

The seal of the City of Azusa, California, is a circular emblem. It features a central figure, possibly a Native American, holding a bow and arrow. The text around the seal includes "CITY OF AZUSA", "INCORPORATED", "DEC. 29 1898", and "CALIFORNIA".

# ECONOMIC & COMMUNITY DEVELOPMENT

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Building

Planning

Community Improvement

Economic Development

Real Estate Development

Community Development Block Grant (CDBG)



## **PROGRAM DESCRIPTION**

The Building Division is responsible for ensuring the public health, safety, and welfare in all private construction activities in the community. The Division reviews all building permit applications for proper licensure under the California Contractors Licensing Law and local ordinances, reviews all construction plans for compliance with state and local building regulations/standards, and provides building inspections of all permitted work under construction until completion.

All personnel, operational costs, and administrative support costs are paid for under a “fee for service” structure with funds deposited to the City General Fund. The Division strives to provide professional, courteous and efficient customer service and assistance to the public and other Division personnel. Staff is encouraged to spend additional time with “Do it yourself” homeowners attempting construction or improvement projects without a contractor. Additional time is also encouraged to explain changing code requirements to licensed contractors who are often unaware of new or changing state requirements for construction.

## **FY 2021-22 STRATEGIC GOALS AND OBJECTIVES**

- Ensure the Building Department obtains the needed staff of qualified inspectors to provide the city with the highest level of skilled professionals.
- Ensure staff obtains the necessary training and education for the implementation and enforcement of the latest California Building Codes.
- Continue to update the Building Division forms and handouts to reflect current Building Code and City requirements.
- Implement a new Land Management System to help streamline the permit process online and at the public counter.
- Accelerate the electronic plan review process and digital storage of building plans utilizing our outside plan check company to improve customer service, productivity, and reduce storage costs. Begin electronic plan review in house utilizing the new land management system.
- Continue the in-house training program designed to inform Building Division personnel of changes in state laws affecting the California Building Codes, review proper application and interpretation of existing codes, and ensure uniform enforcement of all codes.
- Continue to assist with implementation of the Department Action Plan

## **FY 2020-21 ACCOMPLISHMENTS**

- Issued over 735 Building permits and performed approximately 120 plan reviews.
- Completed over 1747 field inspections on a variety of construction projects.
- Completed over 46 detailed special inspection reports for either un-permitted construction or structural building damage.

- Issued over 16 Certificates of Occupancy for new dwelling units.
- Issued over 7 Certificates of Occupancy for new Commercial Buildings
- Continue to maintain a high level of professional, courteous and efficient customer service at the public counter, in the field and on the telephone without the benefit of a full Building Division staff.
- Issued building permits for The Avenue project and One Legacy project.
- Continued daily inspections for the Orchard project.
- Transitioned to online permit issuance and electronic plan check in response to the COVID-19 pandemic

**BUILDING  
DETAILED VARIANCE EXPLANATION  
1035620000**

ACCT #	DESCRIPTION	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE	EXPLANATION
	<b><u>OPERATIONS</u></b>					
6220	Training School	4,000	3,000	3,000	(1,000)	Under staffed and not using as much.
6399	Professional Services/Other	-	-	15,000	15,000	Scanning and indexing of files.
6435	Plan Checking	150,000	150,000	250,000	100,000	Under staffed & will need to continue to rely on consultant for inspection & permit tech assistance
6493	Outside Services & Repairs	60,000	18,000	18,000	(42,000)	The outside storage budget was pacing lower than anticipated. As such, the Division lowered the FY2122 request and budget more accurately.

**BUILDING  
EXPENDITURE DETAIL  
1035620000**

Acct. #	DESCRIPTION	ACTUAL 18-19	ACTUAL 19-20	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	245,432	328,053	415,925	299,500	442,580	26,655
6012	Salaries/Comp-Time	2,704	4,798	-	4,107	-	-
6015	Salaries/Vacation	6,671	5,989	-	5,877	-	-
6024	Salaries/Sick Leave	3,669	5,165	-	26,308	-	-
6027	Salaries/Bereavement	1,474	509	-	600	-	-
6030	Overtime Pay/Regular	136	-	-	-	-	-
6033	Overtime Pay/Premium	6,340	4,253	-	139	-	-
6045	Salaries/Educational Incentive	-	-	1,800	1,800	-	(1,800)
6047	Sal/Bonus	-	10,635	-	2,074	-	-
6048	Salaries/Language Pay	-	472	-	561	-	-
6063	Salaries/Jury Duty	-	-	-	-	-	-
6069	Allowance/Vehicle	945	1,516	1,260	1,247	1,260	-
6075	Vacation Pay-Off	39,510	8,799	10,000	14,398	10,000	-
6078	Sick Leave Pay-Off	2,255	3,773	3,000	5,915	5,000	2,000
6101	PERS/Employee Contribution	14,191	20,043	29,100	19,490	30,065	965
6104	PERS Lump Sum	47,873	58,036	65,990	62,929	-	(65,990)
6105	PERS/Employer Contribution	10,573	13,907	13,940	15,828	14,400	460
6109	PARS/Employer Contribution	10,833	11,176	16,205	11,527	12,365	(3,840)
6125	FICA/Employer Contrib/Med	5,026	5,877	7,220	5,721	7,740	520
6133	Retiree Health Benefits	3,302	3,388	3,500	2,466	3,000	(500)
6140	Life Insurance Allocation	635	927	1,215	914	1,285	70
6155	Workers' Comp Allocation	10,621	14,338	16,755	13,633	17,745	990
6160	LTD Insurance Allocation	2,224	3,051	3,235	2,954	3,440	205
6165	Unemployment Allocation	306	364	490	352	535	45
6175	Benefits/Flex Plan	44,585	61,375	84,600	60,518	89,520	4,920
6180	Deferred Comp/Employer Paid	2,988	6,371	7,416	7,493	8,705	1,289
<b>PERSONNEL SUBTOTAL</b>		<b>462,291</b>	<b>572,816</b>	<b>681,651</b>	<b>566,351</b>	<b>647,640</b>	<b>(34,011)</b>
<b><u>OPERATIONS</u></b>							
6201	Uniforms & Laundry	689	487	1,200	1,200	1,200	-
6215	Tuition Reimbursement	397	-	-	-	-	-
6220	Training Schools	1,855	1,325	4,000	3,000	3,000	(1,000)
6230	Dues & Subscriptions	305	574	600	600	600	-
6235	Meetings & Conferences	70	120	2,000	2,000	2,000	-
6240	Mileage Reimbursement	-	-	500	500	500	-
6399	Professional Services/Other	-	-	-	-	15,000	15,000
6435	Plan Checking	146,993	225,697	150,000	150,000	250,000	100,000
6493	Outside Services & Repairs	9,784	11,862	60,000	18,000	18,000	(42,000)
6503	Books	-	-	6,000	6,000	6,000	-
6509	Publications/Other	2,400	-	2,000	2,000	2,000	-
6530	Office Supplies	2,395	1,631	1,500	15,000	1,500	-
6539	Printing, Binding & Duplicating	491	921	1,000	1,000	1,000	-
6551	Fuel and Oil	897	423	1,000	1,000	1,000	-
6554	Supplies/Custodial & Cleaning	43	-	-	-	-	-
6563	Supplies/Special	61	12	1,000	1,000	1,000	-
6569	Small Equipment	1,155	25	500	500	500	-
6580	Merchandise for Resale	104	-	-	-	-	-
6601	Advertising Expn	-	1,340	300	300	300	-
6815	Maint & Repair/ Bldgs	114	-	-	-	-	-
6825	Maint & Repair / Vehicle	86	-	500	500	500	-
6845	Maint/Office Furniture	-	-	500	500	500	-
6850	Lease Payments	292	334	500	500	500	-
6915	Utilities/Telephone	2,074	2,265	2,750	2,750	2,750	-
<b>OPERATIONS SUBTOTAL</b>		<b>170,205</b>	<b>247,016</b>	<b>235,850</b>	<b>206,350</b>	<b>307,850</b>	<b>72,000</b>
<b>GENERAL FUND TOTAL:</b>		<b>632,496</b>	<b>819,833</b>	<b>917,501</b>	<b>772,701</b>	<b>955,490</b>	<b>37,989</b>



## **PROGRAM DESCRIPTION**

The Planning Division serves as the liaison to homeowners, businesses, and developers for all zoning functions of the City. The Division is responsible for the current and advance planning programs and activities of the City. In order to improve the quality of life for residents and the community, the Division seeks to implement the goals, objectives, and policies contained in the General Plan and Development Code, and to enforce all applicable planning and zoning laws.

In addition, advance planning programs are undertaken to meet the future needs of the City. More specifically, the Division's activities include review and processing of environmental documents, variances, use permits, rezoning, specific plan preparation, design review, annexations, historic preservation, public art, and business license review. The Planning Division provides technical support to the Planning Commission, Art in Public Places Commission, and Cultural & Historic Preservation Commission and Development Review Committee.

## **FY 2021-22 STRATEGIC GOALS AND OBJECTIVES**

- Finish City's 1<sup>st</sup> Historic Context Statement and Update Citywide Historic Survey.
- Initiate preparation of the City's Historic Preservation Program and Code Amendment.
- Initiate preparation of City's 1st City Wide Design Guidelines.
- Complete and update of the City's 6<sup>th</sup> Cycle Housing Element (2021-2029).
- Initiate preparation of the City's code amendment as it relates to the new Housing Element.
- Continue to assist with implementation of the Department Action Plan

## **FY 2020-21 BUDGET ACCOMPLISHMENTS**

- Completed the West Wing Rehabilitation Project.
- Commissioned the City's 1<sup>st</sup> Mural "Discover" at Azusa City Mural
- Art in Public Places Commission approved "The Stone, The River, The Door" public artwork at The Orchard project located at 626 N. Azusa Ave.
- Planning Division issued final approval for the installation of "Bridging the Generations" public artwork at Gladstone Senior Villas located at 360 E. Gladstone St.
- Awarded the Local Early Action Planning (LEAP) Grant from California Department of Housing and Community Development to update the City's Housing Element in the amount of \$150,000.00.
- Completed three Code Amendments: No. 247 for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling (JADU) Units, No. 248 for Discretionary Accessory Dwelling Units (ADU), and No. 249 for Tobacco Shops
- Completed entitlements for OneLegacy located at 1303 E. Optical Dr. that would relocate national headquarters of the non-profit organ, eye and tissue donation organization.
- Processed a total of 67 Planning Entitlements.
- Successfully pivoted to providing online submittal and assistance for all planning services

**PLANNING**  
**DETAILED VARIANCE EXPLANATION**  
**1035611000**

ACCT #	DESCRIPTION	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANC	EXPLANATION
<b><u>OPERATIONS</u></b>						
6201	Uniforms & Laundry	-	-	600	600	ACEA MOU Requires 2 Planners to have Equipment Allowance of \$300 each
6235	Meetings & Conferences	6,000	6,000	6,250	250	Planning Law and Subdivision Training
6301	Legal Fees	10,000	11,327	20,000	10,000	Increased Legal Fees
6399	Professional Services/Other	531,459	280,000	415,000	(116,459)	Implementation of Housing Element and Historic Preservation. General Plan Update 2050. Scanning and indexing of files.

**PLANNING  
EXPENDITURE DETAIL  
1035611000**

Acct. #	DESCRIPTION	ACTUAL 18-19	ACTUAL 19-20	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE
<b>PERSONNEL</b>							
6003	Salaries/Regular	212,229	184,022	293,560	189,989	319,125	25,565
6012	Salaries/Comp-Time	10,131	4,927	13,340	3,989	14,325	985
6015	Salaries/Vacation	4,337	5,731	-	7,692	-	-
6024	Salaries/Sick Leave	4,577	4,590	-	6,421	-	-
6027	Salaries/Bereavement	-	509	-	-	-	-
6033	Overtime Pay/Premium	10,722	149	-	59	-	-
6047	Sal/Bonus	-	8,458	-	1,455	-	-
6048	Salaries/Language Pay	1,431	1,607	1,200	2,061	2,025	825
6068	Allowance/Mgmt	-	-	-	-	-	-
6069	Allowances/Vehicle	2,468	1,170	1,260	1,247	1,260	-
6075	Vacation Pay-Off	7,643	-	7,000	1,457	1,500	(5,500)
6078	Sick Leave Pay-Off	-	933	-	2,100	1,000	1,000
6095	Salary Savings	198	-	-	-	-	-
6101	PERS/Employee Contribution	14,298	5,981	20,560	6,227	21,870	1,310
6104	PERS Lump Sum	39,305	42,697	46,633	44,470	-	(46,633)
6105	PERS/Employer Contribution	14,946	13,881	9,855	15,497	10,480	625
6107	APPLE Pay	-	-	500	-	-	(500)
6109	PARS/Employer	336	-	4,700	-	-	(4,700)
6125	FICA/Employer Contrib/Med	4,164	3,312	5,385	3,444	5,920	535
6133	Retiree Health Premium Reimb	6,888	5,419	6,100	4,903	5,500	(600)
6140	Life Insurance Allocation	608	537	860	554	935	75
6155	Workers' Comp Allocation	10,428	8,398	12,375	8,377	13,465	1,090
6160	LTD Insurance Allocation	2,394	1,831	2,285	1,894	2,485	200
6165	Unemployment Allocation	250	207	365	214	410	45
6175	Benefits/Flex Plan	31,878	31,982	66,600	39,971	71,520	4,920
6180	Deferred Comp/Employer Paid	3,123	3,963	5,406	4,545	6,335	929
<b>PERSONNEL SUBTOTAL</b>		<b>382,351</b>	<b>330,305</b>	<b>497,984</b>	<b>346,565</b>	<b>478,155</b>	<b>(19,829)</b>
<b>OPERATIONS</b>							
6201	Uniforms & Laundry	-	-	-	-	600	600
6230	Dues & Subscriptions	2,128	1,885	19,000	4,000	19,000	-
6235	Meetings & Conferences	7,319	4,917	6,000	6,000	6,250	250
6240	Mileage Reimbursement	30	-	250	250	250	-
6301	Legal Fees	21,587	5,107	10,000	10,000	20,000	10,000
6345	Program Consultants	18,589	-	-	-	-	-
6399	Professional Services/Other	71,950	36,586	531,459	280,000	415,000	(116,459)
6405	Commission Meetings Expense	3,555	1,943	12,000	12,000	12,000	-
6435	Plan Checking	-	-	-	-	-	-
6493	Outside Services & Repairs	2,330	658	-	-	-	-
6503	Books	404	987	750	750	750	-
6509	Publications/Other	19	18	200	200	200	-
6518	Postage	-	-	400	400	400	-
6521	Messenger Service	214	161	500	500	500	-
6530	Office Supplies	3,488	2,253	3,000	3,000	3,000	-
6539	Printing, Binding & Duplicating	727	337	1,000	1,000	1,000	-
6551	Fuel and Oil	130	-	-	-	-	-
6563	Supplies/Special	490	182	1,000	1,000	1,000	-
6569	Small Equipment	183	250	500	500	500	-
6601	Advertising Expense	9,511	8,512	7,000	7,000	7,000	-
6835	Maint & Repair/Equipment	-	-	100	100	100	-
6845	Maint/Office Furniture & Equip	1,166	53	500	500	500	-
6850	Lease Payments	396	334	2,950	2,950	2,950	-
6915	Utilities/Telephone	704	1,218	3,150	3,150	3,150	-
<b>OPERATIONS SUBTOTAL</b>		<b>144,918</b>	<b>65,400</b>	<b>599,759</b>	<b>333,300</b>	<b>494,150</b>	<b>(105,609)</b>
<b>GENERAL FUND TOTAL:</b>		<b>527,269</b>	<b>395,705</b>	<b>1,097,743</b>	<b>679,865</b>	<b>972,305</b>	<b>(125,438)</b>





# COMMUNITY IMPROVEMENT

## PROGRAM DESCRIPTION

In the year 2020, the Community Improvement Division conducted approximately 384 inspections and reports under the “Real Property Records Report Ordinance” and collected associated inspection fees. The Division is also responsible for conducting annual inspections under the “Rental Inspection Ordinance” which deals with ongoing maintenance of approximately 5,389 registered rental units on 1,379 rental properties in the City, of which 573 properties were inspected within the last 12 months. In addition to the physical property inspections, the Division collects registration fees in addition to business license fees under the program.

The Division handled approximately 901 reactive and proactive complaints pertaining to real property land uses, property maintenance, non-permitted construction, National Pollution Discharge Elimination System violations, State Housing Laws, Health and Safety Codes, Azusa Municipal Code and other code violations.

The Division issued and processed 163 administrative fines, 114 notice of violation letters were processed and mailed to violators for code violations. Field inspectors removed over 250 illegally posted signs and have conducted field stops of 37 illegal vendors.

The Division conducted 8 public nuisance hearings, issued 22 stop work orders and investigated 5 illegal garage conversions. Ten vacant and abandoned properties were registered with the City and 6 escrow demands were processed. The Division also oversaw the removal of 1,337 shopping carts from the public right-of-way.

The Division implements and enforces the licensing and taxation provisions of the Azusa Municipal Code and deals with approximately 1,145 in-City brick and mortar businesses annually.

The Division processed 5,123 business license renewals (incoming), along with 709 new business licenses.

Community Improvement strives to provide professional, courteous and efficient customer service and assistance to the public and other Department personnel. In addition, staff is also encouraged to explain relevant ordinances, methods of corrections and changes to code requirements to property owners and business owners who are sometimes unaware of code violations and changes to ordinances.

## **FY 2021-22 STRATEGIC GOALS AND OBJECTIVES**

- Implement a Code Compliance program that reduces visible blight and unsafe living conditions by eliminating code violations throughout the City.
- Inspect a minimum of 550 single and multi-family rental properties.
- Continue to educate the community on quality of life issues and code enforcement matters.
- Continue to work with ECD Department and Information Technology to buildout and implement the GovSense land management system.
- Continue to update Code Enforcement and Business License materials and informational brochures to better assist and serve property owners, tenants, and the business community.
- Continue to respond to complaints in a timely manner, depending on the severity of complaint(s).
- Continue to create workable flow charts for the Division activities.
- Continue to assist implementation of the Department Action Plan.
- Continue organized professional training for Division staff.
- Continue ongoing and interactive training of office and field staff with an emphasis on quality customer service and educating the public.
- Continue to update Policies and Procedures.
- Continue to improve procedures and processes in the Division.
- Developing Flow Charts for all division functions and programs.
- Increase the use of document imaging to reduce paper and filing storage needs, and allow real-time document retrieval.

## **FY 2020-21 ACCOMPLISHMENTS**

- Continued to improve the operations of the Community Improvement Division.
- Community Improvement Inspector - Community Development Block Grants (CDBG) continued inspecting the targeted low-to-moderate income areas in the community. The CDBG inspector also worked on the Rental Inspection Program, Real Property Records Inspections and responded to complaints and worked proactively within the low-to-moderate income areas.
- Worked with other Departments and Divisions to achieve goals established by the City Council and City Manager.
- Provided professional, courteous, and efficient customer service at the public counter, on the telephone and in the field.
- Remained active in professional organizations related to Code Enforcement, Business License, Taxation and Revenues including California Association of Code Enforcement Officers, American Association of Code Enforcement, and California Municipal Revenue and Tax Association.
- Continue to be part of the city's HALO team.

**COMMUNITY IMPROVEMENT  
DETAILED VARIANCE EXPLANATION  
1035643000**

ACCT #	DESCRIPTION	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE	EXPLANATION
<b><u>OPERATIONS</u></b>						
6220	Training School	1,720	1,720	2,220	500	Staff training
6235	Meetings & Conferences	3,500	3,500	5,000	1,500	Addition is to send (1) BL staff to CMRTA conferences.
6399	Professional Services	-	-	15,000	15,000	Scanning and indexing of files.
6563	Supplies/Special	850	850	1,000	150	Anticipated supplies
6845	Maint/Office Furniture	-	-	500	500	Office furniture for staff

**COMMUNITY IMPROVEMENT  
EXPENDITURE DETAIL  
1035643000**

Acct. #	DESCRIPTION	ACTUAL 18-19	ACTUAL 19-20	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE
<b>PERSONNEL</b>							
6003	Salaries/Regular	391,339	382,704	486,705	395,414	508,650	21,945
6012	Salaries/Comp-Time	7,098	7,696	-	8,547	-	-
6015	Salaries/Vacation	25,912	34,701	-	16,249	-	-
6024	Salaries/Sick Leave	24,726	14,715	-	34,792	-	-
6027	Salaries/Bereavement	-	2,083	-	1,120	-	-
6033	Overtime Pay/Premium	174	1,106	-	525	-	-
6045	Salaries/Education	-	-	1,800	1,800	-	(1,800)
6047	Sal/Bonus	-	24,804	-	3,900	-	-
6048	Salaries/Language Pay	6,138	6,795	7,200	6,275	-	(7,200)
6063	Salaries/Jury Duty	-	-	-	-	-	-
6069	Allowance/Vehicle	810	944	1,080	1,069	1,080	-
6072	Sal/Injury	242	-	-	-	-	-
6075	Vacation Pay-Off	15,281	15,278	5,000	10,835	5,000	-
6078	Sick Leave Pay-Off	2,553	1,701	2,500	2,340	2,500	-
6101	PERS/Employee Contribution	25,436	25,857	34,560	21,972	34,545	(15)
6104	PERS Lump Sum	79,170	74,204	78,386	74,750	-	(78,386)
6105	PERS/Employer Contribution	16,273	19,694	16,565	26,487	16,570	5
6109	PARS/Employer	6,993	10,615	13,380	10,791	10,120	(3,260)
6125	FICA/Employer Contrib/Med	6,459	6,699	8,770	7,075	9,140	370
6133	Retiree Health Premium Reimb	7,213	8,363	-	9,997	10,000	10,000
6140	Life Insurance Allocation	777	1,208	1,440	1,186	1,475	35
6155	Workers' Comp Allocation	21,697	22,052	19,870	19,407	20,385	515
6160	LTD Insurance Allocation	3,495	3,732	3,785	3,762	3,965	180
6165	Unemployment Allocation	453	479	610	442	640	30
6175	Benefits/Flex Plan	105,340	95,064	115,920	96,213	120,780	4,860
6180	Deferred Comp/Employer Paid	5,322	8,006	9,238	9,914	10,908	1,670
<b>PERSONNEL SUBTOTAL</b>		<b>752,904</b>	<b>768,502</b>	<b>806,809</b>	<b>764,863</b>	<b>755,758</b>	<b>(51,051)</b>
<b>OPERATIONS</b>							
6201	Uniforms & Laundry	1,067	1,433	1,500	1,500	1,500	-
6215	Tuition Reimbursement	-	-	3,000	3,000	3,000	-
6220	Training School	1,174	129	1,720	1,720	2,220	500
6230	Dues & Subscriptions	650	925	1,175	1,175	1,175	-
6235	Meetings & Conferences	4,220	4,551	3,500	4,500	5,000	1,500
6240	Mileage Reimbursement	-	-	-	-	-	-
6301	Legal Fees	41,469	69,730	62,830	62,830	62,830	-
6315	Accounting/Auditing Services	720	660	-	-	-	-
6399	Professional Services/Other	34	-	-	-	15,000	15,000
6485	Public Nuisance Abatement	8,948	3,747	25,000	25,000	25,000	-
6492	Outside Svcs-MuniSvcs	1,363	-	-	-	-	-
6493	Outside Services & Repairs	17,900	23,233	25,809	25,809	25,809	-
6518	Postage	9,150	2,854	14,000	12,000	14,000	-
6530	Office Supplies	5,387	4,990	4,000	4,000	4,000	-
6539	Printing, Binding & Duplicating	224	857	1,800	1,800	1,800	-
6551	Fuel and Oil	2,898	2,570	2,000	2,000	2,000	-
6563	Supplies/Special	232	388	850	850	1,000	150
6572	Office Furniture & Equipment	-	-	-	-	-	-
6569	Small Equipment	3,070	5,600	4,000	4,000	4,000	-
6825	Maint & Repair / Vehicle	549	147	1,000	1,000	1,000	-
6835	Maint & Repair/Equipment	-	-	-	-	1,000	-
6845	Maint/Office Furniture	-	-	-	-	500	500
6850	Lease Payments	1,842	1,418	1,954	1,954	1,954	-
6915	Utilities/Telephone	4,766	4,304	4,362	4,362	4,362	-
7007	Credit Crd SrvCg	-	-	-	-	-	-
<b>OPERATIONS SUBTOTAL</b>		<b>105,661</b>	<b>127,536</b>	<b>158,500</b>	<b>157,500</b>	<b>177,150</b>	<b>18,650</b>
<b>CAPITAL OUTLAY</b>							
7142	Computer Equipment	-	-	-	-	-	-
<b>CAPITAL OUTLAY SUBTOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND TOTAL:</b>		<b>858,565</b>	<b>896,038</b>	<b>965,309</b>	<b>922,363</b>	<b>932,908</b>	<b>(32,401)</b>



# ECONOMIC DEVELOPMENT

## PROGRAM DESCRIPTION

The Economic Development Division is responsible for creating and implementing programs, processes, and procedures to stimulate business attraction, retention, and expansion. It serves as a liaison between local businesses, organizations, developers, and public agencies to facilitate economic growth activities aiding the City's effort to diversify its tax base.

## FY 2021-22 STRATEGIC GOALS AND OBJECTIVES

- Complete the implementation of the Department's Land Management System
- Complete Tax Increment Financing (TIF) Feasibility Study
- Identify and explore opportunity sites along major City corridors
- Collaborate with the Finance Department to identify sales and use tax revenue opportunities.
- Explore the opportunity of attracting clean technology, high technology, life science and biotech related businesses to the City
- Provide businesses and developers ombudsperson assistance by facilitating the approval, permit and construction processes for economic development projects
- Participate in programs and events to disseminate information on current development projects and ongoing economic development efforts
- Develop a focused marketing strategy
- Continue to assist with implementation of the Department Action Plan

## FY 2020-21 ACCOMPLISHMENTS

- Developed and implemented the CARES Act Azusa Small Business Grant Program
- Developed and implemented the CARES Act Emergency Utilities Assistance Grant Program
- Developed and implemented the Temporary Shared Space Program
- Co-Lead the Department's ongoing land management system implementation
- Launched Azusa Walks, the City's first Pedestrian Master Plan initiative
- Ongoing Tax Increment Financing (TIF) Feasibility Study
- Ongoing facilitation of the escrow process for City owned properties
- Continued to foster relationships with developers and real estate brokers by hosting virtual meetings
- Completed the Top 8 Reasons to Choose Azusa video
- Marketed City opportunities by making a presentation in the annual Urban Marketplace conference held by The Urban Land Institute Los Angeles
- Facilitated ongoing construction meetings for major development projects

**ECONOMIC DEVELOPMENT  
 DETAILED VARIANCE EXPLANATION  
 1035630000**

ACCT #	DESCRIPTION	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE	EXPLANATION
	<b><u>OPERATIONS</u></b>					
6399	Professional Services/Other	134,613	115,000	330,000	195,387	Funding was allocated for Citywide Branding and Implementation, formation of an Enhanced Infrastructure Financing District (EIFD) and analysis and formation of a business improvement district.

**ECONOMIC DEVELOPMENT  
EXPENDITURE DETAIL  
1035630000**

Acct. #	DESCRIPTION	ACTUAL 18-19	ACTUAL 19-20	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	62,354	70,981	74,600	69,618	90,730	16,130
6012	Salaries/Comp-Time	1,941	1,691	-	-	-	-
6015	Salaries/Vacation	2,197	1,891	-	1,319	-	-
6024	Salaries/Sick Leave	-	87	-	2,198	-	-
6033	Overtime Pay/Premium	-	16	-	-	-	-
6047	Sal/Bonus	-	4,221	-	619	-	-
6048	Salaries/Language Pay	2,400	2,420	2,400	2,947	-	(2,400)
6063	Salaries/Jury Duty	225	-	-	-	-	-
6075	Vacation Pay-Off	755	423	500	-	-	(500)
6078	Sick Leave Pay-Off	1,329	1,467	1,000	1,831	-	(1,000)
6101	PERS/Employee Contribution	24	24	5,360	24	6,140	780
6104	PERS Lump Sum	9,463	10,615	13,776	11,595	-	(13,776)
6105	PERS/Employer Contribution	6,346	7,574	2,570	7,925	2,945	375
6125	FICA/Employer Contrib/Med	1,049	1,231	1,360	1,182	1,640	280
6140	Life Insurance Allocation	172	212	225	209	265	40
6155	Workers' Comp Allocation	2,765	3,251	3,080	3,068	3,630	550
6160	LTD Insurance Allocation	527	572	580	582	710	130
6165	Unemployment Allocation	65	75	95	71	115	20
6175	Benefits/Flex Plan	9,968	11,646	18,000	13,837	22,500	4,500
6180	Deferred Comp/Employer Paid	540	1,080	1,200	1,127	1,500	300
<b>PERSONNEL SUBTOTAL</b>		<b>102,118</b>	<b>119,477</b>	<b>124,746</b>	<b>118,153</b>	<b>130,175</b>	<b>5,429</b>
<b><u>OPERATIONS</u></b>							
6230	Dues & Subscriptions	6,015	6,530	7,600	7,600	7,600	-
6235	Meetings & Conferences	2,953	3,524	7,000	7,000	7,000	-
6240	Mileage Reimbursement	-	-	100	100	100	-
6399	Professional Services/Other	3,328	42,386	134,613	115,000	330,000	195,387
6503	Books	-	-	500	500	500	-
6518	Postage	-	26	-	-	-	-
6530	Office Supplies	862	1,228	1,000	1,000	1,000	-
6539	Printing, Binding & Duplicating	1,676	2,251	5,000	5,000	5,000	-
6551	Fuel and Oil	-	-	-	-	-	-
6563	Supplies/Special	900	1,608	5,000	5,000	5,000	-
6569	Small Equipment	-	438	1,500	1,500	1,500	-
6915	Utilities/Telephone	456	456	1,000	1,000	1,000	-
<b>OPERATIONS SUBTOTAL</b>		<b>16,190</b>	<b>58,448</b>	<b>163,313</b>	<b>143,700</b>	<b>358,700</b>	<b>195,387</b>
<b>GENERAL FUND TOTAL:</b>		<b>118,308</b>	<b>177,925</b>	<b>288,059</b>	<b>261,853</b>	<b>488,875</b>	<b>200,816</b>



# REAL ESTATE DEVELOPMENT

## **PROGRAM DESCRIPTION**

The Real Estate Development Program is under the supervision of the Economic Development Division. The Program is responsible for managing City owned real estate development.

Current real estate property:

The Promenade at Citrus – 890 The Promenade

Staff is responsible for the management and operation of the City owned commercial retail center consisting of 8,250 square feet. The property is located at 890 The Promenade in the Transit Neighborhood in the Promenade District of the Monrovia Specific Plan. Adjacent to the site is the APU/Citrus College Gold Line Station.

## **FY 2021-22 STRATEGIC GOALS AND OBJECTIVES**

- Release bid and award construction contract for tenant improvements
- Facilitate the tenant improvement process and provide construction oversight
- Facilitate tenant move-in
- Manage the City's asset
- Establish a day to day operation budget and identify revenue projections

## **FY 2020-21 ACCOMPLISHMENTS**

- Ongoing lease negotiations with tenant
- Completed construction document preparation and furniture, fixture and equipment design
- Ongoing plan check for tenant improvements



**REAL ESTATE DEVELOPMENT  
DETAILED VARIANCE EXPLANATION  
1035645000**

ACCT #	DESCRIPTION	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE	EXPLANATION
	<b><u>OPERATIONS</u></b>					
6301	Legal Fees	10,000	10,000	-	(10,000)	Legal fees have not been charged the last two fiscal years therefore it doesn't seem like we need them.
6399	Professional Services/Other	433,259	300,000	258,050	(175,209)	The budget was reduced because the tenant improvements and construction contractor will be budgeted under CIP project 62519A budget. The Santa Fe Depot rehabilitation was budgeted under this account.
6805	Maintenance/Land Improvements	1,500	1,500	6,500	5,000	Weekly landscape maintenance for 890 The Promenade. Weed abatement for other City-owned properties.
6815	Maint & Repairs/Buildings	-	-	16,000	16,000	Maintenance, repair and restoration of facilities, fixtures, and equipment at 890 The Promenade. Maintenance and repair for other City-owned properties.
6901	Utilities/Water	3,500	3,500	4,225	725	Water usage by tenant.
6903	Utilities/Refuse	-	-	3,200	3,200	Trash service three times a week at 890 The Promenade.
6905	Utilities/Electric	1,200	1,200	10,000	8,800	Electric usage by tenant.

**REAL ESTATE DEVELOPMENT  
EXPENDITURE DETAIL  
1035645000**

Acct. #	DESCRIPTION	ACTUAL 18-19	ACTUAL 19-20	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE
<b><u>OPERATIONS</u></b>							
6301	Legal Fees	-	-	10,000	10,000	-	(10,000)
6399	Professional Services/Other	7,333	72,670	433,259	300,000	258,050	(175,209)
6548	Plants & Trees	-	-	500	500	500	-
6805	Maintenance/Land Improvements	-	2,480	1,500	1,500	6,500	5,000
6815	Maint & Repairs/Buildings	-	-	-	-	16,000	16,000
6901	Utilities/Water	1,930	3,037	3,500	3,500	4,225	725
6903	Utilities/Refuse	-	-	-	-	3,200	3,200
6905	Utilities/Electric	68	544	1,200	1,200	10,000	8,800
6915	Utilities/Telephone	351	1,001	1,000	1,000	1,000	-
<b>OPERATIONS SUBTOTAL</b>		<b>9,681</b>	<b>79,752</b>	<b>450,959</b>	<b>317,700</b>	<b>299,475</b>	<b>(151,484)</b>
<b>GENERAL FUND TOTAL:</b>		<b>9,681</b>	<b>79,752</b>	<b>450,959</b>	<b>317,700</b>	<b>299,475</b>	<b>(151,484)</b>



## **PROGRAM DESCRIPTION**

Since 1974, the City of Azusa has been a participating City under the Los Angeles Urban County Community Development Block Grant Program (CDBG). Funded through the U.S. Department of Housing and Urban Development (HUD), the Los Angeles County Development Authority (LACDA) acts as the pass-through agency and oversees CDBG administration for forty-five participating cities. The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally benefiting low- and moderate-income persons.

The City of Azusa receives approximately \$400,000 annually to support eligible CDBG projects that assist the City's low- and moderate-income residents. Examples of eligible CDBG projects that the City undertakes annually include Housing Rehabilitation, Code Enforcement, various capital improvement projects, and public service activities. A maximum of fifteen percent (15%) of the City's total annual CDBG funds may be allocated to public service projects. Examples of the City's CDBG-funded public service projects include: Senior Case Management, Neighborhood Homework House, and the Azusa Family Services Program.

## **FY 2021-22 STRATEGIC GOALS AND OBJECTIVES**

- Provide approximately 200 Azusa youth, preschool through high school age, with tutoring, enrichment activities, and motivational support. The program will be administered by Neighborhood Homework House, a non-profit organization of trained volunteer college students, neighborhood agencies, religious organization representatives, and teachers.
- Offer approximately 100 Azusa senior citizens information and referral, comprehensive assessment, and care management that focus on senior issues. Services are provided by the YWCA of San Gabriel Valley, a non-profit agency.
- Provide approximately 100 Azusa youth, ages 5 to 14, and their families, a comprehensive range of supportive services. In addition to afterschool recreational and educational activities for Azusa youth, this project offers Azusa youth and their families an integrative array of support services that include information, referral and outreach for mental health, substance abuse, domestic violence, counseling, disabled services, homeless resources, and access to health and social services.
- Issue approximately 10-12 housing rehabilitation grants that improve the City's housing stock or correct residential code violations (in conjunction with the City's Residential Code Enforcement Program). Grants are awarded to eligible Azusa homeowners up to a maximum of \$12,000 each.

- Construct ten to fifteen (10-15) American with Disabilities Act (ADA)-compliant curb ramps with truncated domes at various intersections throughout the City.
- Continue high level customer service protocols to provide the best possible customer service.

## **FY 2020-21 ACCOMPLISHMENTS**

Due to the impacts of COVID-19, some FY 2020-2021 CDBG-funded projects resulted in fewer annual accomplishments. CDBG public service providers pivoted successfully and offered clients modified services in the form of virtual assistance, tele-services and remote learning.

- Neighborhood Homework House assisted approximately 90 Azusa youth, preschool through high school age, with remote tutoring and educational enrichment activities.
- The YWCA of San Gabriel Valley provided modified services to approximately 125 senior adults in the form of virtual care management, information, and referral services. Tele-services were used to arrange assistance from agencies serving seniors, such as medical referrals and food accessibility and delivery assistance. When safe to do so, some home visits to clients were conducted.
- The Azusa Family Services Program was severely impacted during the COVID-19 pandemic. Since the majority of youth services are provided at the City's recreation facilities, which remained closed for most of FY 2020-2021, few Azusa youth, ages 5 to 14, and their families, were served.
- Ten (10) housing rehabilitation grants were issued that improved the City's housing stock or corrected residential code violations (in conjunction with the City's Residential Code Enforcement Program). Due to COVID-19, housing rehabilitation activities were limited to installation of new roofs. No interior improvements were performed.
- Constructed ten (10) American with Disabilities Act (ADA)-compliant curb ramps with truncated domes along Cerritos Avenue between First and Third Streets.

## **CDBG-CV FY 2020-21 ACCOMPLISHMENTS**

As a participating city in the Los Angeles Urban County CDBG Program, the City of Azusa received \$241,825 in one-time only, supplemental CDBG CARES Act funds (CDBG-CV) for the express purpose of responding to, addressing, and mitigating the impacts of the COVID 19 pandemic. These one-time only CDBG-CV funds resulted in the following:

- 30 emergency utility payment assistance grants totaling \$21,109 were awarded to income-eligible Azusa households economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay. Utility assistance payments were made directly to local utility companies on behalf of Azusa residents. Four participants received the maximum assistance allowed of \$900. The average amount of assistance provided per recipient was approximately \$703.
- In partnership with LACDA, 23 Azusa small businesses received grants totaling approximately \$208,950. One-time only business grants in an amount ranging from \$5,000 to \$10,000 were awarded to eligible business owners to respond to the impacts of COVID-19. The grants supported business expenses such as payroll, rent, or utilities. Each small business grant recipient agreed to create or retain jobs for low- and moderate-income persons.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
EXPENDITURE DETAIL  
1835910000**

Acct. #	DESCRIPTION	ACTUAL 18-19	ACTUAL 19-20	REVISED 20-21	YEAR END EST 20-21	ADOPTED 21-22	VARIANCE
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	63,365	77,942	80,595	60,614	101,635	21,040
6006	Salaries/Temp & Part-Time	35,985	20,131	38,170	-	41,805	3,635
6012	Salaries/Comp-Time	2,046	(0)	-	3,081	-	-
6015	Salaries/Vacation	7,050	(0)	-	1,195	-	-
6024	Salaries/Sick Leave	6,034	0	-	3,940	-	-
6027	Salaries/Bereavement	1,195	-	-	-	-	-
6033	Overtime Pay/Premium	-	9	-	679	-	-
6048	Salaries/Language Pay	354	295	-	-	-	-
6101	PERS/Employee Contribution	7,014	5,528	6,050	4,826	7,380	1,330
6104	PERS Lump Sum	-	302	12,158	13,137	-	(12,158)
6105	PERS/Employer Contribution	2,928	2,927	2,935	2,272	3,625	690
6107	Apple Pay Plan	971	473	1,210	-	1,315	105
6109	PARS/Employer	4,110	1,120	3,295	695	1,925	(1,370)
6125	FICA/Employer Contrib/Med	2,110	1,767	2,000	970	2,380	380
6140	Life Insurance Allocation	564	240	230	262	300	70
6155	Workers' Comp Allocation	-	237	4,755	2,044	5,740	985
6160	LTD Insurance Allocation	765	638	625	534	790	165
6165	Unemployment Allocation	-	6	135	43	165	30
6175	Benefits/Flex Plan	16,460	21,045	20,880	17,968	20,880	-
6180	Deferred Comp/Employer Paid	1,242	1,460	1,490	1,212	1,680	190
<b>PERSONNEL SUBTOTAL</b>		<b>152,194</b>	<b>134,118</b>	<b>174,528</b>	<b>113,472</b>	<b>189,620</b>	<b>15,092</b>
<b><u>OPERATIONS</u></b>							
6345	Program Consultants	51,226	34,962	262,677	135,000	135,000	(127,677)
6493	Outside Services & Repairs	17,922	39,813	-	-	-	-
6601	Advertising Expense	-	-	-	770	1,000	1,000
6625	Program Expense	-	-	79,925	-	-	(79,925)
6521	Messenger Svc	-	-	-	-	-	-
6650	Rehabilitation Costs	143,050	117,682	150,000	150,000	150,000	-
7001	Interest Expense	-	-	-	-	-	-
7005	Principal Payments	-	-	-	-	-	-
7080	Refund	-	-	-	-	-	-
7099	Miscellaneous	-	-	-	-	-	-
<b>OPERATIONS SUBTOTAL</b>		<b>212,198</b>	<b>192,457</b>	<b>492,602</b>	<b>285,770</b>	<b>286,000</b>	<b>(206,602)</b>
<b><u>CAPITAL OUTLAY</u></b>							
7120	Construction Improvements	86,968	-	-	117,000	31,969	31,969
<b>CAPITAL OUTLAY SUBTOTAL</b>		<b>86,968</b>	<b>-</b>	<b>-</b>	<b>117,000</b>	<b>31,969</b>	<b>31,969</b>
<b>CDBG FUND TOTAL:</b>		<b>451,359</b>	<b>326,575</b>	<b>667,130</b>	<b>516,242</b>	<b>507,589</b>	<b>(159,541)</b>