

PASCO COUNTY, FLORIDA
INTEROFFICE MEMORANDUM

TO:	Honorable Chairman and Members of the Board of County Commissioners	DATE: 5/25/10	FILE: CD10-232
THRU:	Michael Nurrenbrock OMB Director	SUBJECT:	Community Development Division Staffing Needs
FROM:	George Romagnoli, AICP Community Development Manager	REFERENCES:	All Commission Districts

It is recommended that the data herein presented be given formal consideration by the Board of County Commissioners.

DESCRIPTION AND CONDITIONS:

The Pasco County Community Development Division (CDD) has grown from a four person office working out of a conference room in the Facilities Management building on Osteen Road to a staff of 25 operating several complex programs and having the responsibilities for neighborhood improvement, homelessness, affordable housing, slum and blight removal, the Housing Finance Authority, and grants management. Originally responsible for Community Development Block Grant (CDBG), the Emergency Shelter Grant and the HOME Investment Partnerships Program (HOME), CDD is now also responsible for the State Housing Initiatives Partnerships Program (SHIP), the Homeless Rapid Re-Housing Program, the Section 108 loan program, and the Neighborhood Stabilization Program (NSP). CDD is also the Lead Agency for the Coalition for the Homeless of Pasco County, Inc.

NSP has caused CDD to ramp up its operations. The \$50 million NSP will continue for at least four years because the money is lent to agencies to buy and repair homes, and then re-paid when the home is sold (and the Department of Housing and Urban Development has announced there will be another round of funding for NSP). When the NSP is completed, future loan payments can be used for owner-occupied housing rehabilitation projects. Additionally, with an anticipated higher population through the census, most of the other programs the Division operates will see increased funding. When the housing market improves, more home sales will result, and the County's \$40 million loan portfolio will pay-off at a higher level.

For those reasons, additional staff is necessary to successfully implement the programs the Division administers.

A new Community Development Specialist (P17) position would be created that would manage not-for-profit housing agency operations and the monitoring of their activities. As these agencies have become more and more the operating arm of the County, their performance must be supervised to make sure all procedures are followed and federal rules observed.

With all the new construction activity, one new Housing Specialist (N32) is required. Housing Specialists manage the rehab process by inspecting buildings for deficiencies, writing work write-ups for bids, and supervise general contractors to ensure that the work is done correctly. We currently have a backlog of over 30 projects that have not been started because of lack of staff.

We currently have 5 Building Inspectors on assignment to CDD from the Building Inspections Division. One has retired, and it is proposed, since Building Inspection has no further staff that it can lend to CDD, that a new Housing Specialist be hired to replace that retired employee.

ALTERNATIVES AND ANALYSIS:

1. The Board may approve the new positions for CDD.
2. The Board may disapprove the new positions for CDD.

RECOMMENDATION AND FUNDING:

The Community Development Division recommends that the Board of County Commissioners approve the new positions of Community Development Specialist, and Housing Specialists, and replace the vacant position of Building Inspector with a new Housing Specialist. This will result in the creation of three new employees net.

Funding is available in B123 (NSP-2), B125 (NSP-1), B126 (CDBG), B129 (HOME), and B157 (SHIP).

ATTACHMENTS

1. Proposed Organization Chart

GR/GR