

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

NOVEMBER 19, 2020

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

**VISTA PARKWAY
WEST PALM BEACH, FL**

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

MEMBERS:

Kimberly Weston, Vice Chair
Maria Antūna – Absent
Debra Chandler – By Webex
Lewis Crampton – Absent
Patrick Franklin – By Webex
Sandra Hammerstein
Glen Harvie – By Webex
Christopher Hopkins – Absent
Rex Kirby
Frank Lewis – By Webex
Denise Palmatier
John Smith – By Webex
Christine Thrower-Skinner
Lee Waring – By Webex

COUNTY STAFF:

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

ADMINISTRATIVE STAFF:

Yadzia Roa, Deputy Clerk, Clerk of the Circuit Court & Comptroller's Office
(recording)
Julie Burns, Deputy Clerk, Clerk of the Circuit Court & Comptroller's Office
(condensing)

3. **ELECT CHAIR AND VICE CHAIR – Not Discussed**
4. **APPROVE MINUTES – August 20, 2020 – Not Discussed**
5. **REVENUE REPORT**

Sherry Brown, Director, OFMB Director, said that:

- To date about \$78.2 million in revenue was collected.
- There was a 60-day lag period in collections.
- One month and one quarterly payment were still due.
- It was projected that the \$83 million budget would be met this year.
- 2020 revenues would be closer to \$86 million.
- Surtax revenue was about \$5 million less in projections than what was collected last year for the same time period.
 - Enough revenue was collected to cover projects that were budgeted in the current year.
 - Surtax revenue was expected to be about \$82 million in Fiscal Year (FY) 2020, and the FY 2021 budget was \$73.3 million.
- The second- and third-quarter actual revenue was much higher compared to the same time period last year.
 - The higher revenue could be due to online sales and some smaller businesses that only recorded quarterly payments.

6. **EXPENSE REPORT**

6.a. **Presentation by Jacobs Project Management Co.**

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

- Total expenditures to date were just over \$101 million.
- Expenditures were broken down by department.

- The Engineering Department (Engineering) was approximately \$30.1 million, FD&O was approximately \$64.6 million, and the Parks & Recreation Department (Parks) was approximately \$6.2 million.

Eric McClellan, Director, Facilities Development & Operations (FD&O) Strategic Planning, noted that some capital projects were in the preliminary stages, such as planning and design. He added that once those capital projects soon transitioned to the construction stage, expenditures would increase during the next fiscal year.

Ms. Brown clarified that:

- Once the maximum infrastructure surtax dollars were collected before or after the 10-year period, there was no time period in which the funds should be spent.
- 100% of the surtax dollars should be collected before September 1 in any given year to allow reporting time to the Department of Revenue by October 1.

Mr. Jordan said that:

- FY 2021 Engineering projects that were started had not yet been completed.
- No FD&O projects were started.
- Parks started 1 project, and future projects were pending.

Sandra Hammerstein asked why the original budget for the Congress Avenue at Palm Beach Lakes Boulevard drainage project more than doubled.

Steve Carrier, Assistant County Engineer, explained that the project was combined with an Engineering 5-Year Road Program (Program) project, and that Congress Avenue project funding was being shared with the Program's funding. He added that he was unaware if Engineering was requesting additional funds.

Mr. McClellan said that:

- The appropriated – detailed report accounted for all dollars that would be spent for each listed project over the course of the entire 10-year Infrastructure Sales Tax (IST) Program.
- Only one-fifth of the dollars were allocated.

Mr. Carrier said that the Congress Avenue project was expanded to include other improvements that were not included in the sales tax improvements.

Mr. McClellan noted that:

- Not all projects were entirely funded in 1 year.
- The appropriated – detailed report indicated all the projects with allocated funding to date.

Mr. Carrier added that there were other countywide resurfacing projects that utilized dollars from Engineering’s general budget.

Christine Thrower-Skinner asked whether there were any supply chain disruptions.

Mr. McClellan said that FD&O was seeing disruptions. Bob Hamilton, Parks Planning, Research and Development Director, said that he had seen month-long disruptions in some of the playground projects. Mr. Carrier said that Engineering was experiencing only 1 or 2 month pushbacks from staff being out due to the COVID-19 pandemic.

7. BUDGET TRANSFERS/PROJECT PRESENTATIONS BY PARKS, ENGINEERING AND FD&O

7.a. Parks

- 1. Type 1: Okeeheelee North Roadway Repairs**
- 2. Type 3: Duncan Padgett Park Picnic Area Improvements**
- 3. Type 3: Glades Pioneer Park Asphalt Repair and Expansion**

Ms. Brown said that:

- Type 1 budget transfers did not require a vote.
- Type 3 budget transfer votes could not be taken until a sixth Independent Citizen Oversight Committee member was elected.

Mr. Hamilton said that:

- The first Type 3 project would transfer funds from a John Stretch Park project to Glades Pioneer Park.
- The second Type 3 project would transfer funds from a racquetball replacement project at Duncan Padgett Park to a new picnic area project.
- Parks received an additional \$280,000 in FY 2020 Community Development Block Grant (CDBG) funding for the John Stretch Park project regarding roadway resurfacing repairs.

- \$460,000 would be available for the project.
- Total project costs were \$316,000.
- \$120,000 in CDBG funds was allocated towards the Glades Pioneer Park asphalt overlay project.
 - Total construction costs were \$221,000.
- Parks expected a \$143,000 residual balance in surtax dollars from the John Stretch Park project.
 - The funds would be placed in Parks reserves.
 - Parks staff requested that \$100,000 be pulled from reserves to cover the Glades Pioneer Park shortfall.
- Parks recently installed a synthetic turf football field at the Glades Pioneer Park, but staff wanted to postpone the parking lot paving plan until Phase 2 moved forward.
- \$235,000 was allocated in FY 2020 and FY 2021 for the Duncan Padgett Park racquetball court replacement project.
 - Residents wanted a picnic area, and staff requested that the \$235,000 be reallocated for that purpose since the racquetball court was rarely used.

7.b. Engineering

- 1. Type 1: Okeechobee Blvd. from Royal Palm Beach Blvd. to Wildcat Way**
- 2. Type 1: High Ridge Road from Hypoluxo Rd. to Lake Osbourne Dr.**

Mr. Carrier said that:

- Over 120 Engineering projects were listed and funded in the IST Program at approximately \$77.6 million.
- During the IST Program's first 4 years, 40 projects were identified and funded at \$29 million.
- To date, 35 projects were completed and about \$23 million was spent.

- FY 2021 started in October by adding 13 new resurfacing projects, which would be funded at about \$10 million.
- Engineering could only expend funds on county roads.
- 27 bridge projects were identified and funded in the IST Program at \$43.4 million.
- During the IST Program's first 4 years, 15 projects were slated to begin, and 2 of the projects were under construction at \$1.65 million.
 - One project was replacing a bridge with a box culvert, and the other project was construction of a new bridge.

(CLERK'S NOTE: Kimberly Weston left the meeting.)

- 4 new bridges would begin construction for FY 2021.
- The bridge project at Okeechobee Boulevard and I-95 was a State project.
- The Palm Beach Lakes bridge project was started some time ago.
 - Engineering hired a consultant due to the project's complexity.
 - The bridge was considered a rehabilitation project, and additional funding would probably be needed.
 - The project was delayed, and Engineering staff was working with the City of West Palm Beach and the railroad companies who were involved in the project.
 - A project update could be provided at the next committee meeting, along with information whether the 4 new bridges for FY 2021 would be completed by Engineering's contracted consultants or whether the projects would be separately bid.

Ms. Thrower-Skinner asked whether:

- any bridge replacements would affect City of Lake Worth (Lake Worth) canals;
- Engineering tandemly worked on the project with Lake Worth; and
- Engineering needed right-of-way permits from Lake Worth.

Mr. Carrier responded affirmatively that all three scenarios would apply. He added that Lake Worth would not assist in funding any bridge projects.

7.c. FD&O

Mr. McClellan said that:

- A snapshot would be provided of projects funded in 2021 and those projected to be funded several years in advance.
- The line item, housing units for homeless, extremely low income and low income, would be the first to receive a \$2.25 million allocation for every year of the project's plan.
 - FD&O was in final negotiations with the West Palm Beach Housing Authority (Housing Authority) to repurpose property on the west side of Military Trail in western Lake Worth.
 - The Housing Authority proposed to repurpose the property as a small 20-unit cottage home community.
 - FD&O would award up to \$4 million for the project, which would deplete funds from prior years.
- The Board of County Commissioners (BCC) recently approved \$1 million to rehabilitate and renovate a County-acquired City of Pahokee facility.
 - The facility would serve as nonpriority sheltering and for COVID-19 quarantining and separation needs.
 - Once the COVID-19 pandemic ended, the facility would be used as a homeless resource center.
- 2020 was the final year to fund the Palm Beach County Sheriff's Office (PBSO) headquarters renovation and renewal (R&R) project budgeted at \$32.7 million.
 - The design project was almost completed, and preparations were being made to apply for a building permit.
- This was the final year to allocate funds for the South County Administrative Complex.
 - This past summer, the BCC approved Engineering's redevelopment plan for the property.

- The project's total cost was about \$50 million
- FD&O attempted to incorporate the project into the IST Program, but there were insufficient funds after evaluating other needs and priorities.
- There were enough funds to keep the complex operational until additional funds became available.
- FD&O would conservatively spend the \$6 million available funding.
- FD&O would continue to increase funding for housing in 2022.
- Funds were available for countywide renovations involving the Americans with Disabilities Act (ADA) Program.
 - Some countywide restrooms, among other items, were not currently ADA compliant.
- This was the final year to allocate funds for the Animal Care & Control project.
 - The remaining funding was \$8 million from a total of \$21 million.
 - The project would need supplemental funding.
 - The BCC recently approved a design contract to help determine the total project costs.
- Next year FD&O would receive the first funding allocation of \$19 million for the Government Center R&R project.
 - The project and dollar amount had no associated scope when it was included in the IST Program so FD&O meetings were being held to develop a scope and prioritize the Government Center's needs.
- The County was statutorily required to provide space for all functions and operations of its constitutional officers and the court system.
 - The judicial partner's records warehouse was currently running out of space for records retention.
 - FD&O needed to consolidate and build future records retention space that was highly secured and climate controlled.

- The estimated total cost would be about \$23 million.
- FD&O spent several years working on a comprehensive plan to provide the judicial partners with the infrastructure, equipment, and staff resources to digitally convert records that did not need to be physically kept in a hard-copy format.
- FD&O entered into a Memorandum of Understanding with the pertinent parties, and the County committed about \$7 million over a 5-year timeframe to avoid having to build a records warehouse.
- The first year of funding for the PBSO north county substation would be allocated next year.
 - PBSO indicated that a physical substation was unnecessary because most of the provided services involved road patrol.
 - The funding could possibly be diverted to other currently active PBSO projects that were short in funding or to other PBSO projects.
- 2023 would be the first year that FD&O would receive about \$4 million for the countywide building R&R.
 - Every year, FD&O's Capital Improvement Plan (CIP) contained a line item regarding countywide buildings.
 - FD&O's Facilities Management Division identified all the needs, prioritized them, secured a cost estimate, and placed it into the CIP's line items.
- The first allocation towards the main courthouse buildout and renovations project would occur in 2023.
 - The allocation was approximately \$10 million from a total of \$38 million.
 - Floors 7 and 8 of the courthouse were never completed, and a previous master plan was created to determine what those floors should be used for.
 - Some of the records warehouse funding could possibly be used to begin the project sooner than FY 2023.
- PBSO absorbed additional responsibilities in the central western area.

- \$3.35 million would be allocated towards a PBSO Acreage substation.

FD&O was currently in negotiations with the City of West Lake for land that was previously committed to the county.

8. OTHER COMMITTEE BUSINESS

Ms. Brown said that:

- A December meeting date would try to be scheduled so that the committee members appearing virtually could meet.
- OFMB asked the County Attorney's Office whether the committee could meet virtually and not have a physical quorum or meet in person with a quorum to vote on items that were on today's agenda.

Ms. Thrower-Skinner said that the Village of Golf just passed a resolution invoking the home rule authority that allowed virtual meetings for its city commission.

9. PUBLIC COMMENT – None

10. ADJOURNMENT

At 10:54 a.m., Ms. Brown declared the meeting adjourned.

APPROVED:

Chair/Vice Chair