Agenda Item #: **3I-11**

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	**November 10, 2026**	**[X] Consent**	**[ ] Regular**
		[ ] Ordinance	**[ ] Public Hearing**
Department:	**Housing and Economic Development**		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) a Budget Transfer in the amount of $1,000,000 in the Housing and Economic Sustainability Fund to set up transfers to allocate funds for completion of the redevelopment of the Lake Worth West Community Center (Project) located within Lake Worth Beach; and

B) a Budget Amendment in the amount of $1,000,000 in the Facilities, Development & Operations Improvement Fund to recognize the transfer from the Housing and Economic Sustainability Fund and to appropriate those funds to the project.

Summary: On July 7, 2026, the Board of County Commissioners (BCC) approved an allocation of Community Development Block Grant (CDBG) funds under Fiscal Year 2026-2027 for capital improvement projects to include $1,000,000 to complete improvements at the Lake Worth West Community Center, located at 4730 Maine Street, Lake Worth Beach, FL 33461. A Memorandum of Understanding (MOU) with Palm Beach County Department of Facilities Development and Operations (FDO) and the Department of Housing and Economic Development (HED) was executed on October 1, 2024. Amendment 001 to the MOU allocates an additional $1,000,000 in CDBG funds to complete the Project deliverables. An interdepartmental budget transfer will be established to reimburse FDO for eligible project costs. The Budget Transfer and Amendment are necessary to appropriate the required funds. **These are CDBG funds and require no local match**. District 3 (TJC)

Background and Justification: Palm Beach County receives an annual allocation of CDBG grant funds from the U.S. Department of Housing and Urban Development. The CDBG program works to provide decent affordable housing, community facilities and services and job creation through expansion of businesses. FDO executed Amendment 001 to MOU on October 1, 2026, with HED to participate in the CDBG program, as the implementing agency for this project.

Attachment(s):
1. Budget Transfer
2. Budget Amendment
3. Amendment 001 to MOU between HED and FDO for the redevelopment of the Lake Worth West Community Center

Recommended By: _____ 10.14.26
Department Director **Date**

Approved By: _____ 10/22/2026
Deputy County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Capital Expenditures					
Operating Costs	$1,000,000				
External Revenues	($1,000,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					

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

Budget Account No.:

Fund 1101 Dept 820 Unit 1431 Object 9204 Program Code/Period BG177N/GY26

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

Approval of this agenda item will appropriate budget in CDBG funds to reimburse FDO via interdepartmental transfer for the Lake Worth West Community Center project for $1,000,000.

C. Departmental Fiscal Review:

Valerie Alleyne, Division Director III
Finance and Administrative Services, HED

III. REVIEW COMMENTS

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

OFMB 10/16/26 OA 10/14 DA 10/16

Contract Development and Control 10/16/26

B. Legal Sufficiency:

Assistant County Attorney II

C. Other Department Review:

Department Director

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

ATTACHMENT 1

27-0084

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
EXPENDITURE BUDGET TRANSFER

BGEX 143 092226*2056

FUND 1101 - Housing and Economic Sustainability

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 09/22/2026	REMAINING BALANCE
EXPENDITURES									
1101-143-1431-8101	Contributions Othr Govtl Agncy	CDBG	1,902,854	1,902,854	0	1,000,000	902,854	0	902,854
1101-820-1431-9204	Tr To Public Bldg Imprv Fd 3804	CDBG	0	0	1,000,000	0	1,000,000	0	1,000,000
	Total Expenditures				**1,000,000**	**1,000,000**			

SIGNATURES	DATES
Initiating Department/Division	9/23/2026
Administration/Budget Department Approval	10/16/20
OFMB Department - Posted	

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: 11/10/2026

Deputy Clerk to the
Board of County Commissioners

Updated by OFMB 01/08/2025

27-0085

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 092326*608

BGEX 092326*2079

FUND 3804 - Public Improvement Fund

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 09/23/2026	REMAINING BALANCE
REVENUES									
411-B791-8015	Tr Fr HES Fd 1101	Lake Worth West Community Center Redevelopment	0	0	1,000,000		1,000,000		
	Total Fund Revenues		**173,166,261**	**173,166,261**	**1,000,000**	**0**	**174,166,261**		
EXPENDITURES									
411-B791-4907	Building Improvements Non-Capital	Lake Worth West Community Center Redevelopment	300,341	300,341	1,000,000	0	1,300,341		1,300,341
	Total Fund Expenditures		**173,166,261**	**173,166,261**	**1,000,000**	**0**	**174,166,261**		

SIGNATURES Monica Klaves Digitally signed by Monica Klaves Date: 2026.10.16 14:59:30 -04'00'

DATES

Initiating Department/Division

AED 10/16/26

Administration/Budget Department Approval

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: 11/10/2026

Deputy Clerk to the Board of County Commissioners

Updated by OFMB 10/01/2025

Attachment 3

AMENDMENT 001
TO
MEMORANDUM OF UNDERSTANDING

DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
AND
FACILITIES DEVELOPMENT AND OPERATIONS

LAKE WORTH WEST COMMUNITY CENTER REDEVELOPMENT

THIS IS AN AMENDMENT 001 (Amendment) **to the Memorandum of Understanding** (MOU), effective as of **October 1, 2026**, (Effective Date) by and between **Palm Beach County department of Housing and Economic Development** (HED) and **Palm Beach County Facilities Development and Operations** (FDO), to cooperatively complete the improvements for redevelopment of the Lake Worth West Community Center (Project) located at 4730 Maine Street, Lake Worth Beach, FL 33461.

WHEREAS, HED and FDO entered into a MOU on October 1, 2024, to utilize **$563,483** in Community Development Block Grant (CDBG) funds under FY 2024-2025 to undertake improvements at the Project location; and

WHEREAS, FDO is responsible to implement the Project improvements and requested that CDBG funds made available under FY2026-2027, in the amount of **$1,000,000** be allocated to the Project in order to complete the scope of work; and

WHEREAS, HED and FDO wish to modify the MOU and enter into this Amendment 001, in order to allocate additional CDBG funds of **$1,000,000**, to the Project budget and also extend the performance requirements to allow adequate time to complete the Project activities of a 3000 S.F. replacement Center, as outlined in the revised Project Budget to reflect the CDBG allocations and expenditure requirements, attached hereto as **Exhibit "A"** and made a part hereof.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed that the following sections of the MOU are modified through this Amendment 001, as follows:

1. **Section 1.d. HED Responsibilities**, is deleted in its entirety and replaced as:
   d. Shall provide additional **$1,000,000** in CDBG funds under FY2026-2027 and combine with **$563,483** from FY2024-2025 for a total of **$1,563,483** towards the Project activities. The additional funds shall be provided via Budget Transfer and HED Agenda Item, to an FDO maintained account. Actual eligible expenses shall be approved upon HED's receipt of pay applications and supporting documents as relates to eligible expenses, but shall not exceed the HED funded amounts under FY2024-2025 and FY2026-2027 of the CDBG program.

2. **Section 2.c. FDO Responsibilities,** is deleted in its entirety and replaced as:
   - **c.** Shall assign qualified staff to the oversight and implementation of the Project to ensure the timely expenditure of CDBG funds and completion of scope defined herein. Note the following:

     i. Staff costs may be allowable for project-specific oversight and management activities, even when a consultant provides services under Project scope. However, routine departmental salaries and duplicative work are not eligible.
     ii. Examples of staff activities that may be eligible include:
     - Reviewing and coordinating the consultant's work.
     - Project management and technical oversight related specifically to the CDBG-funded project.
     - Reviewing plans and specifications.
     - Participating in bid review and construction administration activities.
     - Inspecting work or providing construction oversight related to the specific capital improvement project.

3. **Section 2.d. FDO Responsibilities**, is deleted in its entirety and replaced as:
   - **d.** Submit all supporting and reporting documents for CDBG Expenditures and Program Requirements to HED, for duration of Project and prior to the Expiration Date of this Amendment 001 to the MOU.

4. **Section 2.e. FDO Responsibilities**, is deleted in its entirety and replaced as:
   - **e.** Shall collect project information and submit necessary documents as they relate to CDBG requirements to allow HED to meet its reporting obligations to HUD. All forms and reports shall be transmitted to HED. FDO shall be responsible to transmit to HED/CIREIS division the following:

     i. Consultants and CM's contact information;
     ii. Copies of the executed design, consultant, demolition and/or contractor contracts;
     iii. Guaranteed Maximum Price (GMP) summary for construction phase of project;
     iv. Payment and Performance Bonds or a Public Construction Bond;
     v. Insurance Certificate(s) for consultants, contractor for duration of contract;
     vi. Project schedule and updates thereto;
     vii. Copy of the Notice to Proceed;
     viii. Any change orders to said contracts;
     ix. Consultant or contractor pay applications with invoices and supporting documents for eligible project expenses submitted for review/approval;
     x. Any staff charges, if applicable at the time the documents are submitted to Palm Beach County for review/approval;

xi. Documentation to show compliance with Federal Requirements including, but not limited to: Section 3 - 24 CFR 75, EEO laws, Davis-Bacon and Copeland Act requirements, Wage Determinations, payroll review, uniform administrative requirements as described in 2 CFR Part 200, as may be amended;

xii. Require contractors and sub-contractors to utilize the LCRS for payroll review and insert language requiring the use of LCRS in the bid documents, construction contracts and work orders;

xiii. Copies of on-site interviews by FDO of the contractor or sub-contractor laborers and mechanics working at the Project site, will be required as part of DBRA compliance; and

xiv. Project Reports illustrated and attached as **Exhibit "B".**

5. **Section 2.g. FDO Responsibilities**, is deleted in its entirety and replaced as:
   g. Shall request authorization from HED to release final payments and retainage. All necessary Project closeout documentation from the consultant, contractor and/or sub-contractors are required to accompany said requests to HED prior to release of payment(s) to the consultant, contractor and/or sub-contractors.

6. **Section 2.h. FDO Responsibilities**, is deleted in its entirety and replaced as:
   h. Shall at project completion, provide HED with written certification from engineer and or consultant that confirms the Project has met the specifications of the design, Florida Building codes. Upon issue, a copy of the Certificate of Completion shall also be provide to HED.

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EXHIBIT "A"

PROJECT BUDGET AND CDBG EXPENDITURE REQUIREMENTS

LAKE WORTH WEST COMMUNITY CENTER REDEVELOPMENT			
PROJECT DELIVERABLES	**ESTIMATED COST**	**FUND TYPE**	**EXPEND CDBG FUNDS / COMPLETE BY**
DESIGN FEES	$257,000	CDBG	**December 31, 2026**
GEOTECHNICAL FEES	Included	CDBG	**December 31, 2026**
SURVEY FEES	Included	CDBG	**December 31, 2026**
PERMIT FEES	$40,000	CDBG	**April 30, 2027**
GENERAL CONDITIONS	$15,000	CDBG	**April 30, 2027**
CONTRACT DOCS/PRINTING/	$3,000	CDBG	**April 30, 2027**
STAFF COSTS	45,000	CDBG	**April 30, 2027**
CONTRACTOR FEES/INSURANCE/BONDS	$65,000	OTHER	**May 31, 2027**
DEMOLITION	$47,500	CDBG	**June 30, 2027**
CONSTRUCTION	$1,500,000	CDBG/ OTHER	**June 30, 2028**
SITE WORK / LANDSCAPING	$350,000	CDBG	**June 30, 2028**
CONTINGENCY (10% Const)	$185,000	CDBG/ OTHER	**June 30, 2028**
TOTAL ESTIMATED COST	**$2,507,500**	**CDBG/ OTHER**	**EXPEND CDBG FUNDS BY**
HED FUNDS (FY24-25)	**$563,483**	CDBG	**April 30, 2027**
HED FUNDS (FY26-27)	**$1,000,000**	CDBG	**June 30, 2028**

NOTE: The above budget is for estimate purposes only. Eligible reimbursement expenses shall be determined on an actual costs basis and the additional CDBG funds provided by HED under FY2026-2027, shall not exceed **$1,000,000**. Upon expiration of this Amendment 001 to the MOU, any unexpended funds and accounts receivable attributable to the use of CDBG funds shall be returned to HED.

This Amendment 001 to MOU shall expire on August 31, 2028, (Expiration Date) unless extended through an Amendment to the MOU, or such time when HED has received and approved the final reports from FDO and has provided written notification that all CDBG and County requirements have been satisfied.

Except as modified by written notification as provided through this Amendment 001, the MOU remains unmodified and in full force and effect in accordance with the terms thereof. This Amendment 001 shall become effective only when signed by all parties.

EXHIBIT "B"

PROJECT REPORT

Reporting Period:	Month		Year	
Subrecipient/Participant:				
Project Name & Location:				
Agreement/ MOU & Date				
Revisions/ Amendments & Date				

A. Agreement/ MOU Expenditure Requirements (Cumulative)	
	$0.00
50% benchmark	$0.00
100% benchmark	$0.00 *Total DHED Funding Amount*

B. Reimbursement/Disbursement/Payment/Draw Requests

1. Enter information in the BLUE cells only.
2. In Column C, enter the projected amount to be requested. Projections should meet the benchmarks of the County agreement.
3. In Column D, enter the actual amount that was requested.

A	B	C	D	E	F
Reporting Period	**Cumulative Requirement per Agreement**	**Amount Requested per month (Projected)**	**Amount Requested per month (Actual)**	**Cumulative Reimb Request (Actual)**	**Funding Balance Remaining**
Oct-26				0.00	0.00
Nov-26				0.00	0.00
Dec-26				0.00	0.00
Jan-27				0.00	0.00
Feb-27				0.00	0.00
Mar-27				0.00	0.00
Apr-27				0.00	0.00
May-27				0.00	0.00
Jun-27				0.00	0.00
Jul-27				0.00	0.00
Aug-27				0.00	0.00
Sep-27				0.00	0.00
Oct-27				0.00	0.00
Nov-27				0.00	0.00
Dec-27				0.00	0.00

PROJECT REPORT (CONT'D)

C. Amounts Budgeted/ Expended to date:

Enter all funding sources for the project including non-DHED funds.

Funding Source	$ Budgeted	$ Expended	Percentage Expended	Requested for Reimbursement
DHED Funds (Specify Program)	$0.00	$0.00		$0.00
Other Funds (Specify)				
Other Funds (Specify)				
Other Funds (Specify)				
Total	**$0.00**	**$0.00**		

D. Describe any changes in funding amounts or sources of funds.

E. Performance Requirements

Enter the projected and actual dates for each Performance Benchmark. For benchmarks with a "Required Date", enter Y or N in the "Benchmark Met" column to indicate whether the required date was met.

Benchmark	Required Date	Projected Date	Actual Date	Benchmark Met Y/N
Start Design				
Complete Design				
Advertisement Date				
Bid Opening Date				
Contract Award Date				
Submit 50% Reimbursement Request				
Complete Construction				
Submit 100% Reimbursement Request				

F. Describe any project planning/ schedule/ design/ procurement/ construction during this reporting period.

G. Report prepared by:

Name:		**Signature:**
Phone:		
Date:		

Send Reports to: Division Director or Project Coordinator, CIREIS Division
Housing & Economic Development
100 Australian Ave, Suite 500
West Palm Beach, FL 33406

IN WITNESS WHEREOF, the Palm Beach County Departments HED and FDO have caused this Amendment 001 to the MOU to be executed on the dates set forth herein:

Palm Beach County department of
Housing & Economic Development

Jonathan Brown

Jonathan B. Brown,
Deputy County Administrator

8/19/2026
Date

Palm Beach County Facilities Development
& Operations Department

Jennifer Ferriol, Director

7/30/26
Date