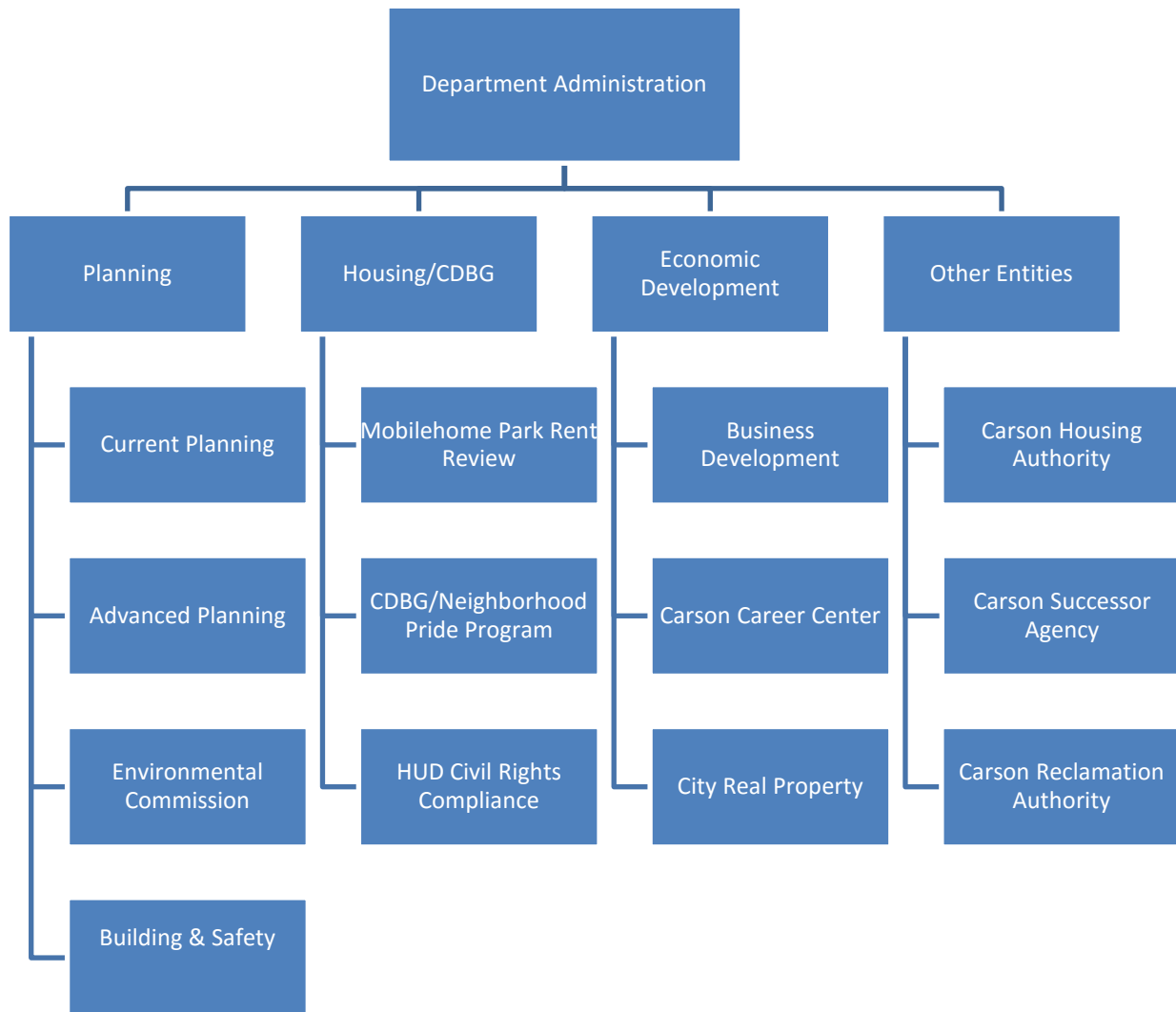


# Community Development Department

The Community Development department promotes a quality living environment by guiding the development and maintenance of the City. Under the direction of the Director of Community Development, this department has a vital role in shaping the future of the City by reflecting the aspirations of its citizens, creating an orderly, attractive and functional city, and ensuring a safe building environment, attracting businesses and providing assistance in job creation, placement and training. The following divisions work hand in hand to attain the department’s goals. The chart below reflects the functions of the department but not its organizational structure.



## **FY15-16 Accomplishments**

The Director joined the City in June 2015. Accomplishments through June 2016 follow.

- **Carson Reclamation Authority.** Established as a JPA in February, 2015 to manage the affairs of a 157 acre former landfill site, proposed as an NFL stadium but slated for major mixed use development:
  - Established the Work Order Process for approving remediation activities with contractor, Tetra Tech
  - Contracted with Project Manager, consultant environmental engineer, civil engineer, dry utilities consultant, landscape designer
  - Established Conflict of Interest Code and other purchasing and management protocols for new agency
  - Negotiated Exclusive Agreement to Negotiate with developer Macerich for a portion of the site for a major fashion outlet center
  - Issued a Request for Qualifications for Master Developer for balance of the Site
  - Submitted grant applications for renewal of \$5.0 million state CAL ReUSE grant
  - Received \$50.5 million in Successor Agency bond proceeds to satisfy enforceable obligation under the 2006 OPA
  
- **Carson Successor Agency.** Created pursuant to the Redevelopment Agency Dissolution Act to manage the functions of the dissolved redevelopment agency, which include:
  - Approval of the Recognized Obligation Payment Schedules (ROPS) for FY15-16 and FY16-17
  - Issuance of \$50.5 in new Tax Allocation Bonds to satisfy an enforceable obligation of the former RDA in the Boulevards project; transferred those funds to the Reclamation Authority, now the owner of the property
  - Worked on refunding 2009 Tax Allocation Bonds and 2009 Financing Authority Lease Revenue Bonds; negotiated a Settlement Agreement with DOF over challenge to Lease Revenue Bond refunding
  - Approved the Subordination of an RDA Loan with Carson Toyota on a refinance of their RDA loan
  - Extended the Purchase Agreement with Panattoni Development on a parcel they are acquiring, on 223<sup>rd</sup> Street, based on their entitlement issues.
  - Negotiated a lease of a former RDA parcel sold to the City of Carson, to WIN Chevrolet, for the storage of additional automobiles. Marketed other Successor Agency properties at Torrance and Main and Main near Albertoni. Transferred \$6.6 million, the proceeds of previous land sales, to the Reclamation Authority, pursuant to the LRPMP
  
- **Carson Housing Authority.** Housing Authority funds can be used anywhere within the City for the purpose of providing low and moderate income housing. The following is a partial list of projects/programs undertaken this year:
  - Revised the affordable housing subsidy to a project proposed by Affirmed Housing at 400 East Sepulveda, 65 units of low income senior housing, in order to make it more competitive for the March 2016 Low Income Housing Tax Credit (LIHTC) round. The

developer was notified in June their application was successful, and expect to begin construction at the end of 2016.

- Approved two separate Agreements to Negotiate for projects proposed by different development companies, one 40 unit project located at 600-610 West Carson Street and 21723-21725 South Figueroa Boulevard, by Thomas Safran & Associates, and the other a 46 unit artists housing project located at 21205 South Main Street by Meta Housing.
  - Continue to provide rental assistance to previous Housing Authority projects.
- **Housing and Neighborhood Development Division.** This division is responsible for the overall management and oversight of the Community Development Block Grant Program (CDBG), the Mobilehome Space Rent Control Ordinance and Mobilehome Rental Review Board, and other various housing grant-funded activities to create a strong, sustainable, inclusive community and quality, affordable homes for all. The Housing Division monitors CDBG-funded activities and housing development activities to ensure federal and state program compliance. The division also seeks other funding sources to augment existing and community-based services to the community. Programs administered by this division include:
    - Mobilehome Park Rent Review. City has rent Neighborhood Pride Program. CDBG-funded program where the City provides either grants (under \$10,000) or loans (over \$10,000 up to \$25,000) for home improvements for low-income homeowners.
    - Commercial Improvement Program. CDBG-funded program where the City provides either grants (under \$50,000) or loans (over \$50,000 up to \$100,000) for storefront exterior improvements for businesses in CDBG-targeted commercial areas.
    - Neighborhood Stabilization Program. In response to the foreclosure crisis, HUD created NSP. The City buys foreclosed homes, rehabilitates them, and sells them as affordable housing units.
  - **Employment Development Division.** Funded by Federal Workforce Investment and Opportunities Act through the South Bay Workforce Investment, this division's purpose is encouraging economic development to eliminate poverty. Programs administered by this division include:
    - Responsible for the implementation of the year-round job assistance program for Carson residents ages 18 and over. This section assists local businesses to meet their hiring goals.
    - Employment Division: This division serves Carson residents with their employment needs. It plans, organizes, and implements programs to assist job seekers and businesses needing to fill positions, and acts as a liaison for the South Bay Local Workforce Investment Area network as required. This division manages the Workforce Investment Authority grants from the federal government.
    - Employee Recruitment: Assists businesses with the ongoing recruitment efforts, including an emphasis on new businesses requiring numerous new employees. Represents the City in assisting the South Bay Workforce Investment Board to achieve its regional goal of providing assistance and services for job retention and training.
    - The City also contracts with a contractor to run the Transitional Subsidized Employment (TSE) program through the Career Center

- **Planning Division.** The Planning division’s mission is to further develop goals, policies, programs, and plans that direct and guide residential and business development and encourage land uses that are compatible, sustainable and most beneficial to the community. The division’s goal is to administer and fulfill the objectives of the General Plan, provide applicants with efficient permit processing services and provide citizens the appropriate opportunities to participate in land use decisions. The Planning Division is intimately involved in the entitlement of major projects in the city, and has worked over the past year on a number of major zoning code and general plan amendments that will improve the quality of life in Carson for the next several decades. Major projects include:
  - The Carson Reclamation Authority’s 157 acre project, which was proposed to be an NFL stadium and later a shopping center
  - The approval a 5 acre shopping center at Central and University
  - The implementation of the Carson Street Master Plan
  - Additional tenants and upgrades at the South Bay Pavilion, including Cinemark, Forever 21 Red, and a cluster of new restaurants
  - The completion and commercial lease-up of the Veo condominium project
  - The Avalon Project at Avalon and Carson Street, a 357 unit apartment complex
  - The Porsche Experience Center, a 51 acre driving track located on a former landfill
  - The redevelopment of a section of the Dominguez Technology Center
  - The redevelopment of a portion of the Shell Terminal at Del Amo and Wilmington
  - The interconnection of the former Shell and BP refineries into the Tesoro Refinery

Additional zoning work included:

- The adoption of a comprehensive oil drilling code
- A land use moratorium around the 157 acre site, and the creation of a “Vision Plan” for the area
- A moratorium on the closure of mobilehome parks
- A moratorium on new convenience stores, and one on new discount stores, in order to preserve retail opportunities for higher and better uses in Carson
- A new real estate sign code, in order to improve the sales climate for residential real estate in Carson
- A new design review requirement in the code and a design review fee, in order to professionalize architectural review in the city

### **FY16-17 Goals**

- Negotiate a development agreement with Macerich and a second Master Developer on the 157 acre site
- Negotiate Development Agreements with two affordable housing developers and entitle both projects; submit both for tax credit financing
- Complete Purchase and Sale Agreement with Panattoni on 22rd Street parcel; entitle industrial project
- Find buyers for additional RDA parcels at Carson & Figueroa, Main & Torrance, and Main & Albertoni.

- Improve compliance with HUD guidelines on Section 504 Civil Rights, Analysis of Impediments; obtain approval of Consolidate Plan and Annual Action Plan; reorganize funding process
- Streamline mobile home park rent review
- Improve performance under the WIOA contract, including placing more adult and youth clients in jobs and better coordinating between the WIOA-funded staff and the TSE contractor

Division	Classification	FY16-17 Funded	FY16-17 Unfunded	FY16-17 Total
Administration	DIRECTOR OF COMMUNITY DEVELOPMENT	1.00		1.00
Administration	PLANNING MANAGER	1.00		1.00
Administration	SENIOR CLERK	1.00		1.00
Planning	SENIOR PLANNER	1.00		1.00
Planning	ASSOCIATE PLANNER	2.00	1.00	3.00
Planning	ASSISTANT PLANNER	2.00		2.00
Planning	PLANNING TECHNICIAN	1.00		1.00
Planning	PLANNING SECRETARY	1.00		1.00
Housing	MANAGER, BUSINESS DEVELOPMENT	1.00		1.00
Housing	MANAGER, REDEVELOPMENT	-	1.00	1.00
Housing	HOUSING PROGRAM MANAGER	1.00		1.00
Housing	REDEVELOPMENT PROJECT MANAGER	1.00		1.00
Housing	HOUSING ANALYST	1.00		1.00
Housing	SENIOR ADMIMINISTRATIVE SPECIALIST	1.00		1.00
Housing	REHAB FINANCIAL COUNSELOR	1.00		1.00
Housing	ADMINISTRATIVE SECRETARY	-	1.00	1.00
Housing	DIVISION SECRETARY	2.00		2.00
Housing	EMP AND BUS DEV ASSISTANT	1.00		1.00
Housing	SENIOR CLERK	1.00		1.00
Employment	EMPLOYMENT SPECIALIST	3.00		3.00
Employment	RESOURCE CENTER TECHNICIAN	1.00		1.00
CSA/CHA	PRINCIPAL ADMIN ANALYST	1.00		1.00
CSA/CHA	REDEVELOPMENT PROJECT ANALYST	1.00		1.00
CSA/CHA	TYPIST CLERK	1.00		1.00
<b>Subtotal Full-Time</b>		<b>27.00</b>	<b>3.00</b>	<b>30.00</b>
Housing	TYPIST CLERK (PT)	0.50		0.50
Employment	CLERICAL ASSISTANT (PT)	0.50		0.50
<b>Grand Total FTE</b>		<b>28.00</b>	<b>3.00</b>	<b>31.00</b>

One part-time employee = 0.5 FTE

Note: The Employment Division manages the hiring process for 100 Summer Youth workers assigned to various departments throughout the City. The total budget for Summer Youth employment is \$218,523.

PROGRAM	DESCRIPTION	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
		ACTUAL	ACTUAL	BUDGET	BUDGET
01-70-010-001	Comm Dev/Administration/Mgt & Control	2,391	11,133	11,830	15,840
01-70-400-970	Comm Dev/Appropriations for Donations/Business Award Pgm	7,277	3,130	3,000	2,000
01-70-720-969	Comm Dev/Business Dev/Business Attraction & Retention	38,435	70,033	100,542	83,460
01-70-730-003	Comm Dev/Employment Dev/Ops	56,061	-	30,103	40,752
01-70-730-168	Comm Dev/Employment Dev/Summer Youth	81,335	171,281	122,617	224,023
01-70-730-881	Comm Dev/Employment Dev/WIA - Trans Subsidized Employ	221,221	235,511	279,434	309,153
01-70-740-003	Comm Dev/HND/Mobilehome RR Board/Operations	145,166	137,091	219,243	293,759
01-70-770-XXX	Comm Dev/HND/CDBG Public Svcs/Various	90,000	84,973	50,000	-
01-70-785-002	Comm Dev/Building & Safety/Administration	191,569	157,181	111,000	221,200
01-70-785-293	Comm Dev/Building & Safety/B&S Inspection Svcs	481,646	566,028	541,000	620,000
01-70-785-296	Comm Dev/Building & Safety/B&S Permit Processing	193,238	299,184	276,000	384,000
01-70-785-297	Comm Dev/Building & Safety/B&S Plan Check	474,260	480,731	534,000	471,000
01-70-785-298	Comm Dev/Building & Safety/B&S Residential Property Report	182,647	170,308	184,000	205,000
01-70-790-003	Comm Dev/Housing Dev/Operations	846,294	934,855	963,837	942,399
01-70-870-002	Comm Dev/Planning/Administration	174,607	135,874	328,672	365,881
01-70-870-041	Comm Dev/Planning/Planning Commission	98,405	97,212	108,490	120,840
01-70-870-042	Comm Dev/Planning/Environmental Commission	15,596	15,191	20,281	20,981
01-70-870-290	Comm Dev/Planning/Planning Current (+291 Advance)	888,518	852,946	757,957	1,162,341
	Total Community Development Expenditures	4,188,666	4,422,662	4,642,006	5,482,629

Account	Division	Program	Object	Adopted
01-70-010-001-6008	Administration	Mgt & Control	Promotion & Publicity	2,500
01-70-010-001-6010	Administration	Mgt & Control	Office/Facilities Supp/Furn	1,000
01-70-010-001-6013	Administration	Mgt & Control	Auto Allowance/Mileage	1,500
01-70-010-001-6014	Administration	Mgt & Control	Conference & Travel	3,100
01-70-010-001-6020	Administration	Mgt & Control	Computer Lic/Equip/Access	1,500
01-70-010-001-6097	Administration	Mgt & Control	Local education & Meetings	1,200
01-70-010-001-6157	Administration	Mgt & Control	Stipend	5,040
01-70-400-970-6003	Appropriations for Donations	Business Award Program	Printing/Binding/Duplication	1,000
01-70-400-970-6008	Appropriations for Donations	Business Award Program	Promotion & Publicity	1,000
01-70-720-969-5sum	Business Development	Business Attraction & Retention	Employee Compensation	73,550
01-70-720-969-6006	Business Development	Business Attraction & Retention	Membership Fees & Dues	5,770
01-70-720-969-6014	Business Development	Business Attraction & Retention	Conference & Travel	4,140
01-70-730-003-5sum	Employment Development	Operations	Employee Compensation	40,752
01-70-730-168-5sum	Employment Development	Summer Youth	Employee Compensation	218,523
01-70-730-168-6004	Employment Development	Summer Youth	Professional Services	5,500
01-70-730-881-5sum	Employment Development	WIA - Trans Subsidized Employ	Employee Compensation	84,153
01-70-730-881-6005	Employment Development	WIA - Trans Subsidized Employ	Contract Services	225,000
01-70-740-003-5sum	HND/Mobilehome RR Board	Operations	Employee Compensation	222,467
01-70-740-003-6004	HND/Mobilehome RR Board	Operations	Professional Services	511
01-70-740-003-6005	HND/Mobilehome RR Board	Operations	Contract Services	65,000
01-70-740-003-6010	HND/Mobilehome RR Board	Operations	Office/Facilities Supp/Furn	531
01-70-740-003-6157	HND/Mobilehome RR Board	Operations	Stipend	5,250
01-70-785-002-6004	Building & Safety	Administration	Professional Services	1,200
01-70-785-002-6005	Building & Safety	Administration	Contract Services	220,000
01-70-785-293-6005	Building & Safety	B&S Inspection Services	Contract Services	620,000
01-70-785-296-6005	Building & Safety	B&S Permit Processing	Contract Services	384,000
01-70-785-297-6005	Building & Safety	B&S Plan Check	Contract Services	471,000
01-70-785-298-6005	Building & Safety	B&S Residential Property Report	Contract Services	205,000
01-70-790-003-5sum	Housing Development	Operations	Employee Compensation	790,499
01-70-790-003-6005	Housing Development	Operations	Contract Services	150,800
01-70-790-003-6006	Housing Development	Operations	Membership Fees & Dues	300
01-70-790-003-6010	Housing Development	Operations	Office/Facilities Supp/Furn	100
01-70-790-003-6011	Housing Development	Operations	Telephone	700
01-70-870-002-5sum	Planning	Administration	Employee Compensation	297,382
01-70-870-002-6003	Planning	Administration	Printing/Binding/Duplication	2,225
01-70-870-002-6004	Planning	Administration	Professional Services	4,154
01-70-870-002-6010	Planning	Administration	Office/Facilities Supp/Furn	3,000
01-70-870-002-6011	Planning	Administration	Telephone	600
01-70-870-002-6013	Planning	Administration	Auto Allowance/Mileage	2,800
01-70-870-002-6014	Planning	Administration	Conference & Travel	2,450
01-70-870-002-6053	Planning	Administration	Postage	52,470
01-70-870-002-6097	Planning	Administration	Local education & Meetings	800
01-70-870-041-5sum	Planning	Planning Commission	Employee Compensation	102,663
01-70-870-041-6010	Planning	Planning Commission	Office/Facilities Supp/Furn	297
01-70-870-041-6013	Planning	Planning Commission	Auto Allowance/Mileage	480
01-70-870-041-6097	Planning	Planning Commission	Local education & Meetings	3,000
01-70-870-041-6157	Planning	Planning Commission	Stipend	14,400
01-70-870-042-5sum	Planning	Environmental Commission	Employee Compensation	15,644
01-70-870-042-6010	Planning	Environmental Commission	Office/Facilities Supp/Furn	297
01-70-870-042-6157	Planning	Environmental Commission	Stipend	5,040
01-70-870-290-5sum	Planning	Planning Current (+291 Advance)	Employee Compensation	665,735
01-70-870-290-6003	Planning	Planning Current (+291 Advance)	Printing/Binding/Duplication	1,296
01-70-870-290-6004	Planning	Planning Current (+291 Advance)	Professional Services	492,600
01-70-870-290-6010	Planning	Planning Current (+291 Advance)	Office/Facilities Supp/Furn	1,200
01-70-870-290-6014	Planning	Planning Current (+291 Advance)	Conference & Travel	1,300
01-70-870-290-6017	Planning	Planning Current (+291 Advance)	Subscriptions & Publications	210
				<b>\$ 5,482,629</b>