Agenda Item #: 5P

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	February 5, 2013	[] Consent [] Ordinance	[X] Regular [] Public Hearing
Department:	Department of Economic		

II. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the creation of one (1) full-time grant funded position within the Department of Economic Sustainability (DES).

Summary: In order to implement the numerous Federal, State and County economic, housing and community development grant and loan programs, DES is required to prepare and monitor various agreements, amendments to agreement and memorandums of understanding (collectively "contracts"). In Fiscal Year 2011-2012 alone, DES prepared approximately 172 new contracts. Due to the continued increase in the workload associated with monitoring existing contracts and preparing new contracts, an additional Contract Compliance Specialist (Pay Grade 30) is needed. This position will be funded from grant funds presently available or from any other funds including ad valorem that become available at a future time. (DES Administration) Countywide (DW)

Background and Justification: This position will be required to perform analysis and monitoring of contracts and requests for proposals approved in association with various Federal and State funded community, housing, and business development programs.

Attachments: None

Department Director

approved By:

Assistant County Administrator

m-t-

II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	\$62,545				
External Revenues	(\$62,545)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				

# ADDITIONAL FTE	1			
POSITIONS (Cumulative)	•			

Is Item Included In Current Budget?	Yes <u>X</u>	No	
Budget Account No.:			

Fund 1539 Dept 143 Unit 2102 Object Various Program Code/Period

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

Approval of this agenda item will appropriate \$62,545 in DES grant funding for salary and benefits for one (1) new position.

C. **Departmental Fiscal Review:**

Shairette Major / Fiscal Manager I

III. REVIEW COMMENTS

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

OFMB

B. **Legal Sufficiency:**

Chief Assistant County Attorney

C. **Other Department Review:**

Department Director