

Administrative Services



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

“Cultivating Development Opportunities and Sustainable Growth”

Summary of Services

Successor Agency Administration

The Administrative Services Department is responsible for implementing all legal processes and wind-down activities as outlined in AB X1 26 and AB 1484 for the elimination of redevelopment agencies and activities.

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. NSP 1 funds have been allocated to fund the acquisition and rehabilitation of foreclosed properties in Corona's targeted areas. NSP 3 funds have been used for the acquisition of a foreclosed property for future multi-family development. The Administrative Services Department is responsible for administering these programs in compliance with federal requirements.

Economic Development

Economic Development is responsible attracting businesses to Corona, as well as retention and expansion of businesses already in 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.

Affordable Housing

The Corona 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.

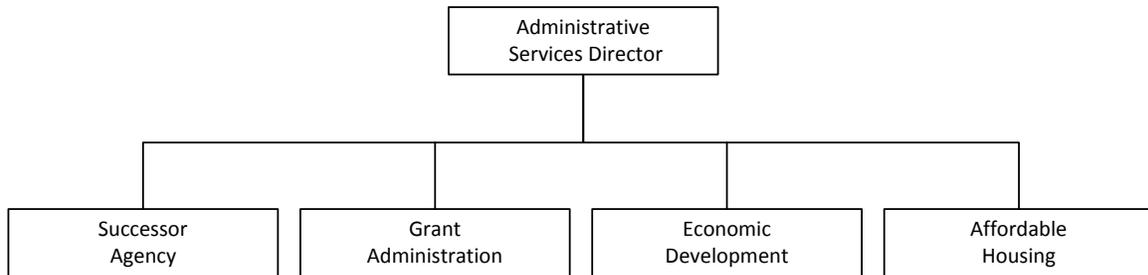
Department Accomplishments for Fiscal Year 2012-13

- Executed a variety of elimination activities for the former redevelopment agency in conformance with AB x1 26 and AB 1484.
- Negotiated projects utilizing NSP and HOME funds for the production and rehabilitation of affordable housing, and resurrected the Home Improvement program with the use of federal funds.
- Conducted property management activities on behalf of the City and Successor Agency.
- Conducted three business industry roundtable meetings with more than 30 local companies sharing resources with local universities, government officials, and finance entities.
- Worked closely with City staff to conduct eight Team Corona meetings to help companies relocate or grow in the City. Three of the companies were 91 freeway expansion relocations.
- Introduced the Corona Innovation Center, a seed accelerator and business incubator for start-ups in the simulation/gaming and defense industries.

Department Goals for Fiscal Year 2013-14

- Perform remaining elimination activities for the former redevelopment agency in conformance with AB x1 26 and AB 1484 through June 2014.
- Augment the affordable housing stock through partnerships with the private sector and monitor the progress of housing projects underway through June 2014.
- Continue supporting the City and Successor Agency with property management needs through June 2014.
- Enhance the TeamCorona.com website by transitioning to a new platform where navigation is smoother for the target audience of site selectors and relocation professionals by June 2014.
- Enhance the profile of the Inner Circle website and newsletter through Web 2.0 and 3.0 strategies by June 2014.
- Continue to conduct business visits to augment the data inventory to further relationships with the business community through June 2014.
- Continue to pursue business industry roundtable meetings with local businesses, local universities, and other value-added entities through June 2014.
- Use existing and newly formed educational and workforce partnerships, to grow a business incubator and seed accelerator for start-ups in the simulation/gaming and defense industries and those in the growth cycles by June 2014.
- 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 2014.

Department Organizational Chart by Function Administrative Services



Financial Summary Operational

ADMINISTRATIVE SERVICES

Account/Description	Actual Expenditures FY 2010-11	Actual Expenditures FY 2011-12	Adopted Budget FY 2012-13	Cumulative Budget FY 2012-13	Estimated Expenditures FY 2012-13	Adopted Budget FY 2013-14
BUDGET SUMMARY						
1000 Salaries - Benefits	\$ 2,230,060	\$ 1,677,655	\$ 1,010,714	\$ 1,001,658	\$ 965,984	\$ 918,516
2000 Services - Supplies	1,700,804	77,458,823	1,689,975	1,860,832	9,497,421	1,421,974
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 3,930,864</u>	<u>\$ 79,136,478</u>	<u>\$ 2,700,689</u>	<u>\$ 2,862,490</u>	<u>\$ 10,463,405</u>	<u>\$ 2,340,490</u>

PROGRAMS

1910 Successor Agency Admin.	\$ 2,058,499	\$ 77,905,885	\$ 1,916,414	\$ 2,021,972	\$ 1,060,549	\$ 1,636,758
1920 Community Development Block Grant	168,784	216,558	225,934	225,934	196,135	287,900
1930 Economic Development	698,841	500,925	323,341	339,114	317,577	260,832
1940 Affordable Housing	917,303	513,110	235,000	275,470	8,889,144	155,000
1950 Temescal Canyon Admin.	87,437	-	-	-	-	-
Total Programs	<u>\$ 3,930,864</u>	<u>\$ 79,136,478</u>	<u>\$ 2,700,689</u>	<u>\$ 2,862,490</u>	<u>\$ 10,463,405</u>	<u>\$ 2,340,490</u>

FUNDING SOURCES

110 General Fund	\$ -	\$ 102,917	\$ 462,033	\$ 470,255	\$ 390,873	\$ 260,832
218 Corona Mall Business Improvement District Fund	2,175	1,573	2,579	2,579	1,650	2,578
230 Low/Mod Housing Fund	917,303	513,110	235,000	275,470	8,889,144	-
291 Corona Housing Authority	-	-	-	-	-	155,000
353 Corona Revitalization Zone	-	185,833	-	-	-	-
417 RDA Successor Agency Fund	875	76,307,008	-	-	-	-
431 CDBG Fund	147,701	170,392	196,504	196,504	173,298	213,876
432 Home Investment Partnership Program Fund	21,083	46,166	29,430	29,430	22,837	74,024
441 RDA Land Disposition Fund	137,100	123,472	503,679	503,679	286,989	208,186
475 Successor Agency Administration Fund	2,617,190	1,686,007	1,271,464	1,384,573	698,614	1,425,994
476 Temescal Canyon Project Area Admin. Fund	87,437	-	-	-	-	-
Total Funding	<u>\$ 3,930,864</u>	<u>\$ 79,136,478</u>	<u>\$ 2,700,689</u>	<u>\$ 2,862,490</u>	<u>\$ 10,463,405</u>	<u>\$ 2,340,490</u>

