

# ECONOMIC DEVELOPMENT AND HOUSING

## Mission

*Our mission is to improve and expand the economic base of the community through the retention and expansion of existing businesses and the attraction of new businesses and real estate investments, and by implementing value-added strategies and programs that enhance the community's overall high quality of life and local and national image. Further, our mission is to provide quality affordable housing and community services to the citizens of Clearwater.*

## Department Description

The Economic Development and Housing Department consists of 14 employees and is divided into two divisions, the Economic Development Division and the Housing Division.

## Financial Projections

<b>Department Summary</b>							
	<i>Actual</i> 2000/01	<i>Actual</i> 2001/02	%	<i>Budget</i> 2002/03	%	<i>Budget</i> 2003/04	%
Economic Development	596,873	915,909	53.5%	1,048,140	14.4%	<b>1,055,170</b>	<b>0.7%</b>
Housing Services	-	-	n/a	489,040	n/a	<b>491,770</b>	<b>0.6%</b>
<b>Total</b>	<b>596,873</b>	<b>915,909</b>	<b>53.5%</b>	<b>1,537,180</b>	<b>67.8%</b>	<b>1,546,940</b>	<b>0.6%</b>

<b>Department Full-Time Equivalent Positions</b>				
	<i>Actual</i> 2000/01	<i>Actual</i> 2001/02	<i>Budget</i> 2002/03	<i>Budget</i> 2003/04
Economic Development	7.0	7.0	7.0	<b>7.0</b>
Housing Services	0.0	0.0	7.0	<b>7.0</b>
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>14.0</b>	<b>14.0</b>

# ECONOMIC DEVELOPMENT

## Program Description

The Economic Development Division, in concert with the department's Housing Division, interrelates its activities with all other city departments and a wide spectrum of public and private organizations.

Operationally, the division's staff collectively administers all programs that impact the economic development of vulnerable parts of the City, including the activities and incentives for the CRA, the DDB, and the Main Street, Brownfields, Enterprise Zone and Hub Zone programs. The division also manages the City's tourism and economic development linkages with the Clearwater Regional Chamber of Commerce and the Tampa Bay Partnership.

In addition, the division assumes responsibility for assisting the existing business community to stabilize their operations, and to retain and expand their employment base, through education on available enhancement programs and growth incentives, assistance with physical building improvements, attraction of new tenants, and providing access to available public and private financing programs.

A key division responsibility, in concert with the review and code enforcement responsibilities of other departments, is the development coordination of new real estate projects being proposed and constructed within the community. In turn, the division is responsible for enhancing the "livability" and "image" of the community by strategizing real estate investment opportunities within the central business district, the beach area and community at large.

The potential for quality economic development growth is further defined by the division's lead role in outreach and targeted marketing for the recruitment of value-added new affordable and market-rate residential, retail, office, industrial, mixed land use, cultural, and tourist-based resort developments.

The Economic Development Division consists of 7 FTEs funded by the General Fund, the CRA (Community Redevelopment Agency), and the DDB (Downtown Development Board) through a contract with the CRA. The positions include an Assistant City Manager, a Director, an Assistant Director, three Economic Development Coordinators and an Administrative Analyst.

	<i>Actual</i> <b>2000/01</b>	<i>Actual</i> <b>2001/02</b>	<b>%</b>	<i>Budget</i> <b>2002/03</b>	<b>%</b>	<i>Budget</i> <b>2003/04</b>	<b>%</b>
Personnel	389,021	421,683	8.4%	519,520	23.2%	<b>539,600</b>	<b>3.9%</b>
Operating	151,898	356,769	134.9%	459,900	28.9%	<b>437,070</b>	<b>-5.0%</b>
Internal Services	55,954	65,097	16.3%	68,720	5.6%	<b>78,500</b>	<b>14.2%</b>
Transfers	-	72,360	n/a	-	-100.0%	-	<b>n/a</b>
<b>Total</b>	<b>596,873</b>	<b>915,909</b>	<b>53.5%</b>	<b>1,048,140</b>	<b>14.4%</b>	<b>1,055,170</b>	<b>0.7%</b>
Program Full-Time Equivalent Positions	7.0	7.0		7.0		7.0	

## Program Highlights

- ❖ The Economic Development program is supported by seven full-time equivalent positions, the same as the 2002/03 budget.
- ❖ The tourism contracts in the amount of \$217,840 for the Chamber of Commerce (\$170,000) and the costs associated with the Beach Visitors Center (\$47,840) are funded in the Economic Development program.
- ❖ Budgeted costs for the qualified tax incentive (QTI) program are anticipated at \$22,000 in the 2003/04 approved budget, a \$30,430 decrease from the level in the previous year.
- ❖ Operating expenditures include \$50,000 for membership in Tampa Bay Partnership and \$65,000 for outside contractual services for market analysis, appraisals, and brownsfields assistance. These were both funded at a similar level in the previous budget.
- ❖ The Community Redevelopment Agency (CRA) will reimburse the General Fund in the amount of \$217,370 for administrative support provided to the CRA in fiscal 2003/04. This is approximately a \$14,880, or 7% increase over the 2002/03 budget.
- ❖ There have been no other significant changes in the Economic Development program in this fiscal year. The Economic Development program reflects an increase of 0.7% over the 2002/03 budget.

**Program Description**

The mission of the Housing Division is to provide quality affordable housing, community and economic development services to the citizens of Clearwater. These goals are achieved through the administration of two federal grants, Community Development Block Grant (CDBG) and Home Investment Partnership Grant (HOME), and one state grant, State Housing Initiatives Partnership (SHIP) Program Grants, totaling approximately \$3 million. Using these grant funds, the division funds a wide variety of housing, social service and economic development programs.

Approximately \$1 million of the total grant funds are redistributed to community organizations that directly provide social services to the community. Examples of these community organizations include: Partners in Self-Sufficiency, the Community Service Foundation, Pinellas Opportunity Council, Community Pride Child Care and Family Resources. The division annually solicits, reviews and recommends to the City Commission for their final approval the selection and funding level of the grantee organizations. Contract management and grant supervision is provided by the Division throughout the year to insure effective use of the grant funds.

The division provides affordable housing funding for very low to moderate-income residents for down payment assistance or rehabilitation loans and construction of new infill housing units. The division's loan officer and rehabilitation officer evaluate and process loan applications, close real estate transactions and perform property inspections during construction. Where grant funds for new infill housing are provided to a nonprofit housing partner, the division provides technical assistance to the nonprofit organization and supervision of the grant. Due to the extensive federal and state grant regulatory requirements, two full time positions as well as a substantial portion of the Assistant Housing Director's time are devoted to financial reporting, grant management and coordination with the City's Finance Program.

The Housing Division is fully funded through the administrative portion of the federal and state grant funds and no City general operating funds are used to support this division.

The staff of the Housing Division is composed of seven FTEs including an Assistant Housing Director, one Division Manager, one Housing Coordinator, one Construction Coordinator, one Controller, one Accounting Technician, and a Staff Assistant. This program was moved from the Planning Department to the Economic Development Department in fiscal year 2002/03.

<b>Program Summary</b>							
	<i>Actual</i> 2000/01	<i>Actual</i> 2001/02	%	<i>Budget</i> 2002/03	%	<i>Budget</i> 2003/04	%
Personnel	-	-	n/a	371,640	n/a	<b>392,330</b>	<b>5.6%</b>
Operating	-	-	n/a	29,680	n/a	<b>33,410</b>	<b>12.6%</b>
Internal Services	-	-	n/a	87,720	n/a	<b>66,030</b>	<b>-24.7%</b>
<b>Total</b>	-	-	<b>n/a</b>	<b>489,040</b>	<b>n/a</b>	<b>491,770</b>	<b>0.6%</b>
Program Full-Time Equivalent Positions	0.0	0.0		7.0		<b>7.0</b>	

## Program Highlights

- ❖ The Housing Division is a self-supporting division, supported entirely by the Community Development Block Grant (CDBG), Home Investment Partnership Grant (HOME), and State Housing Initiatives Partnership (SHIP). These programs reimburse the General Fund for the administrative and programming functions provided by the Housing Division.
- ❖ The Housing Division is supported by seven full-time equivalent positions, the same as the previous year's budget.
- ❖ There have been no other significant changes in the Housing Services program in this fiscal year. The 2003/04 budget for this program reflects an increase of 0.6% from the 2002/03 budget.