

**ATTACHMENT  
F-5**

**AFFORDABLE  
HOUSING  
LINKAGE**

# **BURTON & ASSOCIATES**

September 18, 2008

Ms. Tanya Lukowiak  
CRA Director  
City of Palmetto  
516 8th Avenue, West  
Palmetto, Florida 34221

Re: Affordable Housing Linkage Fee Study Proposal

Dear Ms. Lukowiak:

As requested, Burton & Associates is pleased to present the City of Palmetto with this proposal to conduct an Affordable Housing Linkage Fee Study for the City. This proposal was prepared based upon our understanding of the required scope of services discussed in a telephone call with Mr. Jim Free.

Based upon our understanding of the required scope of services, we have prepared a detailed Work Plan and Cost Estimate Schedule (Schedule) which is enclosed. This schedule shows that successful completion of the Study will require approximately 248 man-hours for an estimated fee of \$35,700 plus estimated out-of-pocket expenses of \$2,856 for a total estimated cost of \$38,556.

I will serve as Project Principal on this project and Bob Gray, President of Strategic Planning Group (SPG), will serve as Project Director. SPG specializes in providing planning related services to local government and has considerable experience in affordable housing. Bob and I have known each other professionally for over 20 years he provides specialized technical assistance to us on projects such as this, where his expertise and experience are particularly relevant to the subject. SPG served in a similar role in an Affordable Housing Linkage Fee Study that we performed for the City of Coconut Creek, Florida.

We can begin work on this assignment immediately upon receipt of a notice to proceed and estimate that the Study can be completed within about 60 days. We appreciate the opportunity to present the City with this proposal and look forward to the possibility of working with you again on this assignment.

**Burton & Associates**

200 Business Park Circle, Suite 101 • St. Augustine, Florida 32095 • Phone (904) 247-0787 • Fax (904) 241-7708

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We look forward the opportunity to continue to be of service to the City on this project.  
If you have any questions, please do not hesitate to call me at (904) 247-0787.

Very truly yours,



Michael E. Burton  
President

MEB/cs  
Enclosure

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**CITY OF PALMETTO**  
**AFFORDABLE HOUSING LINKAGE FEE PROPOSAL**  
**PROJECT WORK PLAN & COST ESTIMATE**  
 Prepared by *Burton & Associates*.



PROJECT TASKS	ESTIMATED MAN-HOURS									
	Burton & Associates			SPG				Total		
	Project Principal	Clerical	Total B&A	Project Director	Senior Associate	Clerical	Total SPG	Project Principal	Clerical	Total Project
Hourly rate->	\$205	\$40	\$40	\$195	\$125	\$40				
<b>PHASE 1 AFFORDABLE HOUSING LINKAGE FEE REPORT</b>										
<b>TASK 1 INITIATE THE PROJECT</b>										
a. Conduct project kick-off meeting to validate project objectives, determine project schedule milestones, project responsibilities and data requirements.	2	0	2	2	0	0	2	0	2	4
b. Prepare project schedule with key milestones and responsibilities.	1	0	1	1	0	0	1	0	1	2
<b>TASK 2 DEVELOP AN AFFORDABLE HOUSING LINKAGE FEE</b>										
a. Review City's Comprehensive Plan Housing Element, and other applicable affordable housing data and commercial inventory/projection data sources and/or studies	0	0	0	6	8	0	14	0	14	14
b. Develop current housing demand and housing costs by type	0	0	0	8	40	0	48	0	48	48
c. Develop current housing supply by cost and type (ownership and rental)	0	0	0	0	8	0	8	0	8	8
d. Define cost components for housing construction by type (single family, townhome, apartment, etc.)	0	0	0	0	24	0	24	0	24	24
e. Define current commercial construction demand, cost by type and wage levels of permanent employment	0	0	0	0	10	0	10	0	10	10
f. Review work to date with consulting team and adjust as appropriate.	2	1	3	2	6	0	8	0	8	11
g. Review with City staff the makeup of the Affordable Housing Linkage Fee.	2	0	2	2	0	0	4	0	4	4
h. Develop a ten year population and commercial space projection for the City.	0	0	0	0	8	0	8	0	8	8
i. Develop an affordable housing needs generation model that determines projected needs and costs for each type of housing demand based upon population and commercial inventory growth	2	0	2	12	40	0	52	0	52	54
j. Define current impact fee affects on affordable/workforce housing	0	0	0	0	4	0	4	0	4	4
k. Develop an linkage fee calculation model that calculates affordable housing fees based upon the needs determined in Task 2.i.	0	0	0	4	16	0	20	0	20	20
l. Review with City staff the preliminary results.	3	0	3	3	0	0	3	0	3	6
m. Make adjustments as required.	0	0	0	8	4	0	12	0	12	12
n. Prepare a Final Report of the results of the study.	2	1	3	8	6	2	16	2	16	19
<b>PHASE 2 LINKAGE FEE IMPLEMENTATION SUPPORT</b>										
	14	2	16	56	174	2	232		232	248
TOTAL ESTIMATED MAN-HOURS	\$2,870	\$80	\$2,950	\$10,920	\$21,750	\$80	\$32,750		\$32,750	\$35,700
TOTAL ESTIMATED CONSULTING FEE			\$236				\$2,620		\$2,620	\$2,856
ESTIMATED EXPENSES										
TOTAL ESTIMATED COST			\$3,186				\$35,370		\$35,370	\$38,556

--- At Standard Hourly Rates as Required ---

Source: Burton & Associates

9/18/2008