

**OFFICIAL MEETING MINUTES
OF THE
INFRASTRUCTURE SURTAX
INDEPENDENT CITIZEN OVERSIGHT COMMITTEE
PALM BEACH COUNTY, FLORIDA**

JANUARY 18, 2018

**THURSDAY
10:01 A.M.**

**FACILITIES, DEVELOPMENT & OPERATIONS
WEST PALM BEACH, FL**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

MEMBERS:

Philip Ward, Chair
Kimberly Weston, Vice Chair
John Ahrenholz – Absent
Maria Antuña – Absent
Jeffrey Bailey – Absent
Leontyne Brown
Debra Chandler – Absent
Mark Elhilow
Mary Evans – Absent
Patrick Franklin – Absent
Glen Harvie
Rex Kirby – Absent
Frank Lewis
Denise Palmatier
John Smith
Christine Thrower – Absent
Lee Waring
Michael Weiner – Absent

2. – CONTINUED

COUNTY STAFF:

Sherry Brown, Director, Office of Financial Management & Budget
Michael Jones, Senior Assistant County Attorney
Audrey Wolf, Director, Facilities, Development & Operations – Absent

ADMINISTRATIVE STAFF:

Victoria Torres, Deputy Clerk, Clerk & Comptroller's Office

3. APPROVE MINUTES FROM NOVEMBER 16, 2017

MOTION to approve the November 16, 2017 minutes. Motion by Lee Waring and seconded by Leontyne Brown, and carried 9-0. John Ahrenholz, Maria Antuña, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

4. REVENUE REPORT

Sherry Brown, Director, Office of Financial Management & Budget, said that approximately \$6.2 million of infrastructure surtax revenue was collected for Fiscal Year (FY) 2018.

Lee Waring inquired whether staff issued projections on a monthly basis.

Ms. Brown stated that it would be difficult to compare the monthly projections because there had not been a full 12 months of revenue report collections.

Mr. Waring suggested that staff include the monthly projections in the revenue report in order to keep track of expenses.

5. EXPENSE REPORT

Jonathan Jordan, Principal/Senior Project Manager for Jacobs Project Management Company, said that:

- The expense report showed all the initiated and scheduled projects for FY 2017 and FY 2018 with the original budget versus the amended budget.

5. – CONTINUED

- The summary report showed the updated committed and expended cost.

Eric McClellan, Director of Facilities Development & Operations (FDO) Strategic Planning, said that eventually the Type 1 and 2 transfers would be integrated into the expense reports after they went through the entire process.

Chair Ward inquired if the radios replacement for PBSO was fully funded or if the budget was higher than the amount presented.

Mr. McClellan said that the total budget for PBSO was not used to purchase the radios.

Chair Ward inquired whether a project was completed when the committed cost and the total amount of expended cost equaled.

Assistant County Engineer Steve Carrier clarified that when a project was completed, the remaining funds left in the budget would go to reserve.

Mr. Jordan stated that the committed cost would only be the total cost of the project if it was stated on the individual monthly report, which displayed the full funding over the multiple years of the project. He added that a draft report was developed to demonstrate which projects had been started and planned for the new FY.

Regarding the bridge modifications on Smith Sundry Road, Mr. Carrier stated that the committed cost to date of \$10,319 was for a preliminary study and this is to be followed by a design contract, which will be presented to the BCC in March.

Ms. Brown clarified that the total budget for the Smith Sundry Road project was \$600,000, however \$150,000 was allocated ahead of time for the design, pre-work, and construction. She added that the \$450,000 remaining would be drawn in FY 2019 for the actual start of the project.

5. – CONTINUED

Ms. Palmatier suggested that the status of each project be included in the expense report in order to alleviate questions from the committee about the monthly fund distributions.

Mr. McClellan said that there would be access to each report and attachment during each committee meeting.

Leontyne Brown suggested that staff create a hyperlink on the different projects listed in order to have easy access to the expense report.

Mr. McClellan said that staff would look into it. He added that on the one-cent penny sales tax web page, there were various links to the contracts, which was a great resource for industry to use.

6. BUDGET TRANSFERS

Type 1 (Projects Completed)

a. Parks, West Boynton Park Playground Surface Replacement: \$7,948

Ms. Brown clarified that the budget to replace the park was \$85,000 and \$77,052 had been spent, which left a remaining balance of \$7,948. She added that the remaining balance would be allocated to Parks & Recreation reserves.

b. Engineering, Lantana Road from west of SR7 to Turnpike \$49,127

Ms. Brown stated that the project had an original budget of \$900,000, of which over \$850,000 was spent and \$49,127 was moved to the Engineering reserves.

c. Engineering, Sections of Kirk Road Drainage: \$86,986

Ms. Brown stated that the project was budgeted for \$500,000, however the total cost of the project equaled \$413,014. She added that \$86,986 was moved to reserves.

6. – CONTINUED

Type 2 (Recommendation Required)

d. Parks, Dubois Park Pedestrian Bridge Deck: \$60,000

Ms. Brown said that this project would be removed from the IST Project Plan because the department received a grant from the South Florida Water Management District, which fully funded the project without using surtax dollars.

MOTION to approve the removal of the Dubois Park Pedestrian Bridge Deck from the budget transfers. Motion by Lee Waring, seconded by Mark Elhilow and carried 9-0. John Ahrenholz, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

e. Parks, Veterans Park Irrigation Well Replacement: \$50,000

Ms. Brown stated that the project was intended to be budgeted through FY 2021, but due to some safety concerns, it had to be moved up in category.

Eric Call, Parks & Recreation Director, said that the irrigation well had collapsed and needed to be replaced immediately.

MOTION to approve the Veterans Park Irrigation Well Replacement. Motion by Lee Waring, seconded by Mark Elhilow and carried 9-0. John Ahrenholz, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

f. Parks, Ocean Inlet Park & Marina Expansion: \$2,500,000

Ms. Brown discussed that the \$5 million project was originally slated for FY 2023 but there was a request for \$2.5 million to be released now because the seawall portion of the project was collapsing. She added that timing of funding for 2 other projects would be shifted to accommodate the expansion.

MOTION to approve the Ocean Inlet Park & Marina Expansion. Motion by Mark Elhilow, seconded by Lee Waring and carried 9-0. John Ahrenholz, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

6. – CONTINUED

g. Engineering, Street Lighting (Countywide): \$10,420,000

Ms. Brown said that since Engineering had many street lighting projects, staff decided to combine them into a countywide line item. She added that it would not change the overall plan or order of the projects.

MOTION to approve the Street Lighting (Countywide). Motion by Lee Waring seconded by Mark Elhilow and carried 9-0. John Ahrenholz, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

h. Engineering, School Zone System Upgrade: \$500,000

Ms. Brown said that since Engineering had minimized some projects, some reserved funds were available to advance the School Zone System Upgrade, which was originally budgeted for 2024.

Steve Carrier, Assistant County Engineer, said that staff wanted to use the funds to install an upgraded system in order to improve the safety of children walking and vehicles traveling through school zones.

MOTION to approve the School Zone System Upgrade. Motion by Lee Waring seconded by Kimberly Weston and carried 9-0. John Ahrenholz, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

7. DRAFT ANNUAL REPORT

Mark Elhilow inquired whether the revisions to the language in the final committee statement were completed.

John Smith clarified that there were 2 revisions, which were added to the draft annual report.

MOTION to approve the draft annual report. Motion by Mark Elhilow, seconded by Kimberly Weston and carried 9-0. John Ahrenholz, Jeffrey Bailey, Debra Chandler, Mary Evans, Patrick Franklin, Rex Kirby, Christine Thrower, and Michael Weiner absent.

8. OTHER COMMITTEE BUSINESS – None

9. ADJOURN

At 10:53 a.m., the chair declared the meeting adjourned.

APPROVED: