

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

FEBRUARY 15, 2018

**THURSDAY
10:03 A.M.**

**FACILITIES, DEVELOPMENT & OPERATIONS
WEST PALM BEACH, FL**

- 1. CALL TO ORDER**

- 2. ROLL CALL**

MEMBERS:

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

2. – CONTINUED

COUNTY STAFF:

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

ADMINISTRATIVE STAFF:

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

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

3. APPROVE MINUTES – DECEMBER 21, 2017 AND JANUARY 18, 2018

MOTION to approve the December 21, 2017 and the January 18, 2018 minutes. Motion by John Ahrenholtz, seconded by Rex Kirby, and carried 10-0. Jeffrey Bailey, Leontyne Brown, Mark Elhilow, Mary Evans, Glen Harvie, Denise Palmatier, Michael Weiner, and Kimberly Weston absent.

4. REVENUE REPORT

Sherry Brown, OFMB Director, said that:

- To date, approximately \$70.6 million of \$70.7 million in infrastructure surtax revenue was collected.
- Staff created a Fiscal Year (FY) 2017/2018 chart, which indicated revenue amounts that were collected on a 12-month basis.
- The four quarterly adjustments on the chart were not assigned budget amounts for FY 2017/2018 because it was uncertain what those amounts would be.
 - Quarterly adjustment amounts for FY 2017 might be slightly higher because not everyone began collecting the surtax on January 1, 2017.

4. – CONTINUED

- Once monthly FY 2018 revenue amounts began to be collected, quarterly adjustment comparisons could be made, and year-to-date versus year-to-year percentage increases or decreases could be determined.
- The State originally forecasted how much revenue the County would receive from a 1-cent surtax.
 - Staff based the County’s actual revenue dollars by determining that it would receive 30% in revenue from a 1-cent surtax.
 - Staff assumed a 3% annual increase in revenue over a 10-year period based on collecting a half-cent sales tax from the State’s 6% sales tax.
 - Actual revenue dollars were higher than budgeted dollars because the County was required by State statute to set its budget at 95%.

5. EXPENSE REPORT

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

- The only changes in the FY2017/2018 IST (infrastructure sales tax) “Funding Only” chart were the budget transfers that were approved at the January 18, 2018 meeting.
- Committed costs on the chart reflected a project’s infrastructure costs on contracts, and expended costs reflected dollars that were already spent.
- The FY 2017/2018 project tracking chart broke down the projects by the year and the department.

Eric McClellan, Director of Strategic Planning for FD&O, explained that any completed 2017 projects would be noted on the chart.

6. BUDGET TRANSFERS

Type 1 (Projects Completed)

6.a. Engineering, CR A1A – Donald Ross to Marcinski: \$62,004

Ms. Brown said that:

- The roadwork project was completed, and the Type 1 transfer involved a budget sweep of funds.
- The project's budget was \$300,000, and the total cost was \$237,996.
- \$62,004 would be swept into reserves for the Engineering and Public Works Department (Engineering).
- No motion was needed, but Engineering staff would seek the committee's recommendation if some of the reserves were re-allocated towards a future project in the IST Project Plan.
- After completion of the Type 1 transfer, there would be \$749,083 in reserves.

(CLERK'S NOTE: Mark Elhilow and Michael Weiner joined the meeting.)

7. OTHER COMMITTEE BUSINESS

Ms. Brown said that:

- An e-mail was sent to any committee member who missed 2 consecutive meetings.
- If 3 consecutive meetings were missed, the committee member could no longer serve and reappointment would be required by the Board of County Commissioners (BCC).
- The committee's annual report was submitted to the BCC for approval.

7. – CONTINUED

Christine Thrower said that she noticed increased outdoor signage about the 1-cent sales tax.

8. ADJOURN

At 10:20 a.m., the chair declared the meeting adjourned.

APPROVED:

Chair/Vice Chair