

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: August 21, 2007 [X] Consent [ ] Regular  
Department: Housing and Community Development [ ] Workshop [ ] Public Hearing  
Submitted By: Housing and Community Development

I. EXECUTIVE BRIEF


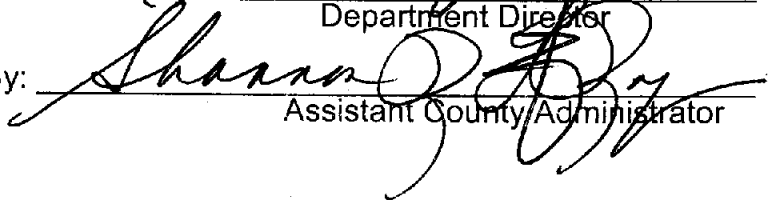
**Motion and Title:** Staff recommends a motion to Approve: The creation of two (2) time-limited positions within the Department of Housing and Community Development - a disaster recovery specialist (pay grade 29) and a capital improvements project specialist (pay grade 32) to terminate upon the exhaustion of Federal grant funds appropriated for recovery from Presidentially declared disasters and made available to the County through the State of Florida, to cover existing and future concurrent grant awards.

**Summary:** Both time-limited positions will be required to carry out technical and administrative work connected with two grants awarded to Palm Beach County as a result of Federal funds appropriated under the Defense Department Act of 2006, namely: a \$19.035 million CDBG DRI grant awarded by the State to Palm Beach County in March 2007 and a \$16.729 million award, which will be awarded by the State within the next twelve months. Each position will terminate upon the exhaustion of Federal funds appropriated under the Defense Department Act of 2006, which were made available to the County. However, authorization is also being sought for the continuation of the Disaster Recovery Specialist and the Capital Improvement Project Specialist positions in the event of future awards of other Federal disaster related funding if these run concurrently or consecutively to funds now available under the Defense Department Act of 2006. The specific tasks to be undertaken by the Disaster Recovery Specialist under this grant and any other subsequent grants received include: review funding applications; prepare environmental reviews; prepare and monitor of contracts; review invoices; prepare State required reports; provide advice and disseminate information to municipalities and agencies; and, prepare and administer program procedures and guidelines to ensure the State's contractual terms are met. The specific tasks to be undertaken by the Capital Improvement Project Specialist under this current grant and under any grant subsequently received include: prepare agreements and Agenda Items; review bid documents and project plans/specifications; enforce asbestos and Davis-Bacon Act regulations, where applicable; payment request review; expenditure tracking; and, budget reconciliation. An amount of \$346,666 was budgeted under the \$19.035 million grant award to cover program administration, inclusive of the salaries, benefits and related costs associated with the positions and tasks to which this agenda refers. Similar allocations will be made from all other grants received in the future. Existing workload will preclude current staff from absorbing tasks associated with this program. These are Federal funds and require no local match. Countywide TKF

**Background and Policy Issues:** On December 30, 2005, the Department of Defense Appropriation Act of 2006, approved \$11.5 billion in CDBG funds to undertake disaster relief, long term recovery, and restoration of infrastructure related to the disasters that occurred between August 25, 2005 and October 24, 2005, which were covered by Presidential disaster declarations. (continued on Page 3)

Attachments:

- 1. Job Description- Disaster Recovery Specialist
- 2. Job description- Capital Improvement Project Specialist

Recommended By:  7/12/07  
Department Director Date  
Approved By:  7/24/07  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

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

<u>Fiscal Years</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Capital Expenditure:	-----	-----	-----	-----	-----
Operating Costs:	-----	-----	\$124,268	-----	-----
External Revenues:	-----	-----	(\$124,268)	-----	-----
Program Income (County):	-----	-----	-----	-----	-----
In-Kind Match (County):	-----	-----	\$0.00	-----	-----
<b>NET FISCAL IMPACT:</b>	-----	-----	- 0 -	-----	-----
<b># OF ADDITIONAL FTE</b> (Cumulative):	-----	-----	<u>2.00</u>	-----	-----

Is Item Included In <sup>Proposed</sup> ~~Current~~ Budget? Yes X No       
 Budget Account #: Fund 1106 Agency 143 Unit. 1421 Object: Various Prog, Code/Period: DRI224/GY06

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

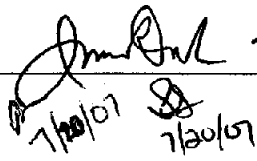
Appropriation of these funds will provide \$124,268 in DRI funds to be used to fund salaries and benefits for two time limited positions, namely, a disaster recovery specialist (pay grade 29) and a capital improvements project specialist (pay grade 32).

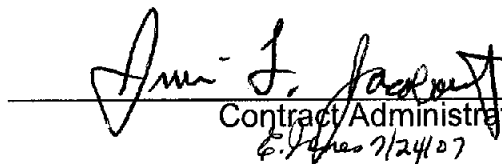
**C. Departmental Fiscal Review:**

 7-12-07  
 Shairette Major, Fiscal Manager I


**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**


 7-24-07  
 OFMB  
 7/20/07 7/20/07  
 on 7/16/07

 7/24/07  
 Contract Administration  
 6.24.07 7/24/07

**B. Legal Sufficiency:**

  
 Assistant County Attorney

**C. Other Department Review:**

  
 Department Director

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

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**Background and Policy Issues (continued):**

As a result of being affected by Hurricanes Katrina and Wilma, Florida was initially awarded \$83.0 million of which Palm Beach County received \$19.035 million. The State recently announced the availability of an additional \$100,066,518 in disaster relief funding, also appropriated under the Department of Defense Appropriation Act of 2006. Palm Beach County is slated to receive \$16.730 million from these additional funds. The Florida Department of Community Affairs was charged with the responsibility of developing a program to administer these funds, hence the creation of the 2005 CDBG Disaster Recovery Initiative. Palm Beach County Department of Housing and Community Development was selected to be the lead agency by other affected municipalities to prepare and submit the County's single application to the State and to coordinate its implementation; hence the need for the additional positions being requested.

## JOB DESCRIPTION FOR CDBG DISASTER RECOVERY SPECIALIST – PAY GRADE 29

### NATURE OF WORK:

The CDBG Disaster Recovery Specialist will assist in the coordination, implementation, and monitoring of the Florida Department of Community Affairs' CDBG DRI Program, implemented by the Department of Housing and Community Development. The CDBG Disaster Recovery Specialist is responsible for performing a variety of tasks related to the CDBG DRI Program. Exercising relatively independent judgment, the CDBG Disaster Recovery Specialist has working knowledge of the CDBG regulations and HUD's requirements governing the CDBG program, and possesses some knowledge of general construction and cost principles. Work involves: reviewing funding applications; preparing environmental reviews; preparing and monitoring contracts; reviewing invoices; reconciling budgets; tracking expenditures; preparing State-required reports; providing technical assistance to municipalities and agencies; and preparing and following program procedures and guidelines to ensure that the State's contractual terms are met.

### EXAMPLES OF WORK:

- a. Collects, organizes, and interprets social, economic, and physical data for HUD-related planning and reporting documents.
- b. Prepares amendments to approved programs.
- c. Prepares funding agreements and agenda items for projects.
- d. Assists in preparing environmental reviews.
- e. Liaises with municipalities, other agencies, and contractors.
- f. Prepares required performance and monitoring reports.
- g. Reviews reimbursement payment requests and recommends payment approval, tracks project expenditures, and reconciles expenditures with approval budgets.
- h. Performance of related work, as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ▶ Knowledge of the principles, methods and practices of urban planning.
- ▶ Knowledge of research techniques.
- ▶ Knowledge of Federal regulations relating to planning, administration, and construction projects.
- ▶ Some knowledge of the practices and procedures in the construction process.
- ▶ Ability to prepare reporting documents related to Federal Programs.
- ▶ Computer-literate with high proficiency in WordPerfect, or Microsoft Word and Excel.
- ▶ Ability to organize and analyze information and formulate substantive recommendations.

### MINIMUM QUALIFICATION

Bachelor's Degree in Urban/Regional Planning, Geography, Business/Public Administration, Architecture, Engineering, Government/International Studies, Sociology or a related discipline and two (2) years of experience in contract administration, engineering or construction, experience in analyzing and researching planning, community development, social or economic development or any equivalent combination of related training and experience.

JOB DESCRIPTION FOR CDBG DISASTER RECOVERY INITIATIVE (DRI)  
CAPITAL IMPROVEMENTS PROJECT SPECIALIST- PAY GRADE 32.

NATURE OF WORK:

The CDBG DRI Capital Improvements Project Specialist will assist in the coordination, implementation, and monitoring of the Florida Department of Community Affairs'(DCA) CDBG DRI Program, implemented by the Department of Housing and Community Development (HCD). The DRI Capital Improvements Project Specialist is responsible for performing a variety of tasks related to the CDBG DRI Program. Exercising a high degree of independent judgment, the DRI Capital Improvements Project Specialist assures that projects are administered, planned, and engineered in accordance with the goals of both HCD and DCA. The DRI Capital Improvements Project Specialist has working knowledge of the CDBG regulations and HUD's requirements governing the CDBG program, and possesses knowledge of general construction and cost principles. Work involves: preparation of agreements and agenda items; review of bid documents and project plans/specifications; enforcement of asbestos and Davis-Bacon Act regulations; payment request review; expenditure tracking; and budget reconciliation.

EXAMPLES OF WORK:

- a. Monitors individual project progress to insure all necessary components are properly executed.
- b. Writes necessary contracts, grant proposals, agreements, resolutions and letters.
- c. Assures compliance with all Federal, State and local regulations regarding procedures, contractual obligations, contractor eligibility, and notices to Federal agencies for project affirmative action and labor laws.
- d. Prepares funding agreements and agenda items for projects.
- e. Liaises with municipalities, other agencies, and contractors.
- f. Reviews reimbursement payment requests and recommends payment approval, tracks project expenditures, and reconciles expenditures with approval budgets.
- g. Reviews request for proposal, bid documents, and project plans and specifications, and ascertains their compliance with funding agreements and applicable regulations.
- h. Requests asbestos surveys, obtains asbestos survey reports, transmits reports contents, monitors and assures compliance with asbestos regulations.
- i. Obtains Davis-Bacon Act wage decisions, conducts field interviews of construction workers, reviews payrolls, prepares deficiency notification letter, monitors and enforces the Davis-Bacon Act requirements.
- j. Performance of related work, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ▶ Thorough knowledge of Federal regulations that relate to Housing and Community Development construction projects.
- ▶ Knowledge of labor laws that pertain to construction workers hired for Federally funded projects.
- ▶ Some knowledge of practices and procedures in the construction process.
- ▶ Computer-literate with high proficiency in WordPerfect, or Microsoft Word and Excel.
- ▶ Ability to understand and interpret contracts held between Housing and Community Development and consultants or contractors.
- ▶ Ability to express ideas effectively both orally and in writing.
- ▶ Ability to maintain effective working relationships with consultants and contractors.

## MINIMUM QUALIFICATION

Graduation from an accredited college or university with major course work in Business Administration, Engineering or related field; two (2) years experience in contract administration, engineering and/or construction; or any equivalent combination of related training and experience.

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## JOB DESCRIPTION FOR CDBG DISASTER RECOVERY SPECIALIST – PAY GRADE 29

### NATURE OF WORK:

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### EXAMPLES OF WORK:

- a. Collects, organizes, and interprets social, economic, and physical data for HUD-related planning and reporting documents.
- b. Prepares amendments to approved programs.
- c. Prepares funding agreements and agenda items for projects.
- d. Assists in preparing environmental reviews.
- e. Liaises with municipalities, other agencies, and contractors.
- f. Prepares required performance and monitoring reports.
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