

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

FEBRUARY 15, 2024

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

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

MEMBERS:

Maria S. Antuña
Debra A. Chandler
Fernando Del
Patrick J. Franklin
Julio Fuentes
Sandra Hammerstein
Maziar Keshavarz
Rex Kirby
Frank D. Lewis
John R. Smith, Chair
Timothy Stapleton
Christine M. Thrower-Skinner
Lee Waring, Vice Chair
Kimberly Weston

COUNTY STAFF PRESENT:

Isami Ayala-Collazo, Assistant County Administrator
Sherry Brown, Director IV, Office of Financial Management and Budget (OFMB)
Steve Carrier, Assistant County Engineer, Engineering and Public Works
Alicia DeAbreu, Division Director II, OFMB
Fernando DelDago, Director I, Facilities Development and Operations (FDO)
Bob Hamilton, Division Director I, Parks and Recreation
Liz Herman, Assistant County Attorney II
Eric McClellan, Division Director IV, FDO
Michael Pitter, Planning Technician, FDO
Melody Thelwell, Purchasing Director, Purchasing

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:
Jillian Zalewska, Deputy Clerk

1. Call to Order

The chair called the meeting to order at 10:06 a.m.

2. Roll Call

Present: Maria Antuña, Debra Chandler, Sandra Hammerstein, Maziar Keshavarz, Rex Kirby, Frank Lewis, John Smith, and Lee Waring

Absent: Patrick Franklin, Julio Fuentes, Timothy Stapleton, Christine Thrower-Skinner, and Kimberly Weston

3. Approve Minutes – November 16, 2023

MOTION to approve the November 16, 2023, minutes. Motion by Debra Chandler, seconded by Lee Waring, and carried 8-0.

4. Revenue Report

Ms. Brown summarized the revenue report as of February 2, 2024.

Ms. Chandler inquired if the surtax program might end two years early due to increased revenue collections, and Ms. Brown responded that it was still projected to end one year early.

5. Expense Report

a. Presentation by Jacobs Project Management Co.

Jonathan Jordan, Principal/Senior Project Manager for Jacobs Project Management Co., delivered a slide presentation that included a breakdown of expenditures. The report included a list of projects that had been executed since the inception of the surtax program.

Mr. Waring asked if there were any projects that might not be completed because of the budget shortfall.

Ms. Brown responded that the County had a plan in place to cover the shortfall and complete the projects. She also stated that revenues had been stronger than expected and that the County was looking at alternative funding sources.

Mr. Waring asked about the committee's responsibility, and Ms. Brown explained that staff would present a Type 3 transfer to the committee and then bring the projects to the Board for approval.

Ms. Chandler stated that the Board should consider funding caps and the impact of inflation on project costs if the surtax program were to be proposed again.

(CLERK'S NOTE: Patrick Franklin joined the meeting.)

Discussion continued regarding revenue, inflation, and construction project costs.

6. Budget Transfers/Project Presentations

a. OFMB – Sherry Brown

FY 2024 Capital Improvement Program

Ms. Brown delivered a slide presentation in which she provided an overview of the capital improvement plan and the different types of capital revenue. She also discussed the estimated funding shortfall for the five-year period and proposals to address the deficit.

Mr. Smith inquired if the County proposed to make up for the projected deficiency by issuing bonds.

Ms. Brown explained that bonds would be used in combination with other revenue sources.

In response to a question posed by Mr. Smith, Ms. Brown explained that ad valorem funds included public service tax dollars.

Discussion continued about options for utilizing bond funds.

Mr. Keshavarz inquired about the State's role in providing funding to compensate for the shortfall, and Ms. Brown said that the County was actively pursuing grant funds. She also explained that the County did not factor grants into the budget until further along in the process.

Mr. Kirby asked about the utilization of impact fees.

Ms. Brown stated that the usage of impact fees was restricted to designated items within the zones in which the fees had been collected.

- b. Engineering and Public Works
 - i. Type 1: 24-05 – Jog Rd. from Linton Blvd. to Lake Ida Rd.
 - ii. Type 1: 24-06 – 10th Ave. N. from Pinehurst Dr. to Haverhill Rd.
 - iii. Type 1: 24-07 – Jog Rd. from Glades Rd. to Yamato Rd.
 - iv. Type 1: 24-08 – Palm Beach Lakes Blvd. from I-95 to US 1
 - v. Type 1: 24-09 – Belvedere Rd. from Jog Rd. to Haverhill Rd.
 - vi. Type 1: 24-10 – Palm Beach Lakes Blvd. from Okeechobee Blvd. to I-95
 - vii. Type 1: 24-11 – Pipers Glen Blvd. from Jog Rd. to Military Trail

Mr. Carrier provided an update on the status of the road resurfacing projects.

Mr. Keshavarz asked about the role of Municipal Service Taxing Unit (MSTU) program funds.

Mr. Carrier explained that none of the projects funded through the sales tax contemplated the use of MSTU funds.

- c. Purchasing/FDO – Melody Thelwell and Isami Ayala-Collazo

Overview of the Proposed Revisions to the Purchasing Ordinance

Ms. Ayala-Collazo and Ms. Thelwell delivered a slide presentation in which they summarized the proposed changes to the ordinance. Ms. Ayala-Collazo stated that staff would be seeking direction from the Board of County Commissioners regarding the revisions at the workshop meeting on February 27, 2024.

(CLERK'S NOTE: Debra Chandler left the meeting.)

- d. Parks and Recreation – Bob Hamilton
 - i. Type 1: 24-02 – Ocean Rescue Wooden Guard Tower Repair and Renovation
 - ii. Type 2: 24-03 – Glades Pioneer Park Light Replacement

MOTION to approve the request for a Type 2 transfer of \$60,000 from the Parks and Recreation surtax reserves to cover the budget shortfall. Motion by Lee Waring, seconded by Patrick Franklin, and carried 8-0.

Mr. Smith said that Ms. Chandler had asked him to relay her request that the committee address items requiring a vote before taking up other business.

7. 2023 Annual Report

Ms. Brown presented the annual report.

8. Other Committee Business

Ms. Hammerstein suggested that, for projects costing between \$5000 and \$10,000, the Purchasing Department grant project directors the authority to waive insurance. She also asked if the deleted terms discussed in the presentation existed in other ordinances.

Ms. Thelwell responded that one of the terms was in the Equal Business Opportunity ordinance.

9. Public Comment

There were no public comments.

10. ADJOURN

MOTION to adjourn. Motion by Rex Kirby, seconded by Patrick Franklin, and carried 8-0.

At 11:46 a.m., the chair declared the meeting adjourned.

APPROVED:

Chair/Vice Chair