



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

February 1, 2005

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

SUBJECT: Permit For Broad Spectrum Community Development Corporation to Provide Free Federal and State Income Tax Preparation Assistance to Low and Moderate Income Individuals and Families at the Neighborhood Resource Center (Citywide)

## DISCUSSION

Broad Spectrum Community Development Corporation (Broad Spectrum), working under an agreement with the Internal Revenue Service (IRS), provides free federal and state income tax preparation assistance to low- and moderate-income individuals and families in Long Beach with a focus on providing assistance in claiming Earned Income Tax Credits (EITC). Further, Broad Spectrum links these individuals to free mainstream banking services, financial literacy workshops, and asset building strategies, such as homeownership and entrepreneurship opportunities.

Broad Spectrum proposes to work at the Neighborhood Resource Center (Center) to provide free tax preparation services two days per week during the tax season of February through April for Long Beach residents. The Center is centrally located, easily accessible by public transportation, and is open to all Long Beach residents. The Department of Community Development, Neighborhood Services Bureau, is responsible for the management of the Center, located at 425 Atlantic Avenue.

The attached Program Plan outlines the free federal and state income tax preparation assistance, electronic filing, and financial literacy referrals that Broad Spectrum proposes to provide to low income Long Beach residents. Funded by the IRS, United Way and the Los Angeles County Board of Supervisors, Broad Spectrum staff and volunteers will be responsible for scheduling appointments for tax services at the Center at no cost to the City or to the residents it serves.

The City will assist Broad Spectrum staff by providing office space at no cost, assisting in the marketing and outreach necessary to inform Long Beach residents of this free service, and providing bilingual translators, as needed. In exchange, Broad Spectrum staff will provide free services two days per week during tax season and provide workshops and presentations to the Long Beach community regarding their services.

The term of the agreement will be from February 1, 2005 through April 15, 2005, with two renewal options for the subsequent two tax seasons based on satisfactory performance.

This letter was reviewed by Senior Deputy City Attorney Donna Gwin on January 20, 2005, and Budget Management Officer David Wodynski on January 24, 2005.

TIMING CONSIDERATIONS

City Council action is requested on February 1, 2005, as the proposed tax preparation services are scheduled to be offered between February 1, 2005 and April 15, 2005.

FISCAL IMPACT

Funding for this activity is budgeted in the Community Development Grant Fund (SR 150) in the Department of Community Development. There will be no impact on the General Fund.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

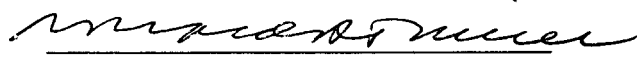
Authorize the City Manager to execute an agreement with Broad Spectrum Community Development Corporation for use of the Neighborhood Resource Center to provide free federal and state income tax preparation assistance to low- and moderate-income individuals and families from February 1, 2005 – April 15, 2005, with two renewal options for two subsequent years based on satisfactory performance.

Respectfully submitted,

  
MELANIE S. FALLON  
DIRECTOR OF COMMUNITY DEVELOPMENT

MSF:bjw  
Attachment

APPROVED:

  
GERALD R. MILLER  
CITY MANAGER