

**CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)**

DEPARTMENT: Community and Human Development
AGENDA DATE: 02/24/09
CONTACT PERSON/PHONE: Bill Lilly, Director (541-4643)
DISTRICT(S) AFFECTED: 1, 3, 6, 7, and 8

SUBJECT:

Discussion and action on a resolution approving the September 2008 – August 2009 budget for the U.S. Department of Housing and Urban Development Empowerment Zone Planning and Implementation Grant Program (Agreement No. EZ-99-TX-0013).

BACKGROUND / DISCUSSION:

In April 1999, the City received an Empowerment Zone designation by the U.S. Department of Housing and Urban Development. The geographic boundaries include sections of Districts 1, 3, 6, 7 and 8.

In June 2008, the City submitted a revised Strategic Plan to HUD outlining the proposed expenditure of the remaining funds, in accordance with the Empowerment Zone community's input. It was anticipated upon HUD's approval to submit the administrative budget along with program budget to Council and Mayor, upon completion of a Request for Proposal process. With HUD's updates indicating an imminent approval date, the FY09 budget submission had been postponed.

As of the posting of this item, the revised Strategic Plan remains under HUD review. In the interim and in accordance with the May 2007 HUD approval letter, administrative costs continue to be eligible and reimbursed by HUD. The Empowerment Zone Advisory Board reviewed the administrative budget for 2008-2009 at its February 10, 2009 meeting and recommended its approval.

September 2008 – August 2009 \$451,575.00 Administrative Budget **(Exhibit A)**

Personnel included in the administrative budget are the Empowerment Zone Coordinator, Empowerment Zone Project Compliance Specialist, Empowerment Zone Senior Accountant, Empowerment Zone Secretary and an Empowerment Zone Loan Specialist. The Project Compliance Specialist position has been vacant and will be filled upon approval from HUD of the submitted Strategic Plan. The Loan Specialist may not be filled depending on the activities that are funded via the revised Strategic Plan. Additionally, payroll costs include a five-percent allocation of the Community and Human Development Director's salary, as per HUD directive.

The estimated remaining funds in the Empowerment Zone project are \$3,400,000. The Empowerment Zone Revolving Loan Fund revenue received through December 2008 is \$1,740,000. The administrative budget will be incorporated into the overall Empowerment Zone budget, when approved.

PRIOR COUNCIL ACTION:

The El Paso City Council approved the FY08 (September 2007 – August 2008) administrative budget on January 8, 2008.

AMOUNT AND SOURCE OF FUNDING:

The El Paso Empowerment Zone Program will be funded by the El Paso Empowerment Zone Planning and Implementation Grant and administered by the Community and Human Development Department. The approximate \$3,400,000 remaining funds are budgeted in account number 71150075-11002-71000-

G71EZECEPEZ with the received \$1,700,000 EZ Revolving Loan Fund revenue deposited in account numbers 71150075-11002-405065-G71EZBOF (principal) and 71150075-11002-405066-G71EZBOF (interest).

BOARD / COMMISSION ACTION:

On February 10, 2009, the Empowerment Zone Advisory Board unanimously recommended approval of the administrative budget for 2007-2008.

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

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

DEPARTMENT HEAD: _____

cc: Deborah G. Hamlyn, Deputy City Manager, Quality of Life

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the El Paso Empowerment Zone Grant administrative budget for the period of September 2008 – August 2009, attached hereto as Exhibit "A", is hereby approved.

ADOPTED this _____ day of February, 2009.

THE CITY OF EL PASO:

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Marie A. Taylor
Assistant City Attorney

APPROVED AS TO CONTENT:



William L. Lilly, Director
Community and Human Development



Exhibit "A"
EMPOWERMENT ZONE GRANT

City of El Paso – Community and Human Development Department

FY 2009 Empowerment Zone Grant Administration Budget

Sub-Object	Description	FY 09 Sep 2008 – Aug 2009
501000	Non-Uniform Wages and Salaries	48,617
501002	Overtime	125
501010	Shift Differential - Civilian	125
501011	Part-time Temporary Civilian	186,076
501100	Worker's Compensation (Premium)	1,175
501101	Unemployment Compensation (Ins. Premium)	236
501108	Pos City – Employer Contribution	24,185
501114	Life Insurance	178
501124	City Pension Plan Contribution	27,343
501129	FICA City Match	14,552
501130	FICA Med- City Match	3,405
	PAYROLL: SUBTOTAL	\$306,017
502104	Professional Services – Audit	14,000
502109	Professional Services – External Legal Counsel	48,000
502112	Professional Services – Interpreter Services	1,200
502116	Promotional (Advertising)	1,700
502202	Data Processing Contract	700
502205	Legal Notices	6,200
502301	Motor Pool Usage Fees	750
502302	Print Shop (Quick Copy Center Charges)	2,500
502304	Mail Room Charges (Postage)	1,500
502404	Office Equipment (Lease – Copier Contract)	2,500
502408	Vehicle (Leases – Bus Tour)	400
503100	Office Supplies	2,200
503101	Minor Office Equipment	400
503103	Publications/Subscription	100
503104	Minor Computer Equipment (Supplies)	1,000
503107	Photograph/Film/Video Supplies	100
503115	Food and Beverage Supplies	300
504000	Phone (Southwestern Bell)	360
504001	Long Distance	50
504003	Postage (Overnight Service)	500
504201	Travel Expenses	800
504202	Travel Expenses – Board Members	1,100
504406	Other Services (Court Cost/Parking)	50
504412	Seminars/Continuing Education Fees	200
504414	Professional Licenses and Memberships	200
504415	Indirect Cost Expenditures	58,748
	NON-PAYROLL: SUBTOTAL	\$145,558
	TOTAL	\$451,575



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