

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date:	November 15, 2011	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> 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.

Summary: This full-time/time-limited position will carry out technical and administrative work in connection with the implementation of activities funded under the \$50,000,000 NSP2 grant awarded to the County through the American Recovery and Reinvestment Act of 2009, and the \$11,264,172 NSP3 grant awarded to the County through the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. 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 Justification: The NSP2 and NSP3 funds provided through the U.S. Department of Housing and Urban Development are intended to help address the high number of foreclosed and abandoned residential properties in Palm Beach County. On July 7, 2009, the Board of County Commissioners (BCC) authorized HCD to submit an application for \$50,000,000 in NSP2 funding. On January 11, 2011, the BCC authorized HCD to submit an application for the \$11,264,172 in NSP3 grant funding. An amount totaling \$5,376,417 has been budgeted under the NSP2 and NSP3 grant awards to cover program administration (inclusive of salaries, benefits, and other related costs associated with this and other previously approved positions). The current workload within the Capital, Real Estate, and Inspection Services (CREIS) section of HCD precludes the current staff from absorbing additional tasks associated with the NSP2 and NSP3 Programs.

Attachments:

1. Job Description - Community Development Project Coordinator

Recommended By:		
	Department Director	Date

Approved By:		
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures					
Operating Costs	\$97,192	97192	97192		
External Revenues	(\$97,192)	(97192)	(97192)		
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)	-0-				
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Is Item Included In Current Budget? Yes X No
 Budget Account No.:

Fund 1112 Dept 143 Unit 1426 Object Various Program Code/Period N210-GY11
 Fund 1113 Dept 143 Unit 1428 Object Various Program Code/Period N310-GY11

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

Approval of this agenda item will appropriate \$97,192.88 for salary and benefits for this position. *for 3 years remaining on the grant.*

C. Departmental Fiscal Review: *Shairette Major* 10-27-11
 Shairette Major, Fiscal Manager I

III. REVIEW COMMENTS

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

[Signature] 11/2/11
 OFMB *10/28/11*
(143)

[Signature] 11/3/11
 Contract Development and Control

B. Legal Sufficiency:

[Signature] 11/3/11
 Senior Assistant County Attorney

C. Other Department Review:

 Department Director

Position: **COMMUNITY DEVELOPMENT PROJECT COORDINATOR**
Salary: \$46,681 Annually.
Department: Housing Community Development
Location: 100 South Australian Avenue, WPB
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.

Technical and administrative work coordinating the implementation of federally funded capital and housing programs/projects and the participation in their planning. Employee will be responsible for the implementation of capital and housing programs and working directly with program clients and beneficiaries. Duties will also include construction project management activities such as, budget and schedule monitoring, user coordination, program and plan review, project close-out, processing applications and providing technical assistance to clients, sub-grantees and municipalities. Work is performed with independence within the scope of established policies and procedures. The Community Development Project Coordinator will supervise, monitor, manage and review construction contracts request for proposals, construction work write-ups, cost estimates, specifications, bid documents, project plans, bid openings and bid reviews to ascertain their compliance with funding agreements and program regulations. Investigate, conduct meetings, evaluate and recommend changes or new project implementation procedures to resolve problems. Performs on site employee interviews, monitors and reviews certified payrolls to assure compliance with Davis-Bacon prevailing wage requirements and will be responsible for the financial proforma analysis of individual project progress to insure all necessary components are properly executed.

Required Knowledge, Skills and Abilities

Knowledge of the various construction trades (structural, plumbing, mechanical and electrical) including new construction, rehabilitation, modification and repair methods and techniques.

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

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

Knowledge of state and/or federally funded housing/capital programs undertaken by the cities or counties.

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

Ability to read and interpret structural, plumbing, mechanical and electrical details of building construction plans and specifications to assure compliance with code and program requirements and to recognize deviations from same.

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.

Ability to handle multiple concurrent tasks and responsibilities.

QUALIFICATIONS:

Bachelor's Degree in Construction, Architecture, Engineering or related field; minimum of two (2) years of experience with Federal or State funded: housing programs; community redevelopment projects; residential construction; rehabilitation projects; capital improvement projects; construction project management; housing and building codes; real estate lending.

Equivalency: Unrelated Bachelor's Degree and three (3) years related experience; or Graduation from High School or an equivalent recognized certification and six (6) years related experience.

PREFERENCE FOR EXPERIENCE WITH:

Federal or State capital improvement project or housing project financing/cost analysis (5 points); Davis-Bacon certified payrolls (5 points); Interpreting construction contracts, plans and specifications (5 points); Section 3 of the Housing and Urban Development Act of 1968 requirements (5 points); Uniform Relocation and Real Property Acquisition Policies Act requirements (5 points).

This is a Grant funded position.