

**PALM BEACH COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**AGENDA ITEM SUMMARY**

6A-1

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Meeting Date: January 9, 2007 [ ] Consent [ X ] Regular  
 Department: Housing and Community Development [ ] Public Hearing  
 Submitted By: Housing and Community Development

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**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:**

A) appropriation of \$200,000 annually for two (2) years to fund salaries and benefits to staff the Community Land Trust of Palm Beach County (CLT of PBC);

B) provision of an in-kind contribution amounting to no more than \$200,000 annually for two (2) years to cover the operation of the CLT of PBC; and


C) a Budget Transfer of \$200,000 from the interest income generated from the Housing Finance Authority Grant, program income from the Section 108 Loan Repayment and program income from Boynton Bay Multi-Family Housing Project.

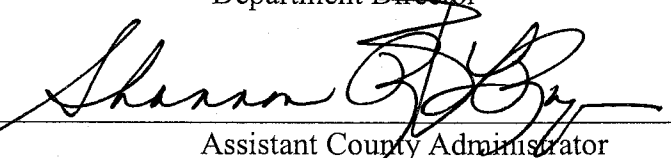
**Summary:** In order to increase and maintain the inventory of attainable housing in Palm Beach County, the Board of County Commissioners, at its November 22, 2006 Workshop, directed staff to coordinate the development of a Countywide Community Land Trust and committed to two (2) years of funding for salaries, office accommodations, furniture, equipment, and other start-up costs. This request is to honor the first of the two- year commitment by the BCC to the CLT of PBC. The resources to be provided will facilitate the day-to-day operations of the recently established CLT of PBC. Salaries will be provided for an Executive Director and Administrative Assistant. The in-kind contributions will consist of the following: advertising, audio-visual services, communications, computers, software/access, furniture, Housing & Community Development staff time, indirect costs, ISS services, legal, marketing, miscellaneous, moving expenses, photocopy usage and servicing, professional fees, rent, supplies, and utilities. Countywide (TKF)

**Background and Policy Issues:** The Community Land Trust of Palm Beach County was incorporated on March 20, 2006. The organization now consists of a 13 member Board who have adopted by laws and submitted a 501(c)(3) application. The CLT of PBC will be receiving a donation of 7.3 acres of land from the Housing Partnership in 2007. The CLT of PBC is now ready to move to the next phase of organizational development which is hiring staff (Executive Director and Administrative Assistant) and acquiring office space in which to conduct business.

**Attachments:**

1. Operational Budget of the CLT of PBC
2. Budget Transfer

Recommended By:  12/18/06  
 Department Director Date

Approved By:  12/18/06  
 Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years:	2007	2008	2009	2010	2011
Capital Expenditures:					
Operating Costs:	\$ 400,000	\$ 400,000			
External Revenues:	< \$200,000 >	< 200,000 >			
Program Income (County):					
In-Kind Match (County):	< 200,000 >	< 200,000 >			
NET FISCAL IMPACT:	-0-	- 0 -			
# OF ADDITIONAL FTE POSITIONS (Cumulative):	N/A				


Is Item Included In Current Budget? Yes \_\_\_\_\_ No X

Budget Account #: Fund 1101 Dept 143 Unit 1444 Object Various Program Code/period W/F

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

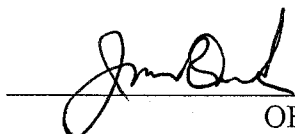
Approval of this Agenda Item will appropriate \$200,000 to fund the Community Land Trust of Palm Beach County's operating budget.

### C. Departmental Fiscal Review:

  
Larry D. Brown, Financial Analyst II

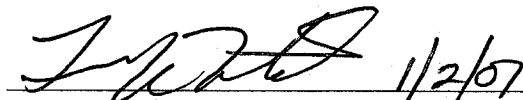
## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Administration Comments:

 12-28-06  
OFMB

N/A  
Contract Administration

### B. Legal Sufficiency:

 1/2/07  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

This summary is not to be used as a basis for payment.

## Operational Budget for Community Land Trust of Palm Beach County

Advertising	\$2,500
Audio/Visual Services	\$100
Casualty Self Insurance	\$3,000
Communications (Phone, Voice Mail, Servicing, Fax, Mail Meter)	\$3,000
Computers (2 PC"s, Printer Access, Internet)	\$10,000
DP Software/accessories	\$6,000
Furniture	\$7,000
HCD Staff Time	\$40,000
Indirect Costs	\$25,000
ISS Services	\$2,000
Legal	\$20,000
Marketing (Newsletter, Website, etc.)	\$10,000
Miscellaneous	\$13,000
Moving Expenses	\$500
Photocopy Usage and Servicing	\$1,000
Professional Fees	\$40,000
Rent (\$40/350sq ft)	\$14,000
Salaries	\$200,000
Supplies	\$1,400
Utilities	\$1,500
<b>TOTAL</b>	<b>\$400,000</b>

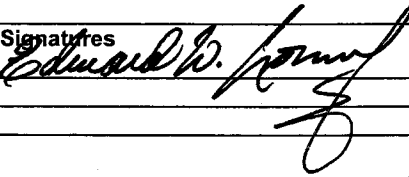
BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
Budget Transfer

FUND 1101 - Housing and Community Development-DRI

Use this form to provide budget for items not anticipated in the budget.

Account Number	Account Name	Orginal Budget	Current Budget	Increase	decrease	Adjusted Budget	Expended / Encumbered as of	Remaining Budget
Expenditures								
1101-143- 1444 -1201	Salaries & Wages		0	0	135,000	135,000	0	135,000
1101-143-1444 -2101	Fica-Taxes		0	0	8,370	8,370	0	8,370
1101-143-1444 -2105	Fica-Medicare		0	0	1,958	1,958	0	1,958
1101-143-1444 -2201	Retirement Contributions-FRS		0	0	10,800	10,800	0	10,800
1101-143-1444 -2301	Insurance- Life & Health		0	0	15,800	15,800	0	15,800
1101-143-1444 -3401	Other Contractual Services		0	0	5,072	5,072	0	5,072
1101-143-1444 -5111	Furniture /Equipment		0	0	7,000	7,000	0	7,000
1101-143-1444 -5121	DP Software/Accessories		0	0	6,000	6,000	0	6,000
1101-143-1444 6405	DP Equopment		0	0	10,000	10,000	0	10,000
1101-143-1431 8201	Contribution Npn- Government	9,660,417	9,660,417			9,460,417	2,059,270	7,401,147
	Total Transfer			200,000	200,000			

Housing and Community Development  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

Signatures  
  
Date  
12/19/06

By Board of County Commissioners  
At Meeting of \_\_\_\_\_  
Deputy Clerk to the  
Board of County Commissioners