
ADMINISTRATIVE SERVICES DEPARTMENT



"Cultivating Development Opportunities And Sustainable Growth"

MISSION:

The mission of the Administrative Services Department is to bolster the City's economic and housing opportunities.

DEPARTMENT GOALS AND OBJECTIVES:

1. Comply with AB X1 26 – elimination of redevelopment agencies and all wind-down activities associated.
2. Improve, maintain, and create affordable work force housing that serves the needs of the community.
3. Engage in activities at a federal level on matters affecting the Community Development Block Grant, Home Investment Partnership Grant, Neighborhood Stabilization Program, and other federal funding sources.
4. Continue efforts for the attraction, retention, and expansion of businesses to Corona.

SCHEDULE OF POSITIONS BY DEPARTMENT

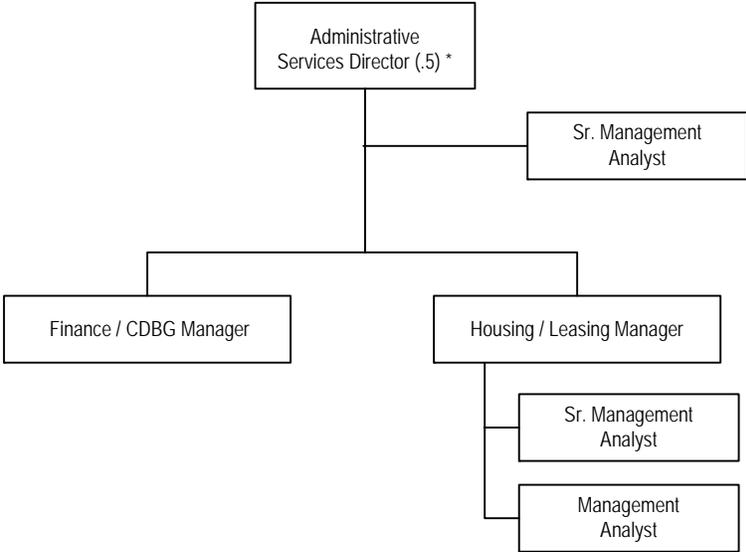
*For historical and salary information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

	<u>Authorized FY 2011-12</u>	<u>Adopted FY 2012-13</u>
<u>ADMINISTRATIVE SERVICES</u>		
Administrative Services Director (Note 1)	0.5	0.5
Finance / CDBG Manager	1	1
Housing / Leasing Manager	1	1
Senior Management Analyst	2	2
Management Analyst	<u>1</u>	<u>1</u>
<u>Total Administrative Services</u>	5.5	5.5

Notes:

1 Position oversees both the Administrative Services Department and Human Resources Department.

Administrative Services Department



* Position oversees both the Human Resources Department and Administrative Services Department.

FINANCIAL SUMMARY OPERATIONAL

ADMINISTRATIVE SERVICES

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
BUDGET SUMMARY						
1000 Salaries - Benefits	\$ 2,206,402	\$ 2,230,060	\$ 2,508,969	\$ 1,828,807	\$ 1,677,553	\$ 1,010,714
2000 Services - Supplies	1,938,281	1,700,804	2,244,727	2,789,698	1,115,465	1,689,975
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 4,144,683</u>	<u>\$ 3,930,864</u>	<u>\$ 4,753,696</u>	<u>\$ 4,618,505</u>	<u>\$ 2,793,018</u>	<u>\$ 2,700,689</u>

PROGRAMS

1910 Successor Agency Admin.	\$ 1,864,708	\$ 2,058,499	\$ 2,581,218	\$ 2,487,336	\$ 1,671,938	\$ 1,916,414
1920 Community Development Block Grant	168,357	168,784	240,300	280,147	220,186	225,934
1930 Economic Development	715,734	698,841	813,559	861,193	397,285	323,341
1940 Affordable Housing	939,032	917,303	1,118,619	989,829	503,609	235,000
1950 Temescal Canyon Admin.	456,852	87,437	-	-	-	-
Total Programs	<u>\$ 4,144,683</u>	<u>\$ 3,930,864</u>	<u>\$ 4,753,696</u>	<u>\$ 4,618,505</u>	<u>\$ 2,793,018</u>	<u>\$ 2,700,689</u>

FUNDING SOURCES

110 General Fund	\$ -	\$ -	\$ -	\$ 162,496	\$ -	\$ 462,033
218 Corona Mall Business Improvement District Fund	-	2,175	-	-	1,954	2,579
230 Low/Mod Housing Fund	939,032	917,303	1,118,619	989,829	503,609	235,000
417 RDA Successor Agency Fund	1,748	875	-	44,618	-	-
431 CDBG Fund	129,583	147,701	195,607	195,607	177,819	196,504
432 Home Investment Partnership Program Fund	38,774	21,083	44,693	84,540	42,367	29,430
441 RDA Land Disposition Fund	98,521	137,100	182,250	182,250	136,264	503,679
475 Successor Agency Administration Fund	2,480,173	2,617,190	3,212,527	2,959,165	1,931,005	1,271,464
476 Temescal Canyon Project Area Admin. Fund	456,852	87,437	-	-	-	-
Total Funding	<u>\$ 4,144,683</u>	<u>\$ 3,930,864</u>	<u>\$ 4,753,696</u>	<u>\$ 4,618,505</u>	<u>\$ 2,793,018</u>	<u>\$ 2,700,689</u>

ADMINISTRATIVE SERVICES DEPARTMENT

PROGRAM DESCRIPTION – SUCCESSOR AGENCY ADMINISTRATION:

The Administrative Services Department is responsible for implementing all legal processes and wind-down activities as outlined in AB X1 26 for the elimination of redevelopment agencies and activities.

PROGRAM ONGOING OBJECTIVES:

1. Undertake all activities associated with the wind-down and elimination of redevelopment activities as prescribed in AB X1 26.

PROGRAM GOALS:

1. Comply with all legal obligations outlined in AB X1 26 for the elimination of redevelopment agencies through June 2013.

ADMINISTRATIVE SERVICES DEPARTMENT

PROGRAM DESCRIPTION – COMMUNITY DEVELOPMENT BLOCK GRANT, HOME INVESTMENT PARTNERSHIP GRANT, AND NEIGHBORHOOD STABILIZATION PROGRAM GRANT:

The City of Corona receives federal funding under the Community Development Block Grant, or CDBG, Home Investment Partnership Grant, or HOME, and the Neighborhood Stabilization Program, or NSP. CDBG funds may be used for eligible projects and allocated to benefit low and moderate income persons and/or to fund programs and projects to alleviate blighting conditions within eligible CDBG areas. HOME funds may be used for activities that increase and preserve the City's affordable housing. The NSP 1 funds have been allocated to fund the acquisition and rehabilitation of foreclosed properties in Corona's targeted areas. Anticipated NSP 3 funds will be used for the acquisition of a vacant foreclosed parcel for future multi-family development. The Administrative Services Department is responsible for administering these programs in compliance with federal requirements.

PROGRAM ONGOING OBJECTIVES:

1. Ensure the CDBG program and NSP funds are administered in compliance with federal regulations to create a suitable living environment, create and maintain decent housing, and promote economic opportunities benefiting the low and moderate income residents of the City.
2. Administer the HOME program to create and sustain affordable housing while creating and preserving the City's affordable housing stock. Emphasize home ownership by increasing the City's housing development capability through the City's certified Community Housing Development Organization, or CHDO.

PROGRAM GOALS:

1. Administer, monitor, and report on funded activities for the CDBG, NSP, and HOME programs in accordance with federal regulations through June 2013.
2. Continue to fund CDBG eligible activities (public services, public facility renovations, infrastructure improvements and fair housing services) with at least 70 percent of those activities providing a direct benefit to the low and moderate income residents of the City through June 2013.
3. Utilize HOME funding for the development of an affordable multi-family project and/or for continued first time home buyer assistance under the Home Owners Assistance Program, or HOAP Now II, program through June 2013.
4. Implement the NSP 1 and NSP 3 program funds by timely committing and expending allocated funds on eligible activities including acquisition, rehabilitation, and resale of foreclosed homes to eligible very low, low and moderate income households; the substantial rehabilitation of an existing 12 unit apartment building for very low income households; and the acquisition of vacant land for multi-family development through June 2013.
5. Emphasize the contributions of CDBG, HOME and NSP in the community through outreach and reporting of job creation, services, resources and financial assistance through June 2013.

ADMINISTRATIVE SERVICES DEPARTMENT

PROGRAM DESCRIPTION – ECONOMIC DEVELOPMENT:

Economic Development is responsible for the attraction, retention, and expansion of businesses to Corona. This is accomplished by strategically planning the programs and projects that will produce results in the most efficient and cost effective manner. The overall approach is one that encompasses the vision and inclusion of all stakeholders necessary to carry out the programs and projects the City Council sets as priorities. It will encourage the growth of entrepreneurship, identify target industries, subscribe to investment in technologies that improve the quality of civic life, and provide open access to information and resources. Economic Development will continue to form new strategic alliances and strengthen existing ones that provide investment in the community and enhance the opportunities of Corona's citizens.

PROGRAM ONGOING OBJECTIVES:

1. Expand the marketing strategy developed to target focused areas of the City for office, institutional, retail and entertainment, and other uses the community desires to attract.
2. Maintain a high leadership role with the Corona business community by utilizing the business retention program, facilitating targeted Team Corona business meetings, and participating in economic development events throughout the region.
3. Utilize targeted new media campaigns to highlight the City's assets and economic and community benefits to attract favorable business and development.
4. Distribute economic development information to key City staff and community stakeholders and use special events to inform and educate existing businesses on current City opportunities and programs.
5. Partner with workforce development entities to provide resources for job growth.

PROGRAM GOALS:

1. Continue to enrich the TeamCorona.com website with relevant information and services to the target audience of site selectors and relocation professionals through June 2013.
2. Enhance the business to business network portal that encourages interaction amongst the manufacturing community in Corona by June 2013.
3. Further enhance the profile of the Inner Circle website and newsletter through Web 2.0 and 3.0 strategies to provide the community with opportunities to engage in the social fabric and governance of the City through June 2013.
4. Continue to develop market trends by establishing a comparative analysis report of market trends by June 2013.
5. Use existing and newly formed partnerships with educational and workforce partners, to develop a business incubator and accelerator for start-ups and those in the growth cycles through June 2013.
6. Develop and conduct various economic development events that present the programs and projects impacting the City's economic strength and provide forecasting of its economic vitality in the future through June 2013.

ADMINISTRATIVE SERVICES DEPARTMENT

PROGRAM DESCRIPTION – AFFORDABLE HOUSING:

The Housing Authority, or CHA, will be responsible for administering all low and moderate income housing functions and assets previously handled by the Redevelopment Agency. CHA will be responsible for increasing and preserving the City's affordable housing stock and for developing and implementing affordable housing programs and projects, which meet the State's inclusionary and replacement housing requirements.

PROGRAM ONGOING OBJECTIVES:

1. Seek funding opportunities for housing activities to replace low and moderate housing funds no longer available given the passage of AB X1 26.
2. Collaborate with City Departments to create financial models for housing projects.
3. Provide programs to meet the housing improvement needs of low and moderate income owner occupants.
4. Determine the need to proceed with programs that provide low and moderate income households home ownership opportunities.
5. Work with housing developers to develop affordable housing projects on infill lots throughout the City.
6. Provide quality administration of all housing activities, and leverage CHA resources by researching and applying for state and federal grants.

PROGRAM GOALS:

1. Provide technical assistance and funding to rehabilitate 9 owner-occupied single family homes by June 2013.
2. Continue the due diligence of three multi-family new affordable housing developments through June 2013.
3. Work with private developers to determine the feasibility of mixed income workforce housing throughout the City through June 2013.
4. Ensure that federal and state funding source requirements are met, and seek additional funding sources to leverage CHA assets for affordable housing through June 2013.