

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

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Meeting Date: March 23, 2010 [] Consent [x] Regular
Department: Housing and Community Development
Submitted By: Housing and Community Development
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: **A)** the creation of eight (8) full-time positions within the Department of Housing and Community Development; and **B)** a Budget Amendment of \$50,000,000 to establish the budget for the Neighborhood Stabilization Program 2 (NSP2) grant in the 2009-2010 budget.

Summary: The eight (8) positions to be created are: a Mortgage and Housing Assistance Manager (Pay Grade 47); a Planner II (Pay Grade 34); two (2) Customer Service Representatives (Pay Grade 15); a Fiscal Specialist II (Pay Grade 20); a Housing Program Coordinator (Pay Grade 39); a Regulatory Specialist (Pay Grade 38); and a Contract Development & Quality Control Director (Pay Grade EO3). The eight (8) positions are required to carry out administrative, planning, technical and customer service related work connected with the implementation of activities funded under two (2) grants awarded to Palm Beach County as a result of: a) Federal funds appropriated under the Housing and Economic Recovery Act of 2008 (HERA), namely a \$27,700,340 Neighborhood Stabilization Program (NSP1) grant awarded in March 2009, and b) Federal funds appropriated under Title XII of Division A of the American Recovery and Reinvestment Act of 2009 (ARRA), namely a \$50,000,000 (NSP2) grant awarded in February 2010. Each position will terminate upon the exhaustion of these Federal funds. However, authorization is also sought for the continuation of these eight (8) positions in the event that future awards of Federal or state funding is made available to the County. **These are Federal funds which require no local match.** Countywide (TKF)

Background and Justification: Palm Beach County received grants of \$27,700,340 and \$50,000,000 respectively under The Federal Housing and Economic Recovery Act of 2008 and the American Recovery and Reinvestment Act of 2009. These funds were provided through the U.S. Department of Housing and Urban Development to fund the NSP-1 (HERA) and NSP-2 (ARRA) programs which are intended to help address the high number of foreclosed residential properties here in Palm Beach County. The NSP Programs are a special Community Development Block Grant (CDBG) allocation that is provided to stabilize those neighborhoods which contain large numbers of foreclosed and abandoned residential properties. The Florida Housing Finance corporation has also indicated that Palm Beach County will receive SHIP funding in July of 2010. The specific tasks to be undertaken by the Mortgage and Housing Assistance Manager include planning, organizing, promoting and monitoring affordable housing programs and policies designed to implement the NSP Programs, the Housing Element, of the Comprehensive Plan, HOME Program, the State Housing Initiatives Partnership (SHIP) Program, and providing staff support for the Commission on Affordable Housing. The Planner II will assist with research and data analysis for preparation HUD and County required planning documents and for solicitation of funding from HUD, preparation of HUD and county required reporting documents, Preparation of Action Plans and amendments thereto, evaluation of subrecipient applications for funding, preparation and administration of subrecipient agreement, and interpretation of program rules and regulations. **(Continued on Page 3)**

Attachments:

1. Job Description – Mortgage and Housing Assistance Manager
2. Job Description – Customer Service Representative
3. Job Description – Housing Program Coordinator
4. Job Description – Contract Administrator.
5. Budget Amendment

Recommended by: Sharon R. By 3/16/2010
 Department Director Date

Approved By: Sharon R. By 3/16/2010
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures					
Operating Costs	50,000,000				
External Revenues	<50,000,000>				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)	8				
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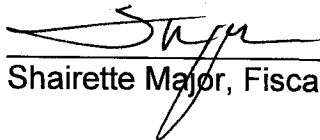
Is Item Included In Current Budget? Yes ___ No XX
 Budget Account No.:

Fund ___ Dept ___ Unit ___ Object ___ Program Code/Period _____

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

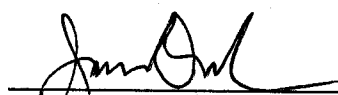
Approval of this agenda item will appropriate funds for this NSP2 grant for \$50,000,000 that will include the addition of eight (8) grant funded positions.

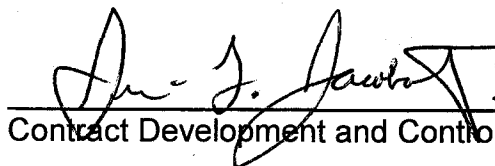
C. Departmental Fiscal Review:

 3-10-10
 Shairette Major, Fiscal Manager I

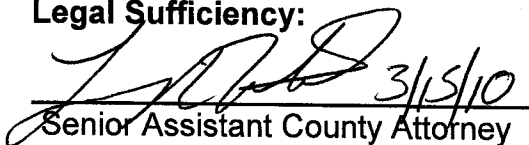
III. REVIEW COMMENTS

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

 3/12/10
 OFMB

 3/12/10
 Contract Development and Control

B. Legal Sufficiency:

 3/15/10
 Senior Assistant County Attorney

C. Other Department Review:

 Department Director

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

Background and Justification (Continued from Page 1)

The Customer Service Representatives duties will include, answering public inquiries and furnishing information to affordable housing assistance applicants by telephone, County e-mail, and in person. The Financial Specialist II will be responsible for performing NSP2 related fiscal activities such as reconciliation of journals, processing of payments and loan servicing. The Housing Program Coordinator will coordinate the implementation of local, state, and federally funded housing programs administered by HCD and participating in their planning. The specific tasks encompass the acquisition and/or rehabilitation of existing housing, construction of new housing, or the provision of assistance through various financial mechanisms to enable the delivery of housing. The main duties of the Regulatory Specialist will perform all required environmental reviews required for HUD funded projects pursuant to 24 CFR Part 58, and analyze findings and results of environmental studies performed by vendors. Finally, the Contract Administrator will develop and administer standards, criteria and procedures used in the preparation, review, monitoring and enforcement of contract specifications, requests for proposals and similar items; reviews, analyzes and interprets contract terms and conditions and other contract documents; develop and implement contract management principles and practices including insurance, budgetary and legal requirements; and ensures compliance with legal guidelines, contracting principles and cost effective constraints. These eight (8) new positions will thus help to assure that all federal and state housing funds are expended appropriately and efficiently and that sufficient customer service and assistance is provided to the public. An amount totaling \$6,604,529 has been budgeted under NSP-1 and NSP-2 grant awards to cover program administration, inclusive of salaries, benefits, and other related costs associated with these positions and other program tasks to which this agenda item refers. Similar allocations will be made from all other grants received in the future. The department's existing workload precludes current staff from absorbing the tasks associated with the NSP-1 and NSP-2 programs.

MANAGER, MORTGAGE AND HOUSING ASSISTANCE

NATURE OF WORK

This is upper level, professional and supervisory work, developing and coordinating affordable housing policies and programs mandated by the Palm Beach County Comprehensive Plan and the State Housing Initiatives Partnership Program (SHIP).

An employee in this class is responsible for the planning, organizing, promoting and monitoring programs and policies designed to implement the Housing Element of the Comprehensive Plan, the Neighborhood Stabilization Program, the HOME Program, the SHIP Program, and providing staff support for the Commission on Affordable Housing (CAH). The job requires a considerable amount of public contact, cooperation and coordination of projects and activities with various governmental departments, agencies, and the development community. Independent judgement is required in the selection of work methods and organizational procedures.

Supervision may be exercised over professional, technical or clerical personnel. Day-to-day supervision is received from the Director of Housing and Community Development.

EXAMPLES OF WORK

Develops programs to improve and enhance the quantity and quality of affordable housing units in Palm Beach County and to encourage public/private participation.

Monitors and tracks residential mortgage portfolio.

Monitors affordable housing requirements in the Unified Land Development (ULDC) code; administers such programs as the voluntary density bonus program and writes conditions for approval of projects under the Affordable Housing element of the ULDC code.

Administers competitive processes and approved programs to award project funds under the Affordable Housing Ordinance and the Local Housing Assistance Program.

Completes data collection and analysis as required.

Confers with civic leaders, government officials, community groups and business associations in matters of planning, housing and the funding of development of new housing.

Interfaces with the general public, the development community and the media to provide information regarding programs and procedures involving funding and development of affordable housing projects.

Provides coordination between County departments, assists consultants and acts as liaison between the Commission on Affordable Housing, and agencies under the auspices of the Board of County Commissioners.

Prepares agenda items and supervises clerical staff in agenda preparation and backup and minute preparation.

Makes presentations to the Board of County Commissioners frequently.

Prepares and administers the Housing Trust Fund budget.

Prepares agendas and updates Board member at CAH and Committee meetings.

Administers work of the CAH and its four committees (HTF, Reg., Coord., NAT) including agendas, setting meeting, meeting materials, work plans and scheduling, follow up.

Reviews proposals for conformity with the housing element of the comprehensive Plan and studies conducted by other agencies.

Coordinates activities and communicated communications among the various committees and sub-committees of the Commission on Affordable Housing.

Generates and maintains written reports.

Assists in developing the annual budget.

Analyzes and makes recommendations on legislative and comprehensive planning proposals, regarding their impact on affordable housing.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Palm Beach County Comprehensive Plan ULDC, Florida Statutes and FAC, SHIP Program, Local, state and federal housing programs (NSP and HOME).

Knowledge of housing development issues, including recent developments in housing markets and government programs.

Knowledge of real estate law and contracts law.

Knowledge of common computer applications such as work processing and spreadsheets.

Familiarity with urban planning, including land uses concepts, traffic pattern impacts, and urban design principles.

Familiarity with the development approval process (particularly Palm Beach County).

Ability to structure and implement a residential mortgage tracking maintenance, and monitoring program.

Ability to interpret housing program regulations and planning requirements to government officials and the general public.

Ability to supervise planning and housing studies and to formulate recommendations for implementation.

Ability to present findings clearly and concisely in written and oral form.

Ability to establish and maintain effective working relationships with governmental officials and the public.

Ability to develop financial package involving private sector banks and state and federal grants.

Ability to effectively supervise professional, technical and clerical staff.

Ability to work with committees.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a Master's Degree in Urban or Regional Planning, Public or Business Administration or a related field, and two (2) years professional experience in planning and managing affordable housing programs or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Florida Driver's License

CUSTOMER SERVICE REPRESENTATIVE

NATURE OF WORK

This is responsible office work responding to customer's information requests and complaints within the Housing and Community Development Department.

An employee in a position allocated to this class is responsible for acting as the Departmental representative to obtain information in order to facilitate application processing and investigate applicant and public complaints, and secure and deliver information to HCD staff and the public. Work originates from customer or departmental inquiries and is reviewed by the Mortgage and Housing Assistance Manager.

EXAMPLES OF WORK

Receives requests for information from public and housing assistance applicants.
Investigates complaints from housing assistance applicants and provide response.
Maintains the Customer Service daily service order completion program.
Provides program information to public.
Assist HCD staff in reviewing customer/applicant files.
Performs related work, including courier duties, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of affordable housing programs.
Knowledge of customer service processes.
Knowledge of mortgage terminology.
Ability to read various types of mortgage application forms.
Ability to understand and carry out oral and written instructions.
Ability to maintain a professional appearance and demeanor.
Ability to lift up to 50 pounds.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification and one (1) year of experience in customer service or residential mortgage funding involving public contact; or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Florida Driver's License

HOUSING PROGRAM COORDINATOR

NATURE OF WORK

This is intermediate level administrative and supervisory work coordinating the implementation of local, state, and federally funded housing programs and participating in their planning. Housing programs overseen by the Housing Program Coordinator include programs implemented by the County as well as programs implemented by municipalities, non-profit, or for-profit organizations. Housing program activities may include the acquisition of property for housing, the rehabilitation of existing housing, the construction of new housing, or the provision of assistance through various financial mechanisms to enable the delivery of housing.

The job requires public contact, cooperation and coordination of projects and activities with various county and municipal departments, non-profit or for-profit entities, contractors, consultants, and funding recipients.

Supervision may be exercised over professional, technical or clerical personnel. Work is performed with independence on routine matters within the scope of established policies and procedures. Direction concerning unusual or difficult problems in relation to program or project planning and implementation is received from the designated Manager who also supervises this employee. Work is reviewed through conferences, reports, and desired results obtained.

EXAMPLES OF WORK

Oversees the planning, implementation, coordination and evaluation of housing programs.

Oversees the inception of housing programs, develops their concepts, prepares program policies and procedures, and provides input on ones proposed by others.

Performs financial proforma analysis of housing projects.

Drafts subrecipient agreements, and assures compliance with approved subrecipient agreements.

Assures compliance with applicable procurement requirements.

Oversees the eligibility determination process for housing programs.

Assures funds are properly secured by lien or mortgage documents.

Reviews reimbursement payment requests and recommends payment approval, tracks project expenditures, and reconciles expenditures with approved budgets.

Monitors program performance to ensure compliance to grant source requirements.

Provides technical assistance to applicants and subrecipients.

Provides day to day supervision of assigned staff.

Prepares reports for internal and external use relating to the status and achievements of program activities.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of state or federally funded housing programs undertaken by cities or counties.

Knowledge of the principles and practices of real estate lending, and real estate transactions.

Knowledge of appraisal methods, property title searches, and the property acquisition process.
Knowledge of construction contracts and construction payment procedures.
Knowledge of building and housing codes.
Knowledge of hurricane protection measures, federal lead-based paint regulations affecting housing, and some knowledge of asbestos procedures affecting housing.
Some knowledge of labor laws pertaining to construction workers on Federally funded projects.
Some knowledge of Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).
Ability to prepare a financial proforma analysis for a multi-family dwelling income producing property.
Ability to analyze an individual's financial status, credit, and property valuation.
Ability to maintain effective working relationships with public officials, program participants, consultants, lenders, and contractors.
Ability to deal with the public tactfully and to provide information and assistance as requested.
Ability to supervise employees.
Ability to express ideas effectively both orally and in writing.
Ability to keep records and submit accurate reports.
Ability to use a personal computer.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Construction, Architecture, Engineering, Business Administration, or related field, and three (3) years of supervisory level experience coordinating and implementing housing programs or any equivalent combination of related training and experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Florida Driver's License

CONTRACT ADMINISTRATOR

NATURE OF WORK

This is highly responsible professional and supervisory work preparing, reviewing, coordinating and monitoring contracts and agreements entered into by Palm Beach County Department of Housing and Community Development.

An employee in a position allocated to this class is responsible for developing a keen grasp of the regulations governing programs implemented by HCD in order to foster developing, monitoring and the implementation of contracts; overseeing the drafting of Request for Proposals, and coordinating and enforcing contract provisions. Work involves continual contact with the County Attorney, Purchasing, Engineering, Risk Management and other relevant Departments/agencies to reviewing specifications and requirements and initiating appropriate corrective actions in non-compliance situations. Work is performed under the general direction of the Director, Housing and Community Development and is reviewed through conferences, reports and observation of results obtained.

EXAMPLES OF WORK

Develops and administers standards, criteria and procedures used in the preparation, review, monitoring and enforcement of contract specifications, requests for proposals and similar items.

Directs and participates in negotiations and other meetings with potential and contracted subrecipients, contractors and consultants.

Reviews, analyzes and interprets contract terms and conditions and other contract documents.

Develops and updates policies, procedural manuals and other devices for use in contract review, monitoring and enforcement activities.

Coordinates with HCD's Section Managers, County Attorney's Office and others regarding contract management principles and practices including insurance, budgetary and legal requirements.

Ensures compliance with legal guidelines, contracting principles and cost effective constraints, and other Federal and State requirements.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Federal, State and local laws pertaining to contracts and contract administration.

Thorough knowledge of the program requirements of the CDBG, SHIP, HOME Programs.

Thorough knowledge of the principles, practices, methods and techniques of contract negotiation.

Considerable knowledge of the functions, organization and administration of governmental organizations.

Ability to analyze and interpret contract terms and conditions.

Ability to establish guidelines, practices and procedures to ensure contract compliance.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with County Officials, external agencies, subordinates and the general public.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Business Administration or closely related field; thorough progressively responsible administrative experience in contract administration/management; or any equivalent combination of related training and experience.

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

FUND 1112 - NEIGHBORHOOD STABILIZATION PROGRAM 2

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	REMAINING BALANCE
REVENUE								
143-1426-3154	Community Development Block Grant	0	0	50,000,000	0	50,000,000		
TOTAL REVENUE		0	0	50,000,000	0	50,000,000		
EXPENDITURES								
143-1426-1080	Personal Services - Indirect	0	0	250,000		250,000		
143-1426-1201	Salaries & Wages (Regular)	0	0	1,423,751		1,423,751		
143-1426-2101	Fica - Taxes	0	0	88,273		88,273		
143-1426-2105	Fica Medicare	0	0	20,644		20,644		
143-1426-2201	Retirement Contributions - FRS	0	0	169,493		169,493		
143-1426-2301	Insurance - Life & Health	0	0	218,304		218,304		
143-1426-2401	Workers Compensation	0	0	10,000		10,000		
143-1426-3124	Legal Services - County Attorney	0	0	150,000		150,000		
143-1426-3401	Other Contractual Services	0	0	222,500		222,500		
143-1426-3413	ISS Enterprise Service	0	0	8,000		8,000		
143-1426-3414	ISS Professional Service	0	0	25,000		25,000		
143-1426-3421	Contractual Services - Training	0	0	24,000		24,000		
143-1426-4001	Travel and Per Diem	0	0	40,000		40,000		
143-1426-4101	Communication Service	0	0	5,000		5,000		
143-1426-4205	Postage	0	0	10,000		10,000		
143-1426-4406	Rent-Office Equipment	0	0	30,000		30,000		
143-1426-4420	Rent - Motor Pool Vehicles	0	0	40,500		40,500		
143-1426-4625	Rep/Maint - Motor Pool Vehicles	0	0	15,000		15,000		
143-1426-4703	Graphic Charges	0	0	10,000		10,000		
143-1426-4921	Filing Fees	0	0	40,000		40,000		
143-1426-4941	Registration Fees	0	0	20,000		20,000		
143-1426-4946	Advertising/Legal	0	0	30,000		30,000		
143-1426-4979	Indirect Cost	0	0	300,000		300,000		
143-1426-5101	Office Supplies	0	0	50,000		50,000		
143-1426-5111	Furniture - Equipment	0	0	40,000		40,000		
143-1426-5121	Data Processing Software	0	0	50,000		50,000		
143-1426-5215	Gasoline	0	0	30,000		30,000		
143-1426-6405	Data Processing Equipment	0	0	75,000		75,000		
143-1426-8201	Contributions - Non Govt Agencies	0	0	36,600,000		36,600,000		
143-1426-8301	Contributions for Individuals	0	0	9,150,000		9,150,000		
143-1426-9902	Operating Reserves	0	0	854,535		854,535		
TOTAL EXPENDITURES		0	0	50,000,000	0	50,000,000		

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

Signatures: *[Signature]*
Date: 3/12/2010
[Signature] 3/12/10

By Board of County Commissioners
At Meeting of :
March 23, 2010
Deputy Clerk to the
Board of County Commissioners