Agenda Item #: 3H-14

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: **August 15, 2017**
Department: **Facilities Development & Operations**
Advisory Board: **Property Review Committee**

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: reappointment of Diane Pendleton, MAI, CFE, to the Property Review Committee (PRC) for a term of three (3) years beginning October 1, 2017:

Appointment Member	Seat No.	Seat Requirement	Term	Nominated by:
Diane L. Pendleton, MAI, CFE	1	A representative from the PBC Property Appraiser's Office	October 1, 2017 – September 30, 2020	Mayor Burdick Comm. Valeché Comm. Abrams Comm. Berger

Summary: On October 22, 2013, the Board of County Commissioners (BCC) adopted Resolution No. 2013-1421, which re-established the PRC consisting of five (5) members appointed at-large by the BCC and the term limits. Each member is appointed to serve a term of three (3) years with a limit of three (3) consecutive terms served. Ms Pendleton served on the PRC for a three (3) year term that expires on September 30, 2017, and has agreed, if reappointed, to continue to serve on the PRC. Seat No. 1 must be filled by a representative from the Palm Beach County Property Appraiser's Office. This seat is for a term commencing October 1, 2017, through September 30, 2020. The PRC has five (5) seats; four (4) seats are currently filled and have a diversity breakdown of: African-American: 1 (25%); Caucasian: 2 (50%) and Hispanic: 1 (25%). The gender ratio (female:male) is 2:2. This nominee is a Caucasian female. **(PREM) Countywide (HJF)**

Background and Justification: The PRC is an Advisory Board that is charged with reviewing, evaluating and advising the BCC regarding certain real estate transactions involving the purchase (including eminent domain), sale or exchange of real property upon certain triggers being met or value thresholds exceeded. In a memorandum to the BCC dated June 21, 2017, Staff proposed the reappointment of Ms. Pendleton to continue to serve as a representative for Seat No. 1 on the PRC. No additional nominations were received. Seat No. 1 must be filled by a representative from the Palm Beach County Property Appraiser's Office and Ms. Pendleton satisfies this requirement.

Attachments:

1. Advisory Board Nominee Information Form
2. Resumé of Diane L. Pendleton
3. Current List of Board Members
4. Resolution No. 2013-1421 creating the PRC
5. Memorandum dated June 21, 2017 (without attachment)

Recommended by: _____ 7/15/17
Department Director **Date**

Legal Sufficiency: _____ 7/25/17
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

_____

Department Director

G:\PREM\AGENDA\2017\08-15\D. Pendleton. PRC Appt - mj.doc

Attachment 1
Advisory Board Nomination Info. Form
(6 pages)

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

*The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL.** Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.*

Section I (Department): (Please Print)

Board Name: Palm Beach County Property Review Committee **Advisory [X] Not Advisory [ ]**

[ ] At Large Appointment **or** [ ] District Appointment /District #: _____

Term of Appointment: 3 Years. From: October 1, 2017 To: September 31, 2020

Seat Requirement: A representative from the PBC Property Appraiser's Office Seat #: 1

[X]*Reappointment **or** [ ] New Appointment

or [ ] to complete the term of _____ Due to: [ ] resignation [ ] other

Completion of term to expire on: _____

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners:** 0

Section II (Applicant): (Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Pendleton (Last) Diane (First) L. (Middle)

Occupation/Affiliation: Palm Beach County Property Appraiser's Office, Manager of the Agricultural Department

Owner [ ] Employee [X] Officer [ ]

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 1256 Holly Cove Drive

City & State Jupiter, Florida Zip Code: 33458

Home Phone: 561) 746-5938 Business Phone: 561)355-2646 Ext.

Cell Phone: 561)267-7391 Fax: 561) 355-1711

Email Address: dpendleton@pbcgov.org

Mailing Address Preference: [ ] Business [X] Residence

Have you ever been convicted of a felony: Yes _____ No X
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: [ ] Male [X] Female
[ ] Native-American [ ] Hispanic-American [ ] Asian-American [ ] African-American [ ] Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed $500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100

(Attach Additional Sheet(s), if necessary)
OR

NONE [X] NOT APPLICABLE/ (Governmental Entity) [ ]

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII, and the training requirement can be found on the web at: http://www.palmbeachcountyethics.com/training.htm. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.**

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

X By watching the training program on the Web, DVD or VHS on May 18, 20 17
___ By attending a live presentation given on _____, 20___

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

***Applicant's Signature:** Diane Pendleton Printed Name: Diane Pendleton Date: 06/13/2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Paulette Burdick Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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Name: Pendleton (Last) Diane (First) L. (Middle)

Occupation/Affiliation: Palm Beach County Property Appraiser's Office, Manager of the Agricultural Department

Owner [ ] Employee [X] Officer [ ]

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 1256 Holly Cove Drive

City & State Jupiter, Florida Zip Code: 33458

Home Phone: 561) 746-5938 **Business Phone:** 561)355-2646 **Ext.**

Cell Phone: 561)267-7391 **Fax:** 561) 355-1711

Email Address: dpendleton@pbcgov.org

Mailing Address Preference: [ ] Business [X] Residence

Have you ever been convicted of a felony: Yes _____ No X
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: [ ] Male [X] Female
[ ] Native-American [ ] Hispanic-American [ ] Asian-American [ ] African-American [ ] Caucasian

Section II Continued:

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AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

***Applicant's Signature:** Diane Pendleton Printed Name: Diane Pendleton Date: 06/13/2017

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Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Joel R. Valeche Date: 6/27/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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Owner [ ] Employee [X] Officer [ ]

Business Name: _____

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Cell Phone: 561)267-7391 Fax: 561) 355-1711

Email Address: dpendleton@pbcgov.org

Mailing Address Preference: [ ] Business [X] Residence

Have you ever been convicted of a felony: Yes _____ No X
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: [ ] Male [X] Female
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{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: S. Abrams lb **Date:** 6/29/17

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Revised 02/01/2016

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___ By attending a live presentation given on _____, 20___

AND

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***Applicant's Signature:** Diane Pendleton **Printed Name:** Diane Pendleton **Date:** 06/13/2017

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Mary Lou Berger **Date:** 7/26/17

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

Attachment 2
Resume' D. L. Pendleton
(2 pages)

QUALIFICATIONS

DIANE PENDLETON, MAI, CFE
FLORIDA STATE-CERTIFIED GENERAL
REAL ESTATE APPRAISER #RZ480

Diane Pendleton has 33 years of commercial real estate appraisal experience. Employment history includes 21 years working for a commercial real estate appraisal firm, 6 years as a self-employed appraiser and 6 years (as of May 9, 2017) with the Property Appraiser of Palm Beach County. Diane served 1½ years appraising retail and office building properties in the commercial department before being promoted to the manager of the Agricultural Department effective January 1, 2013.

EMPLOYMENT: Palm Beach County Property Appraiser's Office, May 9, 2011 - Current

Pendleton Group, Inc., Owner & President
1256 Holly Cove Drive
Jupiter, Florida 33458
2005 – 2011

The Ernest Jones Company
Lawrence R. Pendleton, MAI, Owner & President
1890 North 68th Avenue
Hollywood, Florida 33024
1987 – 2005

Parkway Realty Research, Houston, Texas, 1984 - 1987

PROFESSIONAL DESIGNATIONS:

MAI Designation, Appraisal Institute
Certified Florida Evaluator, Florida Department of Revenue

EDUCATION: University of Texas at Austin, Degree: BA, Marketing

APPRAISAL INSTITUTE COURSES:

1A-1 Real Estate Appraisal Principles
1A-2 Basic Valuation Procedures
1B-A Capitalization Theory and Techniques, Part A
1B-B Capitalization Theory and Techniques, Part B
I410, Part A Standards of Professional Practice 2002
I410, Part B Standards of Professional Practice 2002
II510 Advanced Income Capitalization 3/94, 10/96
II520 Highest & Best Use and Market Analysis 10/93
II530 Advanced Cost & Sales Comparison Approaches 11/94
II540 Report Writing and Valuation Analysis 06/01
II550 Advanced Applications 03/00
The Appraiser as an Expert Witness, Preparation & Testimony
Litigation Appraising: Topics and Applications

QUALIFICATIONS

DIANE PENDLETON, MAI, CFE

APPRAISAL INSTITUTE SEMINARS (Over 30 including...)

"Business Practices and Ethics"
"7 Hour National USPAP Update"
"Litigation Skills for the Appraiser"
"Florida Law for Real Estate Appraisers"
"New Government Regulations and Effect on Real Estate"
"Americans with Disabilities Act "ADA"
"How to Verify Market Data"
"Rates, Ratios & Reasonableness"
"South Florida Commercial Construction"
"Office Building Valuation: A Contemporary Perspective"
"Analyzing Distressed Real Estate"
"Appraisal Consulting"
"Subdivision Valuation: A Comprehensive Guide"
"The Valuation of Wetlands"
"Assessment Appeals in Florida"
"Computer Concepts for Real Estate Appraisers"

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS COURSES:

101 - Fundamentals of Real Property Appraisal
102 - Income Approach to Valuation
112 - Income Approach to Valuation II
201 - Appraisal of Land
300 - Fundamentals of Mass Appraisal
400 - Assessment Administration
311 - Residential Modeling Concepts
331 – Mass Appraisal Practices and Procedures

TYPES OF PROPERTIES APPRAISED:

Vacant Land
Shopping Centers
Retail Stores & Wholesale Outlets
Shopping Centers and Regional Malls
Apartment Buildings and Condominiums
Hotels, Motels, Bed & Breakfast
Proposed Subdivisions and PUDs
Mobile Home Parks
Office Buildings
Banks and Financial Institutions
Restaurants
Gas Stations
Most Agricultural Type Properties in PBC
Farms, Ranches, Equestrian Facilities
Amusement Park, Passive Parks
Places of Worship, Community Centers
Waterfront Properties, Marinas, Resorts
Fullerton Island, Jupiter, Florida
Industrial Properties
Office/Warehouse
Flex Space/Showrooms
Auto Service Shops
Hospitals, Medical Centers & Clinics
Adult Congregate Living Facilities
Nursing Homes
Automobile Dealerships
Golf Courses and Country Clubs
Conservation Easements
Environmentally Protected Wetlands
Eminent Domain Takings
Inverse Condemnation Takings
Mining Operations Lands

Attachment 3
List of Board Members
(2 pages)

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
SPECIFIC BOARD MEMBERS
PROPERTY REVIEW COMMITTEE

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINTED DATE	REAPPOINTED DATE	EXPIRATION DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
1	Diane L. Pendleton dpendleton@pbcgov.org 1256 Holly Cove Dr Jupiter FL 33458 **NOMINATED BY :** N/A	Member	CA	F	561-746-5938	PBC Property Appraiser Rep.	10/01/2014		09/30/2017
2	Kathy W. Evans evansmai@comcast.net Evans Valuation Services 18286 River Oaks Dr Jupiter FL 33458 **NOMINATED BY :** N/A	Member	CA	F	561-746-2475	Martin/Broward Cty Prop. Appraiser Rep or MAI Certified Appr	08/17/2010	10/01/2015	09/30/2018
3	Neil E. Merin nmerin@mhcreal.com Merin Hunter & Codman 1601 Forum Pl Ste 200 West Palm Beach FL 33401 **NOMINATED BY :** N/A	Member	CA	M	561-471-8000	Licensed Real Estate Broker	08/17/2010	10/01/2015	09/30/2018

* *indicates a member having an action pending*

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
SPECIFIC BOARD MEMBERS
PROPERTY REVIEW COMMITTEE

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINTED DATE	REAPPOINTED DATE	EXPIRATION DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
4	Angela D. Usher, AICP School District of Palm Beach County2 (3300 Bldg) 3300 Forest Hill Blvd West Palm Beach FL 33406 **NOMINATED BY :** N/A	Member	HA	F	561-882-1937	Land Planning Expert	01/10/2017		09/30/2019
5	Keith L. Williams kwilliams@sfwmd.gov South Florida Water Mgmt District 3301 Gun Club Rd Stop 1410 West Palm Beach FL 33406 **NOMINATED BY :** N/A	Member	AA	M	561-686-8800 X2791	Eminent Domain Attorney	08/17/2010	01/10/2017	09/30/2019

* *indicates a member having an action pending*

Attachment 4
Resolution No. 2013-1421
(5 pages)

RESOLUTION NO. R-2013-1421

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2010-0292; PROVIDING FOR THE PALM BEACH COUNTY PROPERTY REVIEW COMMITTEE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR MEETINGS AND ORGANIZATION; PROVIDING FOR REMOVAL; PROVIDING FOR DUTIES AND FUNCTIONS; PROVIDING FOR BOARD ACTION ADVISORY ONLY; PROVIDING FOR ASSISTANCE TO THE COMMITTEE; PROVIDING FOR SEVERABILITY; PROVIDING FOR UNIFORM POLICIES AND PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County adopted Ordinance No. 2009-052 on December 15, 2009, which ordinance, among other things, requires the Board to create by resolution a committee to be named the "Property Review Committee" to review, evaluate and advise the Board regarding real estate transactions involving the purchase (including eminent domain), sale or exchange of fee simple title to real property if certain triggers or thresholds are met; and

WHEREAS, the Board established the Property Review Committee on February 23, 2010, pursuant to Resolution R-2010-0292; and

WHEREAS, there is a need to amend the resolution pertaining to the Property Review Committee to bring the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided for in Resolution R-2013-0193; and

WHEREAS, repealing and replacing Resolution R-2010-0292, pertaining to the Property Review Committee will simplify future reference.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1. Repeal and replacement of Prior Resolution. Resolution R2010-0292 is hereby repealed and replaced in its entirety.

Section 2. Creation. There is hereby established a committee to be known as the Palm Beach County Property Review Committee.

Section 3. Membership.

a. The Property Review Committee shall consist of five (5) members. Appointments shall be based upon nominations from the following:

   1. One (1) representative from the Palm Beach County Property Appraiser's Office;
   2. One (1) representative from the Broward County Property Appraiser's Office, the Martin County Property Appraiser's Office or an MAI certified appraiser with offices in Palm Beach County and expertise in the appraisal of Palm Beach County real estate.
   3. One (1) representative licensed as a real estate broker with an office in Palm Beach County and expertise in Palm Beach County commercial real estate.
   4. One (1) representative with expertise in land planning employed by a governmental agency with an office in Palm Beach County or recommended by the Palm Beach County Planning Congress;
   5. One (1) representative with expertise in eminent domain employed as an attorney by a governmental agency with offices in Palm Beach County or in private practice with expertise in eminent domain and an office in Palm Beach County.

b. Appointment of new members to fill vacancies and reappointment of members whose terms have expired shall be made at large by the Board of County Commissioners. Should a vacancy occur among the five (5) member categories identified in 3.a. that cannot be filled by that group, that vacancy may be filled by a county resident having experience in real estate valuation or eminent domain. Vacancies occurring during a term shall be filled for the unexpired portion

of the term, and shall not count toward the member's term limits.

c. Members shall serve for staggered terms of three (3) years, with a limit of three (3) consecutive terms. Terms shall begin on October 1st and end on September 30th. Current members' terms shall expire on September 30th of the year in which their term expires. The property appraiser representatives appointed as members shall have discretion to delegate authority to other staff members of such property appraiser's office to represent such office on the Property Review Committee as such representatives deems appropriate.

d. No member may serve on more than three (3) boards at any one time, except that no member may serve on any other board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 4. Meetings and Organization. The Committee shall establish a time and place for holding meetings as may be necessary and shall adopt such rules of organization and procedure as may be required. A majority of members of the Committee shall constitute a quorum for the transaction of business and the concurrence of a majority of the members present and voting shall be required to take any official action. All meetings of the Committee and any of its sub-committees shall be open to the public, duly advertised and otherwise comply with all applicable requirements of Florida's "Sunshine" Law as set forth in Chapter 286 Florida Statutes. Minutes shall be taken at each meeting.

Section 5. Removal. All members serve at the pleasure of the Board of County Commissioners and may be removed without cause upon majority vote by the Board of County Commissioners. Any member that fails to attend three (3) consecutive meetings or that fails to attend more than one-half of the meetings scheduled during a calendar year shall be automatically removed for lack of attendance. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting.

Section 6. Duties and Functions. The Committee shall have the following duties and functions:

a. To review, evaluate and advise the Board of County Commissioners regarding real estate transactions required to be reviewed by the Property Review Committee pursuant to Palm Beach County Ordinance No. 2009-052, as may be amended, or which may otherwise be presented to the Property Review Committee by the County.

Section 7. Committee Action Advisory Only. The actions, decisions, and recommendations of the Property Review Committee shall not be final or binding on the Board of County Commissioners but shall be advisory only.

Section 8. Assistance to the Committee. The Property Review Committee may call upon any department or other agency of the County, regional, state, federal, or local governments for information or advice in the performance of its duties and function. County government will provide legal, administrative and consultant support and facilities as needed which is hereby declared to be a County purpose. Staff from the Property and Real Estate Management Division of the Facilities Development and Operations Department shall provide administrative support to the Committee. The County Attorney's office shall act as legal counsel to the Property Review Committee at all its meetings and shall provide such legal advice and assistance as may be requested by the Committee.

Section 9. Uniform Policies and Procedures of Advisory Boards. The Property Review Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be amended by action of the Board of County Commissioners.

Section 10. Severability. If any section, sentence, clause, phrase, or word of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holdings shall in no way affect the validity of the remaining portions of this Resolution.

Section 11. Future Review. The Board shall review the effectiveness of the Property Review Committee on or about February 23, 2015 to determine whether a public need exists for the continuation of such Committee.

Section 12. Effective Date. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Taylor who moved its adoption. The motion was seconded by Commissioner Burdick and upon being put to a vote, was as follows:

	ABSENT	AYE	NAY
Comm. Steven L. Abrams, Mayor		X	
Comm. Priscilla A. Taylor, Vice Mayor		X	
Comm. Hal R. Valeche		X	
Comm. Paulette Burdick		X	
Comm. Shelley Vana		X	
Comm. Mary Lou Berger		X	
Comm. Jess R. Santamaria		X	

The Mayor thereupon declared the Resolution duly passed and adopted this 22nd day of October, 2013.

PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Assistant County Attorney

G:\PREM\PRC\Administration\2013 Resolution_09.17.2013.docx

Attachment 5
Memorandum dated June 21, 2017 (w/o attachment)
(2 pages)

Facilities Development & Operations Department

Property & Real Estate Management Division

2633 Vista Parkway

West Palm Beach, FL 33411

Telephone - (561) 233-0217

Facsimile (561) 233-0210

www.pbcgov.com/fdo

Palm Beach County Board of County Commissioners

Paulette Burdick, Mayor

Melissa McKinlay, Vice Mayor

Hal R. Valeche

Dave Kerner

Steven L. Abrams

Mary Lou Berger

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity Affirmative Action Employer"

MEMORANDUM

TO: Paulette Burdick, Mayor
and Board of County Commissioners

THRU: Audrey Wolf, Director
Facilities Development & Operations Department

FROM: Ross C. Hering, Director
Property & Real Estate Management Division

DATE: June 21, 2017

RE: **Property Review Committee (PRC)**
Seat No. 1 At-Large Appointment

The PRC is an advisory board that is charged with reviewing, evaluating and advising the Board regarding certain real estate transactions involving the purchase (including eminent domain), sale or exchange of real property upon specific triggers being met or value thresholds exceeded. The PRC has five seats that are each appointed at-large by the Board for a term of three (3) years. The PRC currently has a diversity breakdown of: African-American: 1 (20%); Caucasian: 3 (60%); and Hispanic: 1 (20%).

Ms. Pendleton, MAI, CFE, was appointed to the PRC on September 9, 2014, to serve a three (3) year term that expires on September 30, 2017. Ms. Pendelton has agreed, if reappointed, to continue to serve on the PRC for a second three (3) year term ending September 30, 2020.

Staff recommends the reappointment of Ms. Pendleton on account of her fulfillment of seat-specific requirements, individual qualifications, beneficial contributions, perfect attendance record and continued interest in being of service. Additional information is attached for the Board's review and consideration.

The appointment of members to the PRC is within the discretion of the Board. In the event that the Board provides no alternative nominees that are qualified for PRC Seat No. 1 prior to July 7th, FD&O/PREM staff will prepare an agenda item recommending the reappointment of Ms. Pendleton at the August 15, 2017, Board Meeting.

Attachments

cc: Verdenia C. Baker, County Administrator
Howard J. Falcon III, Chief Assistant County Attorney
Margaret Jackson, Real Estate Contract Analyst, PREM
Shawn Bobo, Administrative Secretary, FD&O
Cindy Beaudreau, Agenda Coordinator, Administration