Agenda Item #: 31-1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	January 24, 2012	[X] Consent [] Ordinance	[] Regular [] 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 position within the Department of Housing and Community Development (HCD), a Planner I (Pay Grade 29), which will be grant funded.

Summary: This full-time position will carry out entry level professional planning and administrative work in connection with the implementation of grant funded activities undertaken by HCD. The position will be funded from grant funds presently available or from any other funds that become available at a future time. The position will terminate upon the exhaustion of available funds. (Planning) <u>Countywide</u> (TKF)

Background and Justification: The CDBG Program funds received from HUD assist Palm Beach County with addressing the needs of low and moderate income persons with decent housing and a suitable living environment. Activities undertaken to fulfill this mission include street improvements, construction/improvements to public facilities, housing rehabilitation, public services, and economic development. On July 19, 2011, the Board of County Commissioners (BCC) approved the "Palm Beach County Action Plan: October 2011-September 2012" (R2011-1096) which encompasses, among other things, all the activities to be undertaken under the FY 2011-2012 CDBG Program. Implementation of the CDBG Program requires the undertaking of planning and administrative activities, such as analysis of social and economic data, preparation of action plans, preparation and monitoring of agreements, review of invoices, preparation of performance reports, and interpretation of Program Regulations. An amount of \$1,227,769 was budgeted under the CDBG Program to cover program planning and administration during FY 2011-2012. The current workload within the Planning Section of HCD precludes the existing staff from effectively carrying out all of the planning and administration tasks associated with the CDBG Program without the addition of another planner. In addition to the CDBG Program, the Planning Section currently performs planning and administration functions needed to carry out the Neighborhood Stabilization Program 1, 2, and 3, as well as the HOME Investment Partnership Program, the Emergency Solutions Grant Program, CDBG-Recovery, and the Disaster Recovery Initiatives Programs.

Attachments: None		
Recommended By: De	partment Director	/2-27-// Date
Approved By: Ass	sistant County Administrator	/2-27-// Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures					
Operating Costs	\$61,011				
External Revenues	(\$61,011)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				
# ADDITIONAL FTE POSITIONS (Cumulative)	-1-				

		DITIONAL FTE ITIONS (Cumulative)	-1-				
		n Included In Curre	nt Budget?	Yes X	No		
Fund 1101 Dept 143 Unit 1431 Object Various Program Code/Period BG11/GY11 Rev. Fund: 1101 Dept 143 Unit 1431 Rev. src. 31574 B. Recommended Sources of Funds/Summary of Fiscal Impact:							611/GY11
	Approval of this agenda item will appropriate \$61,011 for salary and benefits for this position.						
	C.	Departmental Fisca	al Review:	Shairette M	My Maior Fiscal Ma	/2-8-	<u>-1/</u>

III. REVIEW COMMENTS

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

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	OFMB	54 111 3	Contract Development and Control
В.	Legal Sufficience	14111 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1d-28" Downlews

C. Other Department Review:

Department Director	

Senior Assistant County Attorney