, presented him with a plaque and thanked him for his many years of service on the Shore Protection Board.

V. PRESENTATIONS

- A. Royal Poinciana Playhouse Update.
Alex Patterson, UpMarkets

Alex Patterson, UpMarkets, provided an update on the restoration efforts for the Royal Poinciana Plaza.

Mayor Coniglio spoke regarding the importance of the theater to the community and thanked Ms. Patterson for the update.

- B. Presentation by Applicants for the Shore Protection Board

The following citizens presented their applications:

- Warren Belmar
 - Peter Broberg
 - Diane Buhler
 - Melissa Ceriale
 - Llwyd Ecclestone
 - Lewis Katz
 - Harvey Kinzelberg
 - William Lorentzen
 - James Sved
 - Thomas Warnke
-
- Stephen Jacoby (*Mr. Jacoby was not present but prepared a statement which was read aloud by Council Member Araskog*)

- C. Presentation by Applicants for the Investment Advisory Committee

The following applicant presented their application:

- Kathleen Anderson

VI. COMMENTS OF MAYOR GAIL L. CONIGLIO

Mayor Coniglio thanked the community volunteers, wished everyone a Merry Christmas and Happy Chanukah and recognized recent retirees from the Police and Public Works department.

VII. COMMENTS OF TOWN COUNCIL MEMBERS AND TOWN MANAGER

Council President Kleid spoke regarding a recent letter to the editor about the Memorial Fountain restoration project and the importance of fact checking. Mr. Kleid also provided clarification on the cost, the donations received, and the grants collected to fund the project.

Council Member Araskog spoke regarding a recent flyer that went out about the Memorial Fountain restoration project and requested that the Town look into more cost-effective ways to communicate with the Town.

Discussion ensued regarding the intent of the flyer as a way to communicate with citizens who do not use email.

Council Member Araskog requested a motion to revisit the previously adopted motion regarding the Comprehensive Review of Town Operations (CRTO) plan and discuss amending the vote to include staff reduction through layoffs.

Town Attorney Baird spoke regarding the parliamentary procedure for reconsidering a motion on a previous vote.

Motion was made by Council Member Zeidman, and was seconded by Council Member Lindsay, to reconsider the previous vote on the CRTO plan. On roll call, the motion passed 3 to 2 with Council President Kleid and Council President Pro-Tem Moore dissenting.

A lengthy discussion ensued regarding whether the Council should include layoffs in the CRTO exercise as a cost saving option and the potential impacts.

President Kleid and Mayor Coniglio spoke regarding the scope and intent of the 2007 CRTO exercise, the Town Council's reason for achieving potential staff reduction through attrition only and the impact the study had on employee retention, recruitment, and the pension plan.

Public Comments:

Warren Belmar, 130 Sunrise Avenue, asked the Council why they were taking action on subject matters that were not properly noticed on the published agenda and stated that employee cuts are not the only solution to the problem.

Lewis Katz, 2275 South Ocean Boulevard, spoke regarding his experience with budget matters as a CFO for American Express and stated that the Town Manager should be able to make the call since he is the most knowledgeable on how the Town runs.

It was the consensus of the Town Council to keep the previous vote on the CRTO plan as is.

Discussion ensued regarding the procedure for amending the Town Code to allow for the appointment of a non-resident as an alternate member to the Shore Protection Board.

It was the consensus of the Town Council to direct staff to bring back an ordinance amending the Town Code at Chapter 2, Article X., to include a provision that allows an alternate member to be a non-resident at the January 9, 2018, meeting.

VIII. COMMUNICATIONS FROM CITIZENS

Charlot Taylor, 2165 Ibis Isle Road, inquired on the timing for cabling and resurrecting the down trees in front of her neighborhood.

In response to Ms. Taylor, Director Brazil, reported that a vendor was obtained to fix the down trees.

John David Corey, 426 Australian Ave., spoke regarding the need to reduce the speed limit to 25 mph to the roads in the North end.

Bill Metzger, 277 Esplanade Way, spoke regarding a renewed interest in the Royal Poinciana Playhouse and proposed the coordination of a performing arts center volunteer task force in order to identify and assist with a working business plan that will promote the performing arts.

Michael Scharf, 225 Dunbar Road, spoke regarding the importance of zero-based budgeting and looking at the potential for employee cuts.

In response to Mr. Scharf, Town Manager Bradford clarified the Town's approach for staff reductions through attrition only and the Town's completion of a zero-based budget for the current fiscal year.

IX. APPROVAL OF CONSENT AGENDA

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to approve the Consent Agenda, as printed. On roll call, the motion passed unanimously.

A. MINUTES

1. TOWN COUNCIL MEETING MINUTES:

Kathleen Dominguez, Town Clerk

a. November 14, 2017, Town Council Meeting Minutes

b. November 15, 2017, Development Review Town Council Meeting Minutes

2. Approval of major matters considered by the Architectural Commission at its meeting of November 29, 2017.

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

B. RESOLUTIONS

1. RESOLUTION NO. 212-2017 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Authorizing the Execution of the First Amendment to the Homeless Resource Center Interlocal Agreement with Palm Beach County, Florida.
Kirk W. Blouin, Director of Public Safety
2. RESOLUTION NO. 213-2017 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2018-01 and Approving a Construction Contract to Murray Logan, for the D-14 Pump Station Florida Power & Light Service Improvements, in the Amount of \$76,680 and Establishing a Construction Phase Budget of \$115,000.
H. Paul Brazil, P.E., Director of Public Works
3. RESOLUTION NO. 214-2017 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order to Isuzu Truck of Ocala for the Purchase of Three (3) Isuzu Cab and Chassis with 6 Yard Packer Bodies in the Total Amount of \$281,429 on Florida Sheriff's Association Contract 17-Veh15.0, Specification 7, and Establishing an Overall Budget of \$290,000.
H. Paul Brazil, P.E., Director of Public Works
4. RESOLUTION NO. 215-2017 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Contract Extension to Advanced Disposal Services Solid Waste Southeast, Inc., for Bid No. 2014-05 Compacted Garbage Collection, in the Annual Amount of \$243,074.29 and Establishing a Budget of \$248,000.
H. Paul Brazil, P.E., Director of Public Works
5. RESOLUTION NO. 216-2017 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., in an Amount of \$73,100 for the G-9 and E-3 Wastewater Pump Station Improvements, and Establishing a Design and Bid Phase Budget of \$82,000.
H. Paul Brazil, P.E., Director of Public Works
6. RESOLUTION NO. 217-2017 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., in an Amount of \$107,626 for the A-4, and A-5 Wastewater Pump Station Improvements, and Establishing a Design and Bid Phase Budget of \$119,000.
H. Paul Brazil, P.E., Director of Public Works

7. RESOLUTION NO. 218-2017 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order to Futch's Tractor Depot for the Purchase of One (1) Kubota Tractor Loader in the Total Amount of \$64,129.80 on Florida Sheriff's Association Contract 17-Veh15.0, Specification 22, and Establishing an Overall Budget of \$67,000.
H. Paul Brazil, P.E., Director of Public Works
8. RESOLUTION NO. 219-2017 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Providing for the Relocation of the Historic or Specimen Tree From the Property at 446 North Lake Way Within the Town of Palm Beach; Designation of the Historic or Specimen Tree to Bradley Park Within the Town of Palm Beach; Providing for the Recording of Said Removal and Designation; and Providing That a Copy of This Resolution be Recorded in the Public Records of Palm Beach County, Florida.
H. Paul Brazil, P.E., Director of Public Works
9. RESOLUTION NO. 220-2017 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 Chen, Moore, and Associates, Inc., in an Amount of \$116,840 for the D-16, and D-18 Stormwater Pump Station Improvements, and Establishing a Design and Bid Phase Budget of \$125,000.
H. Paul Brazil, P.E., Director of Public Works
10. RESOLUTION NO. 222-2017 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 Chen, Moore, and Associates, Inc., in an Amount of \$187,830 for the Worth Avenue 400 Block Drainage Improvements, and Establishing a Design and Bid Phase Budget of \$199,000.
H. Paul Brazil, P.E., Director of Public Works

C. OTHER

1. Approval for Use of Par 3 Golf Course Clubhouse Maintenance and Improvement Reserves, for Two Proposed Projects, in an Amount Not to Exceed \$10,750.00.
Beth Zickar, Director of Recreation
2. Request to Consider Ordinance No. 30-2017 Prior to 5:00 p.m. at a Public Hearing.
John S. Page, Director of Planning, Zoning & Building

X. BOARD/COMMISSION ANNUAL REPORT

- A. Shore Protection Board Annual Report
Llwyd Ecclestone, Chair

Chair Ecclestone provided an overview of the annual report which included future project recommendations. He also spoke regarding the hard work and professionalism provided around the clock by the Public Works staff and Town Manager.

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to accept the report. On roll call, the motion passed 4 to 0 with Council Member Moore absent.

XI. COMMITTEE REPORTS

- A. Report of the Administrative and Personnel Committee Meeting Held on November 6, 8 and 9, 2017.
TIME CERTAIN: 4:00 PM
Richard M. Kleid, Chair

Brett Schneider, Counsel for the Administrative and Personnel Committee, spoke regarding the role and procedure of the Committee and the Town Council in making a determination pertaining to the grievance.

(Clerk's Note: Council Member Lindsay recused herself from the discussion due to a conflict of interest).

Committee Member Araskog and Chair Kleid provided a brief summary of their findings and conclusions for each charge.

Discussion ensued regarding the appearance of mistrust, Mr. Powery's mishandling of the Right-of-Way permits and failure to seek clarification on his tasks, and requests and directives from supervisors being one in the same.

Motion was made by Council Member Zeidman, and was seconded by Council President Pro Tem Moore, to uphold the suspension. On roll call, the motion passed 3 to 1 with Council Member Araskog dissenting and Council Member Lindsay absent.

- B. Report of the Public Works Committee Meeting Held on November 20, 2017.
Margaret A. Zeidman, Chair

Chair Zeidman provided an overview of the report.

Discussion ensued regarding revisiting truck regulations in the North end, a

resident's offer to donate money for the truck study, cost and staff time to conduct the study, addressing this matter in the CRTD, the impact to the aesthetics of the area if additional signs are added next to the existing signage, issues the truck drivers are having with their GPS notification system and the narrow roads in the North end, and limiting the hours for the passage of trucks.

Town Manager Bradford stated that the roads in the North end meet the statutory requirements for signage.

Motion was made by Council President Pro Tem Moore, and Council Member Lindsay, to accept the report and to direct the Public Works Committee to further study truck regulations including placing a limit on the hours in the North end. On roll call, the motion passed unanimously.

XII. REGULAR AGENDA

A. Old Business

1. Town Council will adjourn for a Special Holiday Luncheon

TIME CERTAIN: 12:15 PM

Richard M. Kleid, Council President

(Clerk's Note: The Town Council recessed for a two hour holiday luncheon)

2. Palm House Receiver's Third Request for Extension of Abatement Period for Conditional Abatement of Daily Non-Completion Fee for the Palm House Project.

Cary Glickstein, Court Appointed Receiver

Mr. Glickstein provided an overview of the request.

Discussion ensued regarding the court order and timeline for the receiver to start the appraisal process, obtain property value information and put the property on the market.

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to approve the Receiver's third request to extend the abatement period to 120 days, subject to the same terms and conditions approved in the second request. On call for a vote, the motion passed unanimously.

3. Coastal Update:

- a. Shore Line Condition Update

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

Coastal Program Manager Rob Weber provided a PowerPoint presentation on the shoreline which included photos of each reach.

Council Member Zeidman requested that staff include an update on the lagoon side of the Lake Trail in the monthly shoreline presentations.

4. Town-wide Undergrounding Project:

Steven N. Stern, Underground Utilities Project Manager

a. Review of Project & Dashboard, Summary of Project Status

Project Manager Stern provided an overview of the project highlights and the dashboard.

Discussion ensued regarding gas line hits, procedures for avoiding and repairing gas main hits during the project, gas main versus service lines in the easements, AT&T fiber service requirements for migration, and safety issues.

b. Peer Review of Master Plan, Final Report Delivery.
Anthony Hanson, Principal Engineer, Patterson & Dewar Engineers Inc.

TIME CERTAIN: 2:30 PM

Anthony Hanson, Patterson Dewar, provided an overview of the project review report.

i. Staff and Consultant Comments

Dean Mealy, Purchasing Manager, spoke regarding best pricing practices for hiring and bidding a Construction Manager at Risk.

Patricia Strayer, Town Engineer, spoke regarding cost estimates for the construction bids versus the cost in the master plan.

Kevin Schanen, Project Manager, spoke regarding the vetting and negotiating process with AT&T, Comcast and FPL, the cost difference with the switchgear options, the design process, easement process, express feeders and the schedule for the feeder lines.

ii. Underground Utilities Task Force Questions and Comments

Tom Parker, Task Force member, spoke regarding his experience on the Task Force and various reasons for not going with the most expensive switchgear option, which is the Vista Switchgear.

Susan Gary, Task Force Member, spoke regarding reliability, public safety. She also expressed her concerns with the cost estimate, project management and implementation.

In response to questions from Ms. Gary, Anthony Hanson spoke regarding the factors and complications involved for getting a project cost estimate due to the unknown equipment locations and cost inflation. He also recommended best management practices for the project.

Town Manager Bradford confirmed that staff has agreed to use the recommended procedure for the project management plan (PMP) and will use the standard PMP template.

In response to a question from Ms. Gary, Director Brazil spoke regarding the water system inventory as a negotiations tool.

Discussion ensued regarding the City of West Palm Beach's interlocal agreement with the Town for water services and who is responsible for the repair and replacement of the Town's water pipes.

Harry Wolin, Task Force member, spoke regarding the balancing act of the Task Force with keeping the project on time and on budget.

Nicki McDonald, Task Force member, inquired about the price discrepancy with the switchgears and the need for more reliability studies.

In response to questions from Ms. McDonald and Council Member Araskog, Mr. Hanson and Ms. Strayer spoke regarding the price discrepancy with the switchgear options and if there are other vendors who can provide switchgears.

Public Comments:

Lew Crampton, Civic Association, inquired on whether the peer review resulted in any cost savings to the Town.

Michael Scharf, 225 Dunbar Road, spoke regarding his view of the operational process, cost overruns, inquired about the advantages of the vista switch, and requested clarification on the issuance of building permits and variances in relation to the underground project easements.

Howard Murray, 3475 S. Ocean Boulevard, spoke regarding his experience with underground utility projects and the reliability of the Vista versus the PME switchgear.

Harris Fried, 212 Oleander Ave., spoke regarding submersible switch boxes, lack of an action plan and taking a pause.

Tom Parker, spoke regarding inflation rates and risks in public finance, efforts to reduce cost and transparency.

iii. Mayor and Town Council Questions and Comments

Discussion ensued regarding the Vista vs. PME switchgears, varying factors for not using the Vista switchgears, concern with lower elevation areas, performance with the type of switchgears during a storm, remaining realistic on the cost estimate, the Town's budget versus Patterson and Dewar's projected budget, cost savings, matters of risk, cost difference for a switchgear PME vs. a Vista switchgear, more reliability studies, issues with easements and obtaining maps from FPL, and the incentive for extending the CMAR to the next project phase.

President Kleid requested that staff include an update on FPL's pole hardening project and CMAR contracts at the next meeting.

B. New Business

1. Appointment of Town Manager Thomas G. Bradford Pursuant to Section 4.02(b) of the Town Charter from December 13, 2017 through December 11, 2018.

Thomas G. Bradford, Town Manager

Town Manager Bradford spoke regarding his future at the Town and his desire to be re-appointed as Town Manager. He requested that action on his re-appointment be deferred at this time and that the Council charge President Kleid with preparing an agreement between himself and the Town for a smooth transition.

In response to a question from Council Member Araskog, Town Attorney Baird explained the Town Charter provision regarding the re-appointment of the Town Manager.

Discussion ensued regarding the Town Manager appointment process and the timing of the re-appointment occurring before the performance review.

Council Member Zeidman explained her desire for new leadership.

Council Member Lindsay stated that she was not comfortable re-appointing Town Manager Bradford for another year without a performance review and commented on the budget process in July.

President Kleid expressed his disappointment with some of the Council members' stance on the re-appointment of the Town Manager.

Council President Pro-Tem Moore echoed Mr. Kleid's comment and stated that this action was disgraceful and wrong.

Mayor Coniglio requested that Town Manager Bradford be given at least a nine-month contract so that he could be given a chance to complete some important tasks such as the CRTO, the FY19 budget, the underground utilities project and the departure of John Page, Director of Planning, Zoning and Building.

Motion was made by Council Member Lindsay, and was seconded by Council Member Araskog, to have President Kleid prepare the Town Manager's professional service agreement and to approve the reappointment of the Town Manager for a period of up to nine months. On roll call, the motion passed unanimously.

2. Adoption of the 2018 Town Council Meeting Schedule

Thomas G. Bradford, Town Manager

Town Manager Bradford spoke regarding the Town's election occurring on the same day as the March Town Council meeting and proposed the Council meet to discuss Regular Business matters on the third Tuesday and the Development Review matters on the third Wednesday in March going forward.

Council Member Lindsay pointed out that the third week in March is typically Spring Break and that council members with children in school may not be available that week.

Discussion ensued regarding other conflicts with the 2018 meeting schedule, combining Town Council business and Development Review Matters in July and August into one meeting, the use of brevity during council meeting discussions and limiting council member participation to three minutes at a time and then getting back in the queue to make additional comments.

It was the consensus of the Town Council to limit their participation in meeting discussions to three minutes at a time.

It was the consensus of the Town Council to defer the discussion on combining the Regular Town Council and Development Review Matters to one meeting in August to a future meeting.

Motion was made by Council Member Araskog, and was seconded by Council Member Zeidman, to adopt the 2018 Town Council Meeting schedule with the following revisions:

- **Reschedule the March 13, 2018 and March 14, 2018, meetings to March 20, 2018 and March 21, 2018 due to the Town's General Election taking place on March 13, 2018.**
- **Schedule the July 9, 2018, meeting as a Special Meeting for budget-related matters and the July 10, 2018 Meeting for Town Council Business and Development Review Matters.**
- **Rescheduled the Tuesday, September 11, 2018, Meeting for Thursday, September 13, 2018.**

On roll call, the motion passed unanimously.

3. Staff Request to Reconsider the Extension of Off-Site Supplemental Shared Parking Provisions in the Code of Ordinances as Adopted in Ordinance No. 25-2015

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

(Clerk's Note: This item was taken out of order and heard after Item XII.A 4.)

Director Page introduced Attorney Baird who spoke regarding the legality of the extension request. He stated that case law was in place when this application was made and will be applied to this application.

It was the consensus of the Town Council to proceed under the existing code.

4. Appointment to the Investment Advisory Committee.

Jane Struder, Director of Finance

(Clerk's Note: This item was taken out of order and heard after Item XI.A.)

Motion was made by Council Member Araskog, and seconded by Council Member Zeidman, to ratify the appointment of Kathleen Anderson as a regular member of the Investment Advisory Committee. On roll call, the motion passed 4-0 with Council Member Lindsay absent.

5. Appointments to the Shore Protection Board

H. Paul Brazil, Director of Public Works

Motion was made by Council Member Zeidman, and was seconded by Council Member Araskog, to ratify the appointment of Llwyd Ecclestone, Lewis Katz,

Melissa Ceriale and Harvey Kinzelberg as regular members of the Shore Protection Board and Warren Belmar and William Lorentzen as alternate members of the Shore Protection Board. On roll call, the motion passed unanimously.

C. Matters Pulled From Consent Agenda: If needed – *None*

XIII. ORDINANCES

A. Second Reading

1. ORDINANCE NO. 31-2017 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County Florida, Amending Chapter 14, Aviation, at Article II. Aircraft, so as to Rescind in its Entirety Section 14-35 Thereof, Relating to Drones; Model Aircraft in its Entirety; Providing for a New Section 14-35 Relating to Drones; Model Aircraft, so as to Provide a Definition of "Drones/Model Aircraft" and so as to Provide that Drones/Model Aircraft Operated in the Town Shall Comply with all Rules and Regulations of the Federal Aviation Administration (FAA) Relating to the Operation and Registration of Same, as well as all Rules and Regulations of the State of Florida Relating to said Operation.
Jay Boodheshwar, Deputy Town Manager

Attorney Baird read Ordinance No. 31-2017 into the record.

Motion was made by Council Member Zeidman, and was seconded by Council Member Araskog, to adopt Ordinance No. 31-2017 on second and final reading. On roll call, the motion passed 4-0 with Council Member Lindsay absent.

2. ORDINANCE NO. 32-2017 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending the Town Code of Ordinances at Chapter 46, Fire Prevention and Protection, Amending Article III, "Fire Prevention", in Accordance with Florida State Statute 633.202 and 633.208 the "Florida Fire Prevention Code" Adopted by the State of Florida Fire Marshal in Chapter 69a-60 of the Florida Administrative Code with Local Amendments, National Fire Protection Association Fire Code - N.F.P.A. 1, Florida 2015 Edition, and National Fire Protection Association Life Safety Code - N.F.P.A. 101, Florida 2015 Edition; Providing for Severability; Repealing All Ordinances or Parts of Ordinances in Conflict Herewith; Providing for Codification; and Providing for an Effective Date.
Kirk W. Blouin, Director of Public Safety

Attorney Baird read Ordinance No. 32-2017 into the record.

Motion was made by Council Member Araskog, and was seconded by Council Member Moore, to adopt Ordinance No. 32-2017 on second and final reading. On roll call, the motion passed 4-0 with Council Member Lindsay absent.

B. First Reading

1. ORDINANCE NO. 34-2017 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending Chapter 82 of the Town Code of Ordinances Relating to Personnel, at Article II, Employee Benefits, Division 2, Retirement System; Amending Subdivision I, In General, By Amending Section 82-67, United States Internal Revenue Code Qualification; Providing for Severability; Providing for Repeal of Ordinances in Conflict; Providing for Codification; Providing an Effective Date.

Thomas G. Bradford, Town Manager

Attorney Baird read Ordinance No. 34-2017 into the record.

Motion was made by Council Member Zeidman, and was seconded by Council Member Moore, to approve Ordinance No. 34-2017. On roll call, the motion passed 3-1 with Council Member Araskog dissenting and Council Member Lindsay absent.

XIV. ANY OTHER MATTERS

President Kleid requested that the Town Manager add an item to the January agenda regarding compensation of \$1.00 per year for Council Members.

Council Member Araskog spoke regarding lack of greenspace, zoning issues and variances granted to private properties. She requested that this matter be referred to the Ordinances, Rules and Standards Committee or the Planning and Zoning Commission for further study.

Council Member Lindsay explained the Town Code relative to variances granted and the reason for the decrease in greenspace.

Discussion ensued regarding whether there is sufficient criteria to determine a negative impact on the balance of the site plan and the property and the legality of the variance issue.

It was the consensus of the Town Council to direct Town Manager Bradford to bring forth information pertaining to the process for the Town Manager National Search at the January 9, 2018, Town Council Meeting.

XV. ADJOURNMENT

There being no further business to discuss, the December 12, 2017 regular Town Council meeting was adjourned at 7:30 p.m.

APPROVED:

Richard M. Kleid
Town Council President

ATTEST:

Kathleen Dominguez
Town Clerk

Date: _____

TOWN OF PALM BEACH

Planning, Zoning & Building Department

MINUTES OF THE LOCAL PLANNING AGENCY MEETING

HELD ON WEDNESDAY DECEMBER 13, 2017

1 I. **CALL TO ORDER AND ROLL CALL**

3 II. **COMMUNICATIONS FROM CITIZENS**

5 III. **ORDINANCE NO. 30-2017** - An Ordinance Of The Town Council Of The Town Of
6 Palm Beach, Palm Beach County, Florida, Amending The Town Code Of Ordinances At
7 Chapter 134, Zoning, As Follows: At Article I, In General, Section 134-2, Definitions
8 And Rules Of Construction, By Creating Definitions For An Outdoor Promotional Event
9 Use And A Property Identification Yard Sign; At Article VI, District Regulations,
10 Sections 134-1109, 134-1159 And 134-1259, Special Exception Uses, By Conditionally
11 Allowing Outdoor Promotional Events As A Special Exception Use In The C-TS, C-WA
12 And C-PC Commercial Zoning Districts; At Article VIII, Supplementary District
13 Regulations, By Adding A Division 18, Outdoor Promotional Activities, Section 134-
14 2115, Standards And Criteria For Outdoor Promotional Activities; At Article XI, Signs,
15 By Modifying Section 134-2437, Building Identification, Business Identification Signs,
16 By Adding "Property Identification Yard Signs" To The Title And Allowing Property
17 Identification Yard Signs On Properties That Meet Certain Criteria In All Of The
18 Commercial Zoning Districts; Providing For Severability; Providing For Repeal Of
19 Ordinances In Conflict; Providing For Codification; Providing An Effective Date

20
21 Discussion took place on signage in commercial districts.

22 Lesley Evans, 135 Seminole Avenue, objected to the ordinance.

23 Laurel Baker, on behalf of the Palm Beach Chamber of Commerce, asked for
24 clarification regarding events on private property and public property.

25 Marley Herring, on behalf of the Worth Avenue Association, stated concern that all
26 districts should be treated equally.

27 Alexandra Patterson, on behalf of Up Markets, reiterated commitment to all commercial
28 districts.

29
30 Attorney Crowley, on behalf of the Royal Poinciana Plaza, suggested meeting with other
31 associations to clarify issues.

MINUTES OF THE LOCAL PLANNING AGENCY MEETING HELD ON WEDNESDAY, DECEMBER 13, 2017

1
2 Director Page provided information regarding an Administrative Procedure, approved by
3 the Town in 2015, that allows for certain Town sponsored events in association with the
4 Worth Avenue Association, The Greater South County Road Association and the Royal
5 Poinciana commercial area. That procedure, still in effect, is different from the zoning
6 amendment now being considered.
7

8 **Motion made by Agency Member Zeidman and seconded by Agency Member**
9 **Araskog, to approve Ordinance 30-2017. On roll call, the motion carried**
10 **unanimously.**
11

12 IV. **ADJOURNMENT**

13 There being no further business, the December 13, 2017 Local Planning Agency meeting
14 was adjourned at 10:10 A.M.

APPROVED:

Richard M. Kleid, Town Council President

PREPARED BY:

Kathleen Ruderman, Deputy Town Clerk



TOWN OF PALM BEACH

Minutes of the Town Council Meeting Held on December 13, 2017

I. CALL TO ORDER AND ROLL CALL

The Town Council meeting was called to order on Wednesday, December 13, 2017 at 10:15 A.M.(immediately following an LPA meeting), in the Town Council Chambers. On roll call, all of the elected officials were found to be present.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Deputy Clerk Ruderman gave the invocation. Council President Kleid led the Pledge of Allegiance.

III COMMENTS OF MAYOR GAIL L. CONIGLIO - None

IV. COMMENTS OF TOWN COUNCIL MEMBERS - None

V. COMMUNICATIONS FROM CITIZENS

Alexander Ives, 237 Jamaica Lane, expressed his concern that there was no explanation for Town Manager Bradford's dismissal which took place at the Town Council meeting of the previous day. He asked that the Town Council reconsider that decision.

Rene Silvin, Australian Avenue, shared his experience of The Institute of Classic Architecture and Art's recent visit to Palm Beach. He thanked the Council for its work in balancing historic preservation and modernization.

VI. APPROVAL OF AGENDA

The following changes were made to the agenda:

DEFERRALS: The following items were deferred to the January 10, 2018, Town Council meeting:

- Item No. VIII.A.1.a. Site Plan Review #1-2017

- Item No. VIII.A.2.a., Z-17-00020 Special Exception With Site Plan Review

DEFERRALS: The following items were deferred to the February 14, 2018, Town Council meeting:

- Item No. VIII.A.1.b., Variance 21-2017
- Item No. VIII.A.1.c., Z-17-00034
- Item No. VIII.A.2.c., Z-17-00042
- Item No. VIII.A.2.h., Z17-00047

WITHDRAWN:

- Item No. VIII.A.2.b., Z-17-00031

Motion was made by Council Member Araskog, and seconded by Council Member Lindsay, to approve the agenda, as amended above. On roll call, the motion carried unanimously.

Deputy Clerk Ruderman swore in all those who would be providing testimony.

VII. PUBLIC HEARINGS

- A. RESOLUTION NO. 210-2017 A Resolution Of The Town Council Of The Town Of Palm Beach, Palm Beach County, Florida, Ratifying And Confirming The Determination Of The Landmarks Preservation Commission That The Property Known As 142 Seaspray Avenue Meets The Criteria Set Forth In Ordinance No. 2-84, Also Known As Chapter 54, Article IV Of The Code Of Ordinances Of The Town Of Palm Beach; And Designating Said Property As A Town Of Palm Beach Landmark Pursuant To Ordinance No. 2-84, Also Known As Chapter 54, Article IV Of The Code Of Ordinances Of The Town Of Palm Beach.

Director Page summarized the actions of the Landmarks Preservation Commission.

Landmark Consultant, Emily Stillings of Murphy Stillings, LLC., provided further details pertaining to the property.

Motion was made by Council Member Araskog, and seconded by President Pro Tem Moore, that the Designation Report become part of the record. On roll call, the motion carried unanimously.

Motion was made by Council Member Lindsay, and seconded by Council Member Araskog, to approve Resolution No. 210-2017 approving the landmark. On roll call, the motion carried unanimously.

- B. RESOLUTION NO. 211-2017 A Resolution Of The Town Council Of The Town Of Palm Beach, Palm Beach County, Florida, Ratifying And Confirming The Determination Of The Landmarks Preservation Commission That The Property Known As 315 Seaspray Avenue Meets The Criteria Set Forth In Ordinance No. 2-84, Also Known As Chapter 54, Article IV Of The Code Of Ordinances Of The Town Of Palm Beach; And Designating Said Property As A Town Of Palm Beach Landmark Pursuant To Ordinance No. 2-84, Also

Known As Chapter 54, Article IV Of The Code Of Ordinances Of The Town Of Palm Beach.

Director Page summarized the actions of the Landmarks Preservation Commission.

Landmark Consultant, Janet Murphy of Murphy Stillings, LLC, provided further details pertaining to the property.

Motion was made by Council Member Araskog, and seconded by President Pro Tem Moore, that the Designation Report become part of the record. On roll call, the motion carried unanimously.

Anne Pepper, 333 Seaspray Avenue, expressed her pleasure with the landmark designation.

Motion was made by Council Member Araskog, and seconded by President Pro Tem Moore, to approve Resolution No. 211-2017 approving the landmark. On roll call, the motion carried unanimously.

VIII. DEVELOPMENT REVIEWS

A. Variances, Special Exceptions, and Site Plan Reviews

1. Old Business

a. SITE PLAN REVIEW #1-2017 The application of 235 Via V PB LLC (Stuart Kapp, Manager); relative to property commonly known as 235 Via Vizcaya., described as lengthy legal description on file; located in the R-A Zoning District. The applicant is requesting a site plan review to allow the construction of a 7,444 square foot two-story, single family residence on a non-conforming platted lot which is 15,344 square feet in area in lieu of the 20,000 square foot minimum area required; 47.25 in width in lieu of the 125 foot minimum required; and 97.58 feet in depth in lieu of the 150 foot minimum required. [Attorney: Frank Lynch, Esq.] [The Architectural Commission denied the project at the September 27, 2017 meeting. Carried 4-3] Request for Deferral to January 15, 2018 Town Council Meeting per Letter Dated November 7, 2017 from Francis Lynch

Item deferred to the January 10, 2018 Town council meeting

b. VARIANCE #21-2017 The application of Vera Alfieri Monforte; relative to property commonly known as 218 Miraflores Dr., described as lengthy legal description on file; located in the R-B Zoning District. The applicant is proposing to construct a 1,230 square foot second story addition on the west side of the one story residence that will create two bedrooms, a gym and two bathrooms. The following variances are being requested: 1) lot coverage of 33.7% in lieu of the 30% maximum allowed for a two story residence, 2) a west

1 side yard setback of 13 feet in lieu of the 15 foot minimum required, 3) a rear
2 yard setback of 13.91 feet in lieu of the 15 foot minimum required. [Attorney:
3 Maura Ziska, Esq.] [The Architectural Commission deferred the project to the
4 January 24, 2018 meeting. Carried 7-0.] Request for Deferral to February 14,
5 2018 Town Council Meeting per Letter Dated December 4, 2017 from Maura
6 Ziska

7 ***Item deferred to the February 14, 2018 Town council meeting***

8 c. Z-17-00034 SITE PLAN REVIEW Zoning District: R B Low Density
9 Residential. The application of SHULMAN ALAN L, Owner, relative to property
10 located at 377 N LAKE WAY, legal description on file, is described below. Site
11 Plan Review to allow the construction of a 7,465 square foot two story, single
12 family residence on a non conforming platted lot which is 89.11 feet in width in
13 lieu of the 100 foot minimum width required in the R B Zoning District.
14 [Applicant's Representative Maura Ziska Esq] [The Architectural Commission
15 deferred the project to the January 24, 2018 meeting. Carried 7-0.] Request for
16 Deferral to February 14, 2018 Town Council Meeting per Letter Dated December
17 4, 2017 from Maura Ziska
18

19 ***Item deferred to the February 14, 2018 Town council meeting***

20
21 **2. New Business**
22

23 a. Z-17-00020 SPECIAL EXCEPTION WITH SITE PLAN REVIEW Zoning
24 District: CT-S Town-Serving Commercial. The application of CARRIAGE
25 HOUSE PROPERTIES PART, Owner, relative to property located at 264 S
26 COUNTY RD SUITE: SITE, legal description on file, is described below. PLEASE
27 NOTE: THIS PROJECT ENCOMPASES BOTH 264 & 270 S COUNTY RD. 1. A
28 request for a special exception with site plan review approval to allow a private
29 club "Carriage House" to operate at 264 and 270 South County Road in the CT-
30 TS Zoning District. The Club will have a membership cap of 264 members based
31 on the principal of equivalency for parking requirements. Lunch seating will be
32 limited to 118 seats, which is the same number of seats 264 Grill restaurant had.
33 The Club is proposing the following hours of operation: Sunday through
34 Wednesday 11:00 a.m. to 12:00 midnight; Thursday through Saturday 11:00 a.m.
35 to 2:00 a.m. 2. A request for a special exception to provide 68 night-time (after
36 5pm) supplemental off-site shared parking spaces at 230 Royal Palm Way to be
37 used by employees and/or the valet operation for the Carriage House.
38 [Applicant's Representative: Maura Ziska Esq]

39 The following ex-parte communications were declared: Council Member Araskog
40 had a meeting with Maura Ziska and Mr. Bickford who both advocated for the
41 project. She also spoke to Rene Silvin who remains neutral. She spoke to Anne
42 Pepper who is concerned about the parking. She spoke to Scott Snyder who
43 supports the project and feels it would be good for the neighborhood. She
44 received e-mails from Laurie Volk and her attorney who are against the project.
45 She spoke to her father who said he did not feel that this is the right project for
46 the Town and was concerned about traffic. She spoke to Jere Zenko who is
47 concerned about parking. She received a phone call from Susan Meyer who
48 resides on Seaspray and has concerns about the parking. She received a phone

1 call from Carol LeCates who has concerns about parking. She received a phone
2 call from Todd Peters to advocate for the project. Dan Ponton asked if he would
3 be offered the same consideration if this project were granted.

4 Council Member Lindsay had a meeting with Maura Ziska and Mr. Bickford who
5 both advocated for the position of the project. She received a phone call from
6 Mr. Quinn who advocated for the project.

7 Mayor Coniglio received a telephone call from her son asking questions about
8 the project and she directed him to get information from the attorneys.

9 Council President Kleid met with Maura Ziska and Mr. Bickford who advocated
10 for the project.

11 President Pro Tem Moore met with Maura Ziska, Mr. Bickford, and Mr. Snyder
12 who advocated for the project. She also received an E-mail from Greer Presley
13 advocating against the project.

14 Council Member Zeidman met with Maura Ziska and Mr. Bickford twice to review
15 the plans and had in depth discussions about parking.

16 All council members have received letters and E-mails associated with this
17 project that were included in their backup.

18 Attorney Ziska introduced Michael Bickford, of Gulfstream Road who shared a
19 little of his background as a real estate developer and how he came about the
20 concept of a private club. He also spoke about the history of the subject building,
21 his vision for the Club, and his commitment to the neighborhood.

22 Attorney Ziska provided details of the project.

23 Architect Keith Spina provided additional details.

24 Engineer Adam Kerr of Kimley Horne provided information on traffic and parking.

25 Mr. Castro provided Staff comments.

26 Engineer Brian Mirson provided additional details about traffic and parking.

27 Discussion took place on traffic circulation and valet parking.

28 Tim Gannon, 1300 North Ocean Boulevard, spoke in favor of the project.

29 Rene Silvin, Australian Avenue, thinks that this is a great concept but he wants to
30 hear the Town Council's thoughts.

31 Michael McCarty, 216 Oleander Avenue, spoke in favor of the project.

32 Dan Stanton, 214 Chilean Avenue, spoke in favor of the project.

33 Frances Webster Peters, spoke in favor of the project.

34 Edith Eglin, 201 Phipps Plaza, expressed concerns about the project.

35 Alex Hufty Griswold, 240 Monterey Road, spoke in favor of the project.

36 Anne Pepper, 333 Seaspray Avenue, expressed concerns about the project.

1 Scott Snyder, 209 Phipps Plaza, spoke in favor of the project.

2 Nicholas Mestanas, 429 Australian Avenue, spoke in favor of the project.

3 Michael Formica, 218 Phipps Plaza, spoke in favor of the project.

4 **The Town Council recessed at 12:00 P.M. and reconvened at 12:10 P.M.**

5 Attorney Eubanks, on behalf of John and Lory Volk, John Schaefer, Katherine
6 Bryan and Bradley and Catharine Geist, provided his objections to granting this
7 special exception.

8 Mr. Castro provided Staff comments.

9 Attorney Ziska responded to Attorney Eubanks comments.

10 Discussion took place on Florida Department of Transportation (FDOT) approval,
11 intensification of use, valet parking, crosswalk, and safety issues and the
12 incompleteness of the application.

13 Captain Curtis Krauel spoke about this uniqueness of the potential pedestrian
14 crosswalk and that the Palm Beach Police Department actions will be contingent
15 upon FDOT approval.

16 **Motion was made by Council Member Araskog to defer Z-17-00020 Special Exception**
17 **With Site Plan Review until approval is received by the Florida Department of**
18 **Transportation. Without a second, the motion was not considered.**

19 **Motion was made by Council Member Araskog to defer Z-17-00020 Special Exception**
20 **With Site Plan Review until we have heard from FDOT that they will approve the**
21 **crosswalk and the configuration on North County Road and Royal Palm Way. Without a**
22 **second, the motion was not considered.**

23 Architect Spina explained the importance that the applicant have some idea that
24 this project is going to move forward. Appearing before the Landmarks
25 Commission would be the next step.

26 **Motion was made by President Pro Tem Moore, and seconded by Council Member**
27 **Zeidman, to defer Z-17-00020 Special Exception With Site Plan Review for one month so**
28 **that applicant can come back with answers to some of the questions that have been**
29 **posed including: County traffic concurrency, safety issues, town serving documentation,**
30 **membership information, and application submission to FDOT. On roll call, the motion**
31 **carried 4-1 with Council Member Araskog dissenting.**

32
33 **The Town Council recessed 1:20 P.M. and reconvened at 2:05 P.M.**

34 Deputy Clerk Ruderman swore in those who would be providing testimony.

35
36 b. Z 17 00031 VARIANCE(S) Zoning District: R A Estate Residential The
37 application of SOLIMINE EMIL &, Owner, relative to property located at 830 S
38 OCEAN BLVD, legal description on file, is described below. A variance request
39 to allow the construction of a 590 square foot two story infill addition for two
40 guest bedrooms that will result in a lot coverage of 26.2% in lieu of the 24.6%

existing and the 25% maximum allowed. [Applicant's Representative Maura Ziska Esq] Request for Withdraw per Letter Dated October 25, 2017 from Maura Ziska.

Item was withdrawn

c. Z-17-00042 SITE PLAN REVIEW WITH VARIANCE(S) Zoning District: R-A Estate Residential. The application of OCEAN VILLA HOLDINGS LLC, Owner, relative to property located at 1700 S OCEAN BLVD, legal description on file, is described below. Site Plan Review to allow construction of a new 8,917 square foot two-story residence on a non-conforming platted lot which is 15,005 square feet in area in lieu of the 20,000 square foot minimum required in the R-A Zoning District and 100 feet in depth in lieu of the 150 foot minimum depth required in the R-A Zoning District. The following variance is being requested in conjunction with this application: 1) A request to have a building height plane setback of 53 feet in lieu of the 59 foot minimum setback required. 2) A request to allow the existing 3-4 foot wall to remain as screening for the proposed swimming pool in lieu of the 6 foot minimum height required when a swimming pool is located in the street side yard. 3) A request to eliminate the requirement to have a 6 foot tall hedge on the outside of the required wall. [Applicant's Representative: Maura Ziska Esq] [The Architectural Commission deferred the project to the January 24, 2017 meeting. Carried 6-0 with all in favor.] Request for Deferral to February 14, 2018 Town Council Meeting per Letter Dated December 4, 2017 from Maura Ziska

Item was deferred to February 14, 2018 Town council meeting

d. Z-17-00043 VARIANCE(S) Zoning District: R-B Low Density Residential. The application of HORGEN JAY C &, Owner, relative to property located at 322 CLARKE AVE, legal description on file, is described below. The subject property is 33,082 square feet in total area. The applicant is requesting a variance to split the lot which would result in one lot with 85 feet of frontage on Clarke Avenue in lieu of the 100 foot minimum width required in the R-B Zoning District. The two resulting lots would have the following areas: 310 Clarke Avenue (east lot) - 15,198 square feet; and 322 Clarke Avenue (west lot) - 17,883 square feet. Both parcels would exceed the minimum area requirement in the R-B Zoning District, which is 10,000 square feet. All improvements will be removed from 310 Clarke Avenue and the following variances are being requested in order to split the properties and return 322 Clarke Avenue back to its previous condition: 1. To have an east side yard setback for the main house of 8 feet in lieu of the 15 foot minimum required in the R-B Zoning District; 2. To have an east side yard setback for the guest house/garage of 5.9 feet in lieu of the 15 foot minimum required in the R-B Zoning District; 3. To have a cubic content ratio of 4.55 in lieu of the 3.92 maximum allowed; 4. To have a landscaped open space in the front yard of 29.2 % in lieu of the 40 % minimum required. 5. To allow the two story detached garage to remain on 322 Clarke Avenue once the lot is split and becomes less than 20,000 square feet, which would only allow a one story accessory structure with a 15 foot height. [Applicant's Representative: Maura Ziska Esq] [Landmarks Commission Recommendation: Implementation of the proposed variances will not cause negative architectural impact to the landmark

1 property with the caveat to improve the variance for the landscape open space
2 conditions in the front of the property. Carried 7-0.]

3
4 The following ex-parte communications were declared. Council President Kleid
5 spoke to Maura Ziska who advocated the position of her client. President Pro
6 Tem Moore had a conversation with Maura Ziska who advocated the position of
7 her client, drove by the subject property, and met the homeowners. Mayor
8 Coniglio met the homeowners. Council Member Zeidman met with Maura Ziska
9 who advocated the position of her client and the met the homeowners. Council
10 Member Araskog met the homeowners.

11
12 Attorney Ziska provided details of the project.

13
14 Mr. Castro provided Staff comments.

15
16 Discussion took place on lot size and cubic content ratio. Clarification was
17 made on which structures were staying and which were being eliminated.

18
19 **Motion was made by Council Member Zeidman, and seconded by President Pro Tem**
20 **Moore, that Variance #Z-17-00043 shall be granted, and find, in support thereof, that all of**
21 **the criteria applicable to this application as set forth in Section 134-201(a), items 1**
22 **through 7 have been met. On roll call, the motion carried unanimously.**

23
24 e. Z-17-00044 SPECIAL EXCEPTION WITH SITE PLAN REVIEW Zoning
25 District: PUD-A Planned Unit Development A. The application of BREAKERS
26 PALM BEACH INC, Owner, relative to property located at 1 S COUNTY RD
27 SUITE: HOTEL, legal description on file, is described below. This application
28 requests Special Exception approval to expand the seating capacity of the
29 existing Seafood Bar restaurant. More efficient internal space utilization will
30 allow an additional 53 seats in the previously-approved 6,111 square foot
31 restaurant, for a total of 230 seats. No additional restaurant square footage is
32 requested. [Applicant's Representative: James M. Crowley Esq]

33
34 Attorney Crowley provided details of the project.

35
36 **Motion was made by Council Member Lindsay, and seconded by Council Member**
37 **Araskog, that Special Exception No. Z-17-00044 shall be granted, based upon the**
38 **finding that such grant will not adversely affect the public interest and that the**
39 **applicable criteria set forth in Section 134-229 of the Town Code have been met. On**
40 **roll call, the motion carried unanimously.**

41
42 **Motion was made by Council Member Lindsay, and seconded by Council Member**
43 **Araskog, that Site Plan No. Z-17-00044 be approved, based upon the finding that the**
44 **approval of the site plan will not adversely affect the public interest and that the**
45 **Council certifies that the specific zoning requirements governing the individual use**
46 **have been met and that satisfactory provision and arrangement has been made**

1 concerning Section 134-329, items 1 through 11. On roll call, the motion carried
2 unanimously.
3

4 f. Z-17-00045 VARIANCE(S) Zoning District: R-A Estate Residential. The
5 application of TROPIN KENNETH G TRUST, Owner, relative to property located
6 at 1695 N OCEAN WAY, legal description on file, is described below. This
7 application is a request to approve two side (north) setback variances for
8 existing structures at 1695 North Ocean Way: the main house and the guest
9 house. The applicant is proposing to combine the lots at 1565 and 1695 North
10 Ocean Way into a single lot by Unity of Title, which causes the combined lot
11 area to exceed 60,000 S.F., thereby increasing the side setback from a
12 minimum of 15' to a minimum of 30'. Both the main house and the guest house,
13 which meet existing setback requirements, will become nonconforming as a
14 result of the lot combination. The main house setback is 15.1' in lieu of the 30'
15 minimum required for lots over 60,000 S.F., and the guest house setback is
16 15.2' in lieu of the 30' minimum required for lots over 60,000 S.F. No further
17 encroachments into the setback are requested or authorized pursuant to this
18 application. [Applicant's Representative: James M. Crowley Esq]
19

20 Attorney Crowley provided details of the project.
21

22 Mr. Castro provided Staff comments.
23

24 No ex-parte communications were declared.
25

26 **Motion was made by Council Member Araskog, and seconded by Council Member**
27 **Zeidman, that Variance No. Z-17-00045 shall be granted with the caveat that the owner**
28 **will provide a utility easement, satisfactory to the Town of Palm Beach, prior to**
29 **building permit issuance, and find, in support thereof, that all of the criteria applicable**
30 **to this application as set forth in Section 134-201(a), items 1 through 7 have been met.**
31 **On roll call, the motion carried unanimously.**
32
33

34 g. Z-17-00046 SPECIAL EXCEPTION Zoning District: C-TS Town-Serving
35 Commercial. The application of PEMS PARTNERSHIP LTD, Owner, relative to
36 property located at 180 ROYAL PALM WAY, legal description on file, is
37 described below. Section 134-1109(b) - A special exception request for approval
38 to use the subject building totaling 13,559 square foot as a bank (IBERIABANK).
39 The subject tenant space was most recently used as a Sabadell United Bank,
40 N.A. branch office with its customers and clients being more than 50% town
41 persons in satisfaction of the requirements of Section 134-299(12). [Applicant's
42 Representative: Peter Broberg Esq]
43

44 No ex-parte communications were declared.
45

46 Attorney Broberg provided details of the project.
47

1 Mr. Castro provided Staff comments.

2
3 **Motion was made by Council Member Araskog, and seconded by Council Member**
4 **Zeidman, that Special Exception No. Z-17-00046 shall be granted, based upon the**
5 **finding that such grant will not adversely affect the public interest and that the**
6 **applicable criteria set forth in Section 134-229 of the Town Code have been met with**
7 **the caveat that in six months, the applicant return to offer Town serving**
8 **documentation. On roll call, the motion carried unanimously.**
9

10 h. Z-17-00047 VARIANCE(S) Zoning District: R-B Low Density Residential.
11 The application of MANOOGIAN ARMEN A TRUST, Owner, relative to property
12 located at 224 S OCEAN BLVD, legal description on file, is described below.
13 Construction of three dormers on existing third story. 1. Sec. 134-893 (b)(10)b
14 To allow a building height of +37'-7 1/2" in lieu of the 22'-0" maximum
15 allowable. 2. Sec. 134-893 (b)(10)c 134-2: To allow an overall building height of
16 42'-1 3/4" in lieu of the 30'-0" maximum allowable. 3. Sec. 134-2 Definitions
17 Building, height of (applicable only in the R-B districts) To allow dormer windows
18 in a non-habitable third story space which is not permitted by Code. [Applicant's
19 Representative: Jose Gonzalez, Architect] [The Architectural Commission
20 deferred this project to the January 24, 2017 meeting. Carried 6-0 with all in
21 favor.] Request for Deferral Per Letter Dated December 7, 2017 from Jose
22 Gonzalez

23 ***Item deferred to the February 14, 2018 Town council meeting***

24
25 IX. ORDINANCES
26

27 A. First Reading
28

- 29 1. ORDINANCE NO. 30-2017 An Ordinance Of The Town Council Of The
30 Town Of Palm Beach, Palm Beach County, Florida, Amending The Town
31 Code Of Ordinances At Chapter 134, Zoning, As Follows: At Article I, In
32 General, Section 134-2, Definitions And Rules Of Construction, By Creating
33 Definitions For An Outdoor Promotional Event Use And A Property
34 Identification Yard Sign; At Article VI, District Regulations, Sections 134-
35 1109, 134-1159 And 134-1259, Special Exception Uses, By Conditionally
36 Allowing Outdoor Promotional Events As A Special Exception Use In The C-
37 TS, C-WA And C-PC Commercial Zoning Districts; At Article VIII,
38 Supplementary District Regulations, By Adding A Division 18, Outdoor
39 Promotional Activities, Section 134-2115, Standards And Criteria For
40 Outdoor Promotional Activities; At Article XI, Signs, By Modifying Section
41 134-2437, Building Identification, Business Identification Signs, By Adding
42 "Property Identification Yard Signs" To The Title And Allowing Property
43 Identification Yard Signs On Properties That Meet Certain Criteria In All Of
44 The Commercial Zoning Districts; Providing For Severability; Providing For
45 Repeal Of Ordinances In Conflict; Providing For Codification; Providing An
46 Effective Date
47

1 **Motion was made by Council Member Lindsay, and seconded by Council Member**
2 **Araskog, to approve Ordinance # 30-2017 on first reading. On roll call, the motion carried**
3 **unanimously.**

4
5 X. ANY OTHER MATTERS - None

6 XI. ADJOURNMENT

7 There being no further business, the Development Review Town Council meeting of
8 December 13, 2017 was adjourned at 2:30 P.M.

APPROVED:

Richard M. Kleid, Town Council President

PREPARED BY:

Kathleen Ruderman, Deputy Town Clerk

From: juliearaskog@aol.com
To: [Tom Bradford](#); [Jay Boodheshwar](#); [Kirk Blouin](#); jrandolph@jones-foster.com; [Kathleen Dominguez](#)
Subject: Fwd: Transcription of entire discussion of whether or not to renew the Town Manager's contract from the December Town Council Meeting
Date: Wednesday, January 31, 2018 10:22:03 AM
Attachments: [Final Transcription of Town Council December Meeting where Tom's Contract is discussed.docx](#)

Kirk, Jay, and Tom,

Sorry, the precious email sent before I attached the transcript of the meeting. The transcript is attached to this email. Additionally, with the difficulty for anyone who is not a professional transcriber to transcribe such long and complex meetings and with the complaints of the lack of detail and possible mistakes, I would like an agenda item to discuss having a transcriber for our Tuesday meetings. What is the cost to have our meetings transcribed? Can we get a discount if we hire someone for all meetings?

Thank you,
Julie

-----Original Message-----

From: juliearaskog <juliearaskog@aol.com>
To: tbradford <tbradford@townofpalmbeach.com>; jrandolph <jrandolph@jones-foster.com>; kblouin <kblouin@palmbeachpolice.com>; jboodheshwar <jboodheshwar@townofpalmbeach.com>; kdominguez <kdominguez@townofpalmbeach.com>
Sent: Wed, Jan 31, 2018 10:05 am
Subject: Transcription of entire discussion of whether or not to renew the Town Manager's contract from the December Town Council Meeting

Tom, Jay, and Kirk,

I transcribed word for word the entire portion of the Town Council meeting where it was decided not to renew Tom's contract for a year. I think you can have someone listen to confirm my transcription is correct. It took hours and I had to listen to each sentence several times to get it right. I could hear people who spoke off mic with the headsets on most occasions. I put each and every uh and uhm in as well as spelling words as they were pronounced: for instance, idear (for idea) and excetera for etcetera.

There are two purposes for my transcribing this meeting:

1. It appears the motion that carried is incorrect in the minutes of the meeting. I would like it corrected if that is the case. I listened to it with Sennheiser HD 415 noise control headphones and could hear quite clearly almost each and every word spoken at that meeting. There appears to be no mention of a national search in the motion itself, but instead the motion was to give Dick the authority to negotiate Tom's contract for up to nine months. In the transcript, you can see it is mentioned that a manager could be found more quickly by Bobbie on page 12 in bold before she makes her first motion: **"I hope that we have a, a comfortable transition. I don't know whether that's 9 months or something less than that. Sometimes you get lucky. Sometimes you find somebody quicker."** Bobbie's first motion found on page 13 was: **"but I would like to make a motion that we pass this to uh our President Kleid."**

There was discussion and then on page 15-16.
This is the motion in bold, and there is some overlap:

3:47:10 Dick: Let's call the question: uhm: and the motion is to what

Bobbie: to remand it to you

Dick: to give me the authority to uh

Bobbie: **to sit down**

Dick: **to negotiate with Tom**

Dani: **for a nine month contract, up to**

Bobbie: **up to**

Bobbie: **for up to**

Dick: **uh- up to a nine month contract. Uh, Do we have a second?**

Julie: **Second**

Bobbie: **Yeah, It was already seconded, I think**

Dick: **Yeah, okay. Kathleen**

Roll call is taken. Motion passes unanimously.

2. I want this to be part of the back-up and record. This is one of the most important decisions we made last year. It is a meeting residents ask about constantly. I think reducing this portion of the meeting to minutes is not enough. Residents should be able to go to the back-up to see exactly what was said at this meeting and what the motion that carried was and why.

Additionally, it is important to inform the Town Council and, especially, our Mayor, that if they are going to speak when someone else is speaking or are going to interject or just speak in general, that their mic needs to be on at all times or at least when they interject.

Thank you,

Julie

Meeting re: Tom Bradford's contract

2:58:50 Tom Bradford: Mayor and Town Council as you can see from the backup that has been submitted to you for this item that I've indicated I wish to be re-appointed as Town Manager for another year, and will do so if that is the pleasure of the Town Council. As you know the requirement for annual appointments is a provision of the Town Charter, however, upon further reflection with my wife, I am open to the idea of doing something different in my life. I have known, I am sorry, I have uh known opportunities in California and Ohio where my family is located and I have put aside and uh that I have put aside and that I think I if I devoted time to these areas something financially rewarding could come of it. Alternatively, I could do more public administration likely anywhere down South. It will be difficult to leave as I am a third generation Floridian but more importantly I don't [clears throat] I don't want to leave what I have called the greatest Town in America: Palm Beach. At least not now and not just yet in light of the circumstances we are faced with on the new horizon. I am thinking now of the work to be done for CRTO, the creation of the FY19 Budget, the underground Utilities project and the departure of John Page in PZB. I am 63 years of age and in order to access to affordable health care, I need to be 65. And I do not receive full Social Security until I am age 66. I say this as background to letting you know I have always planned to work until I am 66 and I am not in DROP, never desired to be in DROP, and I have no plans to retire at this time. Having said all of this and in light of my desire to do that which may be best for the Town and myself, I ask that we both both of us defer actions on the matter of my reappointment at this time. In addition, in keeping with such past practice in such matters, I ask that the Town Council charge President Richard Kleid with the task of working out a written agreement between the parties that will allow for a smooth transition for the town and for me personally. And I thank you for your consideration.

Dick: Julie

Julie: Uhm I'm wondering if we can defer this Dick and I'll I'll tell you why. I think uh Tom knows we kind of found last week and Tom and I were supposed to have a long meeting yesterday right after [the pension workshop] that we had scheduled and somehow someone else ended up in the appointment and I'd really like to sit down with Tom and I'd like to talk about things and I know it's in our Charter but I believe I was 3:02:00 told that we could defer the matter for a month and I kind of agree. I'd I'd love to see if we could before we even get into a discussion, I'd like to see if we could defer it to January,

Dick: Well

Julie: so that would be my question.

Dick: I don't know. Uh Do you have any uh insight on this as to whether or not we could defer it? Uh, I thought it was a uh Charter requirement that we do it now.

Attorney: Well, the Charter does state that you would consider uh reappointment but like any agenda item, which this is, it is your consideration of the reappointment based upon the Charter and if the Council decides to continue this item ah until your next meeting or uh uh time certain that you want to consider it then like any agenda item I believe you can do that

03:02:49 Julie: that's what I would recommend before we get in a big discussion and then

Dick: Let's hear from other

Julie: but whatever you think

Dick: let's hear from other people: Gail

Gail: Well, I I'm confused as to why we're even having a potential deferral. The discussion has been noticed to the public, is there someone up here that doesn't want to uhm rehire Tom and if so, I'd like to know that and I'd like to know why.

Dick: I, I sort of have the same position. I think we've known about this uh for a while. It's been on the agenda. Uh. We've all had conversations with Tom, we've had meetings and excetera. But anyway, let's hear from the rest of the group: Bobbie

3:03:28 Bobbie: Well, I, I learned about the renewal when I saw the agenda which was Wednesday I think and and uh I do have a problem with it for a very simple reason which I spoke to Tom about and in in my whole career, I have never renewed somebody without a review and we've got this backwards up here. We're actually I understand it's in the Charter I looked it up, I was so surprised to see it, in fact, that I had to go back and look at December 2016 to see if we had done it before and we [3:04:05] had. So I did go back and look at the agenda from twenty sixteen. Um However, that doesn't change my view that it it doesn't make any sense to renew uh the the most important position in Town without reviewing that person uh beforehand for the performance of the previous uh period and I understand that this needs to be done in between you know while you have the sitting council, so you've got, uh, you know, five of us up here and maybe three of us are, you're [to Dick] resigning and two of us are up for reelection, so you want to do it while this council who is experienced, uhm, you know, uhm Mr. Bradford's performance has a chance to review him. But to renew and then review, doesn't make any sense at all and and so I would, I think we've it backwards and I think we should fix it.

Dick: uh, Julie

3:05:07 Julie: Um, I agree with Bobbie. And while I know you think we had a lot of time again, Uh, Tom and I, The first time I found out about it was when we had our meeting last week. We scheduled a meeting for yesterday so that I would have an hour or hour and a half with him. When I went to have our meeting he had told someone else that they could meet with him and that person was in the room. I said to them look this was my scheduled time and they said that they preceded me, that they took precedent over me Um and Uh it it was a member of the Council and I just think that I need the extra time that's number one to have a meeting with Tom. We had to, we ended up having a ten-minute phone conversation and that just for me didn't work and I agree with Bobbie, I think the review should come first, but most importantly, I'd really like to sit down with Tom and have the time to talk to him and really discuss things so I would really like to have it deferred to January or February whatever it is after the review and I respect everything you've asked for Tom and I think I uh whatever it is, I think what you've asked for is good but I, I do think we need to wait on this and I, I would move to defer but I want to hear everybody else's opinion obviously.

Dick: Gail

3:06:19 Gail: Tom, when, when did we do your priorities and actually critique you? Was that August?

Tom: No, we do uhm following the reappointment I immediately send out the evaluation forms and then after the, but that's not, I mean whether you give me a raise or not is done at that time.

Gail interrupts: Right

3:06:44 Tom: But then after a new council sits we do the goals that become part of the process for evaluation the next year. Bobbie's right, I mean it's, it's, it's reversed, but it's always been that way and here we are and now the year is up

Gail interrupts: Right

Tom: and that's how we're here.

Gail: Well, Uh, uh, uh I am respectful certainly of Tom and your service. I, I think the Council's had plenty of time to talk with you. This is, was on the agenda and frankly, I made time and I made extra time so that we could have further conversations. Uh, We have too much on the table folks. We have way too much on the table not to have uhm, first of all, an approach to where we're going. We have the CRTO [sighs] We have the undergrounding subject. We have holes in the organization, so I, I, don't know how waiting another month is going to give us that additional help. If you think next month you're not going to rehire Tom, what's your plan? Then we have a six month lag time if you decide you're going to go out for a national search maybe a ten, twelve month lag time and we've got to get through [3:07:49] the summer with

the budget, with the pension, with the considerations that we've determined from the CRTO, you, you talk about half way backwards, we're going to be in a hole, have I used my three minutes? Oh you didn't turn it on Kathleen- that's okay, uhm, I think the time is now- uhm, you put it off once again we simply look wimpy- and like we can't make a decision. Of course we can all, always come back and revisit the decision but uh, GROW UP.

3:08:30 Dick: Yeah I, uh, I have a feeling that I cannot believe that we don't know what the evaluation is going to be right now. I mean, most of us have gone through the process, we know the questions that are asked, we know the grading system and excetera, and, and I don't understand why the grade will change from today or a month from now. I mean, it seems to me that we're just going through the process for the sake of going through the process and, yet, I think it's clear to me uh what most people will put down as the evaluation. Anyway, next is Dani.

Dani off mic to Maggie: Maggie you want to go, go ahead, you can go first

[3:09:14] Maggie: Thank you, Dani. Uhm, I, I think that the evaluation while it's always good to have the evaluation first, uhm Bobbie, I think that it is uh proforma. I think that we, uhm, it's a written document and this has come up now, uh, for the appointment for the next year for Tom and Tom has read us a statement that says, uhm, well that says a lot of things, but, uhm, I think we should honor the statement and I think we know, uh, I think that the Mayor is right when she says we should stand up, be, big, big people and do what we think, uhm, and move on from there

Dani: I think we've all met with Tom. We all know and appreciate Tom's loyalty and service to this town for 20 some odd years. Uhm. Tom has read a statement, I think, uh, as far as I am concerned, my personal opinion, this is some-, this is a man who has devoted his life to this town and we all need to stand up and follow him. He has given a statement, he has some things he'd like to finish, and I would frankly be appalled that we would not allow him to do that and I don't see any purpose in deferring this decision. Tom is sitting right here. I would be happy to hand the reigns of the details off to the President of the Council who is an attorney, and has lots of experience with this. But I'd be appalled that this Council would not allow Tom to finish what he started.

3:11:01 Bobbie: Well, based on a conversation that I had recently with Tom you called, I, I thought that's what we were going to do today, I thought that's what your desire was, was to hand off to, to, uh, Mr. Kleid to work out and, and uh, you know, what it is that you want to do over the next period of time whether it's six months or however that works for you and I think we should do that today. Right here. I am very comfortable doing that.

Dick: Julie, the last word.

[3:11:35] Julie: Uhm, I'm very comfortable doing exactly that, again I will say though, and I know you all had time with him. I had been told I would have an hour and a half or two hours with him yesterday. I had a lot of questions, Gail. I had a lot I wanted to sit down with him [Gail makes a side comment but cannot hear it.] Well no, you're saying that we've all had enough time. What I'm saying is yesterday I went in to meet with him and someone on the Council told me they took precedence over me and I did not get my meeting. And I don't, and I, I'm not comfortable today just because [Gail says something off mic] No, it wasn't you, it wasn't Gail. But I will say, Uhm, I don't think that was right. I didn't get my time with Tom to ask the questions I needed to and really talk to him. It was not comfortable doing it via phone with ten minutes. He couldn't call me until 5:15. So, I would, I would like to defer it so I can really sit down with him and that would be the best for me,

Dick: Well

Julie: but if you want to go on with this three months or six months, I am happy with that, but to do the entire year at this point without being able to sit down with him I am not comfortable with that.

Dick: Well

Julie: Thank you.

3:12:33 Dick: The unknown person who took precedent was Dick Kleid. Uh, I thought it was very important to have this kind of conversation with him privately. I did ask for a meeting with him immediately after the ending [of the pension workshop]. I know. Julie, that you came in, I told you that I would be not more than ten minutes

Julie interjects: no

Dick: I did say that and Tom said to you he would be glad to, uh, see you afterwards. He also said that he would have a telephone conversation. You said to him you were not feeling particularly well and you would like to leave at that, that time, so, again, I think you had the opportunity and, yes, I did take priority, I take very few priorities as President of the Town Council, but this I told you carefully that it was only going to be ten minutes

Julie interrupts: no

Dick: I think that's what it was, and I wanted to discuss

Julie: And he said he had several meetings

Dick: Let me finish and I wanted to discuss with Tom exactly what's happening today. I thought it was important that I got his position on things. That I arrange for

a, uh, transition if that was required and I really thought that that was a very important thing to do and I, you certainly weren't deprived of sufficient time with Tom.

[3:13:54] Julie: I disagree.

Dick: At, any rate, Gail, do you have something to say?

[3:13:56] Gail: I do and you know, Mr. Kleid, I have the utmost respect for you and I know that clearly you have a legal background that would be fair, deliberate, and that you could work with Tom. My problem is when does the Council not have the authority to determine whether Tom's contract is 3 months 6 months or a year. If I were running the railroad, I would at least give him until September that we get our budget over the, over the goal line. But this isn't, this isn't a one-man decision. We or you all are supposed to be a collaborative group of people that are making careful, deliberate decisions for the future of this town, so I think it is magnanimous of you Tom to give that opportunity to Dick, but I think you all are passing the buck and I, I again find it objectionable that you, no one can determine, can elicit for me WHY. If Tom is not doing the leadership that you want to have done, I, I'd like to know why. We are not Riviera Beach where we throw somebody to the, off the desk simply because we've decided we don't like them. I would like to know that. I would like the community to know that and I would like to know what your plans are if in fact you are not going to hire him for another year.

Dick: okay. Then why don't we do exactly that. Why don't we start through the desk and we get, uh, their your opinions as to whether you think Tom has done a particularly good job, what your, what your problems are. I think we are a transparent group and I think we ought to be able to publicly state what our opinions are vis a vis Tom, particularly, and, uh, so Julie why don't you start

[3:15:42] Julie: Again, I wanted to have a conversation with Tom. I disagree with you. Yesterday, he said he had several people who were meeting with him right after you, so Dick while it, you were in the first meeting. I was told that... This is something I wanted to privately discuss with him first and then come forward here. I don't want to start this conversation. So, somebody else, we should press our buttons, frankly, this was your idea, but I think let's press our buttons and whoever wants to speak first great, but I am very uncomfortable right now because I wanted to have a conversation with him first and I should not have been denied that.

Gail interrupts: I understand that Julie but I go every week every month

Dick: your mic's not on

Gail turns on Mic: every month we have ah allotted slot of time where we, where I've always called it and Peter Elwell used to laugh at me. I called it Council school. Council school where we sit down with the Town Manager and/ or the Assistant

Town Manager on the first day of information and then in development review we sit down with the Planning and Zoning Director and his staff to get as much information as we can, so when we read as my husband says to me "how many telephone books are your reading for weekend" I am prepared to do that only to come back on Monday and ask questions as I did of Paul Brazil or Tom Bradford or whoever the case may be. If in fact you had that opportunity, did you discuss with Mr. Bradford the item on the agenda that exists this morning.

Julie: No. We decided what we were going to do was yesterday we were going to meet, Gail, for an hour or an hour and a half and we were going to discuss it so that today I would be prepared. When I arrived there, he [Tom] he had agreed to meet with Dick first and that he had other meetings with other Town Council Members. I then said I am not feeling great, I can't wait that long. This was my meeting time. I think it should be upheld. I set it a week ago.

3:17:28 Gail: Let me ask you this. Every single one of you? Have you worked with Tom Bradford for at least ten months?

Some or more say yes

3:17:35 Gail: Okay, if you have done that you most certainly just like I would with an employee in my restaurant be able to have a conversation as to what their performance is. I don't care if I've talked to them 400 times. I have knowledge of your leadership. I have knowledge of your skills. I have knowledge of your intellect. I should be able to state an opinion. That's all this is.

Julie: Then go ahead and do it right now.

[3:17:59] Gail: I don't vote- go for it.

[3:18:01] Dick: does anybody else want to express things?

Gail cuts in while he is speaking in a loud voice but off mic: is there any other

Dick: Maggie, are you prepared?

Maggie: Yes. But I am going to publicly state that I don't understand why we are doing this. But if you want to go ahead and do it, we will go ahead and do it, Mayor. [3:18:23] uhm, I do, I, I, have for a long time certainly respect Tom and think that he has shown great leadership in a lot of areas. However, we are coming into a time where we are going to need to put 5.42 million dollars every year until the year 2031 toward our unfunded liability. Along with that, we have to also make preparations financial, uh, preparations prudently to continue to put sand on the beach, groins, take care of the, what's going on in the intracoastal, we have undergrounding, we have several infra-structure projects that we need to we have started over the since 2010 that we need to complete. All of these things are

weighing on us and so we undertook a, uh, we made a decision, we made two decisions. We made a decision to put the 5.42 million toward the unfunded liability. [3:19:23] It's an obligation we have we are only 68% funded we should be 80% funded. You can't get out of that. Greenwich is bankrupt. Um. Property values in Greenwich have plummeted. You can't escape that. You can't escape the obligations that you have. And you can't put your head in the sand that we don't have. So, I think that going forward, we can't have, you heard a discussion this morning, unfortunate discussion, but you can't have things taken off the table in terms of a budget process even though, uhm, we will try very hard to, and I can't see anything in the future where we would not be keeping the employees that we have, uhm, but the other thing that you can't do is to, to try to hem in what that process is going to look like going forward. We're going to have to take a very realistic look at what we do going forward. Uhm, the only way to get that 5.4 over a long period of time is you have a couple of options: you can reduce expenditures, you can increase taxes, you can increase find ways to increase revenue, Uhm, and so, when you have the CE, [pause] and Tom stood up and took a very firm stand, but it's a different leadership stand than I think that we need- so, uhm, I think that it's we all have to be on the same page- and um so I've talked to Tom about it and I, I think and Tom has you know, uh, he would not have decided to do this he wanted to stay on until he was 66, but I think that it, we may need a little bit different type of leadership going forward and so that's honestly how I feel and that's what I feel we need to do as a Town and I think there will be pain all around. I, You know, we did do a minor tax increase 4 dollars per million whether you are a resident, you're, you're homesteaded or not, it's 4 dollars per million, yes, I voted on that. There will be things like that. We don't want to reduce services, so you gotta take it from somewhere. And you have, you have to be able to look at it with eyes wide open and make sure that it happens in the best interests of our Town, uh, of Our Town Residents and the employees, so you can't really take things off the table. So that's why I feel the way I do.

[3:22:09] Dick: Either Dani or Bobbie would you like to go next

Dani and Bobbie say maybe I will at the same time but it is inaudible

Bobbie: Oh are you going in order? Or by light? (Dani speaks off mic) My light was on.

Dick: Yeah, well, uh, it, she did

Dani: oh, go ahead Bobbie

Dick: but that's why I said either you or Bobbie

[3:22:26] Bobbie: Okay, Well, first, I'm going to start by saying, I 'm really sorry we're having this conversation right now and I reviewed Tom. I think I was the only person last year who reviewed you and ended up with my review in the paper. Everybody else on this Dias gave it to you verbally, so I wrote it down and I, and I, paid the price. It was published. And, so, I had understood from your phone call that you didn't want to have, I did not want to put you in a position, and, that you said you did not want to be in that position, so, but some of my colleagues feel differently so now we're going to have that conversation up here, and I apologize to you [Tom] for that. Uhm.

Bobbie: I made a decision

[3:23:05] Julie: Before we do can we make sure that's an agreement between all of us that we want to do that? Maybe, we just want to

Bobbie: It is up to Tom, if he wants, it's up to Tom.

Dick interrupts: Julie you, you said

Julie: okay, just asking

Dick: Julie you passed we will come back to you

Bobbie: So, Tom, you and I have had many conversations over the last two years. I have tremendous regard for your knowledge of the Town. For your uh demeanor in terms of handling uh tough issues. You've been a, You're a very solid person you've been a tremendous asset to this town for many, many years. I have had some major differences with you in the past year which would part of the reason I told you I was uncomfortable is that I said I'm not comfortable renewing you for a year when I haven't given you uh a performance review. Now my colleagues are asking me to give you a performance review on the dais, which I'm really disappointed in you for doing.

Julie: Me too

Bobbie: Uh, I will say that publicly. So, uhm, what has, what really caused me to raise my eyebrows when I saw that on the agenda and yes I was surprised, perhaps I shouldn't have been but I was surprised to see it on the agenda in in December when I, uh, when we had not reviewed you. [3:24:25] and, and we set goals in, we, February was when we started to set the goals um I don't know if they were adopted until March or April but we wrote them down and set them and, uh, and it also in the previous year when I went through this and it was in the newspaper you and I talked about it and we talked about some of my goals for you didn't make it in the top priorities but you still said they were uh they were, uh, on your radar screen and some of those items were succession. We have a lot of people in the, uh, including yourself, uh, who are of retirement age and I was very concerned about that having

been in, uh, companies, worked in companies most of my life that uhm we really didn't have a succession plan and many of our line managers, uhm, but for me the the, the, real point when I thought we really need to have, uh, some new leadership was during the after the May 19th Pension meeting when there was, when the [3:25:27] Chairman and, uh, that group had actually produced a report and that report was very critical to I think the health of and the and the budget process that we were about to enter into and you and I had several discussions both in June, when you decided not to put it on the agenda and again in July, when you didn't want to put it on the agenda and I, I know we had those discussions both verbally and in person. Uh, In person. I had a number of emails with you where I could not understand how you, we could pass a budget without having that information folded an, into our budget process and I had to intervene and actually call one of my colleagues to ask that that report be distributed among our dais in at the July Meeting after the second meeting and it was at that point that I started to think perhaps we don't have going forward we need to think about a leadership change on a very graceful and careful basis but a leadership change. I also think that the budget process [3:26:46] was unduly painful, unnecessarily painful and I felt that uhm instead of working as a partnership, I felt uh that I had uh I didn't have a partnership, so uhm I'm trying to sit hear and think about what I would write down on my review and I'm sure there are other issues.

[3:27:08] Bobbie continues: Because this is a very uncomfortable for me to do but uhm when you called the other night and you and I spoke, and you said I'd be happy to stay through a transition period and I, I think that's uh that is what I would like to see. I think uhm your institutional knowledge, meaning the knowledge that you have about the town and how it's run is critical to that. I think you've done too good a job over your years and too much uh too you've contributed too much to I would uhm never feel like dismissing you or anything like that, but I do think that uh as Maggie is saying and this is a bit extemporaneous I did not understand I was going to be saying this today but I do feel that it's time to think about new leadership in the [3:28:02] town and, and I think perhaps having seen that on the agenda forced me to say to myself well wait a minute, I don't want to renew him for a year if we're going to sit down and talk about a review in January and February and then he's renewed for a year, now maybe, you know, uh, so that, so that was where when you and I sat down that is what we talked about and uh, I, I'm not happy that we're having this conversation now, but we're having it and uh, I've been one of the proponents of transparency so I'll sit here and take my lumps with my constituents and uh, I guess that's all I have to say right now

3:28:46 Dick: Well, I don't know why everybody here is saying that they don't want to do this publicly that was exactly the reason that was exactly the reason I had a meeting with Tom and that was exactly the reason I preempted you [to Julie] because Tom told me when we met he felt he did not have the confidence of certain people sitting on this platform. He clearly knew it and you must have discussed it with him and registered your unhappiness. Whether it, Either it was with him personally or by the action at the dais when you made certain statements which

seemed to me to be, uh, unhappy with the leadership, so I decided that I would talk to Tom and find out what he really had in his mind and although frankly he, uh, was disappointed, but he did tell me that he had other opportunities, uh, he was gracious enough to say “ I don’t think I’m going to get the vote of the majority of the Town Council to stay and I, uh, would uh, uh, uh I would like to stay but if that’s the feeling and I’m know that I’m not going to get the votes of a majority of the council but I have enough respect for this town to know that a transition is required that we uh will have to go into some sort of a search for a new Town Council Manager, we uh [3:30:17] have as we know a big void in Planning and Zoning, we’re still looking for people like that, and so Tom and I had this conversation and the conversation went along certain things that he was hoping if he stayed for another 5 or 6 months, in order to go through this transition period, uh, that there were certain things that he wanted and I personally thought he was deserving of it uh I’ve had a lot of experience on the Town Council. I was hoping that you would give me the option to negotiate and remember, [3:30:51] uh, anything that came through, any kind of an agreement would have to come back to the Town Council for a vote of everybody so it was going to be totally transparent and I frankly was very disappointed that we went along this path. I thought this was a very logical way. We wouldn’t be forced to say who’s for him, who’s against him, and things of that sort, uh, and all of a sudden uh we start hearing people want to talk about this thing. I thought we could just not have it public, have it negotiated, and excetera, so I’m disappointed in that.

[3:31:27] Dick continues: And Maggie, you’re one of my dearest friends, but I, I, I think you’re wrong with respect to the fact that Tom uh defended uhm the people on the staff. I think that part of his job as Town Manager is to represent the staff and to speak up when he thinks that uh they’re being jeopardized, and excetera. But I remember very, very distinctly from that meeting after he said that and there were a lot of critical comments about it, Tom did say, he said this is my position, but if the Town Council directs me to do a particular thing and they want this to happen, I will follow their instructions and, so, I think he did everything possible, uh, and uh it’s a sad fact that we’re having this public conversation when I don’t think there was any need for it. Uh, Dani.

3:32:24 Dani: When I joined the Council, and I, you come in in February, and virtually immediately you are handed a a list of priorities that you are expected to give to the Town Manager. After a few months, you are supposed to review the Town Manager. Now, I tend to be a Northerner, although I understand Southerners. Uhm, Tom and I have different management philosophies, so I graded based on my interpretation of Tom’s management style. I received a few phone calls from residents who told me that I was unduly harsh, and that I was really too new and too uneducated uh on the Town to really make a valid evaluation of Tom. So, I took that to heart and my second year, Tom and I sat down and we went through some of the things, some of the problems that I had with Tom’s management style uhm and we came to an understanding. The most important thing I learned was that the institutional knowledge that Mr. Bradford has, there’s no one else in the Town that who that, and I would like to ask my colleagues on the desk, what’s, what’s the grand

scheme? What is your plan for, we'll do a nationwide search. I seem that seems to be what I've heard, we'll do a big search, which is great, so typically a search, any type of search is going to take 9-12 months. Are we going to [cell Seary says okay] whoops, obviously Seary thinks I'm talking too much [all laugh] Good thing Kathleen didn't hit the thing uhm what is the scheme? What is the plan, because uhm I am truly unhappy with the way this conversation is going. I don't think it's appropriate uhm and I just think it's flat out wrong. So,

3:35:02 Gail: I, I'd like to offer a proposal to you all. Um, that, if, if in fact the one year contract is not in our future that we give Tom a 9 month contract, at which point he will see us through the budget. He will see us through the CRTO. He will see us through the replacement of the Director in Planning and Zoning and hopefully keep that by rubber bands and string and chewing gum together until that can happen at which point we will have in parallel, concurrently gone out for a national search or determined if we want an acting director to fill that void, but it is clear to me that Tom, while I think you've done a great job as the Town Manager and I take, I'm a little uncomfortable saying that what you said at the Budget Meeting where you were going to look toward attrition that vote was today again 4 to 1, supported by the Town Council, so it couldn't have been that egregious, but I, I hear loud and clear what the, uhm, Town Council members are saying, so my suggestion would be that you give him a nine month contract, that we go forward and at the same time in a parallel course we go out for a National Search, remembering that could be very costly and we've done everything we can to reduce that cost, but

Dick: Bobbie

3:36:35 Bobbie: Well, you know, I'm very disappointed that this has come out the way it did. And, uh, I really think Gail that you wanted it to be this way, so I hope you're happy about that. I'm not happy about it. I think, uhm, I do want to turn it over to you, Mr. Kleid. I think you have a lot of experience as an attorney. Also, uh, you've, uh, you're the President of the Council and, uhm, I think that I don't know how much time. I know this. I know Tom has been an excellent, uh, he has been here for a long time. He is uh a hard, very hard working. He's contributed tremendously and **I hope that we have a, a comfortable transition. I don't know whether that's 9 months or something less than that. Sometimes you get lucky. Sometimes you find somebody quicker,** but if Tom is amenable to this, especially after having to go through that kind of public thing, to working with us, I think we should, we should go back to what Mr. Kleid, I think you said you intended to do all along which is sit down with Tom, uhm, and you handed me a report yest, a document uh yesterday that was an employment contract. It has a [severance] package in there. I will say to you that I am very comfortable with everything in there. I want to make sure that anybody who has given the Town what you have uh gets at at that kind of a package and I, I think that you can help us with this and I hope that you will and I hope that uh your skin is thick enough to be able to handle what just happened up here which was not intended to happen and uh and uh and I think that I am still happy to sit down with you and talk more. Although, I would say

that you are probably least surprised with some of the comments that I made because I've, I have never, I have always made it a point with anybody who reports [3:38:45] to me to make sure that they know where they stand and what I like and don't like uhm about their performance. So, uhm, I'm going to apologize to you personally and I'm going to say that's not the way I wanted it to go down, **but I would like to make a motion that we pass this to uh our President Kleid .**

[3:39:05] Dick: Okay, let me uh just for uh full disclosure. I gave everybody a copy of uh Mr. Bradford's uh professional service agreement. When he was hired, uh the former President Bob Wildrick, actually did negotiate this professional service agreement with him. It provides the terms, salaries, what happens if he leaves, and things of that sort and that particular document came back to the Town Council and was signed by the Mayor and every member of the Town Council, so it is a written agreement I thought that everybody uh should see it uhm, uh Maggie and uh Let's have Maggie and Julie and the last word and then let's see if we can dispose of this.

[3:39:57] Julie: She made a motion. Do we need a second?

[Off mic there's a motion and a second]

[3:39:59] Maggie: Well, I uh actually want to say something, so I'm going to say it. I think that this was, I don't know what the motive here was, this was, uh I spoke with Tom, and I'm not happy about it and I'm going to tell you I am not happy about it. I feel the exact same way Bobbie does. Uhm, Tom, but mostly I just wanted to address you: I appreciate everything you've done and I hope that you can continue.

Tom: Maggie, I appreciate it. I will.

Dick: Alright, [to Gail]: you want to speak?

Julie: No, I am next.

Dick: Okay, Julie then Gail and then let's see about the motion

Julie: And I will say and I haven't because I planned to do it alone with you, Tom. It was the Mayor's idea that we talk about you and say our plan. I think this was not the right place to do it. I think that we asked to be able to do it in private. The charter even says that you can choose retirement or something else. And I am uncomfortable. I apologize for what just happened, but I will talk to you alone to tell you my reasoning behind it unless the Mayor would like me too to do what Bobbie and and because it was really your [to the Mayor] decision. [Gail says something inaudible] no, no, no I said I would do it at the end, so you tell me what you want me to do, but the bottom line is Tom, I appreciate, you know, everything you have done for us thus far, I do have reservations that are very similar to Maggie's and to Bobbie's, I have some of my own. I would rather just sit down with you to talk. So I would say that I am in favor of the agreement that we're talking about. It sounds like

the Mayor brings up that nine months is probably the right uhm time period to get us through the budget. I'm wondering though if we were able to do a search and did find someone is there a way to pay through the nine months or is there something uh I mean I think I would rather have you here but I don't think you would want to train someone so I am trying to figure out the timing....

3:41:55 Dick interrupts: Yeah, the answer probably would be

Julie: up to

Dick: And I'm just, it has not been discussed. But it would be my recommendation that if you wanted nine months, but if we got a new manager in a shorter period of time that would be the period so it would be

Julie: Okay.

Dick: At most nine months, maybe shorter

Julie: And I also want to say, I think it is very gracious of you Tom to agree to this and to stay on and to work with us and uhm I will be talking, talking to you privately, but I, I do appreciate your willingness to do this and to take care of our Town. So, I thank you, Tom.

Tom: Yes I

Dick interrupts: Gail and then Dani and then let's go to the vote.

[3:46:36] Gail: I'm, I'm not the least bit uhm, uhm uncomfortable with the fact that I asked this conversation to happen today. I think it was handled wrong from the git-go. If in fact there was uncomfortableness behind close doors with this, I think that you, we should have discussed with Tom what the next action would be. But to simply tell him that we are not going to rehire you without a plan makes no sense to me. I am grateful for Mr. Kleid's intervention that he could actually talk with Tom and have a plan, but I, I don't think this should have come down this way from the git-go. And I am disappointed. Tom, uhm, whether you work here or not. I'm, I'm sorry for the way this occurred. It should have been handled differently. It should have been handled more gracefully. And if I were in your shoes there would have been no shot that I would resign. For your information, if he resigns he does not get his pen-, he does not get his severance pay and or health care. So what he suggested this morning was as magnanimous an offer that you could find, but everybody knew that this item was on the agenda, everybody had the opportunity to discuss with Tom [except for me, Julie] what they foresaw as the future of this Town. Please continue to work here. I hope that you will get the support from this council. I, I frankly think that you have uhm done a great job and uhm I wish you very well on your next adventure.

3:44:13 Tom: Thank you

Dick: Dani

3:44:17 Dani: you know I'm going to pass because my temperature has risen 100 degrees. I think that this was DISGRACEFUL at on this Council. Absolutely disgraceful. Uh

Dick tries to interrupt: Well, Uh

Dani: am horrified that you would treat any, any person, any employee in this manner. I agree with the Mayor that it should have been handled perhaps more gracefully. On the other hand, I also believe that for the sake of transparency we all needed to be able to state our issues with Tom. I believe we most of us have stated them in private and now the public has heard them. So, congratulations, but I think it was handled disgracefully.

[3:45:05] Dick: Well, as stated before, uh, I meet as President of the Town Council uh with Tom several weeks before the agenda. I approve the preliminary draft of the agenda and when we got to this particular matter, uh, Tom said that he didn't think that he had the confidence of a majority of the Town Council. Uh, We discussed that. Uh, We decided that uh we would see what could be done about it. Uh Tom and I Tom was gracious enough to say that if he wasn't going to be renewed he understood that there were uh problems with respect to a uh transition. That we needed time to do that. He graciously agreed to be there. Uh, He felt that uh if he were willing to do that uh there were certain terms and conditions uh that he wanted. He and I discussed these terms and conditions. I felt they were fair and appropriate and uh asked uh and thought maybe that I could personally negotiate this, uh come back to the Town Council at a later date and the whole idear of this conversation and the way we were going to proceed is to not have the type of conversation that we have in private and I regret that it has come to that and I was hopeful that we could have had uh this private agreement and then at a later date bring back what the terms and conditions were. Uh, I'm personally am a supporter of Tom. I think he's done a terrific job. I agree with some of my colleagues that his institutional knowledge in this town is very, very important. Uh, Sure, there are certain things that I disagreed with him. I, I thought Peter Elwell was a fabulous manager, but I never gave him a five in all of my evaluations, because I had problems with things that he did. Uhm, anyway I will now, uhm

[Someone speaking off mic]

3:47:10 Dick: Let's call the question: uhm: and the motion is to what

Bobbie: to remand it to you

Dick: to give me the authority to uh

Bobbie: to sit down

Dick: to negotiate with Tom

Dani: for a nine month contract, up to

Bobbie: up to

Bobbie: for up to

Dick: uh- up to a nine month contract. Uh, Do we have a second?

Julie: Second

Bobbie: Yeah, It was already seconded, I think

Dick: Yeah, okay. Kathleen

Roll call is taken. Passes unanimously.

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - New Business

Agenda Title

Windsor Court Right-of-Way Condition Assessment.

Presenter

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

ATTACHMENTS:

- ▢ **Memorandum dated January 10, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▢ **Windsor Palm Beach Estates HOA Letter**
- ▢ **Chapter 110 - Subdivisions**
- ▢ **Chen Moore Proposal**
- ▢ **Windsor Court - Plats**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Windsor Court Right-of-Way Condition Assessment

DATE: January 10, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council review the information herein undertake an assessment of Windsor Court if paid for by requesting property owners, and provide policy guidance on the requested transfer of a private roadway to the Town.

GENERAL INFORMATION

Windsor Court was dedicated in perpetuity as a private street for the ingress/egress of the residents of that subdivision (ref: Graham Eckes Academy as platted and recorded on 8/23/90). That recorded plat also dedicated easements for utilities, drainage, sight and egress. The property owners (Windsor Palm Beach Estates Homeowners Association, Inc.) had petitioned the Town to take ownership as a public street in 2002. Although there was some correspondence back and forth from November 2002 to April 2003 documenting various concerns and issues, it appears that no mutually agreeable conclusion was reached.

Recent e-mail correspondence and meetings with the Town Manager indicates that the residents of Windsor Court again would like to request that the Town assume the ownership of the street. The first step in considering such a request would be to determine whether the proposed infrastructure meets the Town standards and if not what the costs would be to bring it to “like new” condition meeting those standards. Town staff has obtained a proposal from one of the professional engineering consultants who could conduct an independent assessment of the condition of Windsor Court relative to the Town’s right-of-way standards and subdivision infrastructure. That fee is estimated to be \$6,115 and is not currently budgeted within the Town’s budget.

If the Town Council desires to pursue this request, staff requests guidance on whether the fee is to be paid by the residents making the request. Another consideration is that the Town-wide undergrounding project will have an impact on the future condition of this private road and utilities. Although the work in the street is expected to be minimal, the resulting patches are likely to result in milling/resurfacing of the entire street. This street is in Phase 6 of the Town-Wide Undergrounding Program, which is scheduled for construction to begin in May 2021.

FUNDING/FISCAL IMPACT

Funding for the condition assessment by the consultant is not currently budgeted.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended. The Town would manage the task even if the residents pay for it.

TOWN ATTORNEY REVIEW

There are no documents to be reviewed and approved yet by the Town Attorney for legal form and sufficiency, but if there are any questions about pertinent legal issues associated with this request, they could be addressed at the Town Council meeting.

Attachments

cc: Eric Brown, P.E., Assistant Director of Public Works
Patricia Strayer, P.E., Town Engineer
John C. Randolph, Town Attorney
Paul Castro, Zoning Administrator, Planning, Zoning & Building
Herb Siegel, Windsor Court
Gerry Goldsmith, One Windsor Court

WINDSOR PALM BEACH ESTATES HOMEOWNERS ASSOCIATION, INC.
8 Windsor Court
Palm Beach, Florida 33480

Peter Elwell, Town Manager
360 South County Road
Palm Beach, Florida 33480

November 15, 2002

Dear Mr. Elwell,

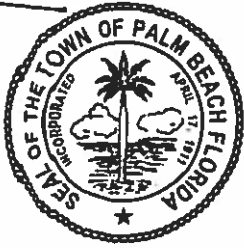
At yesterday's meeting of our homeowners association our board voted to petition the Town of Palm Beach to turn our street, Windsor Court, into a public street. At present it is a private street.

Please take the necessary steps to accomplish this action. I will be available for any assistance you may need.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Cooley', written in a cursive style.

William O. Cooley, Secretary



TOWN OF PALM BEACH

Office of the Town Manager

December 23, 2002

Mr. William Cooley, Secretary
Windsor Palm Beach Estates Homeowners Association, Inc.
8 Windsor Court
Palm Beach, FL 33480

Dear Mr. Cooley:

Thank you for your letter dated November 15, 2002, requesting that Windsor Court be accepted by the Town as a public street.

Before the Mayor and Town Council consider your request, the Homeowners Association must agree to bring the infrastructure in the subdivision up to a "like new" condition meeting current Town standards. This is the norm required for Town acceptance of any subdivision infrastructure.

A quick inspection of Windsor Court has revealed the following:

1. There are a number of sections of curb/gutter that are cracked, settled or broken. These will need to be replaced.
2. There is abnormal settlement near one of the inlets that will require excavation and repair.
3. There are a number of pavement "boils" where the asphalt has heaved. The cause of these boils will need to be determined and repaired.
4. The roadway needs to be milled and resurfaced since it has oxidized and cracked in many places.
5. The signage for the one-way section of Windsor Court is missing and will need to be installed.

**WINDSOR PALM BEACH HOMEOWNERS ASSOCIATION, INC.
WILLIAM O. COOLEY, SECRETARY
8 WINDSOR COURT
PALM BEACH, FLORIDA 33480**

February 25 2003

Town of Palm Beach
Peter Elwell, Town Manager
360 South County Road
Palm Beach, Florida 33480

Dear Mr. Elwell,

We are in receipt of your letter of December 23, thank you for your prompt response.

As I sit here typing this letter I notice a large concrete readi-mix truck using our private street as a short-cut from County Road to a construction site on Cherry Lane. This is not unusual. Vehicles, both commercial and residential, constantly use Windsor Court as a short-cut from Cherry Lane to County Road and from County Road to Cherry Lane.

The four Windsor Court homeowners are bearing the upkeep and maintenance of Windsor Court caused by public vehicular traffic far in excess of our use of the street. The town real estate taxes do not allow us any credits for road maintenance, insurance, etc., on a street that we, in fact, maintain for the benefit of the public. We cannot allow this to continue. Either Windsor Court becomes a public street or we will close it off to all traffic except that which is headed for one of the four homes on the street.

Would you please provide the following at your earliest convenience;

1. A list of all private streets in Palm Beach indicating which ones are through streets and which ones are dead end streets
2. How many applications to turn private streets into public streets are now pending?
And, what for what streets?
3. In the past ten years which private streets have been accepted by the town?
4. In the past ten years which private streets have been rejected (after proper application) by the town and the reasons for such rejections.
5. Please provide specifics as to the repairs that need to be made and the location on the street of such repairs.



TOWN OF PALM BEACH

Office of the Town Manager

April 15, 2003

Mr. William Cooley, Secretary
Windsor Palm Beach Homeowners Association
8 Windsor Court
Palm Beach, FL 33480

Dear Mr. Cooley:

This is in response to your letter of February 25, 2003, regarding the potential conversion of Windsor Court from a private street to a public street. Thank you for your patience in awaiting my response.

My statements below correspond to the questions enumerated in your February 25th letter, a copy of which is enclosed for ease of reference.

1. Please see attached list and map.
2. None.
3. None.
4. None. Some residents explored the possibility but decided not to pursue it (e.g. Blossom Way).
5. My previous letter described the character of the necessary repairs. If you move forward with this application and it is approved, we will gladly identify the specific locations and repairs so that you may determine how to proceed.
6. The Town's adopted level of service in your basin requires that the pipes be sized to handle the three year-one hour storm. A runoff coefficient of 0.63 has been established for your area. A professional civil engineer can evaluate what needs to be done to comply with the Town's requirements on this item, including projecting the cost of this work.
7. Only the Town Council can grant you permission to install one or more gates. Please note that the gates in Phipps Estates are not privately controlled. They will open for anyone who approaches them either entering or leaving the subdivision via the private roads that connect to North Lake Way.

Property owners subdividing their land often provide for private streets and infrastructure in exchange for relaxation of the Town codes regarding such things as right-of-way widths and the layout of the subdivision itself. It is unlikely that the wall and hedge on the north side of Windsor Court would have been approved if the street was going to be dedicated to the public. But, because it was going to be private, the issues of wall and hedge maintenance and roadway right-of-way width were not of great importance. If the street is to be public, these issues become important. That is one of the reasons that trying to go from private to public is difficult.

Chapter 110 - SUBDIVISIONS^[1]

Footnotes:

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Editor's note— Ord. No. 36-10, § 1, adopted January 11, 2011, amended chapter 110 in its entirety to read as herein set out. Formerly, chapter 110, articles I—III, pertained to similar subject matter, and derived from the Code of 1982, §§ 20-1, 20-2(a, b), 20-3(a, b), 20-4—20-9, and Ord. No. 23-95, § 1, adopted October 10, 1995.

Cross reference— Any ordinance dedicating or accepting any plat or subdivision in the town saved from repeal, § 1-8(8); buildings and building regulations, ch. 18; consistency and concurrency management system, ch. 30; environment, ch. 42; floods, ch. 50; historical preservation, ch. 54; marine structures, ch. 62; natural resource protection, ch. 66; planning, ch. 86; streets, sidewalks and other public places, ch. 106; utilities, ch. 122; vegetation, ch. 126; zoning, ch. 134.

State Law reference— Plats and platting, F.S. ch. 177.

ARTICLE I. - IN GENERAL

Sec. 110-1. - Subdivision fees.

- (a) *Preliminary review.* A nonrefundable preliminary subdivision review fee as adopted by resolution of the town council, as may be amended from time to time shall be submitted to the director of planning, zoning and building upon application.
- (b) *Impact study.* Prior to the town's acceptance of the proposed subdivision, the town council may negotiate a mutually agreeable subdivision fee based upon studies required by the town concerning the impact the proposed subdivision may place upon the town's infrastructure. However, in no instance shall this fee be less than the application fee adopted by resolution of the town council, as may be amended from time to time. This fee shall be payable to the director of planning, zoning and building prior to the town manager's signing the proposed plat.
- (c) *Replats.* The minimum fee for replats shall not be less than the application fee adopted by resolution of the town council, as may be amended from time to time.
- (d) *Publication costs.* A sum sufficient to pay publication costs of any notice required to be published shall be added to the fees in this section.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-2. - Variances.

Where the applicant fully demonstrates that an extraordinary hardship may result from strict compliance with this chapter, the town council may grant a variance to this chapter so that substantial justice may be done and a public interest secured; however, such variation must not be in conflict with nor have the effect of nullifying the intent and purpose of the town's comprehensive plan and zoning ordinance or the intent of this chapter. In granting variances and modifications, the town council may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so varied or modified.

(Ord. No. 36-10, § 1, 1-11-11)

Secs. 110-3—110-35. - Reserved.

ARTICLE II. - PLATS AND PLANS^[2]

Footnotes:

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State Law reference— Requirements for plats, F.S. § 177.091; dedication by developer required, F.S. § 177.081; vacation and annulment of plats, F.S. § 177.101.

DIVISION 1. - GENERALLY

Sec. 110-36. - Town manager's approval required.

No plat of a subdivision within the town shall be entitled to record unless it bears upon its face the approval in writing of the town manager, and the town manager shall not approve any such plat except upon approval by the town council.

(Ord. No. 36-10, § 1, 1-11-11)

State Law reference— Title certification required for approval, F.S. § 177.041; approval by city council required, F.S. § 177.071.

Sec. 110-37. - Letter of credit regarding proposed improvements.

The developer shall provide the town an irrevocable clean letter of credit drawn upon a county bank in the amount equal of 135 percent of the estimated cost of the proposed subdivision improvements to secure the cost of the construction of the improvements. This cost shall be certified by a state registered engineer and shall be subject to the town engineer's review and approval as well as any other mutually agreed upon subdivision fees prior to the execution of the plat for the town by the town manager. There shall be no building permits issued for development within the subdivision prior to the town engineer's and director of public works' acceptance of the completed improvements. Construction permits for the improvements must be obtained from the planning, zoning and building department within six months of the approval date, or all approvals shall become null and void. Improvements shall be completed within six months of the date of their commencement. If the improvements are not completed within the six-month period, or if work is abandoned on the property by failure to conduct activity toward the improvement of the property for a continuous period of 30 days or more, or if the improvements are not completed in accordance with the approved plans, the town may call in the irrevocable letter of credit and cause the improvements to be completed.

(Ord. No. 36-10, § 1, 1-11-11)

Secs. 110-38—110-60. - Reserved.

DIVISION 2. - LOT SPLITS

Sec. 110-61. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Lot split means the subdivision of a single lot or parcel of land into two lots or parcels. This shall not include splitting of a lot or parcel of land for the purpose of transferring additional land to an existing lot or parcel so long as nonconformities are not created.

(Ord. No. 36-10, § 1, 1-11-11)

Cross reference— Definitions generally, § 1-2.

Sec. 110-62. - Filing of plat and replats.

When any lot or parcel of land in the town is subdivided into three or more building lots or when a property that was previously the subject of a lot split subsequent to the adoption of this article is contemplated for another lot split, no development or any part thereof shall be permitted until the owner of such property shall comply with the provisions of this article by filing and recording a plat in the public records of the county that is deemed to be in concert with the town's comprehensive plan and zoning ordinance. No building permit shall be issued by the director of planning, zoning and building except in accordance with the requirements of this article.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-63. - Restrictive covenant.

- (a) Because all development orders and development permits issued by the town must be consistent with the town's comprehensive plan, and since adequate public facilities for transportation, sanitary sewer, potable water, drainage, solid waste disposal and recreation/open space must be available sufficient to maintain the town's adopted levels of service concurrent with the impacts of development, property owners in the town have no assurance that when lands are the subject to a lot split, or are being subdivided by platting or replatting, such actions can be undertaken to the maximum extent that may be allowable under the provisions of the town's zoning ordinance.
- (b) As a condition of approval, the owner of each of the two remaining properties of a lot split shall prepare and record a restrictive covenant on each lot requiring that further subdivision of the property shall be allowed only upon application to and approval by the town for a subdivision under the provisions of this article.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-64. - Review by the director of planning, zoning and building.

The director of planning, zoning and building may approve lot splits that conform to the requirements of this division.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-65. - Required materials.

The director of planning, zoning and building shall consider a proposed lot split upon submittal of the following materials:

- (1) A completed application form provided by the director of planning, zoning and building accompanied by three paper copies of the proposed lot split; and
- (2) Land descriptions and acreage or square footage of the original and proposed lots and a scaled drawing, prepared by a professional land surveyor registered in the state, showing the intended subdivision. If a lot contains any principal or accessory structures, a survey showing the structures on the lot shall accompany the application.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-66. - Review procedures.

If the director of planning, zoning and building determines that the lot split meets the conditions of this division and otherwise complies with all applicable laws and ordinances, he or she shall approve the lot split by signing the application form.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-67. - Recordation.

Upon approval of the lot split, the applicant shall record the split on the appropriate maps and documents with the county clerk and provide copies of the recorded documents to the director of planning, zoning and building. The department of planning, zoning and building shall record the appropriate map changes and documents in the town records.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-68. - Standards and restrictions.

(a) *Standards.* All lot splits shall conform to the following standards:

- (1) Each proposed lot must conform to all provisions and requirements of the town's land development regulations.
- (2) Each lot shall abut a public or private street for the required minimum lot width for the zoning district where the lots are located.
- (3) If any lot abuts a street right-of-way that does not conform to the design specifications provided in the town's land development regulations, the owner may be required to dedicate up to half the right-of-way width necessary to meet the minimum design requirements.

(b) *Restrictions.* No further division of an approved lot split shall be permitted under this section unless a development plan is prepared and submitted in accordance with this article.

(Ord. No. 36-10, § 1, 1-11-11)

Secs. 110-69—110-90. - Reserved.

DIVISION 3. - PRELIMINARY PLANS

Sec. 110-91. - Submission of plans.

Preliminary plans, prepared by a state registered engineer, of the proposed subdivision of lands within the town, which shall include when deemed necessary by the director of planning, zoning and building a traffic engineering study, shall be first submitted to the director of planning, zoning and building accompanied by a review fee and in form and number sufficient for study by the mayor and town council, the town staff, and any town-appointed commission (if applicable), for the purpose of assisting and advising the developers of such subdivision as to the requirements of the town with reference thereto.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-92. - Contents.

(a) Preliminary application packages shall include but are not limited to the following items:

- (1) A proposed plat or replat shall conform to all applicable state statutes and regulations, as well as all ordinances and regulations of the town.
- (2) Construction drawings shall include but not be limited to the following:
 - a. Streets:
 1. Locations at minimum elevation of six feet NGVD-29.
 2. Street markings.
 3. Street names.
 4. Numbers to be assigned by the planning, zoning and building department.
 - b. Sidewalks, if provided, as approved by the town public works department.
 - c. Fire hydrant types and locations as approved by the South Eastern Underwriters Association and the fire-rescue department.
 - d. Security structure locations.
 - e. Proposed seawalls and docks, if applicable.
 - f. Landscape buffer areas and general subdivision landscape plans.
- (3) Traffic engineering study, including traffic control devices and sign locations, when required by the director of planning, zoning and building.
- (4) Detailed construction plans meeting all applicable governmental agency and town standards.
- (5) Utility company review and acceptance letters.
- (6) Soil-bearing capacity tests, where applicable.
- (7) Topographics of existing land and proposed subdivision.
- (8) Current survey of existing land and any existing structures.

(b) The formal subdivision request with 20 copies shall be submitted to the director of planning, zoning and building no later than 30 days prior to the next regular town council meeting at which consideration is requested.

(Ord. No. 36-10, § 1, 1-11-11)

Secs. 110-93—110-125. - Reserved.

ARTICLE III. - IMPROVEMENTS

Sec. 110-126. - Street widths.

The width of all street rights-of-way in subdivisions shall not be less than 30 feet; radius at all intersections shall not be less than 25 feet. Each street shall have not less than 24 feet of pavement with no parking permitted, to be confined by standard concrete curb and gutters or valley type gutters with proper catchbasins as approved by the town engineer and director of public works. Radius at culs-de-sac shall not be less than 50 feet. Concrete headers may be substituted for curb and gutters only where contour provides adequate drainage, and then only upon the approval of the town engineer and the director of public works.

(Ord. No. 36-10, § 1, 1-11-11)

State Law reference— Platted street requirements, F.S. § 177.085.

Sec. 110-127. - Street construction.

Pavement construction shall be in general conformance with state department of transportation standards. The minimum pavement section shall be composed of a compacted subgrade, five-inch-thick hot bituminous base course and a 1½-inch-thick asphaltic concrete surface course. Material specifications, density requirements, etc., shall be set by the town engineer. Alternative types of pavement design will be considered by the town engineer upon submission of appropriate data.

(Ord. No. 36-10, § 1, 1-11-11)

State Law reference— Installation of cul-de-sacs, F.S. § 177.086.

Sec. 110-128. - Easements.

A minimum of five feet shall be reserved at the rear or side within all platted lots for drainage and utilities, and the dedication thereof shall appear on the face of the plat. All utilities shall be installed underground in accordance with chapter 134. Up to a three-foot easement shall be dedicated within platted lots on each side of a dedicated street right-of-way if the pavement exceeds 27 feet, for the purpose of laying street lighting cables, the easement to remain unpaved; and no wall, trees, fences or similar structures or growth shall be allowed or placed on or over such easement. Limited-access easements and nuisance strips may be required by the town when situations dictate.

(Ord. No. 36-10, § 1, 1-11-11)

Sec. 110-129. - Sanitary sewers and storm drainage sewers.

Sanitary and storm sewers shall be so laid out and designed as to fit into the disposal systems of the town. The location of the sanitary and storm sewer lines shall be shown upon construction plans submitted with all plats. The following specifications shall be observed in the construction of a sanitary sewer:

- (1) *Sanitary sewers.* The material specifications for sanitary sewers shall be stated and designed by a state registered engineer and subject to approval of the town.
- (2) *Storm sewers.*
 - a. The material specifications for storm sewers shall be the same as subsection (1) of this section.

- b. Appropriate stubs shall be made from the storm sewers so that each lot will have access for swimming pool wastewater.

(Ord. No. 36-10, § 1, 1-11-11)

August 11, 2017
August 31, 2017 (Revised)

SENT VIA E-MAIL
EBrown@TownofPalmBeach.com

Eric Brown, P.E.
Assistant Director
Town of Palm Beach
Public Works Department
951 Okeechobee Road
West Palm Beach, FL 33401

**Subject: Town of Palm Beach Windsor Court Assessment
CMA Proposal # P17.431.07 – Revision 1**

Dear Mr. Brown:

Chen Moore and Associates (CMA) is pleased to submit the attached Scope of Services to provide engineering consulting services for the Windsor Court Assessment. The work will be performed in accordance with the Continuing Services Contract between the Town and CMA.

PROJECT INTRODUCTION

The residents of Windsor Court, Palm Beach have requested that the Town take ownership of the road easement as public right-of-way. The Town has requested that CMA perform an assessment of this easement to determine if it is compliant with Town standards and identify any deficiencies that may need to be corrected.

The "Owner" of the property are the Windsor Court residents (RESIDENTS)

The "Client" is the Town of Palm Beach (TOWN)

The "Consultant" is Chen Moore and Associates (CMA)

SCOPE OF SERVICES

CMA will perform an assessment of the Windsor Court roadway easement from Cherry Lane to North County Road. The scope of services includes the following:

- Field visit to measure approximate roadway widths and observe condition of items within the easement
- Review of asbuilts and plats

- Review of street compared to Town Right-of-Way standards and applicable Town ordinances.
- (2) pavement cores to determine asphalt section
- Conceptual design and cost estimate for correcting deficiencies
- Technical memorandum outlining results of tasks above

ASSUMPTIONS

The following assumptions were incorporated into the development of the scope. Should the assumptions change, the scope of services may change.

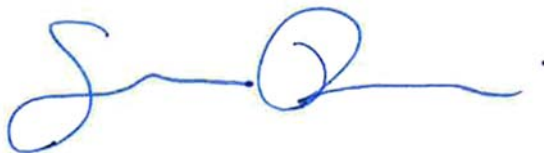
- TPB shall provide all available pertinent information including previous reports, as-built drawings, and any other information that may help to verify the existing conditions.
- Progress meetings are not included.
- Survey is not included
- Construction level plans are not included
- Bidding assistance is not included
- Landscape architecture services are not included
- Construction administration services are not included

SCHEDULE AND FEES

The work will be completed within 30 days of the Notice to Proceed. The total lump sum fee is **\$6,115**. Fees will be billed on a monthly basis according to the percent complete.

Should you have any questions, please do not hesitate to contact me at my office at (561) 746-6900 x 1035, my cell phone at (954) 650-7996 or send me an electronic message at sdombrowski@chenmoore.com.

Respectfully submitted,



CHEN MOORE AND ASSOCIATES
Suzanne Dombrowski, P.E., Envision SP
Senior Engineer and West Palm Beach Branch Manager

This is not a certified copy

GRAHAM ECKES ACADEMY

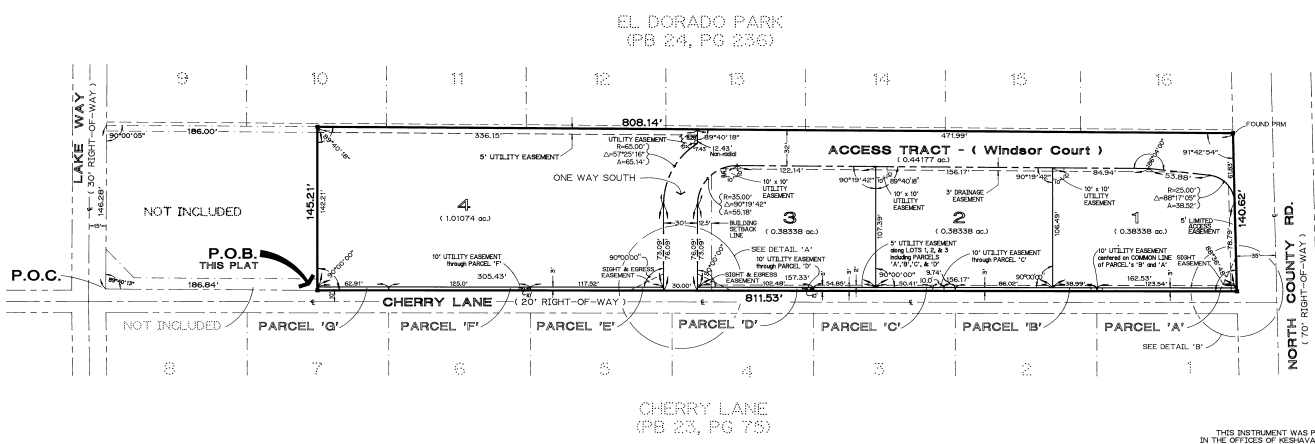
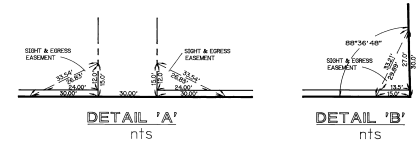
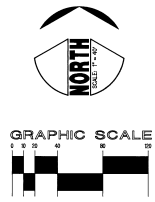
106

TOWN of PALM BEACH, FLORIDA - BEING A PORTION OF
GOVERNMENT LOT 3, SECTION 10, TOWNSHIP 43 SOUTH, RANGE 43 EAST and
GOVERNMENT LOT 2, SECTION 11, TOWNSHIP 43 SOUTH, RANGE 43 EAST,
PALM BEACH COUNTY, FLORIDA

SHEET 2 of 2

AUGUST, 1990

STATE OF FLORIDA
COUNTY OF PALM BEACH
THIS PLAT WAS FILED FOR
RECORD AT _____ DAY OF
THIS _____ MONTH, 1990, AND
DULY RECORDED IN PLAT
BOOK _____ ON PAGE _____
JOHN S. DANKLE, CLERK
CIRCUIT COURT, DC



THIS INSTRUMENT WAS PREPARED BY AGREEN
IN THE OFFICE OF KESHAVARZ & ASSOCIATES, INC.
4409 BEACON CIRCLE, SUITE 201
WEST PALM BEACH, FLORIDA 33407
TEL: (407) 844-8600 FAX: (407) 844-5960

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - New Business

Agenda Title

Discussion on Provision of Alternate Members to the Underground Utilities Task Force.

Presenter

Gail L. Coniglio, Mayor

ATTACHMENTS:

- **Memorandum Dated February 6, 2018, from Steven Stern, Underground Utilities Project Manager**

TOWN OF PALM BEACH

Information for Town Council Meeting: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

FROM: Steven Stern, Project Manager

RE: Discussion on Provision of Alternate Members to the Underground Utilities Task Force

DATE: February 6, 2018

During the February 6, 2018 Undergrounding Utility Task Force meeting the members discussed the addition of alternate members and setting term limits.

The Task Force voted 5:2 not to recommend alternate members be added to the committee. The consensus being alternates are unnecessary since committee members and staff are readily available to assist new appointees to readily gain applicable knowledge and get up to speed.

Regarding term limits, the consensus was Task Force members serve at the discretion of the Town Council. Additionally, the UUTF commented limits should not be required since the committee will eventually sunset when the Undergrounding program is over and members serve voluntarily up to the conclusion of the project.

SS:

c.c.: UUTF Members

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - New Business

Agenda Title

Appointment to the Code Enforcement Board.

Presenter

Kirk W. Blouin, Director of Public Safety

ATTACHMENTS:

- ▣ **Memorandum Dated February 5, 2018 from Kathleen Dominguez, Town Clerk**
- ▣ **Application for Steven Meltzer**
- ▣ **Application for Linda Wartow**
- ▣ **Ballot**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council
VIA: Thomas G. Bradford, Town Manager
FROM: Kathleen Dominguez, Town Clerk
RE: Code Enforcement Board Appointment of Alternate Member
DATE: February 5, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council appoint an alternate member to the Code Enforcement Board in order to fill the vacant seat resulting from Donald Scott's unexpired term. The expiration date of Mr. Donald's term is April 1, 2020.

GENERAL INFORMATION

The Town Clerk's Office received applications from Linda Wartow who resides at 2295 S. Ocean Blvd. and Steven Meltzer who resides at 130 Sunrise Avenue. Their applications and qualifying information are attached.

Attachments

c.c. Kirk Blouin, Director of Public Safety



TOWN OF PALM BEACH

APPLICATION FOR SERVICE ON

CODE ENFORCEMENT BOARD

RECEIVED
JAN 30 AM 11:17 TOWN CLERK

RECEIVED

Please complete this application by typing or printing legibly in ink. Applications should be submitted to the Town Clerk (360 South County Road, Palm Beach, FL 33480, via facsimile 561-838-5417, or via e-mail addressed to townclerk@townofpalmbeach.com) no later than 5 p.m., 11 calendar days prior to the Town Council meeting in which the appointment will be considered. Completion of this application requires the applicant to review certain Town documents as noted in this application. To review or obtain a copy of the documents please contact the Town Clerk's Office (561-838-5416). Please feel free to attach any additional background information to this application form. (Please be advised that members of the Code Enforcement Board must file an annual financial disclosure form per State law.)

Name: Steven Meltzer

Residence Address: 130 Sunrise Ave. PH3

Mailing Address: _____

Home Telephone: 561-628-6973

E-mail Address: smeltzer@msn.com Telephone: _____

I am a resident of the Town of Palm Beach SM (please initial)

Please attach proof of Town of Palm Beach residency. Failure to attach proof of residency shall be grounds to reject your application. Proof of residency shall be either a copy of your Florida Driver's License matching the address of your residence as shown on this application, a copy of a utility bill in your name at the residence address shown on this application, or by providing an original, fully executed and notarized Declaration of Domicile with this application.

1. Why are you interested in serving on the Code Enforcement Board? (Please explain and attach additional pages if necessary)

It is time to give back by doing service

2. How many meetings of the Code Enforcement Board have you attended in the last year? 2

3. If you have served on any boards/commissions/committees in the Town of Palm Beach or elsewhere, please list them and include details such as length of service, attendance record, etc.

4. Please indicate if there are any periods of time for which you will be unavailable for meetings.

5. Do you have any personal experience with the Code Enforcement Board in the Town of Palm Beach or other jurisdictions? (Please explain and attach additional pages if necessary)

6. Are you a member of any of the following organizations? (Check all that apply)

- | | |
|--|--|
| ☐ Palm Beach Chamber of Commerce | ☐ Preservation Foundation of Palm Beach |
| ☒ Palm Beach Civic Association | ☐ North End Property Owners Association |
| ☐ Neighborhood Alliance of Palm Beach | ☐ Other _____ |
| ☐ Citizens' Association of Palm Beach | |

7. Present occupation. Retired No. of years. _____

Employer. _____

8. Past occupation(s). Textile Manufacturer No. of years. 37

Employer(s). Self

9. Do you have a degree in, or have you taken courses in, any of the following fields of study: (Check as many as are applicable)

- | | |
|--|---|
| ☐ Architecture | ☐ Building Construction |
| ☐ Landscape Architecture/Design | ☐ Municipal Planning |
| ☐ Law | ☐ Law Enforcement/Code Enforcement |

10. Please provide details regarding your educational background:

WCU, City of London College

11. Why do you feel that you are qualified to serve on the Town's Code Enforcement Board? (Attach additional page if necessary)

Because of my business background.

12. To enable Town Council to consider potential conflicts of interest, please provide the following information regarding family members who live and/or work in the Town of Palm Beach, including your spouse, parents, siblings or children.

Family Member Name	Relationship	Address	Occupation	Employer
Jean Meltzer	Wife	Same	Housewife	

13. Have you ever been convicted of a crime or pled guilty or nolo contendere to a crime other than minor traffic violations? NO

14. If you are currently serving on a Town board, commission, or committee, please identify it in the space below and check the box that indicates you will resign from that position if you are appointed to the position you are seeking in this application.
☐ I will resign from the _____ if I am appointed to the position I am seeking in this application.
board/commission/committee

15. In the event you are applying to be a Regular Member of the Code Enforcement Board and you are not successful, will you accept appointment as an Alternate Member of the Board should the Town Council wish to appoint you as an Alternate Member?
☒ Yes ☐ No

The following information is needed to facilitate Town reporting requirements in Florida Statute 760.80. Please check one in each category.

RACE

- ☐ African American ☐ Native American
☐ Asian American ☒ Caucasian
☐ Hispanic American ☐ Not known

GENDER

- ☒ Male ☐ Female

PHYSICALLY DISABLED

- ☐ Yes ☒ No

I hereby certify that I have read the sections of the Town Code of Ordinances for the particular board/commission/committee that I have selected above and have noted the description of the board/commission/committee and its members' duties, and further I have read the regulations concerning absences and conflicts of interests. I certify the information given by me is true and complete to the best of my knowledge and belief. I understand that any falsification of material facts will be grounds for rejection of this application or dismissal after appointment.

SIGNATURE: _____

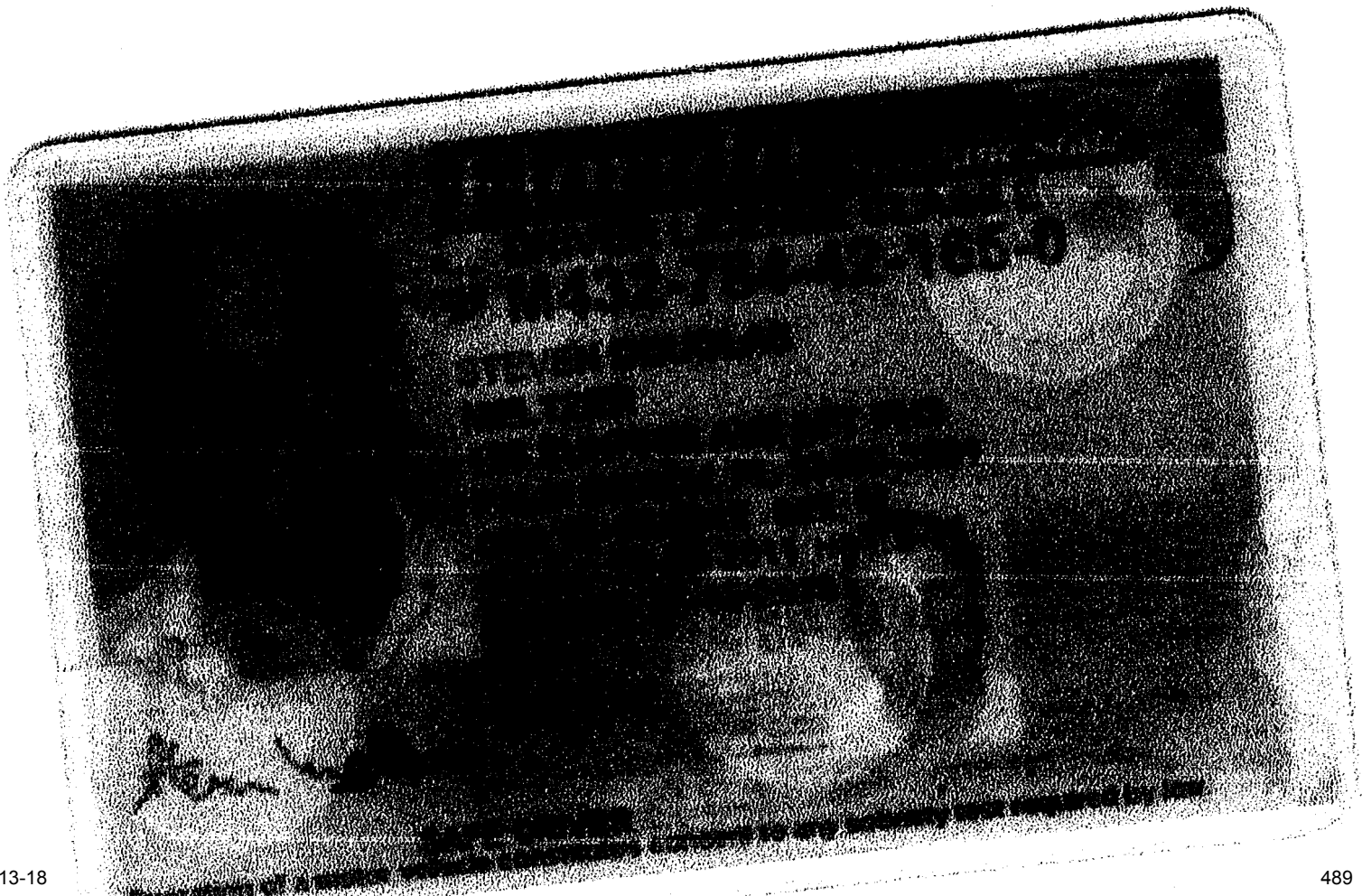
DATE: _____

Please attach proof of Town of Palm Beach residency (as listed on page 1) with this application.

Please note that Board/Commission applications will expire on December 15 of each year.

CODE ENFORCEMENT BOARD

Hears cases involving violations of the Town Code and ordinances and imposes administrative fines and other noncriminal penalties where a pending or repeated violation exists. Members must be residents and are appointed by Town Council on the basis of experience or interest in the fields of zoning and building control. The Board includes, whenever possible, an architect, business person, engineer, general contractor, realtor, subcontractor, general member, or person with experience in the field of public health. In addition, the Town Council may appoint two alternate members for the purpose of serving in the absence of any of the board members. Members (and alternate members) shall be appointed for terms of three years. A member of the code enforcement board shall not be appointed for more than two consecutive three-year terms, but shall be eligible for reappointment upon the lapse of nine months after the expiration of the member's second consecutive three-year term.



LINDA K. WARTOW

2295 South Ocean Blvd Unit 814

Palm Beach, FL 33480

FAX COVER LETTER

Date: 1/22/18

TO: Town Clerk

COMPANY: Town of Palm Beach

TELE# 561-838-5416

FAX 561-838-5417

From: Linda K. Wartow

Cell: 1617-968-5400

Facsimile # 1-561-547-3311

+ Home

Message:

I am applying for alternate position
on Code Enforcement panel. to be
heard before the Town Council on 2/12/18.

Thank you

Linda Wartow

This transmission consists of cover sheet and _ page(s)



TOWN OF PALM BEACH

APPLICATION FOR SERVICE ON

CODE ENFORCEMENT BOARD

Please complete this application by typing or printing legibly in ink. Applications should be submitted to the Town Clerk (360 South County Road, Palm Beach, FL 33480, via facsimile 561-838-5417, or via e-mail addressed to townclerk@townofpalmbeach.com) no later than 5 p.m., 11 calendar days prior to the Town Council meeting in which the appointment will be considered. Completion of this application requires the applicant to review certain Town documents as noted in this application. To review or obtain a copy of the documents please contact the Town Clerk's Office (561-838-5416). Please feel free to attach any additional background information to this application form. (Please be advised that members of the Code Enforcement Board must file an annual financial disclosure form per State law.)

Name: Linda K. Wartow Residence Address: same

Mailing Address: 2225 S. Ocean Blvd #214 Home Telephone: 561-547-324

E-mail Address: Lwartow@aol.com Work Telephone: 617-968-5400 (C)

I am a resident of the Town of Palm Beach LK (please initial)

Please attach proof of Town of Palm Beach residency. Failure to attach proof of residency shall be grounds to reject your application. Proof of residency shall be either a copy of your Florida Driver's License matching the address of your residence as shown on this application, a copy of a utility bill in your name at the residence address shown on this application, or by providing an original, fully executed and notarized Declaration of Domicile with this application.

1. Why are you interested in serving on the Code Enforcement Board? (Please explain and attach additional pages if necessary)

I am proud to be living in palm beach & would like to be of service to the town. I've gotten so much from the town.

ie: police academy and palm beach govt center. I want to give back. I believe the board makes significant contribution.

2. How many meetings of the Code Enforcement Board have you attended in the last year?

one meeting, but reviewed online all 2017 meetings.

3. If you have served on any boards/commissions/committees in the Town of Palm Beach or elsewhere, please list them and include details such as length of service, attendance record, etc.

1 Recreation Advisory Commission, 2 yr. Never missed a meeting. 2 Palm Beach YWCA Board of Directors, up almost every meeting. 3 Board of Harbor House in Palm Beach (Boys & Girls Club). I was in there 2 years, each place. Almost every meeting was attended. 4 AMI, Arthur Marshall, YWCA for 5 years, served on Committee to raise funds. Recently Boy Scouts School of the Arts comm.

4. Please indicate if there are any periods of time for which you will be unavailable for meetings.

None. I am a full time resident.

5. Do you have any personal experience with the Code Enforcement Board in the Town of Palm Beach or other jurisdictions? (Please explain and attach additional pages if necessary)

None

6. Are you a member of any of the following organizations? (Check all that apply)

- ☒ Palm Beach Chamber of Commerce
☐ Palm Beach Civic Association
☐ Neighborhood Alliance of Palm Beach
☒ Citizens' Association of Palm Beach
☐ Preservation Foundation of Palm Beach
☐ North End Property Owners Association
☐ Other _____

7. Present occupation. meeting planner (part-time) No. of years. 15

Employer. self-employed

8. Past occupation(s). Hotelier + Realtor - part-time in FL No. of years. 25

Employer(s). park lodge management, Park Plaza, Viceroy Hotel, etc

9. Do you have a degree in, or have you taken courses in, any of the following fields of study: (Check as many as are applicable)

- ☐ Architecture
☐ Landscape Architecture/Design
☐ Law
☐ Building Construction
☐ Municipal Planning
☐ Law Enforcement/Code Enforcement

10. Please provide details regarding your educational background:

B.S. in Sociology, Northwestern University

11. Why do you feel that you are qualified to serve on the Town's Code Enforcement Board? (Attach additional page if necessary)

I have lived here for 18 years and am very involved and concerned about what happens in Palm Beach. I want to be part of solutions to issues that impact the appearance and safety of our town. I feel my present + past business experience can be

12. To enable Town Council to consider potential conflicts of interest, please provide the following information regarding family members who live and/or work in the Town of Palm Beach, including your spouse, parents, siblings or children. can be part of the efforts of the CEB

Family Member Name	Relationship	Address	Occupation	Employer
<u>None.</u>				

13. Have you ever been convicted of a crime or pled guilty or nolo contendere to a crime other than minor traffic violations? NO

14. If you are currently serving on a Town board, commission, or committee, please identify it in the space below and check the box that indicates you will resign from that position if you are appointed to the position you are seeking in this application.

☐ I will resign from the _____ if I am appointed to the position I am seeking in this application.

board/commission/committee

15. In the event you are applying to be a Regular Member of the Code Enforcement Board and you are not successful, will you accept appointment as an Alternate Member of the Board should the Town Council wish to appoint you as an Alternate Member?

☒ Yes ☐ No *I am applying for the alternate member appointment*

The following information is needed to facilitate Town reporting requirements in Florida Statute 760.00. Please check one in each category.

RACE☐ African American☐ Native American☐ Asian American☒ Caucasian☐ Hispanic American☐ Not known**GENDER**☐ Male ☒ Female**PHYSICALLY DISABLED**☐ Yes ☒ No

I hereby certify that I have read the sections of the Town Code of Ordinances for the particular board/commission/committee that I have selected above and have noted the description of the board/commission/committee and its members' duties, and further I have read the regulations concerning absences and conflicts of interests. I certify the information given by me is true and complete to the best of my knowledge and belief. I understand that any falsification of material facts will be grounds for rejection of this application or dismissal after appointment.

SIGNATURE: _____

Linda K. Wartow

DATE: _____

1/22/18

Please attach proof of Town of Palm Beach residency (as listed on page 1) with this application.

Please note that Board/Commission applications will expire on December 15 of each year.

CODE ENFORCEMENT BOARD

Hears cases involving violations of the Town Code and ordinances and imposes administrative fines and other noncriminal penalties where a pending or repeated violation exists. Members must be residents and are appointed by Town Council on the basis of experience or interest in the fields of zoning and building control. The Board includes, whenever possible, an architect, business person, engineer, general contractor, realtor, subcontractor, general member, or person with experience in the field of public health. In addition, the Town Council may appoint two alternate members for the purpose of serving in the absence of any of the board members. Members (and alternate members) shall be appointed for terms of three years. A member of the code enforcement board shall not be appointed for more than two consecutive three-year terms, but shall be eligible for reappointment upon the lapse of nine months after the expiration of the member's second consecutive three-year term.

Regina Kamak

From: Linda <lwartow@aol.com>
Sent: Tuesday, January 23, 2018 10:27 PM
To: Town Clerks Staff
Cc: lwartow@aol.com
Subject: Linda Wartow's Code Enforcement Application

Regina-hope this helps. Thanks, Linda

I have typed page 1 and number 11-Can you say -see attachment for them?

#1: I am proud to be living in Palm Beach and would like to be of service to the Town. I've gotten so much from The Town , such as attending the Police Academy and the Palm Beach Government classes. I want to give back. I believe the Board make significant contributions and I want to be a part of it.

2: Only attended one meeting, but I have reviewed on-line all of the 2017 meetings.

#3: Recreation Advisory Commission for 2 years. I never missed a meeting.

I was on the Palm Beach YWCA Board for five years and attended almost every meeting.

I was on the Boards of Harbour House in Palm Beach and Jamaicaway Towers in Boston, both co-ops for 2 years at each place. I attended almost every meeting.

I was and still am, on committees such as NAMI, National Alliance of Mental Illness, the Arthur Marshall Foundation for the Preservation of the Everglades, the YWCA, all for about 5+ years . I served on these committees to raise funds for their worthy causes. I am on the committee of the Dreyfoos School of the Arts for their upcoming March 2018 luncheon .

#4: I am a full-time resident so I can attend all meetings

#5: None

#11 I've lived here for 18 years and am very involved and concerned about what happens in Palm Beach. I want to be part of solutions to issues that impact the appearance and safety of our town. I feel my present and past business experience can be applied to the efforts of the Code Enforcement Board .

RECEIVED

2018 JAN 29 PM 1:30 TWA CLERK

RESTRICTIONS: A-Corrective Lenses

ENDORSEMENTS:

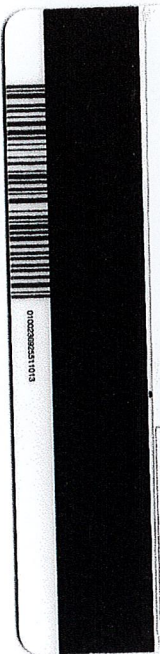
CLASS - E - Any non-commercial vehicle with a GVWR less than 26,001 lbs. or any RV

REPLACEMENT LICENSE REQUIRED WITHIN 10 DAYS OF ADDRESS OR NAME CHANGE
The State of Florida retains all property rights herein.



Executive Director
John Jones
Director of Driver Licenses
2006106210118
Rev Date 08-31-08

www.flhsmv.gov



Florida *The Sunshine State*
DRIVER LICENSE CLASS E
W630-531-42-749-0

LINDA K
WARTON
2295 S OCEAN BLVD APT 814
PALM BEACH, FL 33480-5390
DOB: 07-09-1942 SEX: F
ISSUED 04-21-2011 HGT: 5-03
EXPIRES 07-09-2019

ENDORSE:
REST A

SAFE DRIVER
Operation of a motor vehicle constitutes consent to any sobriety test required by law.

Position(s) to be filled: 1 Alternate Member(s)

**Due to:*

Resignation of Donald Scott

Please circle (1) name(s) from the list of names appearing below.

Application(s) Received Applying for Alternate Appointment:

Steven Meltzer

(New Applicant)

Linda Wartow

(New Applicant)

Signature of Town Council Member:

Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - New Business

Agenda Title

RESOLUTION NO. 19-2018 A Resolution of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Awarding Bid No. 2018-14 for the D-14 Stormwater Pump Station Rehabilitation - Phase 2 and Approving a Construction Contract to Murray Logan Construction, Inc., in the Amount of \$4,024,680 and Establishing a Construction Phase Budget of \$4,250,000.

Presenter

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

ATTACHMENTS:

- ▣ **Memorandum dated January 17, 2018, from H. Paul Brazil, P.E., Director of Public Works**
- ▣ **Resolution No. 19-2018**
- ▣ **Bid Tab Sheet**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

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. 2018-14 and Approve a Construction Contract for the D-14 Stormwater Pump Station Rehabilitation - Phase 2
Accelerated Capital Improvements Program – Phase 2
Resolution No. 19-2018

DATE: January 17, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 19-2018 awarding Bid No. 2018-14 and approving a construction contract to Murray Logan Construction, Inc. (MLC), for the D-14 Stormwater Pump Station Rehabilitation - Phase 2 in the amount of \$4,024,680, and establishing a total construction phase budget of \$4,250,000, which includes \$225,320 in contingency.

GENERAL INFORMATION

The D-14 pump station, located adjacent to the northwest corner of the Society of the Four Arts received a conditional assessment value of four (4) during the Town-Wide 2015 Stormwater Pump Station Conditional Assessment for various elements within the station. This meant that improvements were needed within the next 2-5 years because many of the station components were reaching the end of its useful life.

In December 2017, Town Council awarded a construction contract to complete the D-14 Stormwater Pump Station Rehabilitation - Phase 1, due to the necessity of having the electrical supply components set up in advance of the construction commencement. Phase 2 will involve the rehabilitation of the remainder of the pump station. The work will involve the required repairs and replacements to the existing station pumps, pump cans, discharge piping, generator, valves, conduits, seals, wiring, controls, doors/door frames, instrumentation, control panels, and improvements to the actual structure.

The Town received one (1) quote on January 17, 2018 (a copy of the tabulation sheet is attached). The quote was submitted by MLC, in the amount of \$4,024,680. The bid amount falls below the 2016 Accelerated Capital Improvements Program – Phase 2 Project Budget of \$4,064,397. This amount is also within one percent difference from the Engineer's Opinion of Construction Cost of \$4,019,435 that was presented at the August 9, 2017 Town Council meeting. Staff recommends awarding a construction contract to MLC for the bid amount of \$4,024,680, and establishing a construction phase budget of \$4,250,000.

FUNDING/FISCAL IMPACT

Funding for this project 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

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
Patricia Strayer, P.E., Town Engineer
Jason Debrincat, P.E., Senior Project Engineer
Jeffrey Sanon, P.E., Project Engineer
Brett Madison, Facilities Maintenance Division Manager
Chassler Holm, Acting Water Resources Division Manager
Dean Mealy, Purchasing Manager

RESOLUTION NO. 19-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AWARDING BID NO. 2018-14 FOR THE D-14 STORMWATER PUMP STATION REHABILITATION - PHASE 2 AND APPROVING A CONSTRUCTION CONTRACT TO MURRAY LOGAN CONSTRUCTION, INC., IN THE AMOUNT OF \$4,024,680 AND ESTABLISHING A CONSTRUCTION PHASE BUDGET OF \$4,250,000.

* * * * *

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. 2018-14 and approves a construction contract to Murray Logan Construction, Inc., in the amount of \$4,024,680 for the D-14 Stormwater Pump Station Rehabilitation-Phase 2 and establishes a construction phase budget of \$4,250,000.

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 the Town Council of the Town of Palm Beach this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Regular Agenda - New Business

Agenda Title

Coastal Update:

- a. Shoreline Condition Update.
- b. RESOLUTION NO. 20-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order for Professional Coastal Engineering Services to Gahagan & Bryant Associates, Inc., in an Amount of \$26,240 for the Sand Transfer Plant Feasibility Study, and Establishing a Task Budget of \$30,000.
- c. RESOLUTION NO. 21-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Approving a Contract Extension to D. B. Ecological Services, Inc., for Permit Required Sea Turtle Nesting Monitoring, in the Amount of \$177,780, and Establishing a Project Budget of \$200,000.
- d. RESOLUTION NO. 22-2018 A Resolution of the Town Council of the Town Of Palm Beach, Palm Beach County, Florida, Approving a Purchase Order Increase for Construction Phase Coastal Engineering Support for Lake Worth Lagoon Waterway Access Dredging Project to Applied Technology & Mangement, Inc., in an Amount of \$26,240 from \$74,668 to \$104,048, and Establishing a New Task Budget of \$115,000.

Presenter

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

ATTACHMENTS:

- **b. Memorandum dated January 21, 2018, from H. Paul Brazil, P.E., Director of Public Works**

- ▣ **b. Resolution No. 20-2018**
- ▣ **b. Gahagan & Bryant Associates Proposal**
- ▣ **c. Memorandum dated January 21, 2018, from H. Paul Brazil, P.E.,
Director of Public Works**
- ▣ **c. Resolution No. 21-2018**
- ▣ **d. Memorandum dated January 21, 2018, from H. Paul Brazil, P.E.,
Director of Public Works**
- ▣ **d. Resolution No. 22-2018**
- ▣ **d, ATM Proposal**

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

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 Sand Transfer Plant Feasibility Study
Resolution No. 20-2018

DATE: January 21, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council consider the Shore Protection Board's (SPB) recommendation to conduct a feasibility study for the Sand Transfer Plant and approve Resolution No. 20-2018, approving a purchase order to Gahagan & Bryant Associates, Inc. (GBA) for coastal engineering services in the amount of \$26,240 for a Sand Transfer Plant Feasibility Study, and establish a task budget of \$30,000. However, a sufficient amount of unappropriated and unreserved funds exists in the Coastal Fund which could be utilized to perform this work.

GENERAL INFORMATION

Members of the SPB have long understood the importance of maintenance and bypassing of sand from the Lake Worth Inlet with respect to the success of the Town's overall Coastal Management Program. With seasonal fluctuations in the volumes of sand bypassed by the Sand Transfer Plant, the SPB has often requested that Town staff provide input regarding potential improvements to the facility. Because the plant was constructed and put into operation many decades ago, before State and Federal environmental regulations, the plant has largely been exempt from regulatory influences. Significant changes to the siting and details of the plant may present permitting challenges. However, there may be opportunities to improve bypassing operations that may be worth invoking regulatory review.

At their November 3, 2017 SPB meeting, the SPB recommended that Town staff obtain a proposal from a consultant for a complete evaluation of the Sand Transfer Plant. The purpose is to identify any improvements that can be performed to enhance bypassing productivity. The proposal was to be advanced to Town Council at an upcoming meeting. Attached is a proposal that includes the scope of work and cost provided by GBA. This proposal includes the review of current data and information and the preparation of options for sand bypassing improvements at the inlet. The alternatives for improvements and range of costs would be provided to the SPB at a future meeting. The work is expected to take approximately two (2) months to complete.

FUNDING/FISCAL IMPACT

A Sand Transfer Plant Feasibility Study was not included in the Town Council Adopted 10-Year Coastal Management Plan. However, a sufficient amount of unappropriated and unreserved funds exists in the Coastal Fund, which could be utilized to perform this work.

PURCHASING REVIEW

The Purchasing Division has reviewed the information provided and has approved the content.

TOWN ATTORNEY REVIEW

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

Attachment

cc: John C. Randolph, Town Attorney
Jane Struder, Director of Finance
Robert Weber, Coastal Program Manager
Dean Mealy, Purchasing Manager

RESOLUTION NO. 20-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER FOR PROFESSIONAL COASTAL ENGINEERING SERVICES TO GAHAGAN & BRYANT ASSOCIATES, INC., IN AN AMOUNT OF \$26,240 FOR THE SAND TRANSFER PLANT FEASIBILITY STUDY, AND ESTABLISHING A TASK BUDGET OF \$30,000.

* * * * *

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 Gahagan & Bryant Associates, Inc., in an amount of \$26,240 for Professional Coastal Engineering Services for a Sand Transfer Plant Feasibility Study and establishes a task budget of \$30,000.

Section 2. The Town Manager is hereby authorized to execute a purchase order on behalf of the Town of Palm Beach for the Sand Transfer Plant Feasibility Study, 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, 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 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

January 21, 2018

Robert Weber
Town of Palm Beach
Public Works Department
951 Old Okeechobee Road
West Palm Beach, FL 33401

Via email: RWeber@townofpalmbeach.com

RE: Town of Palm Beach Sand Transfer Plant Feasibility Study

Dear Mr. Weber,

Gahagan & Bryant Associates, Inc. (GBA) is pleased to provide this proposal to prepare a feasibility study to review the current operation of the sand transfer plant and evaluate options for improving bypassing efficiency at Palm Beach Inlet. Recent concerns regarding reduced annual bypassing quantities have prompted the SPB to determine potential causes for the reduction and to investigate potential alternatives for increasing bypassed volumes. The results of the study will be summarized in a report and presented to the Shore Protection Board. The following task describes the services to be provided by GBA to the Town of Palm Beach (Town).

TASK 1 – ENVIRONMENTAL CONSULTING

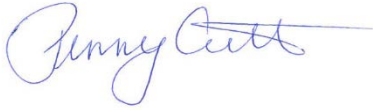
GBA will prepare a feasibility study to evaluate improvements to sand bypassing across Palm Beach Inlet. The feasibility study will review currently available information including bypass volumes and surveys, sand transfer plant schematics, as-built drawings for the recent sand trap improvements, hydrographic surveys of the ebb and flood shoals, nourishment plans for updrift communities, and will present a review of options for sand transfer plants implemented at other inlets. We will analyze existing beach profile data updrift and downdrift of the inlet to determine if there have been recent changes in littoral sediment transport patterns in recent years, which may be limiting the influx of sand to the limited reach of the sand transfer plant. The predominance of southeasterly winds during the past few years may have reduced the magnitude of the southerly drift which has historically occurred north of the inlet. The available surveys of the recently constructed sand trap basin will also be analyzed to determine its effect on littoral sand depositional patterns in the vicinity of the plant.

The Study will present the limitations of the existing sand transfer plant, recommend next steps to further investigate potential improvements, and present a range of costs to implement potential solutions. The findings will be presented to the Shore Protection Board at a regularly scheduled meeting. Services for this task are hourly, not to exceed.

Task 1 Cost: \$26,240.00

We appreciate the opportunity to work with the Town of Palm Beach on this important shoreline management project. Should you have any questions or require any additional information, please do not hesitate to contact me at (954) 248-2831 or via email at plcutt@gba-inc.com.

Sincerely,

A handwritten signature in blue ink, reading "Penny Cutt", with a horizontal line extending from the end of the name.

Penny Cutt
Senior Associate

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

TO: Mayor and Town Council

VIA: Thomas G. Bradford, Town Manager

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

RE: Authorization to Extend Sea Turtle Nesting Monitoring Contract
Resolution No. 21-2018

DATE: January 21, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 21-2018, authorizing a contract extension for sea turtle nesting monitoring to D.B. Ecological Services, Inc. (D.B. Ecological), in the amount of \$177,780, and establishing a project budget of \$200,000 for the 2018 sea turtle nesting monitoring period.

GENERAL INFORMATION

The Town of Palm Beach is required by both FDEP and USACE to monitor sea turtle nesting because of our sand placement projects and to comply with our Beach Management Agreement (BMA) requirements. Due to sand placement projects, the Town has monitored the following locations for sea turtle nesting activity:

- Reach 1, due to USACE inlet channel maintenance sand placement on dry beach.
- Mid-Town (Reaches 3 & 4), approximately between El Mirasol and Banyan Road.
- Phipps Ocean Park (Reach 7) and Reach 8, between Sloan's curve and the south Town limits, excluding Lake Worth Municipal Beach.

The above locations total a shoreline distance of 6.5 miles. Four (4) line items for sea turtle monitoring are included in the Town Council adopted 10-year Coastal Management Program Budget. These line items (19, 27, 34, and 42) total \$129,000. The budgeted amount of \$129,000 has been sufficient to cover the \$126,280 cost of the project-related sea turtle nesting monitoring services.

In September 2013, both FDEP and the Florida Fish & Wildlife Conservation Commission signed the Palm Beach Island Beach Management Agreement (BMA) Pilot Project with both the Town of Palm Beach and Palm Beach County. One of the Town's obligations under the BMA is to perform sea turtle monitoring along the entire shoreline. The portions outside of the Town's beach nourishment project areas were required to be included in order to create a continuous data set for the shoreline. The additional monitoring effort within the Town's limit has included monitoring Reaches 2, 5, and 6 to address the data gaps. This resulted in an additional 5.5 miles of beach to be monitored. On January 24, 2014, D.B. Ecological provided a cost proposal of \$51,500 for the additional services needed in Reaches 2, 5, and 6 for the 2014 sea turtle nesting monitoring period. D.B. Ecological has confirmed, as done in 2017, that the cost for the BMA required services in 2018 will remain consistent with 2014.

The first year of sea turtle nesting monitoring was 2014. The Town awarded a contract to D.B. Ecological Services, Inc through a competitive bid process (Bid Number 2012-10) in 2014. In 2016, Robbin Trindell, Ph.D., Biological Administrator for Imperiled Species Management, Florida Fish and Wildlife Conservation Commission (FWC), requested that the Town utilize the same monitoring protocol with the same monitoring firm for the first five (5) years of data collection for the BMA because the BMA is re-evaluated every five (5) years. On October 10, 2016, Town Council accommodated FWC's request to waive the current expiration of the contract with D.B. Ecological (2016) and add two (2) additional years to the existing contract (2016 until 2018). Bid Number 2012-10 was extended from five (5) years to seven (7) years through Resolution No. 193-2016. D.B. Ecological has informed the Town that they will continue to honor the current fixed annual cost for 2018.

FUNDING/FISCAL IMPACT

The FY 2018 budget is sufficient to fund the project-related sea turtle nesting monitoring activities and BMA requirements.

PURCHASING REVIEW

The Purchasing Division has reviewed the information provided and has approved the content.

TOWN ATTORNEY REVIEW

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

Attachments

cc: John C. Randolph, Town Attorney
Jane Struder, Director of Finance
Robert Weber, Coastal Program Manager
Dean Mealy, Purchasing Manager

RESOLUTION NO. 21-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A CONTRACT EXTENSION TO D. B. ECOLOGICAL SERVICES, INC., FOR PERMIT REQUIRED SEA TURTLE NESTING MONITORING, IN THE AMOUNT OF \$177,780, AND ESTABLISHING A PROJECT BUDGET OF \$200,000.

* * * *

WHEREAS, a contract was awarded on February 16, 2012, to D.B. Ecological Services, Inc., to provide sea permit required turtle nesting monitoring services related to the annual sea turtle monitoring; and

WHEREAS, D.B. Ecological Services, Inc. has provided acceptable service under that contract;

WHEREAS, that contract allows for four (4) twelve-month extensions (2013, 2014, 2015, and 2016);

WHEREAS, the Florida Fish and Wild Life Conservation Commission has requested that the Town temporarily waive the expiration of the current five (5) year contract for sea turtle nesting monitoring so as to assure the same monitoring protocol with the same monitoring firm for the first five (5) years of data collection; and

WHEREAS, the Town Council chose to honor that request on October 10, 2016, by waiving the contract expiration through Resolution No. 193-2016; and

WHEREAS, the contract now includes two (2) additional twelve-month extensions for 2017 and FY 2018, as requested by the Florida Fish and Wildlife Conservation Commission.

NOW, BE IT RESOLVED BY THE TOWN OF 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 sixth (6th) contract extension for Sea Turtle Nesting Monitoring is hereby approved for D.B. Ecological Services, Inc., for the amount of \$177,780 and establishing a project budget of \$200,000.

Section 3. The Town Manager is hereby authorized to execute this contract extension on behalf of the Town of Palm Beach.

Section 4. The Town Manager, or his designee, is hereby authorized to take such further actions as may be necessary to effectuate the implementation of these permit required 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 this 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Information for Town Council Meeting on: February 13, 2018

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 Increase for Additional Project Administration and Construction Support for Lake Worth Lagoon Waterway Access Maintenance Dredging
Resolution No. 22-2018

DATE: January 21, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 22-2018, approving a purchase order increase to Applied Technology & Management, Inc. (ATM) in the amount of \$29,380 for additional project administration and construction support associated with the Lake Worth Lagoon Waterway Access Maintenance Dredging, increasing the purchase order from \$74,668 to \$104,048 and establish a new task budget of \$115,000.

GENERAL INFORMATION

On December 13, 2016, Town Council awarded a construction contract to Coston Marine Services, Inc. (Coston Marine) for the Lake Worth Lagoon Waterway Access Maintenance Dredging project. The award was contingent upon receipt of donations and applicable permit modification. The non-profit organization, Palm Beach Intracoastal Neighbors (PBIN), has provided the Town with the necessary donations to cover the construction costs of the project.

During the permitting process the disposal of sediment in a historical dredge hole on the western side of the Lake Worth Lagoon north of the C-51 canal, commonly referred to as John's Hole, both State and Federal agencies have received notice from the public objecting to the use of the site. The Town and our consultants worked with Palm Beach County Environmental Resources Management (County) and the Florida Department of Environmental Protection (FDEP) to find a suitable alternative disposal site in the lagoon Bonefish Cove was proposed as a possible disposal site.

The County has been developing a future environmental enhancement project in the Lake Worth Lagoon called Bonefish Cove. In a continued effort to improve water quality in the lagoon, one of the elements of the County project is to raise the elevation of the lagoon in this area to create new mangrove islands and promote seagrass propagation. This site has the need and capacity for additional sediments. Since this location would be eventually capped with sand, the Bonefish Cove site was determined to be a more acceptable location by FDEP for the disposal of the maintenance dredging material. The modified disposal location, placement, and volume has increased the cost of the project by \$248,440 from \$1,063,500 to \$1,311,940. Town staff recommended to PBIN to include a contingency of \$50,000 which would establish a new construction phase budget of \$1,361,940.

On April 13, 2017, Town Council approved an increase to the Coston Marine contract in the amount of \$248,440 from \$1,063,500 to \$1,311,940. In addition, Town Council approved a purchase order to ATM in the amount of \$74,668 to provide construction phase coastal engineering support services for the project and established a task budget in the amount of \$85,000.

In the following months, the USACE identified issues related to the use of the Bonefish Cove site. These issues included the concerns for the material spreading as a result of the flat bottom within the area and the timing between the PBIN project and the County's enhancement efforts. The Town again reached out to Palm Beach County with the possibility of using another location within the lagoon. A site referred to as Tarpon Cove was determined by the County to be an acceptable location to receive the dredging material.

Tarpon Cove has been permitted by both the USACE and FDEP. Because the location of the disposal site is within proximity of the original John's Hole location, the contract amount was reduced by \$109,350. The new net project cost is \$1,202,590 rather than \$1,311,940. This reduction can accommodate an increase in coastal engineering support services of \$29,380.

FUNDING/FISCAL IMPACT

Sufficient funds have been donated to the Town to accommodate the construction phase services cost.

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
Patricia Strayer, P.E., Town Engineer
Robert Weber, Coastal Program Manager
Dean Mealy, Purchasing Manager
Rick Asnani, PBIN
Michael Jenkins, Ph.D., P.E., Applied Technology & Management

RESOLUTION NO. 22-2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, APPROVING A PURCHASE ORDER INCREASE FOR CONSTRUCTION PHASE COASTAL ENGINEERING SUPPORT FOR LAKE WORTH LAGOON WATERWAY ACCESS DREDGING PROJECT TO APPLIED TECHNOLOGY & MANGEMENT, INC., IN AN AMOUNT OF \$26,240 FROM \$74,668 TO \$104,048, AND ESTABLISHING A NEW TASK BUDGET OF \$115,000.

* * * * *

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 increase for Construction Phase Coastal Engineering Support Services for the Lake Worth Lagoon Waterway Access Maintenance Dredging to Applied Technology & Management, Inc., in an amount of \$26,240 from \$74,668 to \$104,048 and establishing a new task budget of \$115,000, upon receipt of donations to fully fund this project.

Section 2. The Town Manager is hereby authorized to execute a purchase order increase on behalf of the Town of Palm Beach for Construction Phase Coastal Engineering Support Services for the Lake Worth Lagoon Waterway Access Maintenance Dredging project, 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, 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 13th day of February 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

December 15, 2017

Robert Weber
Coastal Program Manager
Town of Palm Beach, Public Works Department
951 Old Okeechobee Road, Suite A
Palm Beach, FL 33401

**Re: Town of Palm Beach Channel Maintenance Dredging, Additional Project
Administration and Construction Support Proposal**

Dear Mr. Weber:

This letter is provided as a Work Proposal for additional administration and construction support services for the above-mentioned project.

This Work Order, when executed, shall be incorporated in and become an integral part of the Agreement for Professional Services between the Town of Palm Beach, Florida (Town), and Applied Technology & Management (ATM), to be executed, hereafter referred to as the Agreement.

Project Background

This proposal provides additional project administration and construction support for the Town of Palm Beach Channel Maintenance Dredging Project which will be constructed in 2018. Under previous work proposal Construction Phase Coastal Engineering Support for the Lake Worth Lagoon Waterway Access Maintenance Dredging (PO 171040), ATM was authorized to provide construction administration, observation and support services for this project. Since this previous authorization the project has been expanded to include additional excavation in the vicinity of Mar-a-Lago as well as a change in the disposal location to the Tarpon Cove project area. Both modifications will require additional project administration and construction support beyond the existing authorization. This work proposal provides additional scope and budget to address the additional project complexities associated with these project modifications.

Scope of Services

The following is a description of the Scope of Services to be provided.

Task 1 –Additional Construction and Administration Support

ATM will provide additional construction administration, observation and coordination support on an as needed basis to facilitate project execution. Efforts will include the following:

- ATM will facilitate excavation in the vicinity of Mar-a-Lago through coordination with relevant Town and Federal interests.
- ATM will facilitate dredge spoil placement through project coordination with PBC-ERM relative to placement within the Tarpon Cove Project footprint.
- ATM will provide additional project administration and observation support for project elements beyond those envisioned in the existing authorization, including additional excavation areas and increased requirements for placement within the Tarpon Cove Project footprint.

Task 1 Deliverables: ATM will provide observation reports, memoranda, meeting minutes and relevant project correspondence as need associated with project construction.

Proposal Fees by Task

The proposed labor cost and associated expenses for the consulting services described in this Work Proposal are detailed in the table below. Labor costs and associated expenses for the services are tabulated below on a Not-to-Exceed basis, and are consistent with the Agreement. The compensation for the work set forth in this work order shall not exceed **\$29,380**.

**Table 1
Summary of Costs**

Task Description and Breakdown	ATM Total Labor¹	Internal Direct Expenses¹	Total Task Budget
Task 1 - Additional Construction and Administration Support	27,380	2,000	29,380
Total	27,380	2,000	29,380

Notes: ¹ Not to Exceed (NTE)

Should you have any questions regarding this proposal, please feel free to contact me at your convenience.

Sincerely,

Applied Technology & Management, Inc.


Michael G. Jenkins, Ph.D., P.E.
Coastal Engineering Principal

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Ordinances - Second Reading

Agenda Title

ORDINANCE NO. 01-2018 An Ordinance of the Town Council of The Town of Palm Beach, Palm Beach County, Florida, Amending The Town Charter At Section 3.01, Town Council: Composition. Modifying the Dates of the Election of the President And President Pro Tem; Providing For Codification; Providing For Severability; Providing For Effective Date.

Presenter

Thomas G. Bradford, Town Manager

ATTACHMENTS:

- ▣ **Ord. No. 01-2018 President's Election Date Change**

ORDINANCE NO. 01-2018

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CHARTER AT SECTION 3.01, TOWN COUNCIL: COMPOSITION. MODIFYING THE DATES OF THE ELECTION OF THE PRESIDENT AND PRESIDENT PRO TEM; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The Town Charter of the Town of Palm Beach is hereby amended at Section 3.01. Town Council: Composition to read as follows:

"Sec. 3.01. There shall be a Town Council of five (5) members, who shall be electors of the Town, elected at large by the electors of the Town.

The Town Council shall, on the third Tuesday of March of each year, elect one of its members as President and another as President Pro Tem for the ensuing year, unless there is a runoff election as provided in Section 5.05, in which event the President and President Pro Tem shall be elected at the first Town Council Meeting following said runoff election.

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. Codification.

This Ordinance shall be codified and made a part of the official Code of Ordinances of the Town of Palm Beach.

Section 4. 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 9th day of January, 2018, and for second and final reading on this 13th day of February, 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Ordinances - Second Reading

Agenda Title

ORDINANCE NO. 03-2018 An Ordinance of The Town Council of The Town Of Palm Beach, Palm Beach County, Florida, Amending The Town Code of Ordinances At Chapter 42, Environment, Article V, Noise; Amending Section 42-198, Relating To The Operation of Certain Machinery; Expanding The Period Of The Year During Which There Is A Prohibition On The Operation Of Said Machinery; Providing For Additional Prohibitions; Amending Section 42-199, Hours For Construction Work, At Subsection (B) So As To Expand The Limitations On The Months, Dates And Times During Which Construction Work May Be Undertaken; Amending Section 42-230, Lawn Maintenance Equipment Noise, So As To Provide That Lawn Maintenance Shall Be Limited To The Hours Outlined For Construction Work Set Forth In Section 42-199; Providing Exceptions For The Operation Of Lawn Maintenance Equipment By Residents, And For Golf Course Maintenance Equipment; Providing Regulations Relating To The Operation Of Leaf Blowers, And Prohibiting The Commencement of Large Scale Landscape Installation At Any Time on Saturdays; Providing For Repeal Of Ordinances In Conflict; Providing For Codification; Providing An Effective Date.

Presenter

Jay Boodheshwar, Deputy Town Manager

ATTACHMENTS:

- ▯ **Ordinance No. 03-2018**

ORDINANCE NO. 03-2018

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CODE OF ORDINANCES AT CHAPTER 42, ENVIRONMENT, ARTICLE V, NOISE; AMENDING SECTION 42-198, RELATING TO THE OPERATION OF CERTAIN MACHINERY; EXPANDING THE PERIOD OF THE YEAR DURING WHICH THERE IS A PROHIBITION ON THE OPERATION OF SAID MACHINERY; PROVIDING FOR ADDITIONAL PROHIBITIONS; AMENDING SECTION 42-199, HOURS FOR CONSTRUCTION WORK, AT SUBSECTION (b) SO AS TO EXPAND THE LIMITATIONS ON THE MONTHS, DATES AND TIMES DURING WHICH CONSTRUCTION WORK MAY BE UNDERTAKEN; AMENDING SECTION 42-230, LAWN MAINTENANCE EQUIPMENT NOISE, SO AS TO PROVIDE THAT LAWN MAINTENANCE SHALL BE LIMITED TO THE HOURS OUTLINED FOR CONSTRUCTION WORK SET FORTH IN SECTION 42-199; PROVIDING EXCEPTIONS FOR THE OPERATION OF LAWN MAINTENANCE EQUIPMENT BY RESIDENTS, AND FOR GOLF COURSE MAINTENANCE EQUIPMENT; PROVIDING REGULATIONS RELATING TO THE OPERATION OF LEAF BLOWERS, AND PROHIBITING THE COMMENCEMENT OF LARGE SCALE LANDSCAPE INSTALLATION AT ANY TIME ON SATURDAYS; 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 42, Environment, Division V, Noise, Section 42-198 to read as follows:

"Sec. 42-198. Operation of certain machinery during winter, Saturdays, Sundays and legal holidays, including the Friday immediately after Thanksgiving.

- (a) *Prohibited.* During the period of the year commencing on the Monday prior to Thanksgiving of each year no person shall operate or cause to be operated the following machinery or equipment within the town:
 - (1) Dredges, whether used in making hydraulic fills, dry fills, piledriving or any other purpose.

- (2) Hammer-driven piledrivers, whether operated from water or land, or from motor truck or tractor, and whether stationary or moveable.
- (3) Gasoline, diesel and/or steam engines, operated in such a manner as to emit odors or noises offensive or disagreeable to the inhabitants of the town.
- (4) Dry sandblasting machines and jackhammers.
- (5) Any other class of machinery or appliance that in its operation would render the enjoyment of property within the town less agreeable than if such appliances or machinery were not operated.

(b) *Exceptions.*

- (1) It shall be within the discretion of the town council when, in its opinion, the operation of any of the prohibited machinery or appliances mentioned in subsection (a) of this section shall not be overly offensive to the residents or inhabitants of the town, in the vicinity of the equipment's operation, to grant an exception to this section.
- (2) The operation of equipment relating to essential services of the town and equipment operation during emergency conditions shall be exempt from subsection (a) of this section."

Section 2. Chapter 42, Article V, of the Town's Code of Ordinances is hereby amended at Section 42-199 to read as follows:

"Sec. 42-199. - Hours for construction work.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Construction work means work of a physical nature requiring a permit in accordance with the provisions of this Code and/or violates the conditions of section 42-198 and/or violates the conditions of this section, and/or causes excessive noise as defined by section 42-228.

- (b) *Limited.* Beginning on the Monday preceding Thanksgiving, and during the months of December, January, February, March, and April of each year, construction work not otherwise prohibited by Section 42-198 or other work resulting in noise tending to disturb the people in the vicinity thereof shall not begin until the hour of

8:00 a.m., and shall cease at the hour of 5:00 p.m., except Saturday, Sunday, and legal holidays, when all construction work is prohibited. In no event shall heavy equipment or other construction-related noise be permitted before 9:00 a.m. At all other times such work may commence at 8:00 a.m. and cease at the hour of 6:00 p.m., except Saturdays, Sundays and legal holidays, including the Friday immediately after Thanksgiving, when all construction work is restricted or prohibited. Construction work is permissible on Saturdays from May through the Monday preceding Thanksgiving, but subject to the following restrictions: work shall not begin until the hour of 9:00 a.m. and shall cease at the hour of 5:00 p.m.; all work must be quiet in nature during which all of the noise and machinery prohibitions identified in Section 42-198 are applicable; material deliveries are prohibited in all cases unless the Building Official waives such restriction due to compelling circumstances; concrete pours and concrete sawing is prohibited unless the Building Official waives such restriction due to compelling circumstances; and the razing of buildings is prohibited, with the exception of non-mechanized debris clean-up. The permitted hours for construction work in the C-WA zoning district shall be from 8:00 a.m. until 8:00 p.m. during the months commencing May 1 and ending on October 31, except Sundays and legal holidays, when all construction work is prohibited.

(c) *Exceptions.*

- (1) It shall be within the discretion of the town council when in its opinion the operation of any of the prohibited machinery or appliances mentioned in subsection 42-198(a) shall not be overly offensive to the residents or inhabitants of the town in the vicinity of the equipment's operation to grant an exception to this section.
- (2) The operation of equipment relating to essential services of the town and equipment operating during emergency conditions shall be exempted from subsection (a).
- (3) At the discretion of the director of planning, zoning and building, or his representative, emergency work for nontown related essential services may be authorized at any time during the year.
- (4) Interior work not resulting in noise tending to disturb people in the vicinity thereof, shall be allowed during the hours of 9:00 a.m. and 5:00 p.m. on Saturdays during the period commencing on the Monday preceding Thanksgiving and ending on April 30.
- (5) The town council, in its discretion, for the benefit of the health, safety and welfare of the residents of the town may,

by resolution, temporarily amend the hours for construction work referenced herein.”

Section 3. The Code of Ordinances of the Town of Palm Beach is hereby amended at Chapter 42, Environment, Division V, Noise, Section 42-230, to read as follows:

"Sec. 42-230. Lawn maintenance.

- (a) Lawn maintenance in the town shall be limited to the hours outlined for construction work at section 42-199 and leaf blowers shall be subject to the same restrictions as heavy equipment as described in said section.
- (b) Nothing in this section shall preclude the operation of lawn maintenance equipment by residents after 9:00 a.m. on Saturdays, Sundays or legal holidays, including the Friday immediately after Thanksgiving. Further, golf course maintenance equipment within the town is not restricted during the hours outlined herein: however, such golf course maintenance equipment shall not be used before 8:00 a.m. or after 5:30 p.m. on any day at locations within 300 feet of residential properties, except in the event of valid emergencies and once per month for purposes of chemical spraying or fertilizing. The sound level meter measurement shall be no greater than 75 dBA measured 50 feet from the point of operation of the equipment. The sound level meter measurement shall not be applicable to lawn maintenance equipment used on golf courses.
- (c) Lawn maintenance equipment includes but is not limited to lawn mowers, edgers, hedge trimmers, yard tractors, leaf blowers, lawn vacuum machines, and monofilament line grass trimmers.
- (d) Leaf blowers shall not exceed a decibel level of 65 dBA as measured at 50 feet from the point of operation. It shall be unlawful to blow, sweep or rake yard trash or clippings into the public street or storm drains.
- (e) There shall be no commencement of large scale landscape installation at any time on Saturdays.”

Section 4. 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 5. 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 6. Codification.

This Ordinance shall be codified and made a part of the official Code of Ordinances of the Town of Palm Beach.

Section 7. 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 9th day of January, 2018, and for second and final reading on this 13th day of February, 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

TOWN OF PALM BEACH

Town Council Meeting on: February 13, 2018

Section of Agenda

Ordinances - First Reading

Agenda Title

ORDINANCE NO. 02-2018 An Ordinance of the Town Council of the Town of Palm Beach, Palm Beach County, Florida, Amending The Town Code of Ordinances At Section 2-636. – Shore Protection Board Created; Appointments; Terms; Qualifications; Advisory Function; Requirements; Officers; Procedure; (A) Generally Eliminating The Option For One of The Members To Be A Nonresident of The Town Having A Special Skill As It Relates To Shore Protection.

Presenter

John C. Randolph, Town Attorney

ATTACHMENTS:

- ▣ **Ord. No. 2-2018 Shore Board No Non-Residents**

ORDINANCE NO. 2-2018

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING THE TOWN CODE OF ORDINANCES CHAPTER 2, ADMINISTRATION, ARTICLE X, SHORE PROTECTION BOARD, AT SECTION 6-236, RESCINDING THE PROVISION ALLOWING ONE OF THE SHORE PROTECTION BOARD MEMBERS TO BE A NONRESIDENT OF THE TOWN THEREBY REQUIRING ALL MEMBERS AND ALTERNATE MEMBERS TO BE RESIDENTS OF THE TOWN.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Chapter 2, Article X, of the Town's Code of Ordinances is hereby amended at Section 2-626,

"Sec. 3.01. – Shore protection board created; appointments; terms; qualifications; advisory function; requirements; officers; procedure.

(a) *Generally.* A board of the town to be known as the "Shore Protection Board" is hereby created; such board to be composed of seven members to be appointed by the town council. Two of such board members shall hold office from the date of their appointment for a period of one year; two of such board members shall hold office from the date of their appointment for a period of two years and three of such board members shall hold office from the date of their appointment for a period of three years. Thereafter, members of the shore protection board shall hold office for three year terms. Any member who has served two full three year terms shall no longer be eligible for reappointment, however, a member may be reappointed by town council upon the expiration of one full year subsequent to their terms having expired. This provision shall not be applicable to those members subject to reappointment in 2017 who, upon reappointment, may serve one additional three year term. Members of the board shall be residents of the town; ~~however, one of the members may be a nonresident of the town provided said member has a special skill as it relates to shore protection.~~ If a vacancy shall occur other than by the expiration of a term, it may be filled by the town council for the unexpired term.

(b) *Alternate members.* The town council shall appoint three alternate members to the shore protection board who shall serve when called upon by the chair of the board in the absence of any regular member. Alternate

members are required to attend all meetings of the board and are subject to the same attendance requirements as regular members with the same provisions relating to excused absences being applicable. Alternate members shall not vote on any matter unless they are sitting to fill the position of a regular member of the commission who is absent or in the event of a conflict of interest; however, alternate members may participate in the discussion of matters coming before the board whether they are sitting as voting members or not. Alternate members of the board shall be residents of the town.

(c) *Removal provisions.* All members of the shore protection board serve at the pleasure of the town council and may be removed from the board with or without cause. Members of the board shall be automatically removed for lack of attendance. Lack of attendance shall be defined as a failure to attend three regularly scheduled meetings in any one calendar year. Excused absence due to illness, a death in the family, religious holidays and requirements of legal process shall not constitute lack of attendance. The member shall notify the town manager's office in writing of the board member's intended absence at least seven business days prior to the regularly scheduled meeting. Failure to do so, absent an emergency which prevents timely notice, will cause the absence to be unexecuted. Excused absences shall be entered into the minutes of the next regularly scheduled meeting of the board after the absence. A member may petition the town council, in the event of extenuating circumstances, to excuse an absence otherwise not automatically excused pursuant to the provisions of this Code.

(d) *Frequency of meetings.* The board shall meet on an irregular schedule, whenever such meetings shall be called either at the discretion of the chairman or at the direction of the town council.

(e) *Officers, rules of procedure.* The shore protection board shall elect a chairman and a vice chairman and may adopt procedures for the conduct of its meetings. Four voting members of the board shall constitute a quorum, however, the affirmative or negative vote of a majority of the entire membership of the board shall be necessary for it to take action.

(f) *Advisory capacity.* The shore protection board shall act in an advisory capacity to the town council and shall make recommendations to the town council on all matters relating to shore protection in the town including, but not limited to, issues relating to beach nourishment, coastal armoring, the sand transfer plant and matters relating to the town's Lake Worth Lagoon shoreline. In addressing these matters, the scope of the

shore protection board's duties shall include long term planning, budgeting, lobbying, public education, and intergovernmental coordination.

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 _____ day of _____, 2018, and for second and final reading on this _____ day of _____, 2018.

Gail L. Coniglio, Mayor

Richard M. Kleid, Town Council President

Danielle H. Moore, Council President Pro Tem

Julie Araskog, Town Council Member

ATTEST:

Bobbie Lindsay, Town Council Member

Kathleen Dominguez, Town Clerk

Margaret A. Zeidman, Town Council Member

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