

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

AUGUST 20, 2020

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

**WEBEX REMOTE/GOVERNMENTAL CENTER
WEST PALM BEACH, FL**

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

MEMBERS:

Kimberly Weston, Vice Chair – Absent
Maria S. Antuna
Debra Chandler
Michael Coady – Absent
Lewis S. Crampton – Absent
Patrick J. Franklin
Sandra Hammerstein
Glen Harvie
Christopher Hopkins
Rex Kirby
Frank Lewis
Denise T. Palmatier – Absent
John R. Smith
Christine M. Thrower-Skinner
Lee Waring - Absent

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:

Marisa Valentin, Deputy Clerk, Clerk & Comptroller's Office

3. APPROVE MINUTES – May 21, 2020

Sherry Brown, Director OFMB, said that the May 21, 2020 minutes were approved by consensus without objection.

4. REVENUE REPORT

Sherry Brown, Director OFMB, said that:

- Revenues collected to date totaled approximately \$58 million.
- During May 2020, there was a nearly 20% drop in collected revenue, compared to the same period in 2019; which was less than the decline in April 2020 of 36.5%.
- The 2017 to 2018 fiscal year (FY) budget was based on the original infrastructure surtax plan and the actual collections for that year were significantly higher than budgeted.
- The 2019 to 2020 FY budget was based on funds collected from 2017 to 2018.
- 2019 revenues generated a slight increase over budget.
- Since surtax collection began in 2017 through September 30, 2019, collected revenues totaled \$229 million.
- Budgeted projects for the 2017 to 2019 period totaled \$190 million.
- Earnings from funds gaining bank interest totaled \$5 million.
- The Surtax Committee approved a \$1.7 million transfer to the Parks and Recreation department for playground equipment.
- As of September 30, 2019, general reserves yielded approximately \$43 million.
- Total revenue collections for the June to September 2020 period were estimated to reach approximately \$24.1 million.
- \$2.4 million in total interest earnings had been collected with an additional \$600,000 estimated to be collected before the end of FY 2020.
- Reserves could potentially be increased by an estimated \$10.4 million during FY 2019 to 2020.

- Included in the budget was \$73.4 million in projected surtax revenue.
- Approximately \$75 million for projects was included in the surtax plan.

John Smith said that it did not appear that surtax revenues would experience any shortfalls in the immediate future. He asked what the plan was in the event of a deficit.

Ms. Brown said that depending on the size of the deficit, utilizing the \$53 million in reserves, seeking a loan, and postponing expenditures for 1 year were possibilities that would be considered.

Sandy Hammerstein asked where the projects were in relation to the procurement process.

Ms. Brown said that the planned projects were in various stages of the procurement process including planned, currently in progress, and completed.

5. EXPENSE REPORT

5.a. Presentation by Jacobs Project Management Co.

Jonathan Jordan, Principal/Senior Project Manager for Jacobs Project Management Company, said that expenditures from FY 2017 through FY 2020 included:

- Engineering: \$29.6 million;
- Facilities Development and Operations: \$60.2 million; and
- Parks and Recreation: \$4.2 million, totaling \$94.15 million.

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

6.a. Parks

- 1. Type 1: Jupiter Island Pavilion Replacement.**
- 2. Type 1: Kreusler Park Restroom Replacement.**

Sherry Brown, Director OFMB, said that a “Type 1” budget transfer was the shifting of excess funds left over from completed projects into reserve accounts.

Bob Hamilton, Parks and Recreation Planning, Research and Development Director said that:

- Beginning October 1, 2021, there were 41 additional projects that were scheduled to begin with a total cost estimated at \$32 million.
- Of that \$32 million, approximately \$19.4 million was allocated toward level-of-service developmental projects.
- The majority of the projects for the Parks and Recreation department were classified as Renovation or Replacement (R&R).
- Some of the projects were technically classified as developmental including the development of Canyon District Park, and the expansion of Okeeheelee Park.
- \$5.3 million was assigned to sports and parking lot lighting, and similar replacement projects.
- \$4.4 million was allotted for building replacement projects, such as park restrooms, maintenance and storage buildings over 30 years of age.
- The remaining funds were set aside for pavilion replacement projects, a synthetic turf installation project in Buttonwood Park, and miscellaneous R&R fence and drain field replacements.
- Over various fiscal years, several projects were initiated, including:
 - 34 projects in FY 2017:
 - 17 of which were completed;
 - 12 were in pre-construction, and had expected completion dates by the end of FY 2020; and
 - 15% of the projects were under design or were in the pre-bid phases.
 - 42 projects in FY 2018:
 - 19 of which were completed;
 - 10% were in pre-construction or construction phases;
 - 40% were under design or pre-bid; and

- 2 were on hold because they were combined with other projects scheduled for FY 2021.
- 24 projects in FY 2019:
 - 16 of which were completed;
 - 8% were in pre-construction;
 - 5 were in the design or pre-bid phases; and
 - 1 project was on hold.
- 25 projects in FY 2020:
 - 6 of which had been completed;
 - 16% were in pre-construction or construction phases;
 - 40% were under design; and
 - 16% were in the pre-design phase.

6.b. Engineering

- 1. Type 1: Jog Road/Summit to Gun Club**
- 2. Type 1: Woolbright Road/Lawrence to Congress**
- 3. Type 2: Alexander Run from Randolph Siding Rd. to Indiantown Rd.**

County Engineer David Ricks said that the Alexander Run road project was originally scheduled for FY 2023; however, reports from the Road and Bridge Department indicated the road was deteriorating faster than anticipated. He said that the Type 2 budget transfer was requested to complete the project early, and avoid potential safety issues.

MOTION to approve the Type 2 budget transfer. Motion by Debra Chandler, seconded by Frank Lewis and carried 10-0. Lee Waring, Michael Coady, Kimberly Weston, Lewis Campton and Denise Palmatier were absent.

6.c. Facilities Development & Operations (FD&O)

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

- Staff changed the name of the Central Homeless Resource Center, as it was originally known in the surtax plan, to the Homeless Resource Center 2 (HRC2).
- The name change was a result of the HRC2 being the only facility in the county that provided direct support to the Lewis Center.
- The original HRC2 project plans were abandoned in favor of a complete redrawing.
- The first action was to find a suitable construction site within a sufficient distance from the Lewis Center preventing service area overlap, and far enough north that Broward County residents would be deterred from seeking services.
- County owned properties and buildings were considered, followed by privately owned real estate.
- Potential properties were identified and classified in order of desirability.
- Criteria used for identifying property included:
 - A minimum of 2 acres of land able to accommodate new building construction roughly 20,000 square feet in size; or
 - Renovation of an existing building to accommodate the same square footage.
 - Ensuring any privately owned land was available and financially feasible in the event purchase was involved.
 - Regulatory feasibility for accommodating a homeless resource center.
 - Accessibility, visibility; and being easily identifiable;
 - the compatibility and suitability of its surroundings; and
 - consideration of the tax roll implications.

- The final choice was a County-owned, 5-acre lot south of Lake Worth Road.
- During 2019, 2 meetings with representatives of local municipalities and 2 public meetings were held, and approximately 4,000 notices were sent to local residents.
- The first meetings were to provide introductory information for receiving feedback from interested parties.
- The second meetings were for staff to provide feedback and additional information, answering questions and addressing concerns expressed by neighborhood residents.
- One of the concerns expressed by residents and addressed by staff was increased traffic on side roads, and changes were made to the plans that directed the majority of traffic to Lake Worth Road.
- Upcoming actions included:
 - Meeting with a plan review panel to evaluate specifications;
 - completing design drawings,
 - obtaining required permits; and
 - constructing the facility.
- During 2021, the regulatory process for site plan approval would be started.
- At the end of 2021, an engineering department plat waiver establishing property boundaries and encumbrances would be required for reporting purposes.
- Permitting conclusion was expected by December 2021.
- Construction was scheduled to take place between January 2022 through March 2023.
- Opening the facility was scheduled for March 2023.
- \$5.7 million in the IST plan was allocated for the HRC2.

- An additional \$1.2 million had been earmarked for a Palm Beach Sheriff's Office (PBSO) substation in west Lake Worth and was now included in the project to provide PBSO space for a field station within the HRC2.
- \$1.4 million in Community Development Block Grant (CDBG) funding had also been awarded to the project.
- The total amount dedicated to the project was \$8.3 million, however due to site improvements needed, that amount was expected to fall short of the full total needed.
- Additional CDBG funding would be sought to cover the full capital expense.
- The initial Infrastructure Sales Tax program funding plan was based on a day center, as opposed to a 24-hour center.
 - County-owned land within John Prince Park was deemed insufficient to support the needs of a 24-hour center.
- The project was reviewed by the Office of Economic Opportunity, which established parameters for small, disadvantaged and minority-owned businesses to participate.
- A construction manager was chosen by a competitive selection committee but was not currently under contract.

7. OTHER COMMITTEE BUSINESS – None

8. PUBLIC COMMENT – None

9. ADJOURNMENT

At 10:48 a.m., Ms. Brown declared the meeting adjourned.

APPROVED: