

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 12, 2024

Consent

Regular

Ordinance

Public Hearing

Department: Housing and Economic Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A)** Two (2) new ad-valorem funded positions in the Department of Housing and Economic Development (DHED) to assist with the administration of housing programs;
- B)** a Budget Transfer of \$104,032 from the General Fund Contingency Reserves to allocate funds for two new positions; and
- C)** a Budget Amendment of \$104,032 in the Housing and Economic Development Fund to recognize the transfer from the General Fund.

Summary: Over the past year, the volume of housing projects awarded County funding has significantly increased. DHED has issued Request for Proposals (RFP's) and Notice of Funding Availability (NOFA's) through the following funding sources: the American Rescue Plan Act (ARPA), Community Development Block Grant-Coronavirus (CDBG-CV), HOME Initiatives Partnership Program-American Rescue Plan Act (HOME-ARP) and the Infrastructure Sales Tax (IST) Program. Since the beginning of Fiscal Year 2022/2023 to date, over \$31M in funding has been made available. The projects awarded are making positive progress, and the positions are now necessary to ensure DHED maintains appropriate levels of service, while ensuring we effectively and efficiently carry out the fiscal and construction monitoring requirements of each of these projects.

The two (2) new positions requested include a Financial Analyst 1 at a pay grade of 30, and a Project Manager at a pay grade of 49. The duties and responsibilities of these positions are necessary to carry out the fiscal and construction requirements of the aforementioned funding sources. DHED staff are funded primarily through Federal and State grants and use of those funds are limited to specific grant funded activities. Staff is requesting the positions be funded from the general fund budget. Contingent upon the Board's approval regarding the creation of the positions, a budget amendment to transfer funds from general fund contingency reserves into the Department of Housing and Economic Development budget is necessary. Countywide (HJF)

Background and Policy Issues: The ARPA, CDBG-CV, HOME-ARP and IST funds are a combination of Federal and Local funds used to address housing needs. ARPA and IST funded activities do not have administrative funds assigned to them, but require fiscal, programmatic and construction monitoring. Funding from the general fund budget is necessary to provide for the salaries of employees to conduct this monitoring.

- Attachments:**
- 1. Budget Transfer
 - 2. Budget Amendment

Recommended By: Jonathan Brown 2/14/2024
 Department Director Date

Approved By: Janet P. D. [Signature] 2/28/24
 Assistant County Administrator Date

I. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures					
Operating Costs	\$104,032				
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	\$104,032				

# ADDITIONAL FTE POSITIONS (Cumulative)	2				
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Is Item Included In Current Budget? Yes _____ No X
 Does this Item include the use of Federal funds? Yes _____ No X
 Does this Item include the use of State funds? Yes _____ No X

Budget Account No.:

Fund 1539 Dept 143 Unit 2102 Object Various Program Code/Period N/A

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

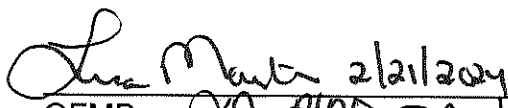

C. Departmental Fiscal Review:



 Valerie Alleyne, Division Director II
 Finance and Administrative Services, DHED

III. REVIEW COMMENTS

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

 2/21/2024
 OFMB QA DA DA 2/20
 2/22/24
 Contract Development and Control
TRB 2/23/24

B. Legal Sufficiency:

 2/27/24
 Assistant County Attorney

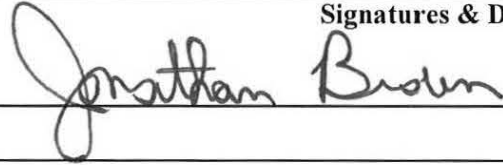
C. Other Department Review:

 Department Director

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

FUND 0001 General Fund

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED As of 02/07/2024	REMAINING BALANCE
<u>EXPENDITURES</u>								
820-9100-9099	Tr To Economic Development Fd 1539	6,040,224	6,040,224	104,032	0	6,144,256	1,510,056	4,634,200
820-9900-9901	Contingency Reserves	20,000,000	20,230,487	0	104,032	20,126,455		20,126,455
Total Receipts and Balances				104,032	104,032			

<p>Department of Housing & Economic Development INITIATING DEPARTMENT/DIVISION</p> <hr/> <p>Administration/Budget Department Approval</p> <hr/> <p>OFMB Department - Posted</p>	<p>Signatures & Dates</p>  <hr/> <hr/>	<p>By Board of County Commissioners At Meeting of:</p> <hr/> <p>March 12, 2024</p> <hr/> <p>Deputy Clerk to the Board of County Commissioners</p>
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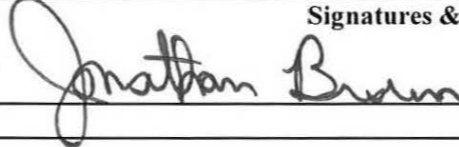
**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

BGEX 143 020824*998
BGRV 143 020924*419

FUND 1539 Economic Development

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 02/07/2024	REMAINING BALANCE
REVENUES								
800-8000-8000	Transfer from General Fund Fd 0001	6,040,224	6,040,224	104,032	0	6,144,256		
Total Receipts and Balances		6,040,224	6,040,224	104,032	0	6,144,256		
EXPENDITURES								
143-2102-1201	Salaries & Wages Regular	4,790,742	4,790,742	74,805	0	4,865,547	1,480,091	3,385,456
143-2102-2101	Fica-Taxes	292,659	292,659	4,638	0	297,297	86,127	211,170
143-2102-2105	Fica-Medicare	69,467	69,467	1,085	0	70,552	20,788	49,764
143-2102-2201	Retirement Contributions	637,018	637,018	9,104	0	646,122	220,035	426,087
143-2102-2301	Insurance - Life & Health	820,800	820,800	14,400	0	835,200	259,494	575,706
Total Appropriations & Expenditures		6,040,224	6,040,224	104,032	0	6,144,256		

Department of Housing & Economic Development
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates


By Board of County Commissioners
At Meeting of:
as March 12, 2024
Deputy Clerk to the
Board of County Commissioners