

6D-3

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: March 13, 2007

☐ Consent
☐ Ordinance

☒ Regular
☐ Public Hearing

Department: Housing and Community Development

Submitted By: Housing and Community Development

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) the creation of one full-time Fiscal Manager I position within Housing and Community Development (HCD) to be funded with Community Development Block Grant (CDBG) and State Housing Initiatives Partnership (SHIP) program funds; and B) a budget transfer in the amount of \$88,540 in the Housing and Community Development fund from Contributions Non-Governmental Agencies to cover the cost of the new position.

Summary: The Fiscal Manager I position is required to oversee the Fiscal Section of HCD. The position is required by HCD because of: significantly increased responsibilities of its Fiscal Section; difficulties being experienced in reconciling financial data with some grant funders; and the increasing need to effectively plan to meet HUD's fiscal benchmarks. The Fiscal Manager I will be hired at Pay Grade 42 with a salary range of \$58,004.96 to \$87,969.44. Benefits will also be included. Since the position will oversee the financial management of all funds received and administered by HCD, salaries and benefits associated with the position will be borne by the Department's flagship programs, that is, the CDBG Program and the SHIP Program. Per regulations, up to 20% of the annual CDBG grant received by the County may be used to cover administrative costs. The SHIP program allows use of up to 10% of the annual grant for administrative expenses, however, this percentage may be increased through a stipulation regarding the use of program income. **This position will be funded with Federal and State grants. (Countywide) [TKF]**

Background and Policy Issues: Up until three years ago, the financial portfolio managed by HCD Fiscal Section was approximately \$17.0 million annually. These funds were realized from three sources, namely: the federally funded CDBG and HOME programs and the State funded SHIP program. Currently, HCD Fiscal Section is responsible for providing fiscal management to over \$45.0 million in Federal and State funding. These are from nine (9) programs, namely: CDBG, SHIP, ESGP, HOME, 2004 Disaster Relief Initiative, 2005 Disaster Relief Initiative, Section 108 Loan Program, Housing Finance Authority and Hurricane Housing Recovery Program. Additionally, the County may soon receive \$10.0 million under a new round of federally funded Disaster Relief funding.

The CDBG, HOME and ESG program regulations has specific expenditure caps and/or ratios which must be met at the end of each fiscal year. The Fiscal Manager will be responsible for alerting the Department of these caps and ratios and, in a proactive manner, track the County's progress in expeditiously achieving these benchmarks. That Financial Manager I should therefore be familiar with the regulatory financial requirements of the various grant funds administered by the Department.

In a memorandum dated February 12, 2007, Palm Beach County Human Resources Department and the Accounting Review Committee recommended the addition of a Fiscal Manager I to HCD's. This recommendation was supported by Administration on February 13, 2007.

Attachments:

- A) Job description for Fiscal Manager I
- B) Memorandum dated February 12, 2007 from Human Resources
- C) Budget Transfer for Fiscal Manager I

Recommended by: Edward W. Sperry
Department Director

2/23/07
Date

Approved by: Sharon G. [Signature]
Assistant County Administrator

2/23/07
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures					
Operating Costs	<u>88,540</u>	<u>92,967</u>	<u>97,615</u>	<u>102,496</u>	<u>107,621</u>
External Revenues	<u>(88,540)</u>	<u>(92,967)</u>	<u>(97,615)</u>	<u>(102,496)</u>	<u>(107,621)</u>
Program Income (County)	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
In-Kind Match (County)	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# ADDITIONAL FTE	1.0	1.0	1.0	1.0	1.0
POSITIONS (Cumulative)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

Is Item Included In Current Budget? Yes___ No X

Budget Account No.: Fund 1101 Agency 143 Unit: 1431 Object: Various Program Code/Period: BG10/GY06

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

Approval of this agenda item will appropriate funding in the amount of \$88,540 for one (1) additional position and operating costs within the Department of Housing and Community Development.

C. Departmental Fiscal Review:

Larry D. Brown
Larry D. Brown, Financial Analyst II

III. REVIEW COMMENTS

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

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

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

FISCAL MANAGER I

NATURE OF WORK

This is professional accounting and administrative work directing all financial activities of a department.

An employee in a position allocated to this class is responsible for managing the preparation and implementation of all operating and capital budgets of a department as well as supervision of one or more support functions such as facilities management, contract management, purchasing or custodial. The Fiscal Manager I differs from the Senior Accountant and Financial Analyst III in the ancillary duties that may be assigned in addition to their fiscal and accounting duties. Work is performed independently within policy guidelines, and is reviewed by observations of results attained, independent audits, periodic reports and conferences.

EXAMPLES OF WORK

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

Supervises and participates in preparation of departmental operating budgets and maintenance of departmental fiscal matters; central expenditures and proposes budget estimates within area of responsibility, which includes the formulation of procedures and work rules.

Participates in departmental contract negotiations; supervises and participates in preparation and execution of departmental contract agreements; monitors contract activities and insures compliance with contract provisions.

Supervises and directs the collection, interpretation, recording and distribution of financial records and reports; monitors fiscal activities and insure compliance with applicable Federal, State, County and municipal requirements; coordinates fiscal services with other departments.

May supervise departmental support staff and functions such as custodial, facility maintenance, purchasing or stores.

Implements and monitors sound management practices.

Meets with department and division personnel to discuss operating problems and goals susceptible to computer system uses.

Supervises the development of computer programs and applications; evaluates computer efficiency; recommends changes to improve financial system and management information system uses.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of financial, administrative and management procedures and techniques.

Extensive knowledge of principles and practices of accounting as applied to enterprise fund accounting, both on a cash and accrual basis.

FISCAL MANAGER I CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES CONT'D**

Extensive knowledge of laws, rules and regulations effective in the State and County relating to fiscal and accounting records and procedures.

Ability to plan, direct and coordinate the various fiscal functions of a large multi-program department.

Ability to prepare and analyze administrative and statistical reports and financial statements.

Ability to follow complex written and oral instructions.

Ability to prepare and maintain accurate records and reports.

Ability to establish and maintain effective working relationships with employee, officials and the general public.

Ability to prepare and analyze statistical reports and financial statements.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major coursework in Accounting, Business administration or closely related field; a minimum of four (4) years progressively responsible experience in financial management, including considerable experience in general management including supervisory work; Professional Certification or MBA/MPA is preferred and may be substituted for one (1) year of experience.

Attachment B



Human Resources

50 South Military Trail, Suite 210
West Palm Beach, FL 33415
www.pbccgov.com

Palm Beach County
Board of County
Commissioners

Addie L. Greene, Chairperson
Jeff Koons, Vice Chair
Karen T. Marcus
Warren H. Newell
Mary McCarty
Burt Aaronson
Jess R. Santamaria

County Administrator

Robert Weisman

Date: February 12, 2007

TO: Shannon LaRocque, Assistant County Administrator

THRU: Janis Brunell, Director Human Resources

THRU: Libby Crick, Manager Compensation & Records

FROM: Bernard C. Stokes, Human Resources Specialist IV

RE: Request for Creation of a Fiscal Manager I position within HCD
HCD is requesting the addition of a Fiscal Manager I to its staff complement. This request is based on the significantly increased responsibilities of its Fiscal Section; the Fiscal Section inability to reconcile financial data with some of their funding Agencies; and the Department's inability to effectively plan to meet HUD's fiscal benchmarks. Please see attached documentation.

Recommendation: HR and the Accounting Review Committee supports the Department's request.

Date:

1-13-2007

Approved:

Shannon LaRocque, Assistant County Administrator

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Affirmative Action Employer"



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BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
Budget Transfer

FUND 1101 - Housing and Community Development

Use this form to provide budget for items not anticipated in the budget.

Account Number	Account Name	Orginal Budget	Current Budget	Increase	decrease	Adjusted Budget	Expended / Encumbered as of	Remaining Budget
Expenditures								
1101-143- 14431-1201	Salaries & Wages	1,401,216	1,401,216	61,945		1,463,161	223,817	1,239,344
1101-143-1431 -2101	Fica-Taxes	84,560	84,560	3,841		88,401	10,802	77,599
1101-143-1431 -2105	Fica-Medicare	20,502	20,502	898		21,400	3,169	18,231
1101-143-1431 -2201	Retirement Contributions-FRS	127,956	127,956	4,956		132,912	17,854	115,058
1101-143-14431 -2301	Insurance- Life & Health	213,192	213,192	7,900		221,092	30,370	190,722
1101-143-14431 -5111	Furniture /Equipment	7,000	7,000	5,000		12,000	0	12,000
1101-143-14431 -6405	DP Equipment	10,800	10,800	4,000		14,800	9,022	5,778
1101-143-1431 8201	Contribution Npn- Government	9,660,417	9,453,217		88,540	9,364,677	2,136,150	7,228,527
	Total Transfer			88,540	88,540			

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

Signatures Edward W. Brown Date 2/22/07

By Board of County Commissioners
At Meeting of _____

Deputy Clerk to the
Board of County Commissioners