



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2016	2017	2018	2019	2020
<b>Capital Expenditures</b>					
<b>Operating Costs</b>	<u>2022.50</u>	<u>3,236</u>	_____	_____	_____
<b>External Revenues</b>	_____	_____	_____	_____	_____
<b>Program Income (County)</b>	_____	_____	_____	_____	_____
<b>In-Kind Match (County)</b>	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u><u>2022.50</u></u>	<u><u>3,236</u></u>	=====	=====	=====
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____
<b>Is Item Included in Current <sup>and Proposed</sup> Budget:</b>	Yes	<u>X</u>	No	_____	_____
Budget Account No:	Fund <u>0001</u>	Dept <u>580</u>	Unit <u>5237</u>	Object <u>4410</u>	
	Program _____				

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

The total fiscal impact is \$5,258.50. \$1,618.00 security deposit; FY 16 rent of \$404.50; FY 17 - 4 months x \$809/month.

Fixed Assets Number N/A

**C. Departmental Fiscal Review:** \_\_\_\_\_ *[Signature]* 8-17-16

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development Comments:**

<p><i>[Signature]</i> 8/29/16          OFMB <sup>ET</sup> 8/24 <sup>8/24</sup> <sup>8/24</sup></p>	<p><i>[Signature]</i> 9/17/16          Contract Development and Control          9/16/16 <i>[Signature]</i></p>
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**B. Legal Sufficiency:**

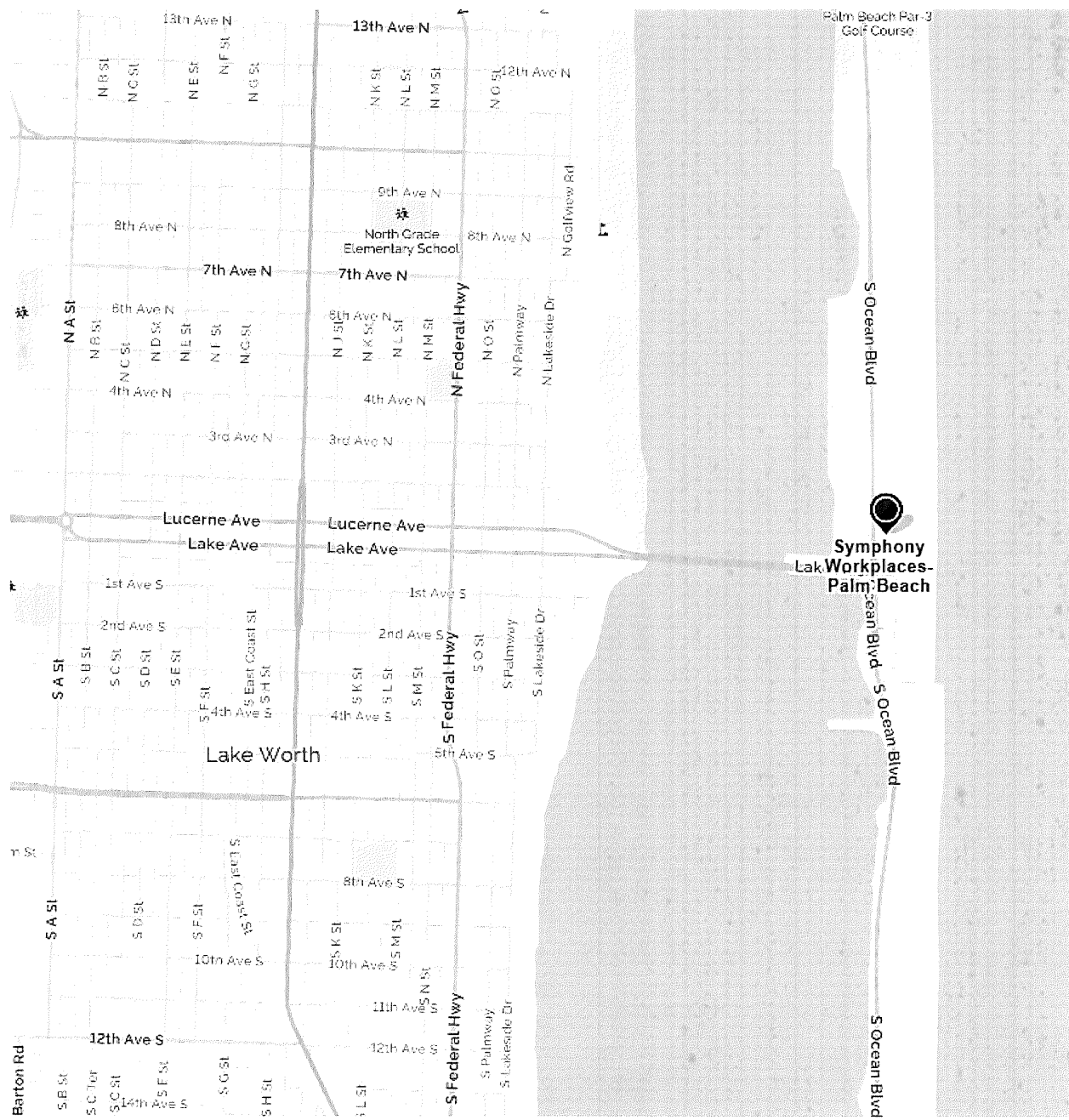
*[Signature]* 9/17/16  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**This summary is not to be used as a basis for payment.**

Location Map: Symphony Workplaces  
2875 South Ocean Blvd., Suite 200  
Palm Beach, FL 33480



# OFFICE SERVICES AGREEMENT (Palm Beach)

Date of Agreement:

Agreement No. 624-238-16

Provider (also referred to in this Agreement as "We", "Us" or "Our"):

**Symphony Workplaces of Palm Beach, LLC**

2875 South Ocean Blvd.

Suite 200

Palm Beach, FL 33480

Client (also referred to in this Agreement as "You" or "Your"):

**Palm Beach County -Ocean Rescue**

2700 6<sup>th</sup> Ave, South

Lake Worth, FL 33461

This writing sets forth Your Agreement with Us to provide You with designated office access and shared use with Our other Clients of Our facilities, services and common areas. This Agreement consists of two (2) pages, together with the attached Schedule A (Financial Terms), the attached Schedule B (Local Rules and Regulations– which We may change from time to time), and the attached Supplement(s). By signing this writing, You and We agree to the terms and provisions contained in this writing and said attachments. You agree to inform Your employees, agents, representatives, and contractors of these provisions.

1. We agree to provide to You the office access and other monthly services as listed on Schedule A along with shared use of the facilities, services, equipment and common areas and You agree to pay for same. You and We agree this Agreement and the obligations hereunder will continue in effect for the term set forth on Schedule A, and will be automatically renewed for a full month term again and again, unless You or We bring this Agreement to an end by notifying the other in writing, at least 30 days before the then current term ends, that no renewal is desired. All terms must end on the last day of a month.
2. You acknowledge this Agreement is not a lease, does not give You any rights with Our Landlord, and does not give You any interest in Our offices, facilities, common areas, Building, or the land on which they are located. Rather, this Agreement is a license arrangement which gives You use of these office access, facilities, services and common areas, subject to Our canceling this arrangement for cause. You agree this Agreement will end when and if Our Landlord ends Our lease for Our offices and areas. You acknowledge that You are not permitted to transfer Your rights under this Agreement to anyone, and that any attempt by You, or anyone else, to transfer Your said rights, will not be effective to actually cause such a transfer to occur. You agree not to allow or permit anyone other than You, Your employees and business visitors to use this office access, and shared use of Our facilities and areas. Notwithstanding the foregoing, You may, without Our consent, assign this Agreement to any person or entity that is Your parent company; a wholly owned subsidiary of Yours or of Your parent company; the surviving entity of a merger You are involved in; or the buyer of all or substantially all of Your assets.
3. In addition to Your office access, We provide You with the services identified in Schedule A and other services We offer. We are the only service providers authorized to provide such services in Our offices and facilities. You agree that for the duration of this Agreement and for one year thereafter, neither You nor Your employees will solicit any of Our other Clients to provide or provide to them, any of the services We are available or able to provide.
4. You agree to fully and timely pay monthly in advance the Monthly Contract Charges set forth on Schedule A for the full time period of this Agreement and all renewals. In addition, You agree to fully and promptly pay for any additional services You request of Us upon Our billing You. The fee schedule for these additional services is available upon request, and is updated by Us from time to time. You agree to pay all charges authorized and/or requested by You, Your employees, agents, representatives and contractors.
5. You agree to use Our offices, services and facilities in accordance with the provisions of this Agreement as a first -class office and only for the approved purpose You have stated to Us. You agree to use these office access, services and facilities as required by laws, ordinances and regulations which apply to Your operations, including those which require You to have licenses and/or permits.
6. You must take good care of and not damage or make any changes to the office, facilities, furnishings and equipment We provide to You and use the same only for office purposes. At the end of this Agreement, You must deliver the same to Us in good condition, normal wear and tear excepted. If any damage to Our property, including those units listed on the attached Equipment/Furniture Addendum should occur while in Your care, custody or control, You agree to pay reasonable repair/replacement costs; and You agree to notify Us immediately upon such damage occurring. Only We are authorized to make repairs to Our property.
7. We will endeavor to make available to You these services and facilities during the regular business hours described in Schedule B. However, upon 30 days prior notice, We reserve the right to discontinue or modify the said services, facilities and charges (except office access) in response to changes from suppliers.
8. Due to the imperfect nature of verbal, written and electronic communications, We cannot guarantee the services or facilities We provide to You. We are not liable for any loss or damage (direct or consequential) resulting from Our failure to properly provide a service, office access, or facility to You. We also are not liable, in any way for any failure until You have told Us about it and have given Us a reasonable time to correct that failure. Our only obligation to You for any failure to render any service, or for error or omission by Us, or for any delay or interruption of service, is to make an adjustment to Your bill in an amount equal to the charge for such service for the period during which the failure, delay or interruption continues.
9. We and/or Our Landlord are not liable to You, or to anyone You invite or permit into Our offices or areas, for any injury (including death), loss or damage resulting from the actions or omissions of Our employees, Clients, their guests, or anyone else, or resulting from any condition or failure of the offices access, facilities and/or areas provided by Us. You waive all claims You may come to have against Us and/or Our Landlord for damage or loss to Your property arising from weather, fire, theft, or other occurrences. However, You may exercise Your lawful rights to the extent there has occurred willful misconduct or gross negligence by Us or Our employees, while under Our control, and such willful misconduct or gross negligence has caused You injury, loss or damages.
10. You will have breached this Agreement if You do not fully and timely make the payments, perform the acts, and comply with the requirements, for which You are responsible under this Agreement.
  - a. If You breach this Agreement, We have the right to cease to provide to You the designated office access, as well as some or all of Our other services without Our first obtaining a court order or other authorization. In the event of such a breach, We also have the right to terminate this Agreement early, and to exclude You, Your employees, agents, representatives, contractors, customers and visitors from Our offices (including Your designated office access), facilities and areas. However, in the absence of an emergency, We agree not to take such action without first giving You written notice of Your breach (or breaches) and a 5 calendar day opportunity to remedy all of Your breaches. Our failure to give You such written notice despite Your breach of this Agreement, does not mean We have waived Our right to do so in the future.
  - b. Our early termination of this Agreement under this Paragraph does not end Your obligations to Us. You will still be liable to Us for all unpaid and overdue fees for office access, facilities and services, as well as for the Monthly Contract Charges listed in Schedule A, or those Monthly Contract Charges applicable at the time of termination, whichever is greater, for the remainder of the current term of this Agreement. Upon Our early termination of this Agreement, the unbilled charges

- and/or remaining applicable Monthly Contract Charges will be due as a lump sum.
  - c. If, while You are in breach of this Agreement You abandon, or are removed from Your office access and leave behind personal property of Yours, We may treat the same as abandoned and dispose of the same as We see fit, at Your cost and expense.
11. You agree to pay Us promptly upon demand, notwithstanding the expiration or Our early termination of this Agreement:
    - a. The Monthly Contract Charges described in Par. 10b above;
    - b. All costs, expenses, losses and damages We suffer or incur because of Your failure to fully and timely satisfy Your obligations under this Agreement, and/or in connection with Our efforts to enforce Your satisfaction and/or compliance with these obligations; and
    - c. The reasonable cost of repair or replacement of Our offices, facilities, areas, furnishings, equipment and/or property because of their damage or destruction while in your possession, or caused by Your use or misuse; and
    - d. All charges associated with misuse of data or voice services traceable to Your account.
  12. At the end of this Agreement, regardless of whether it has run its full time period or has been terminated early by Us, You agree as of the termination date :
    - a. To remove all of Your personal property and leave Our offices (including Your designated office areas), facilities and areas. We are not responsible for Your personal property which remains after this termination date, and We may dispose of such personal property as We see fit, at Your cost and expense; and
    - b. To leave Our offices (including Your designated office access), facilities and areas, in an acceptable condition normal wear and tear excepted; and
    - c. To return all keys, security cards; and other issued property and
    - d. To have completed Your notification to all of Your correspondents to stop using Our address and phone number.
  13. We, Our Landlord, and/or Landlord's Lender have the right at any time to enter and/or inspect Your designated office to make repairs and/or to show the same to prospective Clients. If this occurs during working hours, We shall use reasonable efforts to minimize disruption to Your business operations.
  14. All notices between You and Us must be in writing, and must be given as follows:
    - a. For notices to You: Placed in Your mailbox on the premises, with a copy mailed by certified mail or sent via national courier service with a signature or return receipt requested, directed to Your address set forth at the beginning of this Agreement. Notice will be effective on any of the following: the date received, date refused, or date returned to sender as undeliverable. It is Your obligation to keep us informed of any changes in Your delivery address.
    - b. For notices to Us: Mailed by certified mail or sent via national courier service with a signature or return receipt requested addressed to the Managing Officer at the address written above.
  15. For the duration of this Agreement, You are authorized to use Our address as Your business address in the manner We prescribe using Your business name as it appears on the first page of this Agreement or on the Client Application and in accordance with US Postal regulations. We are not Your agent for the purpose of receiving legal papers

on Your behalf. The phone number assigned to You is, and will always remain, Our property. If this Agreement ends by way of expiration, and without any uncured breach of this Agreement, You may request mail or phone forwarding services following such expiration at Our stated rates and conditions. In the absence of mail forwarding instructions, We may, at Our option, and without notice, obligation or liability to You, return mail to sender if returnable without charge to Us, or dispose of it if not returnable. After any expiration or termination of this Agreement and/or the services hereunder, if You should continue to use Our assigned mailing address or phone number in any current directories; websites; letterheads; or in any place whereby it appears to business correspondents that You continue to maintain a presence at Our premises, You agree that You will pay Us a sum of 1.5 times Our usual fee for such usage for as long as the usage continues. You further agree that We are not required to notify You in advance of imposing such fees.

16. Client and Provider each acknowledge the waiver of sovereign immunity for liability in tort contained in Florida Statutes Section 768.28, the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or damage to property caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office or employment. Client agrees to be responsible for all such claims and damages, to the extent and limits provided in Florida Statutes Section 768.28, arising from the actions of its employees. The parties acknowledge that the forgoing shall not constitute an agreement by either party to indemnify the other, nor a waiver of sovereign immunity, nor a waiver of any defense the parties may have under such statute, nor as consent to be sued by third parties..
17. Without waiving the right to sovereign immunity as provide by Florida Statutes Section 768.28, Client acknowledges to be self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$200,000 per Person and \$300,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature. In addition, Client agrees to maintain or to be self-insured for Worker's Compensation & Employer's Liability insurance in accordance with Florida Statutes Section 440. Client shall provide an affidavit or Certificate of Insurance evidencing said coverages.
18. If You become insolvent, transfer Your assets for the benefit of Your creditors, file, or there is filed against You, bankruptcy or insolvency lawsuits, We have the right to immediately and without notice, terminate this Agreement early, and to exercise all of Our rights available under the law.
19. The laws of the state in which the premises are located shall be used to resolve all disputes and to interpret this Agreement. A Superior Court or equivalent of that state is the only place in which You or We shall present any and all disputes and/or claims either of Us may have concerning this Agreement and/or its performance. If a portion of this Agreement is determined to be invalid or unenforceable, that determination shall not affect the validity or enforceability of the other provisions.
20. This Agreement including its attached Schedules and Supplement(s), is the entire Agreement between You and Us; and it supersedes any and all previous Agreements, arrangements and understandings We may have had (if any). This Agreement may not be changed or altered in any way except in writing signed by both You and We. This Agreement, and all changes to it, shall be effective only when signed by both You and Our Managing Officer.

**You and We sign this Agreement below on behalf of ourselves, everyone who succeeds to Our interests, and everyone to whom You (with Our Consent) and/or We transfer rights under this Agreement.**

Provider: Symphony Workplaces of Palm Beach, LLC


Client: Palm Beach County -Ocean Rescue

by Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Managing Officer

Mary Lou Berger, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
County Attorney

# SCHEDULE A FINANCIAL TERMS

Term of the Agreement: September <sup>15</sup> 1, 2016 to January 31, 2017

<u>Quantity</u>	<u>MONTHLY CONTRACT CHARGES</u>	<u>Unit Charge</u>	<u>Total Monthly</u>	Office Use Prior	Slip No. Current
1	Office Access Package** for Office/Suite No(s). 238	\$809	\$809		W2009R or W1209R
	Supplemental Furniture Rental	\$0			W3119R
	Enhanced Office Access Package	\$95			
	Conference Room Package (per person) :	\$95			
	Document Package (per person)* :	\$45			W2129R
	Enhanced Broadband Data Service (per person)*	\$95			W2139R
	Public IP Address*	\$25			W2199R
	Private Wireless Router*	\$29			
	LAN Node w/IP*	\$9			W2179R
	Dedicated Internet Circuit*	\$0			W2249R
		\$0			
		\$0			
		\$0			
		\$0			
	Additional Staff Access (per person)*	\$80			
		\$0			S2119R
		\$0			S2129R
		\$0			W9209R
		\$0			
<b>TOTAL MONTHLY CONTRACT SERVICES/FACILITIES</b>			<b>\$809</b>		
<b>REFUNDABLE RETAINER</b>			<b>\$1,618</b>		

\*See current price schedule for one time setup charges

The above Monthly Contract Charges listing does not include applicable taxes and may be amended from time to time to reflect changes in services and/or equipment.

\*\*Note: Office access charges are subject to a 6.73% increase effective on January 1st of each year (based on a full year of occupancy) as partial reimbursement for increases in lease and building operating expenses/costs. Less than full year terms in the first year will be prorated.

For non-self renewing agreements, amendments with revised terms are subject to an Amendment Processing fee of \$300 at the end of each term.

**IMPORTANT: SEE TERMS ON BACK**

Initials: Client \_\_\_\_\_ Provider \_\_\_\_\_

## FINANCIAL TERMS (continued)

1. You agree to pay Us in advance on the first day of each month for all Monthly Contract Charges, whether or not You have received an invoice from Us for the same. We will bill variable charges for other services monthly and payment for such is due within 10 days of the invoice date.
2. All of Your payments to Us must be made in United States currency or by checks drawn on United States banks. Payments made by credit card will be subject to an additional fee of a least 3% or as imposed by the bank or issuing entity, whichever is higher. Returned checks will be subject to a fee of \$25.
3. You agree to pay a 5% late charge on any outstanding balance which We receive later than the 10th of the month in which it is due. Further if You fail to pay Us before the 20th of the month in which a payment is due, You agree to pay interest charges at 1.25% per month until We receive payment. We are not limited to just requiring and receiving from You these interest and late payment charges, and may resort to such remedies and actions as the law and/or this Agreement gives Us.
4. You are responsible for payment of all applicable taxes and fees on the services received under this Agreement. These include, but are not limited to, a town Business Tax Receipt; town Fire Inspection Fee for Your premises; and any sales and use taxes.
5. Should You give Us timely notice of Your intention to not renew this Agreement and fail to leave Our offices or remove Your property at the end of the term, the services herein and this Agreement will automatically continue on a month-to-month basis with the following conditions:
  - a. You will pay Office Access at a 100% premium above the charge in the last month of the regular term and
  - b. Office Access will be paid in whole month increments only (even if occupancy only continues for a partial month), and
  - c. In the last month of occupancy, You will provide Us with written notice in the first 15 days of that month of Your intention to end occupancy and the services hereunder on the last day of that month.
6. In the event an Amendment to this Agreement must be prepared for renewals, additions, extensions, changes, etc., the Amendment Processing Fee on the front of this document shall apply. This Fee does not apply in the event of automatic renewal of a current Agreement.
7. If You dispute any portion of Our charges, You agree to timely and fully pay to Us the portion of Our charges You do not dispute; and You further agree to advise Us in writing, within 30 days after You receive Our bill, of the portion of said bill You dispute. If You do not advise Us in writing within this 30 day period that You dispute all or some of Our charges on said bill, You will have waived Your right to dispute Our charges.
8. We do not provide support or QOS for the use of voice services including personal IP phones over our data network circuits. Such use may interfere with data connections for which We, at our discretion, may charge You an excessive bandwidth usage fee or otherwise curtail priority of voice calls over data. These restrictions do not apply to Clients using Our dedicated circuit services.
9. Simultaneously with Your signing of this Agreement (of which this Schedule B is a part), You will pay a Refundable Retainer in the amount indicated on the reverse side of this page. This Refundable Retainer may be applied by Us, at any time, at Our discretion, to the outstanding monies You owe to Us (whether for required payments, compensation for repairs or damages You have caused Us to make or suffer. We have the right to require that You replenish the Refundable Retainer by replacing dollar for dollar the funds We apply from this Refundable Retainer. During or subsequent to the term of this Agreement, You cannot designate that the Retainer be applied toward any Monthly Contract or additional charges. At the expiration of the Agreement and when You have satisfied all of Your obligations; vacated the premises; left the same in an acceptable condition normal wear and tear excepted; returned all keys and security cards; paid all charges; removed Your property from Our premises; and ended use of Our address on any public website or directories, We will refund to You the balance remaining of this Refundable Retainer within 45 to 60 days mailed to the person signing this Agreement at the Client Address above.
10. In the event any of the walls in the offices occupied by You are marked or damaged in any way, You agree to reimburse Us for a repainting charge at the time of moving for all of the offices You occupy at a cost of \$195.00 per room.
11. Our staff and employees are an essential part of Our ability to deliver Our services. You acknowledge this, and agree that:
  - a. You will not directly contract, or otherwise agree with, Our staff and employees for the performance of services; and will arrange for such performance only through Us;
  - b. You will not, during the duration of this Agreement, and for the one year period immediately following its expiration or early termination, directly or indirectly, hire any person who has been an employee of Ours, or a member of Our staff at the location at which you have licensed offices hereunder at any time this Agreement was in effect, and
  - c. If You violate the provisions of (b.) above, in addition to such other remedies as the law gives to Us, You agree to pay Us 30% of such person's annual compensation or \$15,000.00, whichever is greater, for each of such persons You hire. You agree with Us that such a charge is a reasonable estimation of the loss We would suffer in such a situation, and that a more accurate calculation of Our loss would be impracticable or extremely difficult to fix.

# SCHEDULE B

## LOCAL RULES AND REGULATIONS

1. Symphony Workplaces is a community of professionals, and the office decorum should at all times reflect adherence by its members to the highest standards of conduct and appearance for the benefit of all. You agree not to interfere with Our other Clients, or with the activities of Our employees, or those of Our Landlord, or its Tenants.
2. Please respect others conducting business in the center by wearing appropriate business attire fitting a professional office environment during regular business hours. Specifically not permitted are beach attire, athletic clothing, hats, T-shirts and any other limitations based on local conditions.
3. Neither You nor anyone You invite into the premises can use Our facilities, premises, areas and/or property for immoral purposes or in such a manner as to violate applicable laws, codes, regulations, and/or the conditions of Our insurance policies, or those of Our Landlord, or make these policies invalid or more expensive; nor in such a manner as is hazardous, unsafe, or which in Our opinion, or that of Our Landlord, impairs the first class character of Our offices and/or Building .
4. The following are prohibited on the premises at all times:
  - a. Smoking
  - b. Pets or other animals except bona fide service animals
  - c. Bicycles or other mobile transportation on the premises
  - d. Hazardous materials or equipment - which would include halogen lamps, candles, solvents, paints, etc.
  - e. Display of any signs, awnings, advertisements or projections which may be visible from any common area of the facilities or floor, or from the outside of the building
  - f. Installation or use of cooking equipment in Your office including hot plates; microwave ovens, etc.
  - g. Storage or disposal of food in Your office
  - h. Installation of any vending machines
  - i. Use of the office for residential, dwelling or sleeping purposes
  - j. Applying tape to any walls or furniture on the premises
  - k. Changing of locks for doors and furnishings provided by Us
  - l. Installation or use of any equipment which in Our judgement, or in the judgement of Our Landlord, cause any interference, impairment, discomfort, inconvenience or annoyance to Us, Our Landlord or Our other Clients
5. The following are prohibited without Our prior written consent and may be subject to special instructions or fees:
  - a. refrigerators of all types and heavy objects such as safes, etc.
  - b. installation of office equipment with power requirements beyond those of a desktop PC or server.
  - c. Furnishings not specified by Us including file cabinets, desks, tables, chairs, bookcases, etc..
  - d. Photocopy machines not provided by Us
  - e. Installation of electrical outlets; network cabling; or any other service
  - f. installation of wall hangings; whiteboards, lamps, etc.
  - g. Storage of boxes or other objects in Your office which are visible from the hallways
  - h. Plants resting on the furniture or floor without surface protection
  - i. Connection to our network of any telephone, broadband or communications equipment not provided by Us including switches, wireless routers, or other access devices.
6. You must ensure that noise emanating from Your office from radios; video equipment; cell phones, speaker phones, etc. cannot be heard beyond Your office.
7. All full-time Client staff working at Symphony Workplaces can be assigned pass cards and keys for 24 hour access to their offices. Do not transfer or duplicate these keys, and they must be surrendered upon request or returned directly to Us at the end of Your employment or the Agreement term, whichever is sooner. If lost, there is a charge for replacement, as well as changing of the locks. After regular business hours and all day weekends, ensure that all doors leading to the outside or elevator corridor are securely locked at all times and do not admit any strangers, even if they claim to be visiting other clients.
8. The common areas including the hallways, ante-rooms, conference rooms, lunch room, reception area, etc. should be kept clean and uncluttered throughout the work day. Therefore, after each use, leave all common areas clean and uncluttered, and carry all open beverages through the hallways using the provided lids.
9. Janitorial services are available after 5:00 pm of each work day. For Clients leaving earlier, waste receptacles may be left in the designated recycling closet for disposal. Please do not leave receptacles or any objects for disposal in the hallways during working hours.
10. Please do not use the offices for babysitting of children during business hours. Older children using the facilities for work must adhere to the requirements of this Schedule. In addition, please inform Your visitors that children should not wait in the common areas at any time, or be heard anywhere on the floor during business hours.
11. Regular business hours are 8:30 am to 5:00 pm Monday through Friday except Holidays. Our staff Holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. Please note that air conditioning may not be available outside of regular business hours and on building holidays based on the local building schedule.
12. Do not remove furnishings or any other items from any other offices on the floor, even if they appear vacant. When using the wood furniture, please use desk mats, coasters or felt bases to avoid causing scratches. All desk chairs must have a floor mat at all times. Repairs are costly and billable to You.
13. You are responsible to make Your visitors aware of these rules. Violation may result, in some cases, in consequences which could include the issuance by Us of a notice of default and/or the immediate removal from Our premises of the offending person.
14. Our staff are required to maintain a helpful, but strictly professional relationship with Our Clients. Clients are prohibited from offering gratuities; presenting work requests directly to Our staff outside of Our approved procedures; offering Our staff employment, developing personal or external business relationships with Our staff; or becoming involved in any relationships with Our staff which have the potential for creating conflicts of interest, illegal conduct and/or the opportunity for allegations of sexual harassment.



# EQUIPMENT/FURNITURE ADDENDUM

Tag	Description	Location	Type	Cond
4449	SOT Torsa Task Chair	238	Seating	N
4528	Epic 30 x 78 Attached Desk	238	Desk	N
4549	Epic B/F 15w x 26d Lam Pedestal	238	Pedestal	N
4572	Exhibit Tackboard Unit 78"	238	Tackboard	N
5026	Framed Photograph 30 x 30 9764 Dubai	238	Art	
5116	Waveworks 36 x 18 Overhead Unit	238	Overhead	N

This Schedule may be amended to reflect requested changes in furnishings.

## Condition Codes

- N= New and unblemished
- E= Excellent-nearly new with no visible surface scratches.
- G= Good- Some surface wear may appear, but no surface scratches penetrate the polyurethane coating to the wood.
- F= Fair-Some minor scratches may appear on the work surface or edge only-side panels are free of all scratches.
- O= Other-see notes



**INTEROFFICE COMMUNICATION  
PALM BEACH COUNTY  
PARKS & RECREATION DEPARTMENT**

**DATE:** August 16, 2016

**TO:** Ross Hering, Director  
Property and Real Estate Management

**FROM:** Laurie C. Schobelock, Director *LS*  
Aquatics Division

**RE:** Budget Availability Statement for Symphony Workplaces office

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Budget Account Number:

Fiscal Year	Fund	Agency	Org	Object	Amount
2016	0001	580	5237	4410	\$2,022.50
2017	0001	580	5237	4410	\$3,236.00

The above expenses are hereby approved for use to rent a workspace in the Symphony Workplace offices for use by the R.G. Kreisler Park Ocean Lifeguards.

Signature: *Laurie C. Schobelock* Date: 8/16/16  
Laurie C. Schobelock