

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## **AGENDA ITEM SUMMARY**

**Meeting Date:**      **December 17, 2019**      ☒ **Consent**      ☐ **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 \$3,511 to Palm Beach Habilitation Center Inc. (PBHC) for their Memory Care Cindy Drive 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 \$3,168 in Impact Fee Assistance Program – Roads Zone 3 to appropriate funds for PBHC; and **D) approve** a Budget Transfer of \$343 in Impact Fee Assistance Program – Public Building to appropriate funds for PBHC.

**Summary:** Staff recommends Board of County Commissioners' (BCC) approval for an IFAHAP funding award in the amount of \$3,511 to PBHC for their Memory Care Cindy Drive project (Project). On April 1, 2019, the Department of Housing and Economic Sustainability issued a Notice of Funding Availability (NOFA) making \$1,822,458 in IFAHAP funding available from Palm Beach County's Fiscal Year 2018 funding cycle. On April 15, 2019, PBHC submitted an application in response to the NOFA. Staff recommends that up to \$3,511 be provided as a credit for impact fees associated with the Project. PBHC will be given credits for Roads Zone 3 Impact Fees (\$3,168), and Public Building Impact Fees (\$343) for the construction of the Project. PBHC will pay impact fees above the allocated \$3,511. The Project entails construction of a six (6) bed memory care group home for persons diagnosed with Alzheimer's, dementia or age-related limitations located at 440 Cindy Drive in Wellington. According to IFAHAP requirements, all six (6) units will be for rent to persons with incomes no greater than 140% of Area Median Income. The assisted units will be restricted to remain affordable for 20 years. **These funds are from interest earned by the Impact Fee Fund.** District 6 (HJF)

**Background and Justification** : On November 17, 2009, the 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. The 2018 NOFA funds must be encumbered no later than March 12, 2020, and Certificate(s) of Occupancy 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 PBHC application 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 11/7/19  
Department Director Date

Approved By: David A. Smith 11/18/2019  
Assistant County Administrator Date

1.

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

<b>Fiscal Years</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Capital Expenditures					
Operating Costs	\$3,511				
External Revenues					
Program Income (County)	(\$3,511)				
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 3533 Dept 143 Unit 1473 Object 8201: \$ 3,168  
Fund 3815 Dept 143 Unit 1473 Object 8201: \$ 343

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

**Approval of this agenda item will allocate \$3,511 to Palm Beach Habilitation Center, Inc. for construction of the Memory Care Cindy Drive project under the Impact Fee Affordable Housing Assistance Program.**

**C. Departmental Fiscal Review:**   
Shairette Major / Fiscal Manager II

### III. REVIEW COMMENTS

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

OFMB KP 11/8/19

Contract Development and Control

### B. Legal Sufficiency:

H. J. L. 11/15/19  
Assistant County Attorney

**C. Other Department Review:**

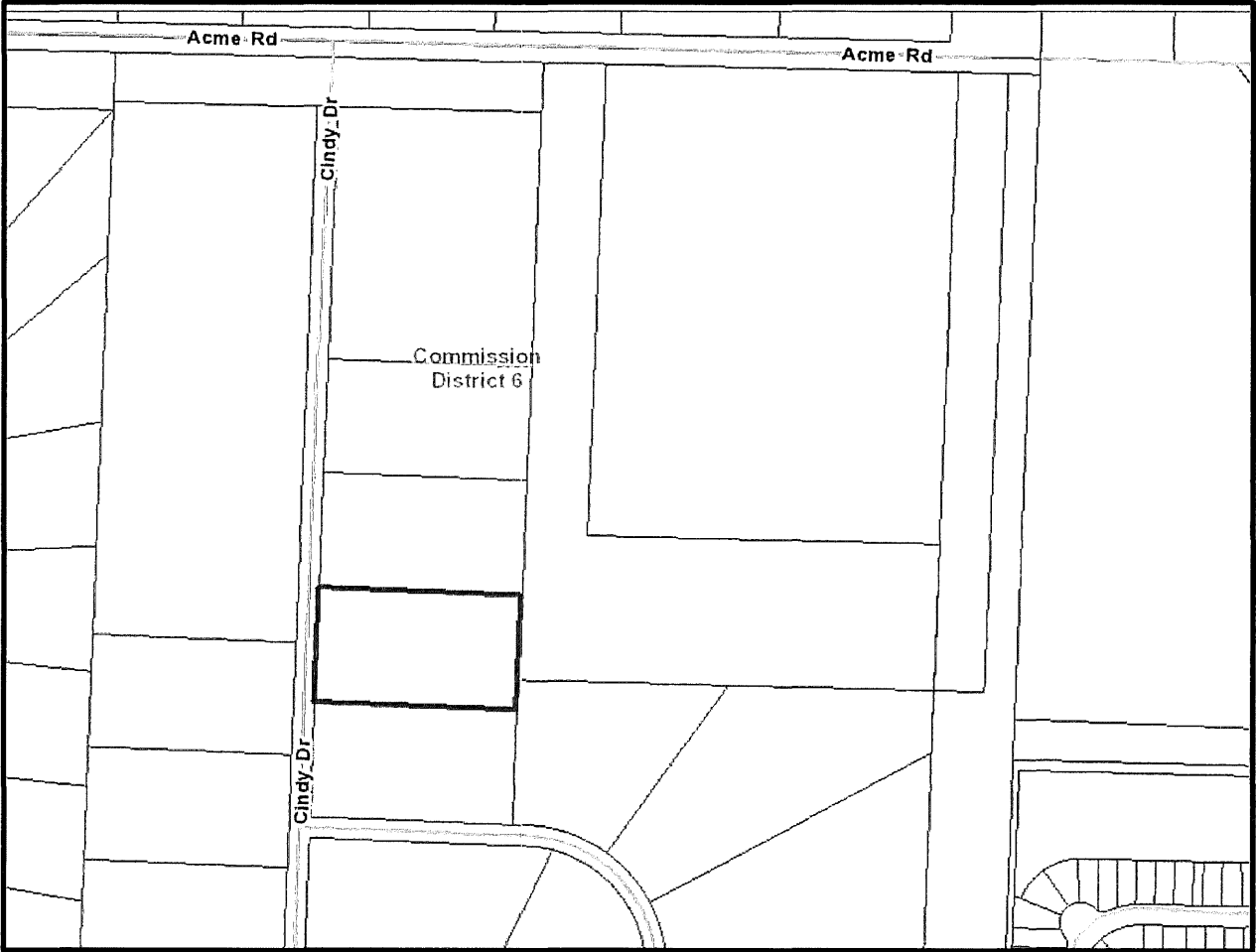
Department Director

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

LOCATION MAP



Memory Care Cindy Drive  
440 Cindy Drive, Wellington



20-0175

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

Page 1 of 1  
BGEX-143-11061900000315

FUND 3533-Impact Fee Assistance Program - Roads Zone 3

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 02/01/2019	REMAINING BALANCE
<b>EXPENDITURES</b>								
143-1473-8201	Contributions - Non Governmental Agency	0	0	3,168	0	3,168	0	3,168
821-9704-9902	Operating Reserves	192,502	192,502	0	3,168	189,334	0	189,334
<b>TOTAL EXPENDITURES</b>				<b>3,168</b>	<b>3,168</b>			

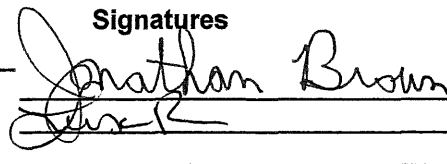
Department of Housing and Economic Sustainability

INITIATING DEPARTMENT/DIVISION

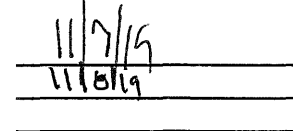
Administration/Budget Department Approval

OFMB Department - Posted

Signatures



Date



By Board of County Commissioners

At Meeting of :

December 17, 2019

Deputy Clerk to the

Board of County Commissioners

20-0174

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

Page 1 of 1  
BGEX-143-11061900000314

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 02/01/2019	REMAINING BALANCE
<b>EXPENDITURES</b>								
143-1473-8201	Contributions - Non Governmental Agency	0	0	343	0	343	0	343
821-9704-9902	Operating Reserves	68,115	68,115	0	343	67,772	0	67,772
<b>TOTAL EXPENDITURES</b>				<b>343</b>	<b>343</b>			

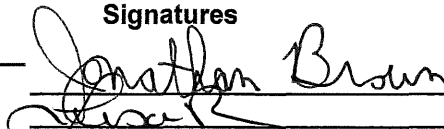
Department of Housing and Economic Sustainability

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

  
\_\_\_\_\_  
\_\_\_\_\_

Date

11/7/19  
\_\_\_\_\_  
\_\_\_\_\_

By Board of County Commissioners

At Meeting of :

December 17, 2019

Deputy Clerk to the

Board of County Commissioners