

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

**MARCH 15, 2018**

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

**VISTA PARKWAY  
WEST PALM BEACH, FL**

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

**MEMBERS:**

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

## 2. – CONTINUED

### COUNTY STAFF:

Sherry Brown, Director, Office of Financial Management & Budget (OFMB)  
Michael Jones, Senior Assistant County Attorney  
Eric McClellan, Facilities Development & Operations (FD&O) Strategic  
Planning Director  
Jennifer Cirillo, Assistant Director of Parks & Recreation

### ADMINISTRATIVE STAFF:

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

## 3. APPROVE MINUTES – FEBRUARY 15, 2018

**MOTION to approve the February 15, 2018 minutes. Motion by Mark Elhilow and seconded by John Smith, and carried 9-0. Maria Antūna, Jeffrey Bailey, Leontyne Brown, Debra Chandler, Mary Evans, Patrick Franklin, Christine Thrower, Philip Ward, and Michael Weiner absent.**

## 4. REVENUE REPORT

Sherry Brown, OFMB Director, said that approximately \$80.5 million of infrastructure surtax revenue was collected during the past 3 months. She added that revenues were trending upward compared to the original projections.

Rex Kirby inquired if any projects were moved forward based on increased revenue.

Ms. Brown said that:

- In the near future, the committee could discuss the possibility of moving some projects, which were scheduled to start in FY 2020 or FY 2021, to FY 2019.
- Over \$7 million more than anticipated was collected during FY 2017 but there was potential for revenue collections to regress in future years and fall below projections.

#### **4. – CONTINUED**

- She reiterated that future project budgets did not account for inflation or other adjustments.

Lee Waring inquired if staff tracked the funds being received from infrastructure surtax versus State sales tax.

Ms. Brown stated that the State produced annual projections and that staff would review them.

#### **5. EXPENSE REPORT**

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

- The summary report showed the updated committed and expended cost.
- It now included each department's reserves, which were the remaining funds from projects that had been closed.
- The project tracking report showed a number of closed projects in addition to several projects that were completed.

(CLERK'S NOTE: Christine Thrower joined the meeting.)

Mark Elhilow inquired if all the projects shown on the expense report were moving along as expected.

Steve Carrier, Assistant County Engineer, said that of the 24 projects initiated in FY 2017, only 7 had been completed because the remaining 17 also receive funding in future years. He added that he believed the production of the projects was moving along according to schedule.

(CLERK'S NOTE: Maria Antūna joined the meeting.)

## 5. – CONTINUED

Jennifer Cirillo, Assistant Director of Parks & Recreation, clarified that as far as Parks & Recreation was concerned, the projects were moving along smoothly and that an upcoming item would call for the prioritization of the athletic field renovations.

John Cheshier, FD&O Capital Improvements Division Director, said that the active FD&O projects were large scale, spanned multiple years, and were advancing as expected.

## 6. BUDGET TRANSFERS

### Type 2

#### a. Engineering, Sections of Summit Blvd: \$75,000

Ms. Brown said that the Department of Engineering was requesting some striping projects to be done in various sections of Summit Boulevard and that the projects be moved forward to FY 2018. She added that the department had \$750,000 in reserves.

**MOTION to approve Engineering Department's request of striping projects in sections of Summit Boulevard. Motion by Mark Elhilow, seconded by Christine Thrower and carried 11-0. Jeffrey Bailey, Leontyne Brown, Debra Chandler, Mary Evans, Patrick Franklin, Philip Ward, and Michael Weiner absent.**

## 7. OTHER COMMITTEE BUSINESS

Ms. Brown commended committee members for their attendance and reiterated that 3 consecutive absences would lead to removal from the committee.

John Smith suggested that monthly meetings continue to be scheduled and that a monthly email be sent confirming whether or not the meeting would take place. He clarified that the committee would meet at least once quarterly.

**7. – CONTINUED**

**MOTION to approve that the committee meet every other month and at least once quarterly, however monthly meetings would be scheduled and, if the meeting was not required, the committee would be notified. Motion by John Smith, seconded by Christine Thrower and carried 11-0. Jeffrey Bailey, Leontyne Brown, Debra Chandler, Mary Evans, Patrick Franklin, Philip Ward, and Michael Weiner absent.**

**8. ADJOURN**

**At 10:24 a.m., the chair declared the meeting adjourned.**

**APPROVED:**