



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$90,690	_____	_____	_____	_____
External Revenues	( \$90,690 )	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>0</b>	_____	_____	_____	_____
<b># ADDITIONAL FTE</b>	<b>1.0</b>	_____	_____	_____	_____
<b>POSITIONS (Cumulative)</b>	<b>1</b>	_____	_____	_____	_____

Is Item Included In Current Budget? Yes \_\_\_ No X Budget Account No.:  
 Fund Various Agency 143 Unit: Various Object Various Program Code/Period Various

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

Approval of this agenda item will appropriate funding in the amount of \$90,690 for one (1) additional position and operating costs within the Department of Housing and Community Development.

**B. Departmental Fiscal Review:**

*Jay D. Brown*

**III. REVIEW COMMENTS**

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

Funding provided through U.S. Dept. of Housing & Urban Development and Florida Housing Finance Corp

*J. B. K* 2-15-07  
 OFMB  
 2/14/07  
 CN 02-0201

*J. J. Jacob* 2/16/07  
 Contract Dev. and Control

**B. Legal Sufficiency:**

*Jay D. Brown* 2/20/07  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment.

**PRINCIPAL PLANNER****NATURE OF WORK**

This is advanced professional, administrative and supervisory planning work directing a major plan element in a comprehensive development plan.

An employee in a position allocated to this class is responsible for the development of plan elements as they relate to land use, transportation, environment, economic, community development and water resource management or for monitoring development approvals. Work involves planning, assigning and supervising the work of subordinate professional planners and technical personnel in the planning process. Work is performed with considerable independence within the scope of professional methods and procedures to accomplish assigned projects. Work is reviewed through conferences outlining desired objectives, observations of effectiveness of work programs, and periodic reports and statements.

**EXAMPLES OF WORK**

Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Supervises subordinate professional and technical personnel engaged in the development of plan elements and sub-elements.

Reviews, and edits reports written by planning subordinates and planning professionals.

Develops procedures and methodologies for information systems; creates and maintains data bases.

Prepares agendas for policy and technical committee meetings.

Prepares planning information materials and presents them to the general public, governmental agencies, civic organizations, and radio and television networks; prepares staff reports and presents them at board meetings and public hearings.

Presents projections and estimates; prepares population and dwelling unit estimates for municipalities and the unincorporated areas.

Plans, designs, conducts and publishes forecasts of population, dwelling units, socioeconomic variables and land use characteristics.

Designs and executes methodology for major research projects including sampling procedures.

Supervises the preparation of major and periodical statistical reports and newsletters.

Monitors general physical and economic development in the County.

Lectures to citizens groups, officials bodies and students on population estimates and forecasting techniques.

Monitors various professional publications for appropriate articles on research methodology.

Supervises the construction, update and maintenance of the Comprehensive Land Use Information System; supervises update and maintenance of the Census Bureau's Geographic Base File/Dual Independent Map Encoding System and the Metropolitan Map Series.

Monitors progress on work programs, schedules work activities and documents progress.

Reviews time extensions and proposed modifications with developers; monitors commencement of development.

Collects, compiles, analyzes, synthesizes, interprets and disseminates data in oral and written formats from national, State, regional, County or municipal sources to representatives of federal, State and local governments, nonprofit organizations, financial and mortgage institutions, commerce, industry, utilities, the media, real estate and land development concerns, the professions and the general citizenry.

Performs related work as required.

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#### **PRINCIPAL PLANNER CONT'D**

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of recent developments, current literature and sources of information regarding urban planning.

Thorough knowledge of economics, public finance and sociology as it applies to urban planning.

Thorough knowledge of research techniques.

Considerable knowledge of public administration with particular reference to County and municipal administration.

Considerable knowledge of the Palm Beach County Unified Land Development Code and Comprehensive Plan.

Knowledge of computer systems and applications.

Ability to communicate effectively, both orally and in writing.

Ability to analyze facts and exercise sound judgment in decision making.

#### **MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Urban and/or Regional Planning or closely related field; three (3) years of professional planning work for a large planning agency in area of assignment including two (2) years of supervisory experience; or any equivalent combination of related training and experience.

Rev. 6/95

07 - 0565

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
Budget Transfer

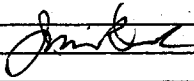
FUND 1100 -Commission on Affordable Housing

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 as of	Remaining Budget
<b>Expenditures</b>								
1100-143-7175-1201	Salaries & Wages	631,944	499,697	<del>63,805</del>		563,502	70,250	493,252
1100-143-7175 -2101	Fica-Taxes	39,489	31,290	3,956		35,246	4,579	30,667
1100-143-7175 -2105	Fica-Medicare	9,204	7,296	925		8,221	1,071	7,150
1100-143-7175 -2201	Retirement Contributions-FRS	56,247	44,574	5,104		49,678	6,933	42,745
1100-143-71751 -2301	Insurance- Life & Health	116,466	86,856	7,900		94,756		94,756
1100-143-7175 -5111	Furniture /Equipment	5,698	5,698	5,000		10,698	1,492	9,206
1100-143-7175 -6405	DP Equipment	9,000	9,000	4,000		13,000	0	13,000
1100-143-7199 9922	Reserve for Affordable Housing	3,500,000	3,500,000		90,690	3,409,310	0	3,409,310
	<b>Total Transfer</b>			90,690	90,690			

Housing and Community Development  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

Signatures



Date

2-15-07

By Board of County Commissioners  
At Meeting of 2/27/07

Deputy Clerk to the  
Board of County Commissioners

ATTACHMENT "B"

07 - 0565

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
Budget Transfer

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1100-143-7175-2101	Fica-Taxes	39,489	31,290	3,866		35,236	4,579	30,667
1100-143-7175-2105	Fica-Medicare	9,854	7,296	925		8,221	1,071	7,150
1100-143-7175-2201	Retirement Contributions-FRS	56,241	44,574	5,104		49,878	6,933	42,746
1100-143-71751-2301	Insurance- Life & Health	116,416	86,856	7,900		94,266		94,266
1100-143-7175-5111	Furniture /Equipment	5,698	5,698	5,000		10,698	1,492	9,206
1100-143-7175-8405	DP Equipment	9,000	9,000	4,000		13,000	0	13,000
1100-143-7199 9922	Reserve for Affordable Housing	3,500,000	3,500,000		90,690	3,409,310	0	3,409,310
	Total Transfer			90,690	90,690			

ATTACHMENT 13

Housing and Community Development  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

Signature: *[Handwritten Signature]* Date: 2/14/07

By Board of County Commissioners  
At Meeting of 2/27/07  
Deputy Clerk to the  
Board of County Commissioners