

November 6, 2019  
Infrastructure Surtax  
Advisory Committee  
Meeting

The regular meeting of the Okaloosa County Infrastructure Surtax Advisory Committee was called to order at 10:00 A.M. in the Okaloosa County Administration Building, 2nd Floor Property Appraiser's Training Room. Members present were Ms. Kathleen Sharon, District 3 member (Chairman); Mr. Matthew Turpin, District 4 member (Vice Chairman); Mr. Henry Berry, District 1 member; Brig. Gen. (Ret) Robert Buhrow, District 2 member; and Mr. Jim Foreman, District 5 member. Also present were Mr. John Hofstad, County Administrator; Ms. Kay Godwin, Deputy County Administrator; Mr. Greg Kisela, Deputy County Administrator; Mr. Jason Autrey, Public Works Director; Ms. Faye Douglas, Office of Management & Budget Director; Mr. Ron Adamov, Chief Financial Officer, Clerk of Court; and Mr. Steve Schmidt, Surtax Project Manager.

Opening Remarks and Approval of Previous Meeting Minutes

The meeting was opened by Ms. Sharon. Mr. Hofstad stated that the meeting had been properly noticed in accordance with section 286.011, Florida Statutes.

Approval of Previous Meeting Minutes

Mr. Turpin made a motion to approve the previous meeting minutes as written. It was seconded by Mr. Buhrow. Approved 5-0.

Public Comments

None.

Presentations

A. **Range Surtax Request for Additional Funds.** Sheriff Ashley went through a slide presentation and updated the committee on the progress on range upgrades and the training center. Sheriff Ashley is asking the committee to approve an additional \$625,000 to cover unanticipated costs. Discussion ensued. Mr. Kisela explained that the \$625,000 does include a 10% contingency for the contract. There were six bids for the contract, with the lowest at \$1.871M. Ms. Sharon went through the itemized list for the project and noted where the shortfalls are to account for the additional \$625K. She stated that this is a necessary and valuable project and this is NOT an increase in scope. Sheriff Ashley added that some of the building materials were purchased with his own budget, and not surtax dollars. Mr. Turpin expressed a concern that we don't want to get to the end of the time

period and not have enough money for the communications project, which is the most important in his opinion. Sheriff Ashley assured the committee that there will be enough to complete the projects. Ms. Sharon then asked how we are keeping track of the expenditures and Sheriff Ashley stated that the Sheriff's Office is tracking very closely. Discussion then ensued over funding numbers. Mr. Turpin made a motion to fund up to an additional \$625,000 for the Sheriff's range request. The motion was seconded by Mr. Foreman. Motion approved 5-0.

B. **Funding Request for 6 New K-9's.** Sheriff Ashley went through a slide presentation and explained the justification for his request. Mr. Buhrow asked the question if these K-9's were replacement or in addition to. Sheriff Ashley explained that these 6 K-9's would replace the current dogs and the current dogs would be retired. Mr. Kisela pointed out that the County needs to confirm that this is a legal item to be obtained with surtax dollars. The cost of each K-9 is \$3-7K each, but they will be trained also. The Sheriff's Office would receive the K-9's fully trained and ready to go. Mr. Buhrow made a motion to approve up to \$72,000 to purchase 6 new K-9's. Mr. Berry seconded. Motion was approved 5-0.

C. **Cyber-Risk Mitigation Project.** Sheriff Ashley explained what ransomware was and the impact it can have on an organization. He then went through a slide presentation and explained the justification for his request. Sheriff Ashley is asking for approval of \$60,548 to purchase this system. Discussion ensued on recent ransomware attacks around the state. Mr. Turpin asked if in the interest of economy of scale, could the County and the Sheriff's Office get the system at the same time? Sheriff Ashley explained that it probably would not work due to the differences in the I.T. systems of the two organizations. Ms. Sharon stated that she had a hard time putting this project into the Public Safety bucket. What about maintenance costs and upkeep? Sheriff Ashley stated that his I.T. department would maintain the system. Mr. Berry asked if the Sheriff had approached the Board of County Commissioners and asked for the money during the budget process. Sheriff Ashley said he tries not to approach the BCC with capital projects, but mostly personnel requests. Mr. Hofstad said staff will get with the County I.T. department to look at possible economy of scale and bring back at the next meeting. Mr. Kisela stated that surtax dollars can be used for hardware, but not software. We will need to check on this. Ms. Sharon suggested tabling this item. Mr. Turpin wants to have staff look at the economy of scale and make sure it would be a legal purchase. Ms. Sharon tabled the item until the next meeting.

D. **Alertus Mass Notification System Cost Increase.** Sheriff Ashley went through a slide presentation and explained the justification for his request. The slide stated he was asking for an additional \$50k, but due to receiving a grant, he is only asking for 5k. Mr. Kisela went on to explain what happened to cause this nominal increase. Mr. Turpin made a motion to approve up to \$5,000. Seconded by Mr. Berry. Motion was approved 5-0.

E. Ms. Sharon asked the Sheriff for a status update on the communications system project. Sheriff Ashley provided an update. He stated that the contract for the consultant will come in under the \$110k that was approved. Mr. Kisela stated that the Invitation to Negotiate should be out the early first part of the upcoming year.

Mr. Kisela had a discussion of the dollar amounts on the project revenue and expense summary spreadsheet, accounting for Mr. Schmidt's time, salary, etc. Ms. Sharon stated the need to account for administrative costs and update the spreadsheet. Question was asked about Fleet Improvement being at 20% complete. Mr. Schmidt explained how he arrives at the numbers and reminded the committee that a prisoner transport van was approved to purchase. Ms. Sharon asked that the approved budget amounts for Public Safety be updated, which led to discussion of other areas that updates may be needed. Ms. Sharon asked that contingency amounts be built in and Mr. Turpin agreed that 10% contingency should be built in for task orders, etc. Ms. Sharon asked the question if the approval amounts as outlined in the County Purchasing manual could be followed to let Mr. Hofstad approve. Discussion ensued.

#### Projects List Update/Funding Discussion

Mr. Schmidt went over the project list update. Very minor changes since last meeting.

#### Office of Management & Budget

Ms. Douglas stated that she will have the budget transfer requests to the Board at the next meeting on November 17<sup>th</sup> for the Sheriff's approved requests.

#### Clerk of Circuit Court & Comptroller

Mr. Adamov stated that the revenue in Fund 303 has exceeded \$10.5M. He then went over the Summary Financial Report.

#### Public Comments

None.

#### Annual Report Discussion

Mr. Schmidt stated that he will review the Resolution. Mr. Hofstad said that staff would compile, bring before the committee at the next meeting to review and approve. Staff will then present to the Board by the end of the year.

Schedule Next Meeting Date

Discussion ensued concerning the need to meet every month. The committee will have to meet in December to approve the yearly report. Mr. Hofstad suggested meeting every 2 months or as needed starting with the new year. The next meeting was scheduled for December 4, 2019 at 10:00 A.M., location TBD.

ADJOURNMENT

Mr. Turpin made a motion to adjourn, seconded by Mr. Berry. The meeting adjourned at 11:16 A.M.

(These minutes were transcribed by Grant Dugre)