

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

OCTOBER 18, 2018

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

**VISTA PARKWAY
WEST PALM BEACH, FL**

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

MEMBERS:

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

2. – CONTINUED

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:

Julie Burns, Deputy Clerk, Clerk & Comptroller's Office

3. APPROVE MINUTES – AUGUST 16, 2018

MOTION to approve the August 16, 2018 minutes. Motion by Lee Waring, seconded by Debra Chandler, and carried 13-0. John Ahrenholtz, Maria Antuña, Leontyne Brown, and Christine Thrower absent.

4. REVENUE REPORT

Sherry Brown, OFMB Director, said that:

- \$72 million was collected so far for fiscal year (FY) 2018 versus the \$68.8 million budget amount indicated on the October 10, 2018 IST revenues chart.
- OFMB would probably collect about \$15 million to \$16 million higher than what was budgeted at this point.
- 1 quarterly and 2 monthly infrastructure sales tax (IST) revenue collections were expected before closing out the fiscal year that ended on September 30, 2018.
- \$71 million was budgeted for next year as part of the original IST Project Program (plan).

Chair Philip Ward inquired whether OFMB was adjusting the budget based on seeing higher amounts.

4. – CONTINUED

Ms. Brown responded that:

- Once several revenue payments were collected, next year's budget may be adjusted mid-year due to anticipated revenue that exceeded the plan's budgeted amount.
- The collected revenue would be placed in general reserves for returning projects that needed additional funding or to move up a project.
- To date, approximately \$400 million in IST revenue had been collected for the County, the municipalities, and the Palm Beach County School District.

5. EXPENSE REPORT

5.a. Presentation by Jacobs Project Management Co.

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

- Bolded descriptions on the Appropriated Detailed Report for FY 2017 and FY 2018 IST funding indicated a revision from the previous month.
- 3 street lighting projects for the Engineering Department were combined into 1 project.
- The FY 2017 playground replacements were multiple, individual projects that were consolidated into 1 project for FY 2017 and 1 project for FY 2018, but the dollar value and the expenditure information remained the same.
- The report also reflected consolidation of sports field lighting projects for FY 2017 and FY 2018.
- The graph indicating monthly expenditures from the start of the plan in April 2017 showed that expenditures significantly increased in August 2017 when countywide radio replacements occurred.
- Next month's reports would reflect FY 2019 projects as well as increased budgets for some existing projects.

5.a. – CONTINUED

Chair Philip Ward inquired whether any expenditure activity on the graph surprised staff.

Eric McClellan, Director, FD&O Strategic Planning, clarified that:

- The graph information was prepared in response to prior committee requests for a set of metrics to evaluate performance or progress.
- Relying on expenditures to judge performance or progress was not an effective tool because the process was very fluid and there was no consistent trend.
- Reviewing the expenditures on the graph to judge performance or progress of a project would not be meaningful because so many different projects and payments were occurring simultaneously.
- Jacobs would continue to provide the graph unless the committee deemed it unnecessary.

Chair Ward said that he would like to see a graph that reflected revenues versus expenditures.

Denise Palmatier said that a line needed to be added to indicate what was planned each month.

Mr. McClellan said that the suggestions could be implemented and presented at the next meeting for feedback.

5.b. Project Presentations by Engineering, FD&O and Parks

Steve Carrier, Assistant County Engineer, said that:

- The budget transfer up for discussion involved a road resurfacing project in the Northtree subdivision located south of Hypoluxo Road and west of Jog Road.
- The scope involved repaving the County-maintained roads within Northtree, addressing any existing Americans with Disabilities Act ramp issues, replacing traffic loops, and restriping the roads after the resurfacing.

5.b. – CONTINUED

- The project's current funding schedule was \$100,000 in FY 2019 and \$100,000 in FY 2020.
- Northtree had planned to fund and advance the resurfacing project, and the County would have reimbursed Northtree.
- The Northtree Homeowners Association later decided to not advance the project and wait on the County's IST project schedule.
- Staff agreed that the project should be constructed in FY 2019, and the budget transfer being discussed later would move the \$100,000 funding from FY 2020 to FY 2019.
- Northtree was proposing to resurface its privately owned roads at its expense at the same time as the County's project while using the same contractor.

Chair Ward asked if the budget transfer was just for engineering and if the construction was going to be completed in 2019 as well, why was there no budget transfer in 2019.

Michael Jones, Senior Assistant County Attorney, explained that the reference to engineering meant the Department of Engineering and not just the engineering portion of the project.

Patrick Franklin asked how long the project would take.

Mr. Carrier responded that the project, from start to finish, would take about 3 or 4 months.

Lee Waring asked whether upcoming scheduled projects also had funding broken into 1 or 2 years.

Mr. Carrier responded that there were no other resurfacing projects with a split funding schedule.

Debra Chandler inquired whether Northtree's use of the County's contractor around the same time as the County's project would result in any savings.

5.b. – CONTINUED

Mr. Carrier responded that the Engineering Department had an annual contract with Ranger Construction based on unit pricing, thus completing the project around the same time as Northtree’s project would not result in any dollar savings.

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

(CLERK’S NOTE: Item 6.b.1. was presented at this time.)

6.b. Type 2

1. Engineering, Northtree (residential roads) Resurfacing: \$100,000

MOTION to approve the Type 2 budget transfer of \$100,000. Motion by Lee Waring and seconded by Debra Chandler.

Responding to committee questions, Mr. Carrier said that the project involving tree roots was on Golf Road. He added that the roadway restoration was completed, and resurfacing would begin.

UPON CALL FOR A VOTE, the motion carried 14-0. John Ahrenholtz, Maria Antūna and Leontyne Brown absent.

(CLERK’S NOTE: Item 6.a.1. was presented at this time.)

6.a. Type 1

1. Facilities, PBSO Radios Replacement: \$56

Ms. Brown said that the radio replacement project was budgeted for slightly more than \$7.4 million and \$56 was left after completion, which did not require approval by the committee.

(CLERK’S NOTE: Item 5.b. was continued at this time.)

Mr. Carrier said that other departments would provide an overview of their IST projects for FY 2019. Concerning the Engineering Department, he said that:

- The department would be receiving \$196 million in IST revenue over the 10 years.

5.b. – CONTINUED

- Projects included 27 bridge projects at more than \$40 million, more than 100 resurfacing projects at about \$80 million, \$9 million to restripe some segments of roads, \$5 million for pathways, \$15 million for signals, \$12 million for street lighting, \$6 million for 2 canal projects, \$3 million for drainage pipe repairs, and \$25 million for some drainage improvements.
- \$12.3 million in funding was available for FY 2019's 28 projects.
- The Engineering Department was underfunded for this year and next year due to larger and more costly FD&O projects needing to be completed.
- The schedule for FY 2019 included:
 - 3 new bridge design projects, construction on 6 bridges, a drainage design project; and
 - 11 roads being resurfaced and the start of 7 street lighting projects.

Chair Ward inquired whether signs [identifying IST funding] would be erected during an ongoing project.

Mr. Carrier responded that signs would be erected to inform the public of an ongoing road or bridge project.

Ms. Palmatier asked whether there would be separate request for quotations (RFQ) for the design phase, or whether RFQs would take place under general engineering contracts.

Mr. Carrier responded that:

- Street lighting projects were handled by Florida Power & Light, and resurfacing projects would be completed by “in-house” contractors.
- Smaller drainage design projects would be performed by annual contractors, while others would be acquired through the request-for-quotation (RFQ) process.
- The bridge construction projects would be bid out.

5.b. – CONTINUED

- 2 bridge design contracts were currently in the request-for-proposal (RFP) stage. Holly Knight, Professional Engineer Manager, handled the Consultant Competitive Negotiations Act process and could confirm whether there was a 3rd contract in the RFP stage.

Mr. Franklin asked about the timeframe for the Palm Beach Lakes bridge project.

Mr. Carrier responded that a design consultant had not been hired yet because the scope of work was difficult to define, and there was significant stakeholder input to consider. He added that once the design phase began, more details could be provided.

Concerning FD&O projects, Mr. McClellan said that:

- The Central County Homeless Resource Center (center) on the FD&O project list was scheduled for \$5.7 million in IST funding for FY 2019.
- The center would complement the Philip D. Lewis Center, which was the County's sole homeless resource center and a single point of entry to the continuum of care that was operated by the Community Services Department.
- The project would consist of 40 adult beds, 20 youth or young adult beds, 14 transition beds, 6 medical respite beds, lounges, a kitchen facility, a dining, reception and donation areas, and a variety of offices for counseling and service deliveries.
- Funding was also available this year for a Palm Beach County Sheriff's Office (PBSO) substation in the western area of the City of Lake Worth.
- FD&O was exploring combining the center and substation projects because they were located in the same geographic area.
 - IST revenue would fund \$6.9 million of the \$8 million capital project, leaving a \$1.1 million shortfall.

5.b. – CONTINUED

- Construction could take place in 2 phases or in 1 phase if other funding sources were identified.
- The project would come before the Board of County Commissioners (BCC) probably in December for direction on the programming, the funding approach, and whether construction would be in 1 or 2 phases or temporarily postponed.
- The operation cost of the facility was estimated at \$5 million per year.

Mr. Waring asked about staff's recommendation regarding the facility.

Mr. McClellan responded that a recommendation had not yet been developed, but staff understood the funding obligations for operations. He added that allocating funding dollars for future fiscal years was a BCC policy decision.

Ms. Palmatier inquired how the project was included in the IST Project Program to begin with.

Mr. McClellan responded that the center was added to the FY 2019 project list early-on as part of the BCC's 10-year strategic plan to end homelessness. He added that:

- The budget for the substation was about \$1.2 million.
 - FD&O considered repurposing the Palm Beach County Tax Collector's Office on Lake Worth Road but renovation costs would have placed the project over budget.
- The project for housing units for homeless, extremely low and low-income individuals would receive \$2.55 million for FY 2019, and the same amount would be allocated for each year of the 10-year plan.
 - When it became apparent that the Tax Collector building would be demolished, staff began considering other uses for the property.

5.b. – CONTINUED

- The property's underlying plat was never abandoned or modified, and remained divided into 21 individual residential lots.
- The project would demonstrate the County's approach to affordable housing in a single-family unit format.
- An RFP would go out to find a developer for the project.
- If successful, the project would serve as a model to other municipalities looking to create more affordable housing.
- The County would maintain ownership of the units per the surtax referendum.
- The PBSO vehicle and vehicle equipment replacement project would receive \$3.65 million for FY 2019.
- During the recession, PBSO road patrol vehicles accumulated a higher mileage than was recommended.

Fernando DelDago, FD&O Director of the Capital Improvements Division, said that:

- The project for the courthouse repair and renovation (R&R) command center would receive the final \$3 million in FY 2019 from the \$13 million originally allocated.
- The project involved several improvements and the replacement of electronics and security systems inclusive of the central energy building, the State Attorney and Public Defender's offices, and the main courthouse.
- Improvements included upgrades to the closed circuit television system, surveillance video, elevator override controls, intercom lighting, control, duress, and fire monitoring.
- The project's size would require a phased construction approach with most of the work being done after hours and on weekends to minimize the impact on operations.

5.b. – CONTINUED

- The PBSO evidence and forensics lab project would receive the final \$3.7 million in FY 2019 from the allocated \$21.3 million.
- The R&R project for the PBSO headquarters was in the design phase.
 - Phase 1 would include weatherproofing and hurricane hardening of the building's exterior.
 - Phase 2 would entail interior renovations to all 4 floors of the building to consolidate operations.
- The PBSO Detention Center project involved R&R work that would be done in multiple phases and locations.
 - \$14.7 million of the overall \$33 million IST funding would be allocated in FY 2019.
 - The funding would cover design work for the detention center's east and west towers and R&R of the mechanical, electrical, and plumbing systems, fire sprinklers, low voltage, and interior finishes.
 - The project was prioritized for FY 2019 because the center was an older, overused facility.
- FD&O staff met with Animal Care & Control to better understand the department's program requirements and needs in order to develop a master plan.
 - Square footage requirements were defined, and "block" studies were being conducted to determine how the square footage would fit on the site.
 - Once an efficient layout was completed, an open house would be scheduled with the BCC to discuss the project and the funding.

Mr. Waring asked whether the remaining 2019 projects were funded completely with IST funding.

5.b. – CONTINUED

Mr. DeIDago responded that most of the previously described projects also received supplemental funding.

Mr. Waring asked about the ongoing costs associated with the housing units for homeless, extremely low and low-income individuals.

Mr. McClellan responded that the BCC would provide future direction on how the remaining capital dollars in the IST funding would be spent on housing units. He added that none of the dollars were operational.

Mr. DeIDago said that FD&O was getting higher pricing on some projects, so staff needed to be very diligent about the phasing aspect to properly account for the budgets that were in place.

Mr. Kirby asked whether staff knew that they would not have the full IST funding for a project or whether a project was based on what was budgeted at the time, but now the budget has grown.

Mr. DeIDago responded that some of the projects had full IST funding, and staff knew what the funding would be when they had a program in mind. He added that certain projects had estimated IST funding, and staff assumed that some of the funding would come from IST and an equal amount would come from other resources.

Frank Lewis inquired whether a project could be renegotiated given a decrease in costs.

Mr. DeIDago responded that it depended on when the bidding of a project occurred. He added that:

- If a gap of several years occurred between a project's phases, FD&O would re-advertise and renegotiate through the RFP process to get the most competitive bids.
- Projects with consecutive phases that locked in a guaranteed maximum price lacked that luxury and could not be renegotiated after the contract was in place.

5.b. – CONTINUED

Mr. McClellan added that statutory requirements prohibited FD&O from proceeding with a contract until the funding was available. He added that staff could not rely on future money to proceed with a contract.

Ms. Palmatier asked whether the funding dollars were all for construction or whether engineering costs for design were included and would be under separate RFQs or under general engineering.

Mr. DeIDago clarified that:

- Most of the top projects that were phased had at least 1 portion under construction, and the only project under the RFP process would be Animal Care & Control.
- FD&O would handle the master planning of the Animal Care & Control project, and the RFP process would be utilized for the architectural design services.
- Phases 4 and 5 of the main detention center projects would have a design component at some point in time.

Responding to a question, Mr. McClellan said that the homeless resource center and the PBSO substation would also employ the RFP process.

Ms. Palmatier asked whether PBSO would surplus the old cars that would be replaced.

McClellan responded that:

- He was unsure whether PBSO would surplus or auction off the vehicles being replaced under the vehicle replacement project, but the standard practice would be followed.
- Any proceeds from the older vehicles would not go back into the IST fund.

5.b. – CONTINUED

Robert Hamilton, Planning, Research & Development Director for Parks & Recreation (Parks), said that:

- There were 24 park projects for FY 2019 with a total IST funding allocation of about \$7 million.
- An estimated cost for the Aqua Crest Pool renovation project came in well below its \$6 million budget, but costs traditionally tended to escalate once work began.
- 9 playground and playground resurfacing replacement projects totaled about \$561,000.
- 8 pathway or parking resurfacing projects totaled about \$60,000.
- 2 street or parking lot lighting replacement projects totaled about \$144,000.
- The other projects included:
 - \$200,000 for light replacement at a small Carlin Park softball field on the east side of State Road AIA;
 - resurfacing the outdoor basketball court at the West Jupiter Community Center;
 - \$25,000 for countywide beach access replacement (boards and pilings); and
 - \$20,000 for repairing beach guard towers.
- Work involving estimates and entering requisitions began on item 12 and items 17 through 24 on the FY 2019 IST project list.
- 15 of the 24 projects should be completed within FY 2019 using existing County annual contracts.
- 6 playground projects were expected to be completed within FY 2019 using the Purchasing Department’s “prequal” playground contract.

5.b. – CONTINUED

- The project involving the John Prince Park campground playgrounds replacement required some redesign and possible consolidation of 2 playground areas into 1 area. Completion was anticipated in FY 2020.
- The Carlin Park ballfield was under-utilized, and there might be an opportunity to reconfigure the light poles for another use.
- The Aqua Crest Pool renovation was a large project requiring design and permitting. Completion was projected for FY 2021; possibly FY 2020.
 - If the project cost came in under \$6 million, some of the funds could be transferred to the underfunded Lake Lytal Aquatic Center project, which was currently in the design phase.
- The South Bay playground needed replacement, but was not heavily utilized.
 - Another playground within walking distance was being constructed using Community Development Block Grant funding.
 - The IST funding for the South Bay playground could be used for another IST playground project in the Glades.
- The Haverhill Park racquet ball court replacement had \$270,000 allocated in FY 2018.
 - The West Boynton Park had a greater need for parking lot light replacement, but was allocated to FY 2022.
 - Parks staff would bring back for discussion moving up the West Boynton Park project and pushing back the Haverhill Park project until FY 2022.

Mr. Waring inquired whether the Lake Lytal Aquatic Center project lacked a funding mechanism and where the additional funds would come from.

5.b. – CONTINUED

Mr. Hamilton clarified that the project had \$6 million allocated but its total cost would exceed that amount. He said that a fund transfer from the Aqua Crest Pool project could cover the funding gap if there were leftover funds. He added that until full funding was secured, the Lake Lytal Aquatic Center project would not move forward.

Ms. Palmatier inquired whether reserve funds could be used.

Ms. Brown clarified that reserve funds could be employed and that the County had planned for these situations by estimating the 10-year plan at \$700 million even though \$800 million in IST revenue collections was expected.

Mr. Kirby asked if the Aqua Crest Pool project only entailed pool renovation.

Mr. Hamilton clarified that the rough estimate received was for \$3 million but details on the magnitude of the project had yet to come.

6. BUDGET TRANSFERS – See earlier in the minutes.

7. PROPOSED 2019 MEETING DATES

Ms. Brown said that the committee had been meeting on the 3rd Thursday of each month, but its members had the choice to cancel unnecessary meetings.

Chair Ward said that the current schedule format was working and would remain in place.

8. OTHER COMMITTEE BUSINESS – None

9. ADJOURN

At 11:06 a.m., the chair declared the meeting adjourned.

APPROVED: