

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

November 18, 2021

**THURSDAY
10:00 A.M.**

**1st FLOOR KEN ROGERS MEMORIAL CHAMBERS
WEST PALM BEACH, FL**

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

MEMBERS:

Kimberly Weston- arrived later
Maria Antūna - Absent
Debra Chandler – via WebEx
Patrick Franklin – via Webex
Sandra Hammerstein
Glen Harvie – via Webex
Rex Kirby
Frank Lewis- via WebEx
Denise Palmatier – Via WebEx
Erica Palmisano
Allan Owens
John Smith
Christine Thrower-Skinner - Absent
Lee Waring - via WebEx

COUNTY STAFF:

Sherry Brown, Director, Office of Financial Management & Budget (OFMB)
Michael Jones, Senior Assistant County Attorney
Eric McClellan, Division Director IV, Facilities Development and Operations

ADMINISTRATIVE STAFF:

Yadzia Roa, Deputy Clerk, Clerk of the Circuit Court & Comptroller's Office (Recording)
Danielle Freeman, Deputy Clerk, Clerk of the Circuit Court & Comptroller's Office
(Condensing)

3. APPROVE MINUTES – MAY 20, 2021

MOTION to approve the May 20, 2021 minutes. MOTION by Debra Chandler, seconded by Lee Waring and carried 12-0. Glen Harvie and Kimberly Weston were absent.

4. REVENUE REPORT

Sherry Brown, Director of OFMB, gave a brief overview of the Revenue Report and mentioned the following points:

- Revenue reports were always sent to members and staff via email with a link included.
- A projected \$97 million was set to be collected within the year.
- There was a 25% increase in last month's revenue compared to last year.

5. EXPENSE REPORT

a. Presentation by Jacobs Project Management Co.

John Jordan, with Jacobs Project Management displayed a PowerPoint presentation which highlighted the infrastructure expenditures to date.

Discussion ensued regarding expectations of the current expenditures, pending projects, and small business participation.

(CLERK'S NOTE: Glen Harvie and Kimberly Weston joined the meeting during this time.)

6. BUDGET TRANSFERS

a. Parks

Ms. Brown said there were 4 type 1 budget transfers that didn't require votes but were included in the report to show completed projects, and there were small amounts that needed to be transferred into the department reserve.

- 1. Type 1 (21-06): Playground Replacement Countywide FY17**
- 2. Type 1 (21-07): Jupiter Farms Park Septic System Replacement**

b. Engineering

- 1. Type 1 (21-08): Lyons Rd from Hillsboro Canal to Boca Lago Rd**
- 2. Type 1 (21-09): Prosperity Farms Rd. from Northlake Blvd to Alamanda Dr.**

Ms. Brown said that the following transfers would be swept into the reserve accounts

- Type 1 Playground Replacement Equipment: \$35,000.
- Type 1 Jupiter Farms Park Septic System: \$13,000 .
- Type 1 Lyons Rd: \$275,000.
- Type 1 Prosperity Farms Rd: \$916.

Discussion ensued regarding reserved and American Rescue Act funding allocations, general reserve funding for various departments, and the increase in expenses.

7. PROPOSED PROJECT PLAN AMENDMENT

a. Presentation by OFMB and other County Departments

Ms. Brown provided a brief PowerPoint overview of the proposed project plans.

Engineering, FD&O, and Parks and Recreation staff gave brief updates on completed projects, additional needs for incomplete projects, and funding sources.

Discussion ensued regarding:

- An 11% increase in revenue since 2019.
- Construction cost increases.
- Hiring new contractors for future projects.
- The cost of new projects and additional funding sources.

b. Committee Member Comments/Questions/Answers

Ms. Brown said:

- If revenue continued to rise through 2026, it would cover the increase in costs with potential surplus. She added if revenue stopped in 2025, there would be a deficit of \$38.4 million in the budget and other funding sources would need to be considered.
- The Revenue Report would be presented to the BCC at the next workshop meeting. Additionally, a full plan amendment would be brought to the BCC next year.

- Signage was used to market the projects that were currently underway, and they were listed on the OFMB website. Additionally, future marketing ideas were being considered.
- A revenue report was reviewed monthly and staff continued to monitor projections for revenue.
- Project updates were discussed at quarterly meetings on a needed basis. She added that once plans were finalized the BCC was presented with the recommendations.

c. Committee Recommendation to the Board of County Commissioners

Ms. Brown asked if there was a motion to recommend the plans to the BCC.

MOTION to advocate for plans to be presented to the BCC. Motion made by Debra Chandler.

Discussion ensued regarding advocating or recommending plans to the BCC and if a motion was needed to present to the BCC.

MOTION to advocate for plans to be presented to the BCC. Motion made by Debra Chandler, seconded by John Smith.

Discussion continued regarding changes to the verbiage from advocate for to recommend plans

Amended motion to change verbiage from advocate to recommend.

MOTION to recommend plans to the BCC. Motion made by Debra Chandler, seconded by John Smith carried 12-0.

8. OTHER COMMITTEE BUSINESS

In response to a committee question, Ms. Brown stated that the County has not spent any sales tax revenue dollars on any expenditures that were not on the approved list.

Ms. Brown introduced two new committee member Erica Palmisano and Allan Owens, and they both gave brief introductions about themselves.

9. PUBLIC COMMENT- None

10. ADJOURNMENT

Ms. Brown stated no motion was needed to adjourn.

At 11:14 a.m., the chair declared the meeting adjourned.

APPROVED:

Chair/Vice Chair