

TOWN OF PALM BEACH

Office of The Town Clerk

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

I. CALL TO ORDER AND ROLL CALL

The Public Works Committee Meeting was called to order on Tuesday, May 20, 2008, at 2:00 p.m., in the Town Council Chambers. On roll call, Chair Gail Coniglio and Committee Member Susan Markin were present.

Others present for all or a portion of the meeting were:

Peter B. Elwell - Town Manager
Thomas G. Bradford - Deputy Town Manager
James Bowser - Town Engineer
Paul Brazil - Public Works Director
Eric Brown - Public Works Assistant Director
Veronica Close - Assistant Director of Planning, Zoning, and Building
Jeff Taylor - Acting Building Official
Diane Kassover - Deputy Town Clerk

II. APPROVAL OF AGENDA

The Agenda was approved as printed.

Public Works Committee Mtg. 5-20-08

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

III. STATUS REPORT ON THE ACTION ITEMS FROM THE PUBLIC WORKS COMMITTEE MEETING ON FEBRUARY 27, 2008.

[H. Paul Brazil, Director of Public Works, and John Page, Director of Planning, Zoning, and Building]

Assistant Director of Planning, Zoning, and Building Veronica Close referred to the memorandum dated May 16, 2008 to the members of the Public Works Committee , and included in the backup material, to provide a status report on the following agenda items related to the Planning, Zoning, and Building Department, which were discussed at the Public Works Committee Meeting held on February 27, 2008.

A. Digitized Plan Submittal and Concurrent Plan Review.
[John Page, Director of Planning, Zoning, and Building]

- Submission of budget proposal and concurrent plan review.

Ms. Close commented that the Planning, Zoning, and Building (PZ&B) Department had submitted a budget request for \$71,000, as a supplemental item, within its FY09 budget, for the acquisition of specialized software that allowed plan marking directly to plans by multiple users simultaneously, in conjunction with implementation of the EDEN permitting system. She noted the total project cost was \$95,000. The system required the use of 30' monitors in addition to software acquisition. If approved, the \$71,000 would be used this coming year to implement the system, purchasing six stations, and the following year additional stations would be put in place. PZ&B assumed a total of ten stations.

Mrs. Close along with Town Manager Elwell responded to questions and concerns of the members of the Committee related to plan storage, backup of plans, and the time frame for implementation.

B. Computerized Trading of Plan Review Status.
[John Page, Director of Planning, Zoning, and Building]

- Ability for contractors and owners to track the status of plan review.

Ms. Close commented on the tracking system that the Planning, Zoning, and Building Department had developed and placed on the web to enable contractors and owners to access the

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

Department's website to track the status of their permit applications. She noted that the information was updated twice daily at noon and 4:30 p.m.

**C. Shared Parking at On-Island Clubs for Construction Contractors.
[John Page, Director of Planning, Zoning, and Building]**

Ms. Close commented on the above item, noting that staff had added this item to a proposed list of possible zoning season study items to be considered at the June Town Council Meeting.

In response to Committee Member Markin, Town Manager Elwell explained the reason shared parking had to be a zoning season study item, noting that shared parking at the clubs could not be initiated until next summer.

Action Item:

Chair Coniglio requested that Code Enforcement track, particularly through the summer, what problems had occurred with construction parking, and how many complaints were received.

Town Manager Elwell responded that staff would continue to provide updates.

Ms. Close advised that at the next meeting held with contractors, staff would ask them what difficulties they were having with their employees and subs onsite.

Discussion ensued relative to the impact of construction related on-street parking. Town Manager Elwell responded that the Town was tracking the impact of additional code enforcement efforts and a report would be provided.

He commented that a study had been conducted determining that on-street parking could be made up to 1/3 better with stronger enforcement, but there would always be some on-street parking that had nothing to do with construction.

Action Item:

After discussion, it was the consensus of the Committee to request that Town Attorney Randolph render a written opinion as to whether there was a way to expedite this item

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

without having to go through the zoning season.

Town Manager Elwell advised that staff would attach that opinion to the Public Works Committee Report, which would be considered at the June 10, 2008, Town Council Meeting.

**D. Flowcharts and Checklists for Review of Development Applications.
[John Page, Director of Planning, Zoning, and Building]**

- Checklists for use by contractors in filing permit applications.

Ms. Close commented on the above item and responded to questions and concerns of the Committee Members as did Town Manager Elwell.

Committee Member Markin commented that she was very excited about the changes, noting that the results would be positive. She advised that she looked forward to the installation of the software in order to see the efficiencies that went with it.

Chair Coniglio commented that the hard work that staff had already done would be substantiated.

**E. Update on Hibiscus Avenue Sewer Main Extension (and Related Lateral Connections)
[H. Paul Brazil, Director of Public Works]**

Director of Public Works Paul Brazil provided an update on the above item as follows:

- The work had started on schedule, and the project should finish on schedule.
- The project was currently under budget.
- Staff had been working with the two homeowners who were attached to the third homeowner, Mr. Braden.
- The Town had broken Mr. Braden's water line, which has been repaired; sand had entered into the water system damaging his washing machine and hot water heater.

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008
--

- The Risk Manager has been involved and would contact Mr. Braden.
- Staff was working with Mr. Braden and spoke with him almost on a daily basis.

Mr. Brazil responded to the questions and concerns of Chair Coniglio.

**F. Standard Details to Assist Contractors in Complying with Town Infrastructure Requirements.
[H. Paul Brazil, Director of Public Works]**

Director of Public Works Paul Brazil referred to the memorandum to the members of the Public Works Committee dated May 16, 2008, and included in the backup material, to provide a report on Public Works Standard Details and Checklists. He responded to questions and concerns of the members of the Public Works Committee.

Action Item:

Committee Member Markin read the following from the backup on page 2 of the Public Works Permit Coordination Review, e. Drainage Plan (last paragraph).

“New Construction is required to provide for the retention of storm water runoff from a two inch rainfall over the entire site. Major remodeling projects are required to provide retention for areas of new construction and areas disturbed during construction.”

Committee Member Markin noted that it did not state how much retention was required. She questioned whether the entire site had to provide drainage for the entire piece of property, if it was a major renovation.

Mr. Brazil advised that a different phrase should have been used, and he would change the wording to clarify the statement.

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

- G. Procedures to Clarify Distinction Between Planning, Zoning, and Building Approval of Private Improvements and Public Works Approval of Infrastructure.
[H. Paul Brazil, Director of Public Works]

Director of Public Works Paul Brazil reviewed the procedures that would be used to clarify the distinction between the Planning, Zoning, and Building Department's approval of private improvements and the Public Works Department's approval of infrastructure.

- H. 20-Year Capital Improvement Program.
[H. Paul Brazil, Director of Public Works]

Director of Public Works Paul Brazil referred to his memorandum to the members of the Public Works Committee dated May 16, 2008, and included in the backup material, to provide a report on the 20-Year Long Range Capital Improvement Plan. He noted that Town Engineer Bowser had spent a great deal of time in putting this program together.

Town Engineer Bowser responded to questions and concerns of the members of the Town Council on the following items:

- Roadways - Bridges
- Street Lighting

After discussion, Town Manager Elwell advised that the expansion of the lighting system was not included in this program, just as the expansion of the drainage system and the beaches were not included.

At the request of Mr. Brazil, Mr. Bowser commented on the following sanitary sewer items, noting that they were the two largest issues facing the Town:

- Regional Plan/Town's Sewage Treatment Plant
- Force Mains

Mr. Bowser advised that it was recommended that the Town place money into a force main replacement account.

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

Mr. Bowser commented on the following issues:

- Pump Stations/Maintenance of Existing Infrastructure
- Town Buildings
 - Renovations of the North Fire Station and Public Works
- Recreation Department Facilities
 - Docks

Discussion ensued and Mr. Brazil advised that the bottom line was higher than what had occurred, in the past, for the Capital Improvement Program. He explained that the Town would average about \$6.5 million a year, in today's dollars, to maintain the Town's infrastructure in these out years as opposed to the approximately \$3 million a year presently in the Capital Improvement Program. He noted that this plan was a prudent way to anticipate what needed to be done, but it showed that the Town probably needed to invest more in the infrastructure in the out years than what was presently being done.

Mr. Bowser responded to questions and concerns of the members of the Public Works Committee with input from Mr. Brazil and Mr. Elwell on the following:

- Force main rehabilitation costs
- Major renovation costs - Police Department facility
- Resurfacing

Committee Member Markin noted that the reason this program had been developed initially was to make the Town Council and others aware of the looming expenses that could be out there for the Town's infrastructure. She believed that this report did that and complimented staff for taking the time and providing the detail. She commented that even though it was in today's dollars and not in future dollars, it still provided a road map for expected expenses, which were fairly large. She reiterated that the numbers needed to come to the forefront of the Town Council to make them all aware of it so when choices were made, it was known that there were other items to be considered as well.

In response to Chair Coniglio relative to the bottom line and the effect it would have on the taxpayers, Mr. Brazil advised that what might occur was that there would be some transition,

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

as the first year of the long term program rolled into the last year of the short term program, which would need refining. That number would probably change over time and would be more expensive over time.

Town Manager Elwell commented on the impact to taxpayer numbers as opposed to construction estimate numbers. The engineers had commented today that even the construction estimate numbers were in order of magnitude, in today's dollars, as some of the work might not need to be done, other work that cannot be foreseen might need to be done, or might need to be done sooner. The variables at play were many, just on the construction side of this. He noted that when trying to relate it to the rest of the Town's budget, it really became a risky exercise, because it could not be predicted with accuracy, looking out more than a few years, what else would change in Town government, or State law. He advised that the Town was in a very dynamic period, at present, with a lot changing on both fronts. He urged the Committee to be careful when looking at the bottom line of this chart as to the decision making number.

Chair Coniglio commented, on the concerns she had in addition to this exercise going forward. She noted that there was no clear grasp on the additional monies that would be needed for a rainy day fund for either a catastrophe or a major overhaul, and it was that monetary number, that needed to be explained at the June 10, 2008, Town Council Meeting.

In response to Chair Coniglio, Mr. Brazil responded as follows:

- This program had not been "levelized" on purpose, and the program, as it rolled into the short term capital improvement program, would become "levelized."
- The total magnitude of the dollars was a pretty good estimate, but it was in today's dollars.
- The impact could be shown short term, but if looking out very far, with impact to the taxpayer, it was very skewed.
- The transition between the existing 5-year program and that first jump ahead into long term items, was a reasonable estimate of what the Town would be faced with.

In response to Chair Coniglio, who wanted to know what staff's suggestion was as to what additional monies should be accumulated per year to prepare for year 2014, Mr. Elwell responded as follows:

- Staff intended to provide very specific information to the Town Council this summer, during the budget process, for the 5-year Capital Improvement Process, but noted that anything beyond that was based on assumptions making it very risky to make

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

decisions.

- Staff had great concerns about discussing funding beyond the five-year horizon.
- Staff would discuss funding with the Town Council, in the budget context, relative to making decisions looking into the future for funding, because there were so many construction variables and other variables about the tax laws and other operations of Town government.
- The out years should be used for context, and the near term years should be used for numbers that could be counted on.
- The Town expected to be able to handle the present year, but had concerns looking ahead if State law did not change.

Deputy Town Manager Bradford added that he believed, with the upcoming fiscal year budget, State law would now require the Town to identify the funding sources that would be used to fund the Capital Improvement Program for the 5-year time period.

Mr. Elwell noted that though it was pure conjecture, the State could not allow infrastructures to deteriorate and might offer some State programs to assist local governments. He reiterated that the exercise that was completed here was staff's best effort to identify, in today's dollars, the money that would be necessary in order to keep the Town's existing infrastructure in good working order. It did not expand anything, it did not do anything new, and it did not add to existing systems.

William Diamond, 220 Wells Road, questioned what the residents on the north end would do about additional street lighting, commenting that he did not understand why there were no provisions in the budget for that.

Committee Member Markin explained that it was not that it was not included in the budget, but it just was not included in this program, because what they were looking at was maintaining the existing infrastructure, and staff clarified that at the very beginning. She advised that the point of the whole process was to make the citizen's, the Town Council, and others aware of the looming infrastructure expenses.

Mr. Elwell explained that the Town recognized that there were huge policy decisions that needed to be made and staff was prepared to assist the Town Council in making them. He advised that undergrounding, additional lighting, water system investments, the second half of the drainage program would all be considered improvements. The decisions relative to those other items would be a process of how much more the Town was willing to invest.

In response to Committee Member Markin, Mr. Elwell explained why a reduced operating

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

millage rate was used.

Discussion ensued and Mr. Elwell noted that the issue of 8% return for pensions raised by Mr. Diamond was not a topic on today's agenda, but believed it was an important issue. He explained that there was some misunderstanding in the community relative to this matter, and clarified same. He advised that this issue could be discussed further at the June 10, 2008, Town Council Meeting, as the three chairs of the Retirement Boards would be present to provide their Annual Report.

Mr. Bowser noted that he wanted to make a point, advising that when talking about water in the future, the Town currently, through its water rates, was paying for a lot of infrastructure, operation, and maintenance. He noted that whatever the water rates were going to be, they would be what paid for purchase of the system, operation, and maintenance.

Mr. Elwell noted that Mr. Bowser had made a very good point. The Town needed to be cautious about assuming that it would be a wash, but there was certainly going to be a substantial revenue stream to set against those substantial expenses, and that made water different than undergrounding, drainage, and the other things that did not have that dynamic.

In response to Committee Member Markin, Mr. Brazil advised that the Town, every time a job was completed, submitted invoices to the City of West Palm Beach, and they reimbursed the Town.

Mr. Elwell clarified that the money came from funds the residents paid into the system as customers. It was all coming from the pockets of the people of the Town, but it was not an additional cost burden to the Town as it came out of the water rates.

Committee Member Markin commented that if this process and this exercise did one thing positive, without looking into how the Town was going to fund things in the future, it was that the Town came across the categories of major expenses that the Town could incur, which needed to be known in order to make good choices in the future. She believed that had been accomplished in this report and thanked staff.

Deputy Town Manager Bradford commented that another positive result was that this exercise picked the brain of Town Engineer Bowser before he retired.

In response to President Pro Tem Coniglio, Mr. Bowser advised that this program was based upon the operators and what they believed it would cost to operate and maintain. It was broken

REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 20, 2008

down into three broad categories, structural, electrical, and mechanical.

IV. REPLACEMENT OF PNEUMATIC SANITARY SEWER PUMP STATIONS
[H. Paul Brazil, Director of Public Works]

Director of Public Works Paul Brazil referred to his memorandum to the members of the Public Works Committee dated May 16, 2008, and included in the backup material, to provide a report on Sanitary Sewer Pump Stations - Replacement of Pneumatic Sanitary Sewer Pump Stations.

In response to Committee Member Markin, Mr. Brazil advised that he would ask Town Attorney Randolph what could be done legally to make the residents take ownership of the lift stations on their property.

Action Item:

After discussion, it was the consensus of the Public Works Committee to request Town Attorney Randolph render a written opinion to be available for the June 10, 2008, Town Council Meeting, on the legal question of what the Town could do legally to make the residents take ownership of the lift stations on their property.

V. ANY OTHER MATTERS

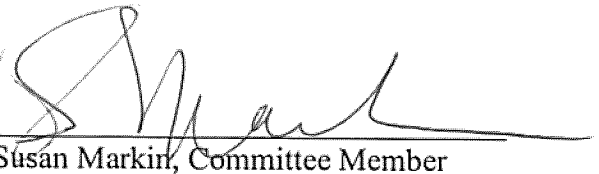
There were none.

VI. ADJOURNMENT

There being no further business, the Public Works Committee Meeting of May 20, 2008, was adjourned at 3:30 p.m.



Gail Coniglio, Chairman



Susan Markin, Committee Member