CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **City Manager**

AGENDA DATE: **01/23/07**

CONTACT PERSON/PHONE: **Joyce A. Wilson, City Manager, (915) 541-4844**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE: Appointment of William L. Lilly, Jr. as Community and Human Development Director

BACKGROUND / DISCUSSION:

To approve the appointment of Mr. Lilly as Community and Human Development Director on a permanent basis.

PRIOR COUNCIL ACTION:

William L. Lilly was appointed Interim Director November 28, 2006.

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/07
Fund Source: 71150047-10048-71000

BOARD / COMMISSION ACTION:

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) ___ **FINANCE:** (if required) _____

OTHER: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

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RESUME

William L. Lilly, Jr.

Professional Objective:

Seeking a challenging and responsible management position where comprehensive administration experience and management abilities can be utilized to provide an opportunity for continued professional growth.

Summary of Qualifications:

- Proven record of contributions through the utilization of effective administration and planning
- Demonstrated proficiency in coordinating comprehensive and complex projects for sustained performance
- Problem solver allowing for creative methods and solutions
- Organizer, with the ability to devise procedures for effective completion of goals and objectives
- Excellent communication skills, both written and verbal
- Proven grant and administration skills

Professional Experience:

City of El Paso, Texas

September 2006 to Current:

- Deputy Director, Community and Human Development

Deputy Director, Community and Human Development

Plan, organize, implement and direct grant funded community and economic development, neighborhood revitalization and housing programs. Oversee goal setting and implementation of programs and activities. Review applications for grants including Community Development Block Grant, Home Investment Partnership Program and Emergency Shelter Grant. Responsible to collaborate with other departments, funding and regulatory agencies, service providers and civic groups to set grant policies and priorities to accomplish established goals. Responsible for ensuring compliance with federal, state and local rules and regulations. Create partnerships efforts with public agencies, private sector representatives and neighborhood groups.

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December 2005 to September 2006:

- Neighborhood Services Manager

Neighborhood Services Manager:

Assisted the development of the Neighborhood Services Programs in the Community and Human Department, to include the development of the Neighborhood-El Paso Program. Created processes for the development of revitalization plans and strategies and conservation plans to preserve and improve older and distressed neighborhoods. The Neighborhood-El Paso Program includes programs and projects to improve the quality of life for residents and to ensure sustainability of activities.

City of Yuma, Arizona

July 1996 to December 2005

- Neighborhood Services Manager
- Neighborhood Specialist for Economic Development

Neighborhood Services Manager: (July 1999-December 2005)

Manage the Neighborhood Services Division to include the development and implementation of redevelopment and revitalization plans and strategies to improve older and distressed neighborhoods. Develop programs and projects to improve the quality of life for residents and to ensure sustainability of activities. Research, identify and secure public and private funding to assist the implementation of plans and strategies.

Responsible for the administration of the Community Development Block Grant Program, the HOME housing program, State Housing Fund programs, U.S. Department of Justice funding and others to effectively implement neighborhood revitalization programs. Responsible for development of the Five Year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), the Analysis of Impediments to Fair Housing and assisted in developing the Yuma County Continuum of Care. Duties include the management, training, evaluation and assignment of tasks for the Neighborhood Services staff.

Responsible for the administration, monitoring, and preparation of required reports and compliance with legal funding requirements. Responsible for resolving complex and politically sensitive issues encountered regarding neighborhood issues. Responsible for developing and maintaining positive relationships and collaborations with Federal, State, and local entities including non-profit organizations and the private sector. Represented the department at public meetings, hearings, and community and neighborhood events.

Projects included the development and implementation of the Carver Park Neighborhood Revitalization Plan and Strategy, the Carver Park Neighborhood ACTION Communities Initiative, development of the Site Specific distressed mobile home revitalization strategy, Redevelopment Plans, the U.S. Department of Justice Weed and Seed Strategy, Section 108 Loan Application and Economic Development Initiatives.

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Neighborhood Specialist for Economic Development: (July 1996-July 1999)

Researched, compiled and analyzed trends in community development and neighborhood revitalization. Facilitated the performance of grant projects and programs, including preparation of reports, grant applications and monitoring. Conducted public outreach activities and provided technical assistance to sub-recipients and grantees. Assisted in planning and preparation of the City of Yuma Consolidated Plan. Developed specific programs to assist commercial business and property owners located in eligible areas.

Arizona Department of Commerce, Phoenix, Arizona

September 1993 to July 1996:

- Community Development Program Specialist
- ADA Coordinator for the Arizona Department of Commerce

Assisted in the administration of the State of Arizona's Community Development Block Grant Program. Directly responsible in the overseeing of over 20 communities and jurisdictions. Responsibilities include numerous functions not limited to: Preparing and/or reviewing programmatic and fiscal contract components; reviewing grant applications; negotiating contracts; monitoring and evaluating contract compliance; on-site monitoring; development of policies and procedures for contract management and administration; providing technical assistance to communities on compliance, programmatic and implementation issues. Required extensive knowledge of the U.S. Department of Housing and Urban Development rules and regulations, the National Environmental Policy Act, Davis Bacon Related Acts, the Uniform Relocation Assistance and Real Property Acquisition Polices Act (URA), among others.

ADA/504 Coordinator- Responsible for ensuring agency's and sub recipient compliance with the Americas with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Clark County Managers Office, Las Vegas, Nevada

October 1990 to October 1992

- Management Analyst II

Organized and performed management studies including recommendations on organizational structure, administrative polices and management techniques. Responsible for liaison with County franchisees (monitoring rate structures, consumer services, etc.) Assisted in day-to-day administration and served as liaison to several unincorporated jurisdictions within Clark County.

City of Benton Harbor, Benton Harbor, Michigan

November 1980 to July 1988

- Community Services Director/Assistant City Manager

Director of administration and operations of the Community Services Department which included Community Development, Economic Development and Building Inspections division. Also assisted in the day-to day operations of the City.

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Community Development:

Responsible for preparation of grant proposals and administration of funding of federal, state, and private resources to design and implement programs to assist the development and growth of the community. Activities include new housing development, infrastructure and public works improvements, housing rehabilitation, acquisition and relocation of residential and commercial, and funding for community based agencies and programs.

Economic Development:

Development of strategies for the retention, expansion and recruitment of commercial and industrial businesses. Forerunner in the development and advocate of Enterprise Zone legislation. Required extensive knowledge of incentive programs. Developed and administered numerous grants and revolving loan programs to assist small business.

Building Inspections:

Responsible for planning and supervision of the inspection of new construction and renovation of industrial, commercial and residential facilities. Also responsible for development and implementation of code enforcement programs in commercial and residential neighborhoods.

Community Services Department **October 1976 to November 1980**

Served in several capacities within the Community Services Department to include Community Services Coordinator, Coordinator of Administrative Affairs of Community and Economic Development, Economic Develop Specialist, and Economic Development Research Specialist.

Educational Background:

1976-**Western Michigan University**, Kalamazoo, Michigan

- Bachelor of Business Administration

Graduate Courses: Accounting, Marketing, Planning and Management

Other: Numerous courses, workshops, etc. in City Planning, Redevelopment, Grantsmanship, Policy management

Personal Recognitions:

2004- Arizona Department of Housing- Housing Hero Award
2004- Chicano Por La Causa- Outstanding Community Support
2004- Yuma NAACP- Community Service Award
2002- Yuma Private Industry Council- Partnership Excellence Award
2001- City of Yuma- Employee of the Year
1997- City of Yuma- Excellence in Action

Board Member of numerous non-profit organizations

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