

# ECONOMIC DEVELOPMENT AND HOUSING

## Mission

*Our mission is to improve and expand the economic base of the City 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 twelve (12) employees and is divided into two (2) divisions, the Economic Development Division and the Housing Division.

DEPARTMENT SUMMARY					
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07	% Change
Economic Development	978,477	802,692	904,320	937,090	3.6%
Housing Division	472,157	468,102	493,010	520,040	5.5%
<b>Total Economic Development &amp; Housing</b>	<b>1,450,634</b>	<b>1,270,794</b>	<b>1,397,330</b>	<b>1,457,130</b>	<b>4.3%</b>

DEPARTMENT FULL TIME EQUIVALENT POSITIONS				
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07
Economic Development	7.0	7.0	5.0	5.0
Housing Division	7.0	7.0	7.0	7.0
<b>Total Economic Development &amp; Housing</b>	<b>14.0</b>	<b>14.0</b>	<b>12.0</b>	<b>12.0</b>

# ECONOMIC DEVELOPMENT

## Program Description

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

Operationally, the division administers all programs that impact the economic development of vulnerable parts of the City, including the activities and incentives for the Community Redevelopment Agency (CRA), the Downtown Development Board (DDB), and the Main Street, Brownfields, Enterprise Zone, and Hub Zone Programs. The division also manages the City's tourism and economic development efforts with the Clearwater Regional Chamber of Commerce and the Tampa Bay Partnership.

Economic Development develops and maintains contacts with the business community to attract new opportunities to the area, and assists existing businesses by connecting them to available resources given their needs and facilitating the process. This effort serves to create jobs, increase the tax base and improve the economic and business climate of the City.

A key division responsibility, in concert with the review and code enforcement compliance responsibilities of other departments, is the development coordination of new real estate projects being proposed and constructed within the community. In addition, the division is responsible for enhancing the "livability" and "image" of the community by strategizing real estate investment opportunities within the Downtown, the Beach 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 five (5) FTE's funded by the General Fund, the CRA, and the DDB through a contract with the CRA. The positions include a Director, an Assistant Director, and three (3) Economic Development Coordinators.

PROGRAM SUMMARY					
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07	% Change
Personnel	536,993	368,520	384,030	398,620	3.8%
Operating	363,427	360,492	450,620	447,200	-0.8%
Internal Services	78,057	73,680	69,670	91,270	31.0%
<b>Total Economic Development</b>	<b>978,477</b>	<b>802,692</b>	<b>904,320</b>	<b>937,090</b>	<b>3.6%</b>

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07
Economic Development	7.0	7.0	5.0	5.0
<b>Total Economic Development</b>	<b>7.0</b>	<b>7.0</b>	<b>5.0</b>	<b>5.0</b>

## Program Highlights

- ❖ The Economic Development Program is supported by five (5) full time equivalent (FTE) positions, the same number as the 2005/06 budget.
- ❖ The tourism contracts in the amount of \$230,620 include the Chamber of Commerce (\$190,000) and costs associated with the Beach Visitors Center (\$40,620) and are funded in the Economic Development Program.
- ❖ Operating expenditures include \$50,000 (the same level as the prior year budget) for membership in the Tampa Bay Partnership and \$75,000 (a \$5,000 increase) for outside contractual services for market analysis, appraisals, and projections assistance.
- ❖ The Community Redevelopment Agency (CRA) will reimburse the General Fund in the amount of \$197,000 for administrative support provided to the CRA in fiscal year 2006/07.
- ❖ Internal Service costs increased due to additional GIS support for computer services as well as costs for cell phones.
- ❖ There have been no other significant changes in the Economic Development program in this fiscal year. The Economic Development program reflects an increase of 3.6% over the 2005/06 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 (2) federal grants, Community Development Block Grant (CDBG) and Home Investment Partnership Grant (HOME), and one (1) 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 Homeless Emergency Project. The division annually solicits, reviews and recommends to the City Council 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 and rental communities. The division's Housing Coordinator evaluates and processes loan applications, and closes real estate. Where grant funds for new infill housing are provided to a nonprofit or for-profit 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 (2) FTE's, 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 Department.

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 (7) FTE's including an Assistant Housing Director, one (1) Housing Manager, one (1) Housing Coordinator, a Controller, an Accountant, a Staff Assistant and one (1) Senior Staff Assistant.

<b>PROGRAM SUMMARY</b>					
	<b>Actual 2003/04</b>	<b>Actual 2004/05</b>	<b>Budget 2005/06</b>	<b>Budget 2006/07</b>	<b>% Change</b>
Personnel	368,475	376,337	402,830	420,980	4.5%
Operating	22,907	26,956	23,060	33,530	45.4%
Internal Services	65,775	64,809	67,120	65,530	-2.4%
Transfers	15,000	-	-	-	0.0%
<b>Total Housing</b>	<b>472,157</b>	<b>468,102</b>	<b>493,010</b>	<b>520,040</b>	<b>5.5%</b>

PROGRAM FULL TIME EQUIVALENT POSITIONS				
	Actual 2003/04	Actual 2004/05	Budget 2005/06	Budget 2006/07
Housing	7.0	7.0	7.0	7.0
<b>Total Housing</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<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 (7) FTE positions, the same as the previous year's budget.
- ❖ Personnel services reflect a 4.5% increase due to general wage increases and higher contributions to the City's pension fund.
- ❖ Operating costs increased 45.4% due to \$12,000 included in this budget for the single audit.
- ❖ Internal Service costs decreased 2.4% in this budget. Most services either increased or decreased slightly, for a net decrease of \$1,590.
- ❖ There have been no other significant changes in the Housing Division program in this fiscal year. The 2006/07 budget for this program reflects a 5.5% increase over the 2005/06 budget.