

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: July 19, 2011 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department: Housing & Community Development

Submitted By: Housing & Community Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the creation of one (1) full-time/time-limited position within the Department of Housing and Community Development (HCD), a Community Development Project Coordinator (Pay Grade 32), to terminate upon the exhaustion of Federal grant funds from the Neighborhood Stabilization Program II (NSP-2) and Neighborhood Stabilization Grant Program III (NSP-3).

Summary: This full-time/time - limited position will carry out technical and administrative work connected with the implementation of activities funded under two (2) grants awarded to Palm Beach County as a result of Title XII of Division "A" of the American Recovery and Reinvestment Act 2009 (ARRA), namely a \$50,000,000 (NSP-2) grant awarded in February 2010; and the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010, namely a \$11,264,172 (NSP-3) grant awarded March 11, 2011. This position will terminate upon the exhaustion of these Federal funds. However, authorization is also sought for the continuation of this position 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.** (CREIS) Countywide (TKF)

Background and Policy Issues: Palm Beach County received grants of \$50,000,000 and \$11,264,172, respectively, under the American Recovery and Reinvestment Act of 2009, and the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. These funds were provided through the U.S. Department of Housing and Urban Development to fund the NSP-2 and NSP-3 Programs, which are intended to help address the high number of foreclosed and abandoned residential properties here in Palm Beach County. NSP-2 and NSP-3 are Special Community Development Block (CDBG) allocations provided to stabilize neighborhoods which contain large numbers of these foreclosed and abandoned residential properties. On July 7, 2009, the Board of County Commissioners authorized HCD to submit an application for \$50,000,000 in NSP-2 grant funding. On January 11, 2011, the Board of County Commissioners authorized HCD to submit an application for the \$11,264,172 in NSP-3 grant funding. An amount totaling \$5,376,417 has been budgeted under NSP-2 and NSP-3 grant awards to cover program administration (inclusive of salaries, benefits, and other related costs associated with this and other previously approved positions). HCD Capital and Real Estate Inspection Services (CREIS) staff's existing workload precluded the current staff from absorbing the additional tasks associated with the NSP-2 and NSP-3 Programs.

Attachments:

- ### 1. Job Description - Community Development Project Coordinator

Recommended By:  7-8-11
Department Director Date

Approved By: Sharon R. B. 7/15/2011
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures					
Operating Costs	97,192				
External Revenues	(97,192)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)	1				
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Is Item Included In Current Budget? Yes X No _____
Budget Account No.:

Fund 1112 Depart 143 Unit 1426 Object Various Program Code/Period N210/GY10

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

Approval of this agenda item will appropriate funds in the amount of \$97,192.88 for salary and benefits for this position.

C. Departmental Fiscal Review: Shairette Major 7-2-11
Shairette Major, Fiscal Manager I

III. REVIEW COMMENTS

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

[Signature] 7/13/2011 [Signature] 7/14/11
OFMB 7/13/11 Contract Development and Control

B. Legal Sufficiency:

[Signature] 7/13/11
Senior Assistant County Attorney

C. Other Department Review:

Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

COMMUNITY DEVELOPMENT PROJECT COORDINATOR**NATURE OF WORK**

This is technical and administrative work coordinating the implementation of federally funded housing programs and participating in their planning. The Community Development Project Coordinator is responsible for the implementation of housing programs and working directly with program clients and beneficiaries. Duties include processing applications and providing technical assistance to clients and beneficiaries. 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 project planning and implementation is received from the Manager of Capital, Real Estate and Inspection Services who also supervises this employee. Work is reviewed through conferences, reports and meetings with the Manager of Capital, Real Estate and Inspection Services.

EXAMPLES OF WORK

Supervises the review of work write-ups, cost estimates, specifications, bid openings and bid reviews.

Conducts meetings with clients, beneficiaries and department staff to resolve problems.

Investigates, evaluates and recommends changes or new project implementation procedures.

Provides technical assistance to program participants, sub-grantees and municipalities.

Coordinates project implementation with the project application, participant qualification and project approval process.

Performs financial proforma analysis of housing projects.

Assists in the inception of housing program, in developing their concepts and in preparation of their policies and procedures and provides input on ones proposed by others.

Monitors individual project progress to insure all necessary components are properly executed.

Reviews request for proposals, bid documents and project plans and ascertains their compliance with funding agreements and program regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the various building trades including construction, modification and repair methods and techniques.

Knowledge of construction inspection techniques to evaluate workmanship, quality of materials and compliance with plans and specifications.

Knowledge of the preparation of construction scheduling methods, construction contract provisions and building and housing codes.

COMMUNITY DEVELOPMENT PROJECT COORDINATOR - CONT'DREQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D

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

Some knowledge of the principles and practices of real estate lending and real estate transactions.

Some knowledge of real estate appraisal methods and property title searches.

Ability to use a personal computer and some knowledge of software applications to construction.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to supervise technical employees.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Construction, Architecture, Engineering or related field with two (2) years of related experience; or any equivalent combination of related training and experience.

03/2011
