

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## AGENDA ITEM SUMMARY

**Meeting Date:**      **January 15, 2019**      **[ ] Consent**      **[X] Regular**  
    **[ ] Ordinance**      **[ ] Public Hearing**

**Department:** Department of Housing and Economic Sustainability

## **I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to: A) Approve** an Impact Fee Affordable Housing Assistance Program (IFAHAP) funding award in the amount of \$16,422 to the Community Land Trust of Palm Beach County, Inc. (CLT) for the Kirk Road Homes project; **B) Authorize** the Mayor to execute a Certificate of Award to be released to the recipient pursuant to IFAHAP Guidelines; **C) Approve** a Budget Transfer of \$14,561 in Impact Fee Assistance Program – Roads Zone 2 to appropriate funds for CLT; **D) Approve** a Budget Transfer of \$1,472 in Impact Fee Assistance Program – Parks Zone 1 to appropriate funds for CLT; and **E) Approve** a Budget Transfer of \$389 in Impact Fee Assistance Program – Public Building to appropriate funds for CLT.

**Summary:** Since 2009, the County has authorized the use of impact fee investment earnings from roads, parks, and public buildings to be used for affordable housing projects. On May 14, 2018, the Department of Housing and Economic Sustainability issued a Notice of Funding Availability (NOFA) making \$1,305,932 in IFAHAP funding available from Palm Beach County's Fiscal Year 2017 funding cycle. CLT submitted a request for assistance in response to the NOFA on May 21, 2018. Staff recommends that up to \$16,422 be provided as a credit for impact fees associated with the Kirk Road Homes project. CLT will be given credits for Roads Zone 2 Impact Fees (\$14,561), Parks Zone 1 Impact Fees (\$1,472) and Public Building Impact Fees (\$389) for the construction of the Kirk Road Homes project. CLT will pay impact fees above the allocated \$16,422. The project is located at 2634 Kirk Road, Palm Springs, and will have two (2) single-family units for homeownership. According to IFAHAP requirements, both units will be sold to households with incomes no greater than 140% of Area Median Income (AMI). The assisted units will be deed-restricted to remain affordable for 15 years. **These funds are from interest earned by the Impact Fee Fund.** District 3 (JB)

**Background and Policy Issues:** On November 17, 2009, the Board of County Commissioners (BCC) authorized the use of impact fee investment earnings from roads, parks, and public buildings for affordable housing projects. On April 10, 2018, the BCC approved the current IFAHAP Guidelines. The IFAHAP NOFA made funds available to for-profit and non-profit developer entities seeking to build affordable rental housing units or for-sale housing units and to individuals seeking to build owner-constructed/occupied housing units for use as their principal place of residence. All assisted housing units must serve households whose incomes are no more than 140% of AMI. The NOFA funds must be encumbered no later than March 13, 2019, and Certificate(s) of Occupancy from the jurisdictional building department must be obtained for all Assisted Units and such units must be occupied by eligible households within four (4) years after the date of funding approval by the BCC. A responsiveness review determined that the CLT was responsive thus warranting recommendation for a funding reservation of impact fee credits.

**Attachment(s):**

1. Location Map
2. Budget Transfers

Recommended By: Jonathan Brown  
Department Director

12/21/18  
Date

Approved By:   
Assistant County Administrator

1/31/19  
Date

## **II. FISCAL IMPACT ANALYSIS**

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

<b>Fiscal Years</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Capital Expenditures					
Operating Costs	\$16,422				
External Revenues					
Program Income (County)	(\$16,422)				
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>-0-</b>				
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>					

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

**Budget Account No.:**


Fund 3532 Dept 143 Unit 1466 Object 8201: \$ 14,561

Fund 3621 Dept 143 Unit 1466 Object 8201: \$ 1,472

Fund 3815 Dept 143 Unit 1466 Object 8201: \$ 389

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

**Approval of this agenda item will allocate \$16,422 to the Community Land Trust of Palm Beach County, Inc. for construction of the Kirk Road Homes project under the Impact Fee Affordable Housing Assistance Program.**

**C. Departmental Fiscal Review:**  12-21-18  
Shairrette Major, Fiscal Manager II

### **III. REVIEW COMMENTS**

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

 12/26/18  
 OFMB #512 12/26  
 Contract Development and Control  
 12/28/18

**Legal Sufficiency:**

### B. Legal Sufficiency:

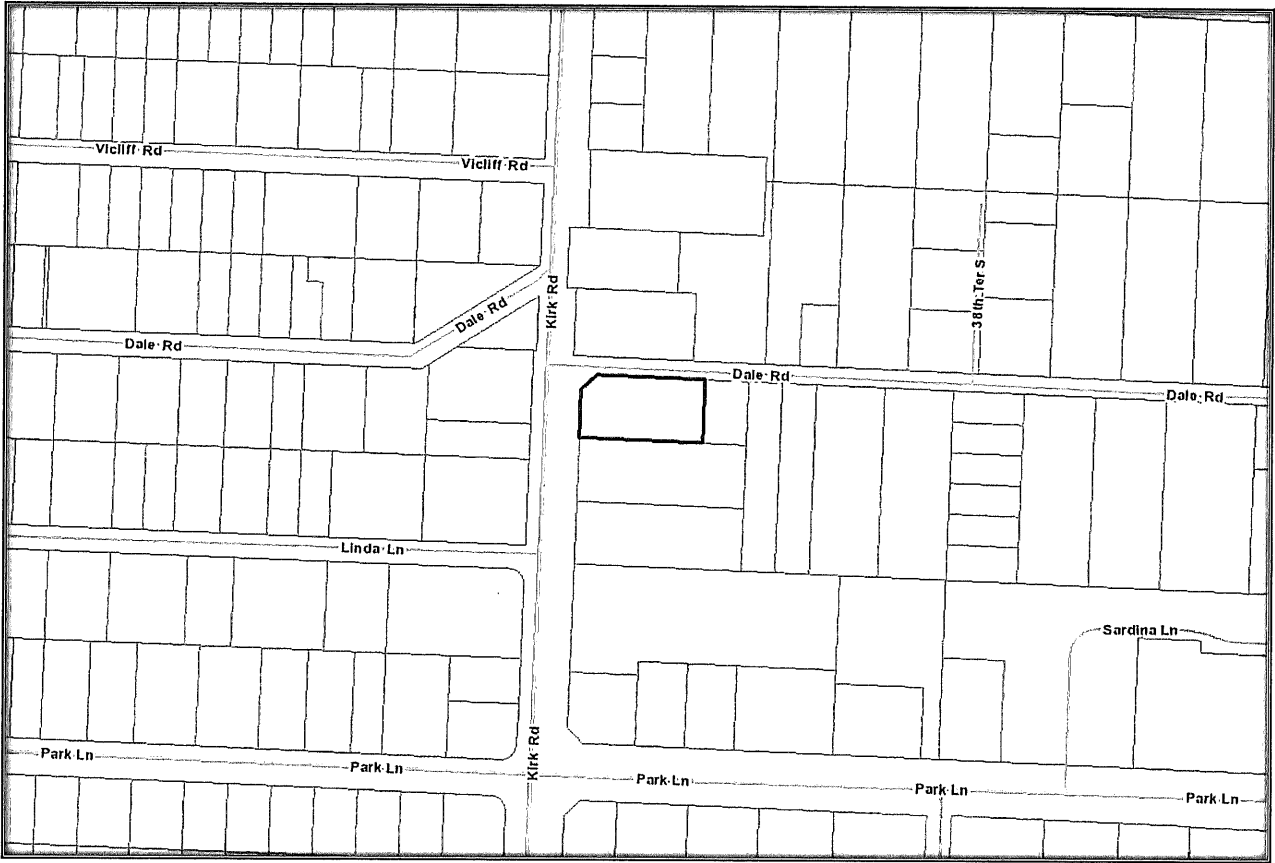
James Burke 1/3/19  
Assistant County Attorney

**C. Other Department Review:**

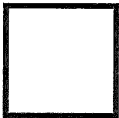
Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

LOCATION MAP



NORTH



Kirk Road Homes, 2634 Kirk Road, Palm Springs

19-0217

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

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BGEX-143-11271800000392

FUND 3815 -Impact Fee Assistance Program - Public Building

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

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 11/17/18	REMAINING BALANCE
<b>EXPENDITURES</b>								
143-1466-8201	Contributions - Non Governmental Agency	0	0	389	0	389	0	389
821-9703-9902	Operating Reserves	44,149	36,905	0	389	36,516	0	36,516
<b>TOTAL EXPENDITURES</b>				389	389			

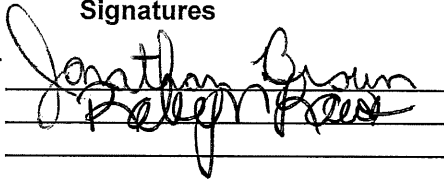
Department of Housing and Economic Sustainability

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures



Date

12/21/18  
12/26/18

By Board of County Commissioners

At Meeting of :

January 15, 2019

Deputy Clerk to the

Board of County Commissioners

19-0218

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

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BGEX-143-11271800000391

FUND 3621 -Impact Fee Assistance Program -Parks Zone 1

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

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 11/27/2018	REMAINING BALANCE
<b>EXPENDITURES</b>								
143-1466-8201	Contributions - Non Governmental Agency	0	0	1,472	0	1,472	0	1,472
821-9703-9902	Operating Reserves	22,828	2,148	0	1,472	676	0	676
<b>TOTAL EXPENDITURES</b>				<b>1,472</b>	<b>1,472</b>			

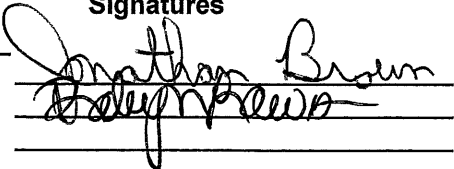
Department of Housing and Economic Sustainability

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures



Date

12/21/18  
12/26/18

By Board of County Commissioners

At Meeting of :

January 15, 2019

Deputy Clerk to the

Board of County Commissioners

19-0219

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

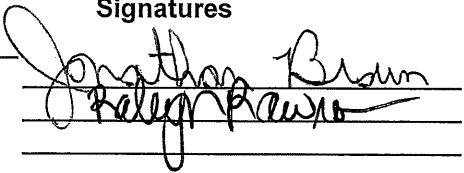
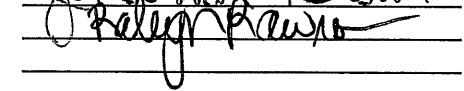
Page 1 of 1  
BGEX-143-11271800000390

FUND 3532 -Impact Fee Assistance Program - Roads Zone 2

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

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 11/27/2017	REMAINING BALANCE
<b>EXPENDITURES</b>								
143-1466-8201	Contributions - Non Governmental Agency	0	0	14,561	0	14,561	0	14,561
821-9703-9902	Operating Reserves	250,794	250,794	0	14,561	236,233	0	236,233
<b>TOTAL EXPENDITURES</b>				<b>14,561</b>	<b>14,561</b>			

Department of Housing and Economic Sustainability  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

Signatures	Date
	12/21/18
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