PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: February 27, 2007

Consent Ordinance [X] Regular 1 Public Hearing

Department:

Housing and Community Development

Submitted By:

Commission on Affordable Housing

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) the creation of one full time Principal Housing Planner position within the Department of Housing and Community Development (HCD) to be funded with the State Housing Initiatives Partnership (SHIP) and HOME Investment Partnership programs; and **B)** a budget transfer of \$90,690 from Affordable Housing Reserves to cover cost of new position.

Summary: The Principal Housing Planner position will be required to carry out administrative, supervisory and research work within the Commission on Affordable Housing (CAH). Due to the significant increase in the CAH's responsibilities, including the newly created State funded Hurricane Housing Recovery Program (HHRP) and the additional responsibilities created by the County's recent inclusionary zoning/workforce housing ordinance, the volume of work has become unmanageable for the current administrative staff. The duties and responsibilities of the Principal Housing Planner will involve, among others, the supervision of current staff; monitoring and updating the various Housing Assistance Plans (HAP); preparation and administration of program procedures and guidelines to ensure compliance with State, Federal and County statutes/regulations; enforcement of inclusionary zoning/workforce housing restrictive agreements, and assisting in the implementation of the Comprehensive Plan Housing Element. This position will be funded with State and Federal funds and will be eliminated when grant funding is discontinued. Countywide (TKF)

Background and Policy Issues: On July 14, 2004, Palm Beach County received approval from the State of Florida for its three (3) year Local Housing Assistance Plan (LHAP) for fiscal years 2004/2005; 2005/2006; and 2006/2007, which includes the use of up to 10% of the annual SHIP allocation to be utilized for program administration. On November 2, 2006, HUD approved the County's Action Plan for FY 06-07, providing funds under the HOME/American Dream Downpayment Initiative program.

The hiring of a Principal Housing Planner will enable the CAH to adequately implement and monitor all newly created and existing programs, develop and implement work methods to enforce inclusionary zoning/workforce housing restrictions, provide technical and advisory assistance to local governments and housing developers in matters relating to housing development and community planning, accelerate the review, processing and funding of applications for assistance and award funding in a timely efficient manner. Funding is available and sufficient to finance this new position.

The CAH currently provides direct assistance to over four hundred (400) eligible homebuyer/owner households and to approximately 500 renter households annually through the various assistance programs currently administered. In 1994, the CAH began operations with a budget of \$554,000. Overtime, the CAH has experienced a significant increase in the number of programs managed and the volume of requests for assistance from these programs. Currently the operating budget for the CAH averages \$11 Million dollars, which includes funds from SHIP and HOME/ADDI programs. In addition, Palm Beach County received \$4.5 million in 2005 from Florida Housing Finance Corporation for hurricane housing recovery activities. It is anticipated this growing trend will continue and the creation of the Principal Housing Planner position will allow the CAH to efficiently cope with these new demands.

Attachments:

Job description for Principal Housing Planner

Budget Transfer for Principal Housing Planner

Recommended by:

Approved by

2/7/07 Date

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 External Revenues Program Income (County) In-Kind Match (County)	\$90,690 (\$90,690)				
NET FISCAL IMPACT	0				
# ADDITIONAL FTE POSITIONS (Cumulative)	1.0				
Is Item Included In Current Fund <u>Various</u> Agency <u>143</u> U	•				
A. Recommended Sou	rces of Funds	Summary	of Fiscal In	npact:	
Approval of this agenda position and operating cos	item will approsts within the D	opriate fundir epartment of	ng in the a Housing a	mount of §	\$90,690 for one (1) additional nity Development.
B. Departmental Fiscal F	leview:	Day	<i>f). f)</i> .	ioi	
III. REVIEW COMMENTS					
A. OFMB Fiscal and/or Co Funding Provided the Florida Housing F OFMB CNODE B. Legal Sufficiency:	inaince (J.S. Dept	_	Joseph Desch	é Urban Development and 2A2116/07
Assistant County	·	, D			
C. Other Department Revi	ew:				
Department Dire	ector				

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.

 $\begin{tabular}{ll} Monitors & various & professional & publications & for & appropriate & articles & on \\ research & methodology. \end{tabular}$

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

Page 1 of 1 pages

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FUND 1100 -Commission on Affordable Housing

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1100-143-7175 -2201	Retirement Contributions-FRS	56,247	44,574	5,104	49,678	6,933 42,745	4.
1100-143-71751 -2301	Insurance- Life & Health	116,466	8.6,856	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	90,6	90 3,409,310	<u> </u>	
	Total Transfer		•	90,690 90,6	90		

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

07 - 0565

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA Budget Transfer

FUND 1100 -Commission on Affordable Housing

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Housing and Community Development INITIATING DEPARTMENT/DIVISION Administration/Budgel Department Approval
OFMS Department - Posted

Sunder from	Dale 2/14/07

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

Deputy Clerk to the Board of County Commissioners