

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

---

<b>Meeting Date:</b>	<b>January 15, 2019</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
<b>Department:</b>	<b>County Administration</b>		

---

**I. EXECUTIVE BRIEF**

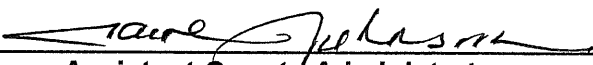

**Motion and Title:** Staff recommends motion to approve: **A)** the creation of two (2) temporary positions within the Department of Housing and Economic Sustainability (DHES) to intake, process, underwrite and close homebuyer files through the Workforce Housing Program (WHP), **B)** a Budget Transfer of \$100,000 from the General Fund Contingency Reserves; and **C)** a Budget Amendment of \$100,000 to the Economic Development Fund to recognize and appropriate the transfer of funds from the General Fund Contingency Reserves.

**Summary:** County Administration is requesting the approval of contingency funding in an amount not to exceed \$100,000 to retain dedicated staff in DHES to work on the WHP initiative which is very labor intensive. DHES undertook implementation of the WHP for-sale component, with its existing staff, in August 2017. As this was a new initiative, the first major tasks included developing the WHP operating procedures, marketing tools, program guidelines, application intake regulations and closing processes. DHES developed the operating infrastructure in collaboration with Planning and County Attorney staff, the then two participating WHP developers and their preferred lenders. In March of 2018, DHES kicked off its mandatory WHP orientation sessions for potential buyers and, to date, have conducted 18 such sessions at various locations. Approximately 389 prospective buyers have gone through the orientation sessions and been certified to move through the developer-lender qualifying processes. Thirty seven of the certified applicants have been subsequently income certified to purchase a WHP unit. Of which, fourteen of those individuals have closed on homes. DHES is now in the process of holding its first WHP housing tour which is scheduled for Saturday, January 26<sup>th</sup> at Silverwood Estates Townhomes. Given the intensity of the WHP program and the defined time frames by which the units must be sold at the WHP price points, DHES existing staff has been strained with balancing its implementation with their regular workload of administering state and federal program initiatives. Therefore, there is a pressing need to hire dedicated staff to perform WHP functions and to relieve the existing staff to return to performing their regular assignments. Staff envisions hiring two employees on either a part time or full time basis as needed. The ongoing need for the positions will be evaluated and addressed for further consideration in the proposed FY2019-2020 budget process. Staff is requesting the Board's approval. Countywide (JB)

**Background and Policy Issues:** Palm Beach County's WHP was established in 2006 (Ord 2006-055) to encourage the development of workforce housing for households in low, moderate and middle-income groups. The Program offers an in-lieu payment option whereby developers who opt out of constructing workforce housing units make payments for each for-sale unit or rental unit. In-lieu payments are deposited into the Workforce Housing Trust Fund created to benefit households with incomes ranging from 60% to 140% of Area Median Income. The WHP was created in response to the lack of affordable housing opportunities for persons employed in Palm Beach County in jobs that residents rely upon to make the community viable.

**Attachment(s):**  
1. Budget Transfer  
2. Budget Amendment

---

<b>Recommended By:</b>		<u>1/10/19</u>
	<b>Assistant County Administrator</b>	<b>Date</b>
<b>Approved By:</b>		<u>1/11/19</u>
	<b>County Administrator</b>	<b>Date</b>

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	\$100,000				
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	\$100,000				

# ADDITIONAL FTE POSITIONS (Cumulative)	2				
--	---	--	--	--	--

Is Item Included In Current Budget? Yes \_\_\_\_\_ No X  
Does this Item include the use of Federal funds? Yes \_\_\_\_\_ No X

Budget Account No.:  
Fund \_\_\_\_\_ Dept \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_ Program Code/Period \_\_\_\_\_

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

Approval of this agenda item will provide funding for the two (2) temporary positions from the General Fund Contingency Reserves. The positions may be full time or part time.

C. Departmental Fiscal Review: \_\_\_\_\_  
Shairrette Major, Fiscal Manager II

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

  
OFMB 9/11

  
Contract Development and Control 1/11/19

B. Legal Sufficiency:

  
Assistant County Attorney 1/11/19

C. Other Department Review:  
\_\_\_\_\_  
Department Director

19 - 0251

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

BGEX 011019\*0619

FUND 0001 General Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 1/10/19	REMAINING BALANCE
<u>REVENUES/EXPENDITURES</u>								
0001-820-9100-9099	Tr To economic development Fd 1539	5,037,815	5,087,815	100,000	0	5,187,815	629,727	4,558,088
0001-820-9900-9901	Contingency Reserves	20,000,000	18,750,000	0	100,000	18,650,000		18,650,000
Total Receipts and Balances				100,000	100,000			

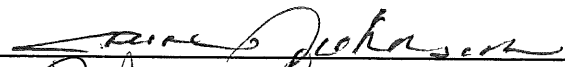
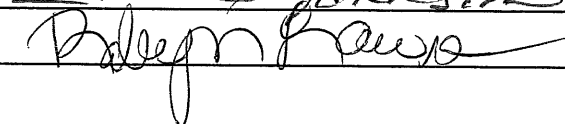
Signatures & Dates

Office of Financial Management & Budget

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

  
 1/11/19

By Board of County Commissioners

At Meeting of January 15, 2019

Deputy Clerk to the

Board of County Commissioners

19 - 0252

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGRV 011019\*0134  
BGEX 011019\*0618

Fund 1539 Economic Development

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 1/10/19	REMAINING BALANCE
<b><u>REVENUES</u></b>								
1539-800-8000-8000	Transfer from General Fund Fd 0001	4,937,815	4,987,815	100,000	0	5,087,815		
		0	0	0	0	0		
<b>Total Receipts and Balances</b>		<b>7,508,304</b>	<b>7,558,304</b>	<b>100,000</b>	<b>0</b>	<b>7,658,304</b>		
<b><u>EXPENDITURES</u></b>								
1539-143-2102-1301	Salaries & Wages Non-Frs. Employees	30,000	30,000	100,000	0	130,000	10,290	119,710
		0	0	0	0	0		0
<b>Total Appropriations &amp; Expenditures</b>		<b>7,508,304</b>	<b>7,558,304</b>	<b>100,000</b>	<b>0</b>	<b>7,658,304</b>		

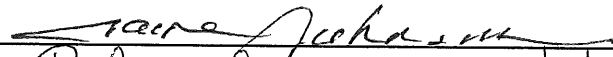
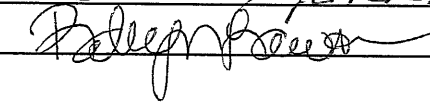
Office of Financial Management & Budget

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures & Dates

  
 1/11/19

By Board of County Commissioners

At Meeting of January 15, 2019

Deputy Clerk to the

Board of County Commissioners