

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: August 22, 2023
Department: Facilities Development & Operations
Advisory Board: Property Review Committee

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: the appointment of (a) Grady Cecil Jackson, RES, AAS for a term commencing on August 22, 2023 and ending on September 30, 2026; (b) Neil Merin for a term commencing on August 22, 2023 and ending on September 30, 2025; and (c) Irma Qureshi, Esq. for a term commencing on August 22, 2023 and ending on September 30, 2024, to the Palm Beach County Property Review Committee (PRC):

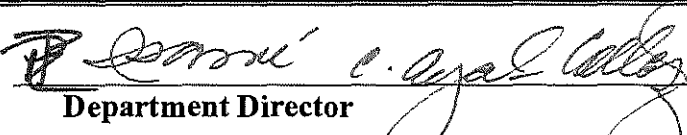
Appointment Member	Seat No.	Seat Requirement	Term
Grady Cecil Jackson, RES, AAS	1	Representative from the Palm Beach County Property Appraiser's Office	August 22, 2023-September 30, 2026
Neil Merin	2	Representative licensed as a real estate broker with an office in Palm Beach County and expertise in Palm Beach County commercial real estate.	August 22, 2023-September 30, 2025
Irma Qureshi, Esq.	3	Representative with expertise in land planning, eminent domain and/or real estate who is a licensed attorney with offices in Palm Beach County	August 22, 2023-September 30, 2024

Summary: On October 8, 2019, the Board of County Commissioners (Board) adopted Resolution No. 2019-1585, which reestablished the PRC consisting of three (3) members appointed at-large by the Board and its term limits. The PRC has not met since June 2016 and all of the members' terms have since expired. Mr. Jackson, Mr. Merin and Ms. Qureshi have agreed, if appointed, to serve as representatives for Seat Nos. 1, 2 and 3, respectively on the PRC. All seats are for a term commencing August 22, 2023 and are staggered so as to ensure continuity of experienced representation on the PRC. An email dated June 12, 2023 was circulated to the Board requesting support of Mr. Jackson and Ms. Qureshi, or additional nominations. An email dated July 6, 2023 was circulated to the Board requesting support of Mr. Merin, or additional nominations. No additional nominations were received. The nominees are 1 African-American male, 1 Caucasian male, and 1 Asian-American female. **(Property & Real Estate Management) Countywide (HJF)**

Background and Justification: The PRC is an advisory board that is charged with reviewing, evaluating and advising the Board regarding real estate transactions involving the purchase (excluding eminent domain and/or inverse condemnation litigation), sale or exchange of real property upon certain triggers being met or value thresholds exceeded. Resolution No. 2019-1585 states that members shall serve for staggered terms of three (3) years each; therefore, staff recommends appointment of Mr. Jackson for a term of three years, Mr. Merin for a term of two years, and Ms. Qureshi for a term of one year to ensure continuity of experienced representation.

Attachments:

1. Grady Cecil Jackson -Advisory Board Nominee Information Form and Qualifications
2. Neil Merin -Advisory Board Nominee Information Form and Qualifications
3. Irma Qureshi -Advisory Board Nominee Information Form and Qualifications
4. Resolution No. 2019-1585

Recommended by:  7/20/23
 Department Director Date

Legal Sufficiency:  7/24/23
 Assistant County Attorney Date

**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 Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: August 22, 2023 To: September 20, 2026

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

*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: _____**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Jackson Grady Cecil
Last First Middle

Occupation/Affiliation: _____

Owner Employee Officer

Business Name: PBC Property Appraiser's Office

Business Address: 301 N. Olive Avenue, Fifth Floor

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: 1879 Lynton Circle

City & State: Wellington, FL Zip Code: 33414

Home Phone: () Business Phone: (561) 355-2862 Ext. _____

Cell Phone: (980) 266-2840 Fax: ()

Email Address: cgjackson@pbcgov.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

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

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.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

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

By watching the training program on the Web, DVD or VHS on 4/28 2023
 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

*Applicant's Signature: *G. Cecil Jackson* Printed Name: G. Cecil Jackson Date: 04/28/2023

Any questions and/or concerns regarding Article XIII of 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) 233-0724.

Return this FORM to:

Vaneeta Arora
 Administrative Assistant, FDO/PREM
varora1@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

CECIL JACKSON

Cecil is the Chief Appraiser of Palm Beach County.

For over thirty years, Cecil Jackson has been a noteworthy leader in the assessment industry. He is a highly experienced and knowledgeable real estate appraiser with over 30 years of experience in the industry. He is known for his attention to detail, accuracy, and ability to provide fair and unbiased property valuations.

Cecil holds a bachelor's degree in Public Administration from Appalachian State University and has completed numerous real estate and professional development courses and certifications throughout his career. He holds professional real estate designations and is a member of several professional organizations, including the International Association of Assessing Officers.

Cecil has worked on a wide range of residential and commercial properties, from single-family homes to large commercial buildings. He is familiar with the local and state real estate market and stays up-to-date on industry trends and changes in regulations.

In addition to his expertise in property valuation, Cecil is also skilled in communicating complex information to taxpayers clearly and concisely. He is known for his professionalism and commitment to providing exceptional customer service.

Cecil retired as Tax Director of Gaston County, NC June of 2022 and took the position as the Chief Appraiser with Palm Beach County Property Appraiser's Office, under the Honorable Dorothy Jacks. He is very happy to be a permanent resident of Palm Beach County and looks to spending many years working for Ms. Jacks.

Cecil and his wife Christy are natives of North Carolina. They have five kids, two of whom attend Appalachian State University.

G. Cecil Jackson, RES, AAS
1879 Lynton Circle
980-266-2840
Cecil.Jackson41@gmail.com

PROFESSIONAL EXPERIENCE

Palm Beach County Property Appraiser – Chief Appraiser

2022 – Present

- Supervise and work with Directors and Managers to ensure equity and fairness in the tax roll preparation.
- Coordinate with all departments to ensure efficient operation of the Property Appraiser's office.
- Approve all preliminary tax roll changes, errors, insolvencies, and changes through the petition and review process.
- Develop, implement, and administer clearly defined written division policies and procedures and ensure compliance with administrative policies and procedures as outlined by the staff handbook
- Manages the daily operation of the Division to ensure prompt and courteous service to the public at all times.
- Educates the public on the property tax assessment and reassessment process.
- Develops and maintains taxing and collection records and responds to inquiries from the public.
- Facilitates staff training on tax issues and general customer questions to ensure quality service.
- Administer the Land Use Program for horticulture, agriculture, forestry, and woodland management.

Gaston County Tax Director

2019 - 2022

- Oversaw the collections of property taxes and delinquent property taxes including In Rem Foreclosure, Levy and Sale, garnishments, bank attachments, and all other legal remedies.
- Supervised, planned, and directed the activities for the County's comprehensive tax program including the management of listing, mapping, appraisal, and collections personnel.
- Administered the collection of taxes on behalf of municipalities within Gaston County.
- Educated the public on the property tax assessment and reassessment process.
- Developed and maintained taxing and collection records and responds to inquiries from the public.
- Facilitated staff training on tax issues and general customer questions to ensure quality service.
- Oversaw the collections of AD Valorem property tax for Gaston County, registered motor vehicles assigned to the County; billing & collecting other revenue assigned such as special fees assessed, gross rental vehicle tax, occupancy taxes, the collections of return checks, and acting as central depository & distribution point of revenues for the County as a whole.
- Oversaw the assessment of all taxable property in the County for ad valorem taxation by creating a Schedules of Values; prepares a Schedule for adoption by the Board of

Commissioners (BOC); apply the Schedules in such a way as to fairly and accurately render estimates of value for all taxable real estate in the County.

- Administered the Land Use Program for horticulture, agriculture, forestry, and woodland and aquaculture management.
- Oversaw Land Records and Land Records GIS functions.
- Oversaw and conducted hearings related to individual appeals of values. Administer all processes related to processing appeals from the Informal to Formal levels.

**Mecklenburg County Real Estate Division
Real Property Appraisal Manager**

2011 – 2019

- Supervised fieldwork assignments (e.g. pictures, measurements, and property characteristic details) to ensure information is collected consistently.
- Gathered information necessary to determine appraised value from applicable sources.
- Performed area surveys to determine the market value of residential, commercial, and industrial properties.
- Reviewed income and expense statements and establishes guidelines for property types and neighborhoods.
- Planned and directed staff with assigned responsibility for the appraisal of residential and commercial properties.
- Assigned and reviewed work received by staff members to ensure projects are completed promptly; Assists staff with complex tasks.
- Supervised/reviewed information from outside sources to ensure valuations are within acceptable guidelines.
- Determined appraisal value from applicable sources.
- Performed area surveys to determine the market value of residential, commercial, and industrial properties.
- Supervised review of complainant's appraisals for Board of Equalization and Review (BER) or PTC appeals.
- Confirmed staff's payroll calculations; Approved/denied vacation/time off assuring adequate departmental coverage.
- Worked with Pearson Appraisal Services to ensure SL362 is compliant with current laws and deadlines.
- Gave presentations and fulfilled obligations of the department in the absence of an Assessor; represents the Assessor at various meetings and hearings, as required.

**Mecklenburg County Real Estate Division
Senior Appraiser/Team Leader**

1997 – 2011

- Planned, researched, coordinated, and developed ways of producing quality human relations.
- Established and maintained many production schedules, guidelines, and procedures
- Worked with specialists, contractors, and citizens
- Answered queries from outside sources
- Assessed defended property for the 1998 and 2003 revaluation
- Defended assessments to the North Carolina Property Tax Commission and Mecklenburg County Board of Equalization and Review

- Trained and mentored temporary employees for assessments of residential properties. Organize revaluation of real property.
- Reviewed tax assessment notices, preparation of appeals, and management of audits by tax jurisdictions.
- Initiate time and cost studies, which save additional labor and cost and improve the efficiency of personnel.
- Set schedule of values on personal and real property.
- Handled complaints from disgruntled taxpayers.
- Projected long-range assessment goals.
- Managed diverse types of feasibility studies and management surveys.
- Planned, controlled, and coordinate multi-agency task forces and inter-jurisdictional investigations.
- Helped develop liaison relationships between county officials and people in the community.
- Worked with State of North Carolina Property Tax Consultants Coordinators.
- Coordinated and scheduled individuals for informal hearings.
- Directed a large, diverse team responsible for system integration during the implementation of Patriot Applications for the 2003 revaluation.
- Responsible for writing employee performance evaluations, sales verification support, forecasting economic trends, and strategic planning with teams and staffing appraisers.

Property Tax Consultant

1999 – 2011

- Worked as a Property tax consultant with county jurisdictions within the State of North Carolina.
- Assisted County Assessor in researching and preparing information related to tax values on commercial and residential properties.
- Reviewed assessments being appraised by local county appraisers.
- Worked with all county department heads in establishing a relationship with the community
- Organized informal hearings with taxpayers and local elected officials.
- Assisted with mailings and phone coverage.
- Gathered and analyzed sales information for establishing property values.

**Watauga County Tax Department
Real Estate Appraiser**

1993 – 1997

- Produced good relations between citizens and local elected officials.
- Worked with State of North Carolina Property Tax Consultants Coordinators.
- Assisted in the Board of Equalization and Review hearings for Watauga County.
- Wrote and re-wrote assessments for Informal, Board of Equalization and Review as well as North Carolina Property Tax Commission hearings.
- Assessed residential and commercial properties throughout the county for revaluation and non-revaluation years.

EDUCATION

Bachelor of Science – Political Science 1992
Concentration: Public Administration
Appalachian State University, Boone, North Carolina

- Candidate for International Association of Assessing Officers CAE designation.
- Courses in the assessment of residential and commercial properties R-1, R-2, R-3.
- IAAO courses: 101,102,112,171,201,300,311,312,400,402, USPAP, and the NC Machinery Act.
- Courses in management and team leadership.
- DE&I Certificate of Training - University of Central Florida.

CERTIFICATIONS

- Residential Evaluation Specialist (RES) – International Association of Assessing Officers
- Assessment Administration Specialist (AAS) - International Association of Assessing Officers
- Certified North Carolina Assessor – North Carolina Department of Revenue
- CNCA - Certified North Carolina Appraiser - North Carolina Association of Assessing Officers
- Real Estate Appraiser III Certified - North Carolina Department of Revenue

ACTIVITIES/ORGANIZATIONS

International Association of Assessing Officers	1993 - Present
Chair of the Affinity Task Force	2023 - Present
Member of the Diversity, Equity & Inclusion Task Force	2023 - Present
Board of Directors Member – Region 3	2020 - 2022
Chair of the Professional Development Committee	2018 - 2019
Blue Ridge Parkway Foundation	2017 - 2020
National Forum for Black Public Administrators	1999 - 2001
Amay James Montessori Elementary School Fourth and Fifth Grade Mentor	1998 - 2000

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Palm Beach County Property Review Committee Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: August 22, 2023 To: September 30, 2025

Seat Requirement: Licensed Real Estate Broker with an office in PBC and expertise in PBC Commercial Real Estate Seat #: 2

*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: _____**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Merin Neil
Last First Middle

Occupation/Affiliation: Commercial Real Estate
Owner Employee Officer

Business Name: NAI/Merin Hunter Codman

Business Address: 1601 Forum Place

City & State: West Palm Beach Zip Code: 33401

Residence Address: 12347 Plantation Lane

City & State: North Palm Beach Florida Zip Code: 33408

Home Phone: (561)4718000 Business Phone: 5614718000 Ext. _____

Cell Phone: (561)2475080 Fax: ()

Email Address: nmerin@mhcreal.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No _____

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male 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.

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

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

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

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

By watching the training program on the Web, DVD or VHS on June 29 2023
 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

*Applicant's Signature:  Printed Name: Neil Merin Date: 06/29/2023

Any questions and/or concerns regarding Article XIII of 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) 233-0724.

Return this FORM to:

Vaneeta Arora

Administrative Assistant, FDO/PREM

varora1@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____



Neil Merin

Chairman

NAI Merin Hunter Codman, Inc.

+1 561 471 8000

nmerin@mhcreal.com

Scope of Responsibilities

Specialty within the commercial real estate field involves the sale and leasing of investment properties.

Background & Experience

Mr. Merin is a commercial real estate expert with a broad background in all phases of commercial real estate work, including investment sales, tenant representation, site acquisition, development consulting, corporate facilities, and industrial facilities. Mr. Merin's specialty within the commercial real estate field involves the sale and leasing of office and retail facilities. Over the past 20 years, Mr. Merin has represented both owners and tenants in over 30,000,000 square feet of property negotiations representing over \$7 billion in real estate transactions. Mr. Merin is the founder and Chairman of NAI Merin Hunter Codman, Inc., a property management company in West Palm Beach is currently responsible for managing 5,000,000 square feet of office and retail space and, in addition, is the largest commercial real estate firm in Palm Beach County.

Professional Affiliations & Designations

- Society of Industrial and Office Realtors (SIOR)
- Certified Commercial Investment Member (CCIM)
- Advisory Board of National Association of Industrial and Office Properties (NAIOP) South Florida Chapter
- The Palm Beach County Planning Commission Board of Directors of the Chamber of the Palm Beaches
- Board of Directors of the Economic Council of Palm Beaches
- Chair of the Palm Beach County Property Review Committee
- Board Member of the Business Development Board of Palm Beach County
- Regional Board of Directors of the American Red Cross Palm Beaches-Treasure Coast
- Adjunct Professor of Real Estate Studies at Florida Atlantic University
- Honorary member of the Palm Beach Advisory Board for Easter Seals Florida and an Honorary Co-Chairman for Get Down to Business
- Board Member of the Anti Defamation League of Palm Beach

Educational Background

Mr. Merin is a graduate of Deerfield Academy and Boston University's School of Management. He was contributing editor and developer of the Code of Ethics for the Society of Industrial and Office Realtors, has authored numerous articles on commercial real estate and is the co-author of several professional books on tenant representation and commercial real estate practices.

Significant Transactions

- AT&T \$250,000,000
- Fairway Office Park \$250,000,000
- Airport Center \$107,000,000
- Financial Centre at the Gardens \$78,500,000
- Golden Bear Plaza \$76,000,000

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BOARD OF COUNTY COMMISSIONERS
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Term of Appointment: 1 Years. From: August 22, 2023 To: September 20, 2024

Seat Requirement: A Representative with expertise in land planning, eminent domain and/or real estate who is a licensed attorney with offices in PBC Seat #: 3

*Reappointment or New Appointment

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Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Qureshi Irma
Last First Middle

Occupation/Affiliation: Real Estate Attorney

Owner Employee Officer

Business Name: Greenberg Traurig, P.A.

Business Address: 777 S. Flagler Drive, Suite 300 East

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: 9323 Savannah Estates Drive

City & State: Lake Worth, FL Zip Code: 33467

Home Phone: (305) 775-3148 Business Phone: (561) 650-7961 Ext. _____

Cell Phone: (305) 775-3148 Fax: ()

Email Address: qureshii@gtlaw.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

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

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_____	_____	_____	_____
_____	_____	_____	_____

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

NONE

NOT APPLICABLE/
(Governmental Entity)

My Employer, Greenberg Traurig, P.A., represents the County in some legal matters.

ETHICS TRAINING: All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

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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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

*Applicant's Signature: Irma Qureshi Digitally signed by Irma Qureshi
Date: 2023.05.03 19:51:11
-0400' Printed Name: Irma Qureshi Date: 5/4/23

Any questions and/or concerns regarding Article XIII of 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) 233-0724.

Return this FORM to:

Vaneeta Arora

Administrative Assistant, FDO/PREM

varora1@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

IRMA QURESHI, ESQUIRE

661 Alabama Ave., Ft. Lauderdale, Florida 33312 • irmaqureshiesq@gmail.com • 305.775.3148

LEGAL EXPERIENCE

Greenberg Traurig, P.A., West Palm Beach, FL

Real Estate Associate, August 2019 to Present

- Negotiate and draft agreements for the purchase and sale of multimillion-dollar properties.
- Conduct title review, due diligence, and closings for real estate acquisitions and sales.
- Draft routine real estate transactions, including declarations of restrictive covenants, easements, closing documents, and condominium documents.
- Draft comfort letters for Israeli bond transaction, loan documents for various credit arrangements, and corporate documents.

Broward County Attorney's Office, Fort Lauderdale, FL

Assistant County Attorney, Real Estate and Finance Practice Group, June 2017 to August 2019

- Negotiated and drafted purchase and sale agreements, lease agreements, and licenses for government offices, parks, customer service centers, and public safety communications.
- Conducted title review, due diligence, and closings for real estate acquisitions and sales.
- Drafted complicated land use agreements for multi-housing developments, park projects, and other County needs.
- Represented County in structuring and closing loans for affordable housing developments.
- Reviewed and opined upon applications submitted for vacation of plats, easements, and right of ways.

Hinshaw & Culbertson, LLP, Coral Gables, FL

Legal Intern, February 2017 to April 2017

- Conducted legal research and drafted memoranda to advise attorneys and clients on issues involving leasing, mergers, guarantees, condominium warranties, unity of title, and formation of business entities.

Robertson, Anschutz, and Schneid, P.L., Boca Raton, FL

Attorney, January 2015 to August 2016

- Managed caseload of 100 cases and assisted senior attorneys with contested cases for a real estate litigation law firm, with a focus on foreclosure law, mortgage servicing, real estate transactions, and municipal code violations.
- Devised land donation agreement with the state and municipality for wetland conservatory.

EDUCATION

University of Miami School of Law, Coral Gables, FL

L.L.M. in Real Property Development, May 2017

G.P.A.: 3.872/4.0

Honors: Director's Award in Construction Law

University of Minnesota Law School, Minneapolis, MN

Juris Doctor, May 2014

Concentration in International Law

G.P.A.: 3.455/4.0 (Cum Laude)

Florida International University, Miami, FL

Bachelor of Arts in Political Science, April 2010

BAR ADMISSION

Admitted to the Florida Bar, September 2014

May 4, 2023

Palm Beach County
Facilities Development & Operation Department
2633 Vista Parkway
West Palm Beach, FL 33411
Attention: Purvi A. Bhogaita, Director of Property & Real Estate Management Division
Email: pbhogaita@pbcgov.org

RE: Pending Nomination to Palm Beach County Property Review Committee

Dear Mrs. Bhogaita:

As previously discussed, I am interested in serving on the Palm Beach County Property Review Committee (“**Committee**”), subject to certain conditions that are required by my employer, Greenberg Traurig, P.A (“**GT**”). I have outlined these conditions below, and request that you submit a copy of this letter to the Palm Beach County Board of County Commissioners (“**Board**”) in connection with your recommendation that I be nominated to serve on the Committee.

1. I will be serving in my personal capacity as a member of the Committee, and not as a GT lawyer.
2. As a member of the Committee, I will not give any legal advice.
3. The Palm Beach County Attorney’s Office has confirmed that my service on the Committee will not be considered a factor in whether GT is or could be conflicted out of either (a) representing the County (in, for example and without limitation, bond matters), or being conflicted out of representing a client adverse to the County (e.g., in, for example and without limitation, land use/zoning); and that no conflict of interest arises from my serving on the Committee.
4. I will participate on the Committee only on transactions that involve a buyer of property from the County or seller of property to the County. Before I could participate in any other types of matters, I would need to be informed about them in advance so that GT could decide whether I am cleared to participate in them.
5. The Director of Property & Real Estate Management Division has confirmed that I can recuse myself from participation when the Committee reviews transactions in the following situations:
 - a. GT is representing a client (either a buyer or seller) in a transaction and making a presentation to the Committee or the Board regarding that transaction.

- b. A GT client, not through GT but rather through other counsel or pro se, is appearing before the Committee or Board with respect to the transaction to be reviewed by the Committee. This means that I would be permitted to read the Agenda in advance of Committee meetings and run conflicts on the parties through GT to determine which parties, if any, with transactions with the County are GT clients.
- c. A matter before the Committee was not on the Board's Agenda and was not previously vetted by me for conflicts, unless I could determine at that time that the party seeking to enter into the transaction with the County was not a GT client.
- d. A party that is a GT client – even if not represented by GT in the matter before the Committee – were to appear before the Committee or Board to oppose a transaction, whether or not the transaction involved a GT client.

Please let me know if the abovementioned conditions are acceptable to the Board. Should you have any questions, please contact me.

Very truly yours,



Irma Qureshi, Esq.

ADMIN 687185264v2

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R-2013-1421; 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, required 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, Resolution R-2010-0292 was repealed and replaced by Resolution R-2013-1421 in order to be in compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided for in Resolution R-2013-0193; and

WHEREAS, there is a need to reduce the number of members of the Property Review Committee in order to find sufficient members willing to serve on the Committee; and

WHEREAS, repealing and replacing Resolution R-2013-1421, 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 R-2013-1421 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 three (3) members. Appointments shall be based upon nominations of individuals with the following qualifications:
1. One (1) representative from the Palm Beach County Property Appraiser's Office;
 2. 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.
 3. One (1) representative with expertise in land planning, eminent domain and/or real estate law who is a licensed attorney with offices 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 three (3) 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 subcommittees 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, 2025 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.

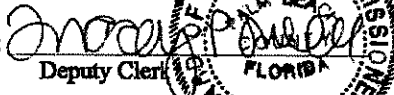
The foregoing Resolution was offered by Commissioner Weiss who moved its adoption. The motion was seconded by Commissioner Weinroth and upon being put to a vote, was as follows:

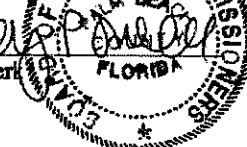
	ABSENT	AYE	NAY
Comm. Mack Bernard, Mayor	_____	<u> X </u>	_____
Comm. Dave Kerner, Vice Mayor	<u> X </u>	_____	_____
Comm. Hal R. Valeche	<u> X </u>	_____	_____
Comm. Gregg K. Weiss	_____	<u> X </u>	_____
Comm. Robert S. Weinroth	_____	<u> X </u>	_____
Comm. Mary Lou Berger	<u> X </u>	_____	_____
Comm. Melissa McKinlay	_____	<u> X </u>	_____

The Mayor thereupon declared the Resolution duly passed and adopted this 8th day of October, 2019.

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