



## **AGENDA MEMORANDUM**

Corpus Christi Business and Job Development Corporation Meeting of June 20, 2016

**DATE:** June 6, 2016

**TO:** President and Honorable Board Members,  
Corpus Christi Business and Job Development Corporation

**FROM:** Rudy Bentancourt, Director; Housing and Community Development  
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361-826-3021

### **Affordable Housing – Reimbursement of HCD Staff Expenditures**

#### **CAPTION:**

Motion allocating and transferring \$31,993.89 in Fund 1140 Economic Development Fund from the Affordable Housing's "Available for Projects" balance on the Contracts and Commitment monthly report to the Affordable Housing's "City of Corpus Christi – Reimbursement" balance to reimburse staff time from the Housing and Community Development Department for Type A activities performed during the last quarter of FY14-15 in the amount of \$10,345.97, the first quarter of FY15-16 in the amount of \$10,549.63, and the second quarter of FY 15-16 in the amount of \$11,098.29.

#### **PURPOSE:**

Allocating and transferring \$31,993.89 for staff reimbursement for FY14 and FY15 reimbursements for staff who worked on Type A Activities, which are not eligible under direct funding from the U.S. Department of Housing and Urban Development.

#### **BACKGROUND AND FINDINGS:**

The City of Corpus Christi's Housing and Community Development receives funding for certain programs approved by the Type A Board and City Council. To date, there is a total outstanding expense of \$31,993.89 from direct time HCD staff spent on the Homebuyer Assistance Program funded by the Type A Board. This activity is not eligible under HUD guidelines and requires reimbursement from the funding entity. The current request is for the last quarter of FY14-15, and the first and second quarters of FY15-16.

It is estimated that on an average month, the staff cost is approximately \$10,000 which covers all of the staff time associated with administering the program. A review of prior quarterly reimbursements reveals the average reimbursement request is approximately \$30,000+ per quarter. A breakdown of staff time for the quarters being requested is attached as well as the description of the positions working with the Homebuyer Assistance Program.

#### **ALTERNATIVES:**

N/A

**OTHER CONSIDERATIONS:**

N/A

**CONFORMITY TO CITY POLICY:**

The motion is in conformity with the Affordable Housing Goals approved by the Type A Board.

**EMERGENCY / NON-EMERGENCY:**

N/A

**DEPARTMENTAL CLEARANCES:**

Housing and Community Development  
Finance  
Legal

**FINANCIAL IMPACT:**

☐ Operating      ☐ Revenue      ☐ Capital      X Not applicable

<b>Fiscal Year: 2015-2016</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget				
Encumbered / Expended Amount				
This item				
BALANCE				

Fund(s): (Do not list Accounting streams, use names of accounts)

**Comments**

N/A

**RECOMMENDATION:**

It is the recommendation of the Housing and Community Development Department to approve the staff reimbursement of \$31,993.89.

**LIST OF SUPPORTING DOCUMENTS:**

Staff Matrix