

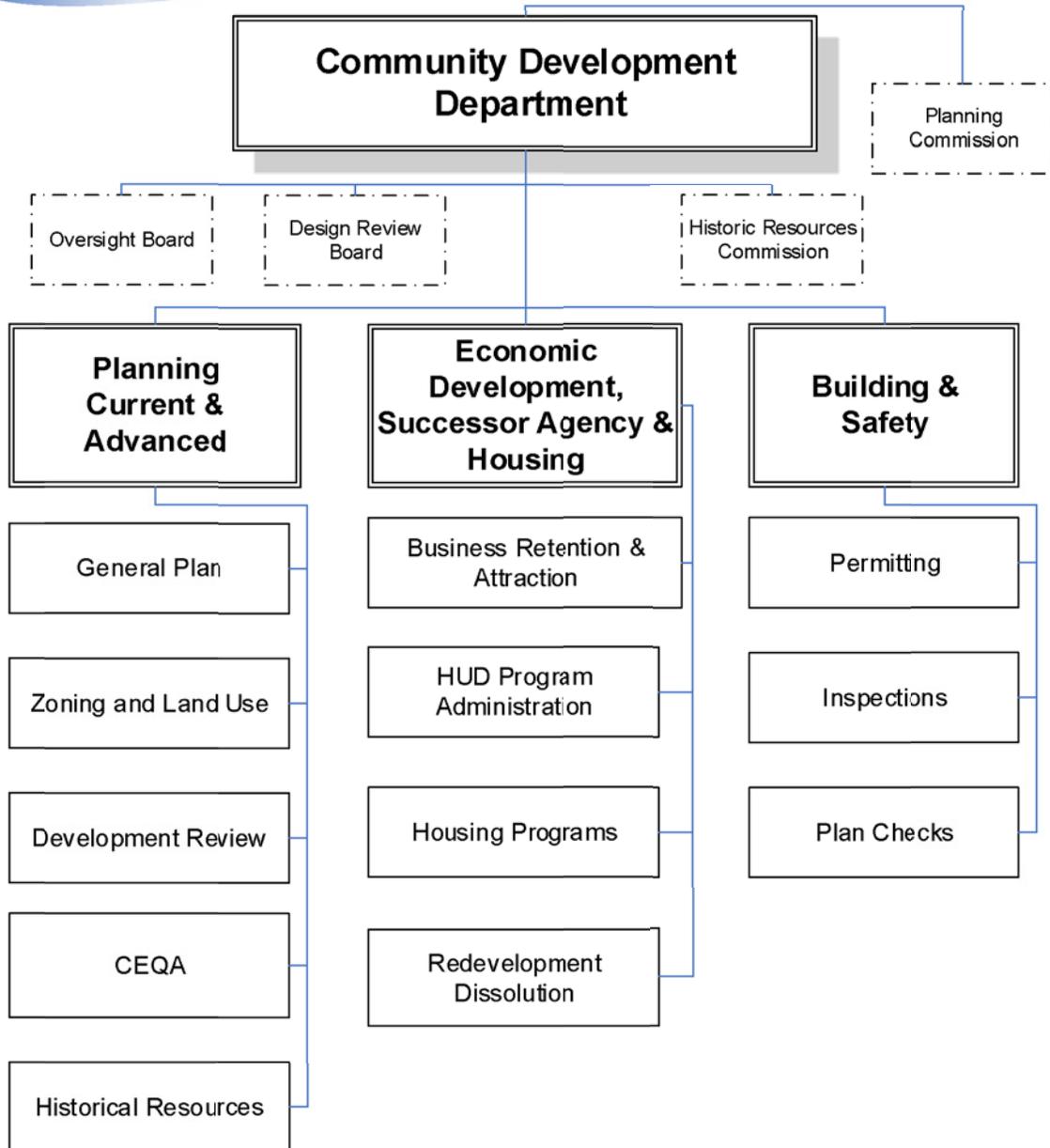
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City of Whittier

Community Development

- *Building and Safety*
- *Planning*
- *Administration*
- *Economic Development*
- *Housing and Urban
Development (HUD) Grant*
- *Housing Rehabilitation Program*
- *Community Development Block
Grant (CDBG) Administration*
- *Code Enforcement*
- *HOME Program*
- *Non-Housing Capital Projects*

Community Development

Organization Chart

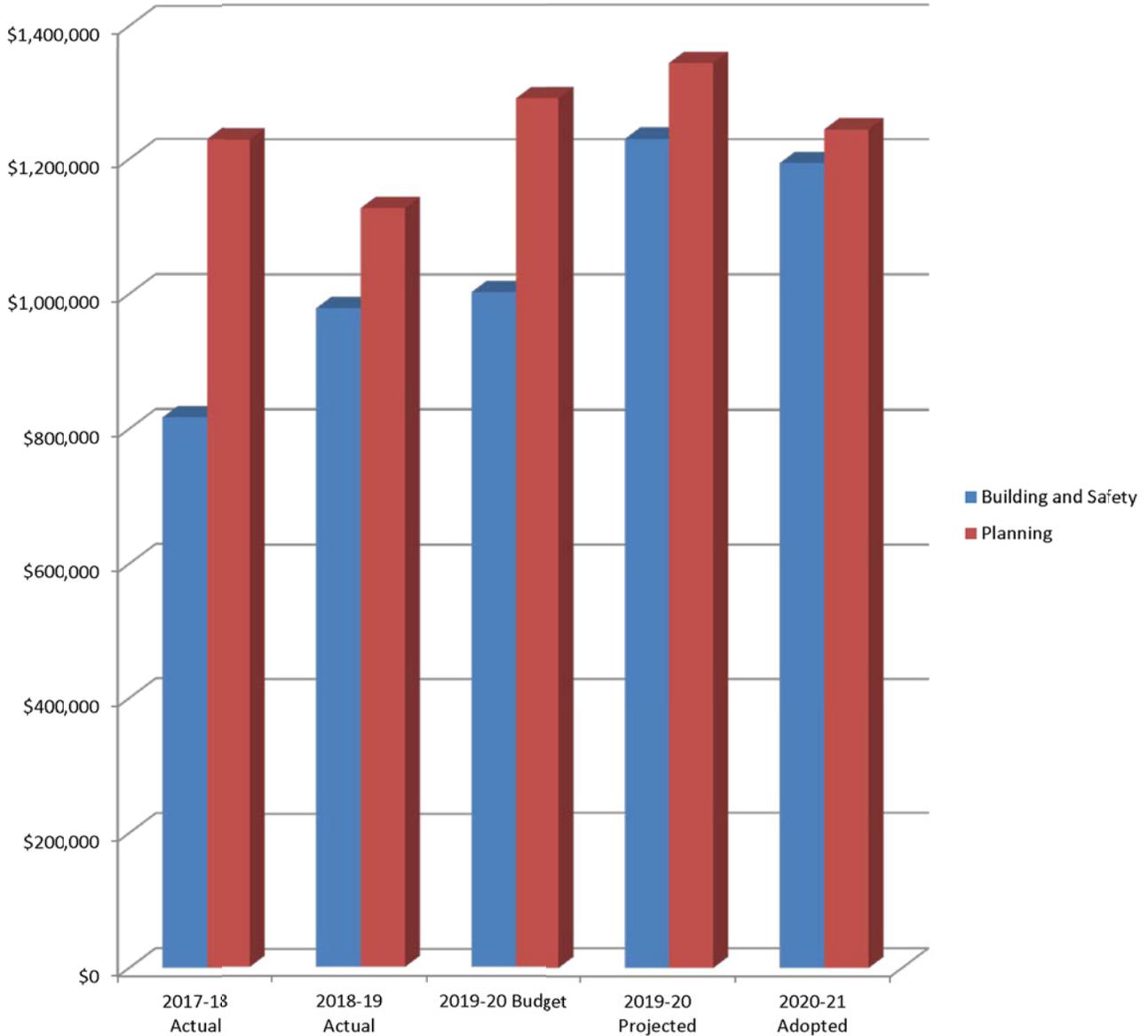




City of Whittier

Community Development Department

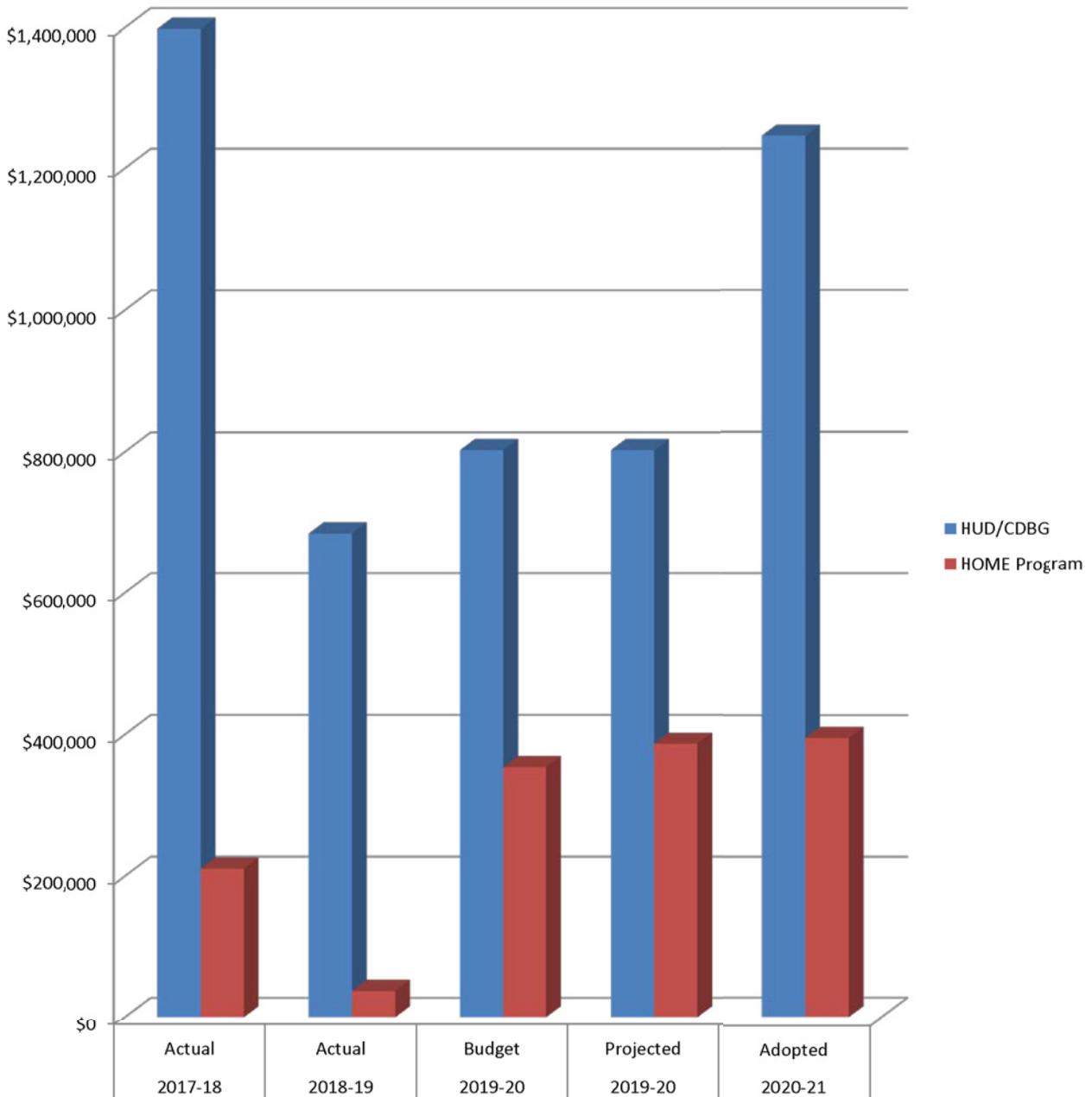
| Division/Cost Center | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|----------------------|-------------------|-------------------|-------------------|----------------------|--------------------|
| Building and Safety | \$ 816,963 | \$ 979,510 | \$ 1,003,104 | \$ 1,230,378 | \$ 1,194,364 |
| Planning | 1,229,481 | 1,127,761 | 1,290,481 | 1,342,567 | 1,244,279 |



City of Whittier

Community Development Department

| Division/Cost Center | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|----------------------|-------------------|-------------------|-------------------|----------------------|--------------------|
| HUD/CDBG | \$ 1,398,217 | \$ 684,748 | \$ 802,486 | \$ 802,486 | \$ 1,245,847 |
| HOME Program | 210,484 | 37,353 | 353,865 | 386,905 | 395,446 |



City of Whittier

Building & Safety

OVERVIEW

The Building & Safety Division is responsible for the establishment and enforcement of minimum building standards for safeguarding public health, safety and general welfare. This is accomplished by ensuring that new construction provides structural strength, stability, means of egress, access to persons with disabilities, sanitation, ventilation, lighting and energy conservation; green building standards; safety to life and property from fire and other hazards attributed to the built environment; and assistance to fire fighters and other first-responders during emergency operations in the built environment.

Although the functions of the Building & Safety program are essentially a regulatory effort, they are an important tool for the orderly development, protection and maintenance of properties within the City. In addition to the enforcement of local codes and ordinances, the Division is also responsible for the enforcement of certain state and federal regulations when they become applicable to construction projects in the City. Building & Safety also provides inspection of capital projects and is responsible for the abatement of illegal structures and dwelling units.

To accomplish its purpose, the Building & Safety Division examines development plans, issues permits and performs inspections of construction activities throughout the City. The Division further provides essential information to its customers through records research, provision of informational handouts and development consultation through all phases of a project from concept to completion.



City of Whittier

Building & Safety

KEY GOALS

During FY 2020-2021, the Division's key goals include:

- Implement a residential standard checklist for over the counter Solar panels and EV charger permits.
- Implement check list for plan check requirements for ADU's, and Junior ADA's
- Provide additional help at the counter as needed to cut down the wait time and improve customer service.
- Education of architects, engineers, contractors, property owners and the public at-large of building code standards and requirements through the dissemination of design and construction information and the plan review, permitting, inspection and enforcement processes needed for the protection of the health and safety of persons and properties.
- Provide educational information of the new code changes with the new adoption of the 2019 California Codes and 2020 Fire Codes.
- Continue providing customers with real-time information concerning property records and project status associated with Building & Safety activities.
- Provide continuing support and assistance to Code Enforcement and the Planning Department related to various development, construction and land-use matters.
- Implement the online Accela permit and plan check process.

PERFORMANCE MEASURES

| | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 |
|--|-------------------|-------------------|-------------------|-------------------|
| Measure | Actual | Actual | Actual | Projected |
| Number of Inspections | 10,161 | 8,937 | 9,237 | 10,000 |
| Number of customers assisted | 11,300 | 11,089 | 11,089 | 12,000 |
| Number of plans reviewed | 583 | 787 | 809 | 900 |
| Number of building only permits issued | 1,412 | 1,766 | 1,813 | 2,000 |

City of Whittier

Building & Safety (100-18-141-000)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|---------------------|----------------------|---------------------|
| <u>SUMMARY</u> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 690,303 | \$ 762,194 | \$ 930,459 | \$ 954,837 | \$ 949,991 |
| Maintenance and Operations | 126,660 | 217,316 | 72,645 | 275,541 | 244,373 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | <u>816,963</u> | <u>979,510</u> | <u>1,003,104</u> | <u>1,230,378</u> | <u>1,194,364</u> |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 816,963</u> | <u>\$ 979,510</u> | <u>\$ 1,003,104</u> | <u>\$ 1,230,378</u> | <u>\$ 1,194,364</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| General Fund | 816,963 | 979,510 | 1,003,104 | 1,230,378 | 1,194,364 |
| Total Expenditures and Transfers-Out | <u>\$ 816,963</u> | <u>\$ 979,510</u> | <u>\$ 1,003,104</u> | <u>\$ 1,230,378</u> | <u>\$ 1,194,364</u> |
| <u>DETAIL</u> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ 560,835 | \$ 629,618 | \$ 644,605 | \$ 672,276 | \$ 647,817 |
| Employee Benefits | 129,468 | 132,576 | 285,854 | 282,561 | 302,174 |
| Total Employee Services | <u>690,303</u> | <u>762,194</u> | <u>930,459</u> | <u>954,837</u> | <u>949,991</u> |
| Dues, Memberships, License and Publications | 3,315 | 3,313 | 9,290 | 9,290 | 9,290 |
| Rentals | - | - | 175 | 175 | 175 |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | 6,328 | 6,546 | 6,546 | 6,546 | 7,311 |
| Professional Services | 155,968 | 168,515 | 16,191 | 218,963 | 120,191 |
| Utilities | 1,119 | 4,205 | 3,036 | 3,036 | 3,036 |
| Miscellaneous Services | 3,157 | 3,650 | 4,800 | 4,925 | 9,800 |
| Repairs and Maintenance | 14 | - | 80 | 80 | 80 |
| Materials and Supplies | 13,758 | 13,633 | 12,924 | 12,924 | 12,822 |
| City Charges | - | - | - | - | - |
| Mobile Equipment Rental | 24,122 | 16,988 | 18,253 | 18,252 | 10,318 |
| Other | (81,121) | 466 | 1,350 | 1,350 | 1,350 |
| Total Maintenance and Operations | <u>126,660</u> | <u>217,316</u> | <u>72,645</u> | <u>275,541</u> | <u>174,373</u> |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>816,963</u> | <u>979,510</u> | <u>1,003,104</u> | <u>1,230,378</u> | <u>1,124,364</u> |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | 70,000 |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>70,000</u> |
| Total Expenditures and Transfers-Out | <u>\$ 816,963</u> | <u>\$ 979,510</u> | <u>\$ 1,003,104</u> | <u>\$ 1,230,378</u> | <u>\$ 1,194,364</u> |
| Full Time Positions | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Part Time Positions (Full Time Equivalent) | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 |
| Total | <u>8.04</u> | <u>8.04</u> | <u>8.04</u> | <u>8.04</u> | <u>8.04</u> |



City of Whittier

Planning

OVERVIEW

The Planning Division is responsible for the administration of City ordinances and policies relating to land-use and development such as, but not limited to, zone changes, design standards, historic preservation, environmental review procedures, congestion management programs and attainment of housing goals. In fulfilling these objectives, the Planning Division administers the City's General Plan, Municipal Code (Chapters 17 (Subdivisions) and 18 (Zoning)), multiple specific plans (Uptown Whittier, Whittier Boulevard, Whittwood Town Center and Lincoln) and the State's planning and zoning laws pertaining to general plans, zoning, subdivisions, the California Environmental Quality Act (CEQA) and interrelated laws concerning public health, safety and welfare.



Conceptual Elevation of the City Approved Cambridge Place Townhomes

Staff members within the Division provide technical and administrative support to the City Council, Planning Commission, Historic Resources Commission, Design Review Board, Zoning Administrator and various committees and task forces. The Division also provides zoning and subdivision information to the public and other City departments. It reviews development plans for compliance with Whittier's General Plan, Municipal Code and specific plans. The Planning Division also prepares an extensive variety of reports regarding development projects, environmental studies, zone changes, general plan amendments, historic resource assessments and other planning related matters.

Aside from the Planning Division's development and zoning functions, the Division is a resource center for historic cultural and architectural landmark data, environmental documentation and demographic information for both the public and City departments.

Some of the Planning Division's significant projects during FY 2019-2020 include:

- Public engagement and work on the City's comprehensive update to the Whittier General Plan;
- Initiated the City's 2021-2029 Housing Element Update;
- Continued facilitation and execution of the master plan of development for the Lincoln Specific Plan. It includes construction of 750 residential units and up to 146,000 square feet of commercial development;

City of Whittier

Planning (continued)

- Completion of the rehabilitation of the former Five Points Car Wash at the intersection of Santa Fe Springs and Washington Boulevard;
- Update to the City's Accessory Dwelling Unit (ADU) Ordinance;
- Processing and approval of numerous accessory dwelling units and junior accessory dwelling units to facilitate new housing opportunities in Whittier;
- Continued participation in the U.S. Department of Commerce's Local Update of Census Address (LUCA) program for the 2020 Census;
- Continued execution of a new 32-unit townhome development, known as Hadley Trails, at 5360 Workman Mill Road. The project is anticipated to be completed in 2020;
- Implementation of the previously approved 32-unit townhome project known as Cambridge Place located at 11757 Hadley Street. The project is anticipated to be completed in 2020.
- Updated the City's land-use provisions to address alcohol and entertainment standards in the Uptown Whittier Specific Plan;
- Processing of numerous residential, commercial, and industrial façade remodels and additions in addition to various land-use entitlements;
- Provide continuing support and assistance to Code Enforcement and the Building Division related to various development, construction and land-use matters; and,
- Providing high quality phone and planning counter service to the thousands of people in and out of the community.

KEY GOALS

During FY 2020-2021, the Planning Division's key goals include:

- Continue to provide high quality assistance to the community for all land-use and development related matters;
- Complete the comprehensive update to the Whittier General Plan;
- Complete the City's Housing Element Update;
- Process the revitalization project proposed by Kimco Realty for the Whittwood Town Center;
- Continued participation in the Federal 2020 Census to accurately count Whittier's population;
- Update the City's zoning code and specific plans, as necessary, to address current planning issues and needs;
- Participate with the Gateway Cities COG on various regional issues affecting the City of Whittier;
- Administer the City's zoning and development regulations, policies and guidelines; and,
- Continue verification of development project compliance with their adopted conditions of approval.

PERFORMANCE MEASURES

| Measure | FY 2017-18 Actual | FY 2018-19 Actual | FY 2019-20 Actual | FY 2020-21 Projected* |
|-----------------------------------|----------------------|----------------------|----------------------|--------------------------|
| Number of development requests | 1,177 | 1,200 | 1,237 | 1,000 |
| Number of public counter contacts | 11,350 | 11,089 | 11,431 | 10,000 |

*Due to Covid-19, there has been a surge of public contact with the Planning Division through phone and e-mail requests in-lieu of in-person requests of City staff. Only in-person contacts can be documented. Therefore, the projected number of in-person contacts may be an outlier from previous years and not reflect actual public demand for city planning services.

City of Whittier

Planning (100-18-161-000)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|---------------------|---------------------|---------------------|----------------------|---------------------|
| <u>SUMMARY</u> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 900,193 | \$ 983,697 | \$ 1,049,739 | \$ 1,051,624 | \$ 1,079,855 |
| Maintenance and Operations | 50,994 | 49,064 | 140,742 | 141,210 | 139,424 |
| Capital Outlay | 278,294 | 95,000 | 100,000 | 149,733 | 25,000 |
| Total Expenditures | <u>1,229,481</u> | <u>1,127,761</u> | <u>1,290,481</u> | <u>1,342,567</u> | <u>1,244,279</u> |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 1,229,481</u> | <u>\$ 1,127,761</u> | <u>\$ 1,290,481</u> | <u>\$ 1,342,567</u> | <u>\$ 1,244,279</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| General Fund | 1,229,481 | 1,127,761 | 1,290,481 | 1,342,567 | 1,244,279 |
| Total Expenditures and Transfers-Out | <u>\$ 1,229,481</u> | <u>\$ 1,127,761</u> | <u>\$ 1,290,481</u> | <u>\$ 1,342,567</u> | <u>\$ 1,244,279</u> |
| <u>DETAIL</u> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ 671,586 | \$ 698,562 | \$ 720,116 | \$ 720,116 | \$ 723,614 |
| Employee Benefits | 228,607 | 285,135 | 329,623 | 331,508 | 356,241 |
| Total Employee Services | <u>900,193</u> | <u>983,697</u> | <u>1,049,739</u> | <u>1,051,624</u> | <u>1,079,855</u> |
| Dues, Memberships, License and Publications | 6,425 | 6,179 | 7,665 | 8,133 | 7,665 |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | 7,374 | 8,814 | 8,814 | 8,814 | 7,496 |
| Professional Services | 9,027 | 500 | 95,672 | 95,672 | 95,672 |
| Utilities | - | - | 500 | 500 | 500 |
| Miscellaneous Services | 12,281 | 15,076 | 9,700 | 9,700 | 9,700 |
| Repairs and Maintenance | - | - | 150 | 190 | 190 |
| Materials and Supplies | 15,235 | 18,118 | 16,401 | 16,401 | 16,401 |
| City Charges | - | - | - | - | - |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | 652 | 377 | 1,840 | 1,800 | 1,800 |
| Total Maintenance and Operations | <u>50,994</u> | <u>49,064</u> | <u>140,742</u> | <u>141,210</u> | <u>139,424</u> |
| Capital Outlay | 278,294 | 95,000 | 100,000 | 149,733 | 25,000 |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>1,229,481</u> | <u>1,127,761</u> | <u>1,290,481</u> | <u>1,342,567</u> | <u>1,244,279</u> |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Expenditures and Transfers-Out | <u>\$ 1,229,481</u> | <u>\$ 1,127,761</u> | <u>\$ 1,290,481</u> | <u>\$ 1,342,567</u> | <u>\$ 1,244,279</u> |
| Full Time Positions | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Part Time Positions (Full Time Equivalent) | <u>0.30</u> | <u>0.30</u> | <u>0.30</u> | <u>0.30</u> | <u>0.30</u> |
| Total | <u>8.30</u> | <u>8.30</u> | <u>8.30</u> | <u>8.30</u> | <u>8.30</u> |

City of Whittier

Community Development - Administration

OVERVIEW

The Community Development Department encompasses Planning, Redevelopment Successor Agency, Housing Authority, Administration, Economic Development, Community Development Block Grant & HOME Programs, and Building & Safety. The Department strives to promote economic growth along with livable neighborhoods that reflect, preserve and enhance Whittier's unique historic character. The Department's goal is to provide for a balanced community with residential, commercial and industrial development that results in a thriving economic base and an enhanced quality of life for our residents.

The Building & Safety Division provides permitting and building services including plan checking and inspection services.



Increasing the City's sales tax revenue growth and tax base is important for the City; however, with the improving economy, it is vital that we focus on ensuring Whittier remains a strong and balanced community. The City will maintain its efforts in economic development despite the elimination of redevelopment in California and we will continue to serve as the ombudsman for the business community. Economic Development is

a philosophy that helps guide the Department's daily activities.

The Planning Division facilitates development consistent with City codes and ordinances as well as the City's General Plan and Specific Plans. The Planning Division serves as the staff liaison to the Planning Commission, Zoning Administrator, Historic Resources Commission and now Design Review Board.



During FY 2020-21, the Department's key goals include:

KEY GOALS

- Oversee the long-range planning for the City.
- Enhance the quality of life in the community.
- Encourage private investment and promote a stable economic base.
- Promote and preserve the historic character of the City.
- Ensure high quality customer service to our applicants.
- Integrate the various functions of the Department to maximize efficiency.
- Complete the comprehensive update to the General Plan.
- Work in partnership with the newly formed Community Benefit District in Uptown.
- Implement the buildout of the Lincoln Specific Plan.

City of Whittier

Community Development-Administration (100-18-181-000)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| <i>SUMMARY</i> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 298,634 | \$ 308,278 | \$ 397,568 | \$ 397,896 | \$ 402,537 |
| Maintenance and Operations | 120,709 | 61,197 | 69,175 | 70,186 | 70,024 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | 419,343 | 369,475 | 466,743 | 468,082 | 472,561 |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | \$ 419,343 | \$ 369,475 | \$ 466,743 | \$ 468,082 | \$ 472,561 |
| Expenditures and Transfers-Out By Source | | | | | |
| General Fund | 419,343 | 369,475 | 466,743 | 468,082 | 472,561 |
| Total Expenditures and Transfers-Out | \$ 419,343 | \$ 369,475 | \$ 466,743 | \$ 468,082 | \$ 472,561 |
| <i>DETAIL</i> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ 414,475 | \$ 371,751 | \$ 435,646 | \$ 435,646 | \$ 437,501 |
| Employee Benefits | (115,841) | (63,473) | (38,078) | (37,750) | (34,964) |
| Total Employee Services | 298,634 | 308,278 | 397,568 | 397,896 | 402,537 |
| Dues, Memberships, License and Publications | 38,868 | 39,387 | 39,579 | 39,579 | 39,579 |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | 61,952 | 3,705 | 3,705 | 3,705 | 4,554 |
| Professional Services | 390 | 390 | 6,000 | 6,000 | 6,000 |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | - | - | - | - | - |
| Repairs and Maintenance | - | - | 1,710 | 1,710 | 1,710 |
| Materials and Supplies | 13,692 | 11,057 | 7,126 | 8,137 | 7,126 |
| City Charges | - | - | - | - | - |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | 5,807 | 6,658 | 11,055 | 11,055 | 11,055 |
| Total Maintenance and Operations | 120,709 | 61,197 | 69,175 | 70,186 | 70,024 |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | 419,343 | 369,475 | 466,743 | 468,082 | 472,561 |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | - | - | - | - | - |
| Total Expenditures and Transfers-Out | \$ 419,343 | \$ 369,475 | \$ 466,743 | \$ 468,082 | \$ 472,561 |
| Full Time Positions | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Part Time Positions (Full Time Equivalent) | 0.95 | 0.95 | 0.95 | 0.95 | 0.95 |
| Total | 3.95 | 3.95 | 3.95 | 3.95 | 3.95 |



City of Whittier

Economic Development

OVERVIEW

The ability to create and preserve economic development opportunities is essential to the City in carrying out its various functions. Sales and property tax revenues generated by the business community provide contributions to the funding of essential City services, as well as nonessential services that create a quality of life that our residents and businesses have come to expect.



Increasing the City's office, industrial, retail, and commercial growth is crucial to providing a balanced community. The City will maintain its efforts in economic development despite the elimination of redevelopment in California. The Business Development function will continue to serve as an ombudsman to the business community, conducting outreach and visitation as a resource to businesses. In addition, staff will continue meeting with commercial property owners to encourage revitalization as necessary. In light of the COVID-19 pandemic, staff will engage various programs as part of a local recovery plan to assist business owners facing economic hardship. Lastly, staff will take an active role in the Whittier Uptown Association and Uptown Whittier Improvement Association to further promote the long-term vitality of Uptown. Economic development is a core philosophy that helps drive Community Development.

Following are some of the accomplishments from the past year:

1. *Tools for Business Success*

The City continues to subscribe to an online program called "Tools for Business Success" which offers local, state, federal, and best-of-the-web resources directly from the City of Whittier website. This economic development tool makes it easier for businesses to start and grow in the City. The program provides a variety of information easily accessible from a business owner's home or office computer, saving them valuable time and money.

The City has continued to invest in this cost effective service, which has allowed us to provide essential resources during this time of limited funding and tight budgets. In an effort to mitigate City costs, an "Online Help" button offers assistance to anyone accessing the program during day and evening hours, six days a week. If the business person is having difficulty finding a specific resource or information for their business, the Online Help button connects the business person to a "live" representative via an instant message chat further saving the City time and money. The program also helps users identify financing options and low-cost or free business training, as well as connect to other partner agencies offering access to capital and additional funding.

City of Whittier

Economic Development (continued)

2. RED Team Business Assistance and Retention

The City's economic development activities include coordinating a "RED" Team with our various economic development partners like the Los Angeles County Economic Development Corporation, Southern California Edison, The Gas Company, Community Development Commission of the County of Los Angeles, and America's Job Center of California (formerly SASSFA Worksource Center) among others. The RED Team is a valuable resource offered by the City to local businesses and may be coordinated for those which are:

- Growing;
- New or opening a new location;
- Considering a layoff; or
- Making a significant change to their business strategy.

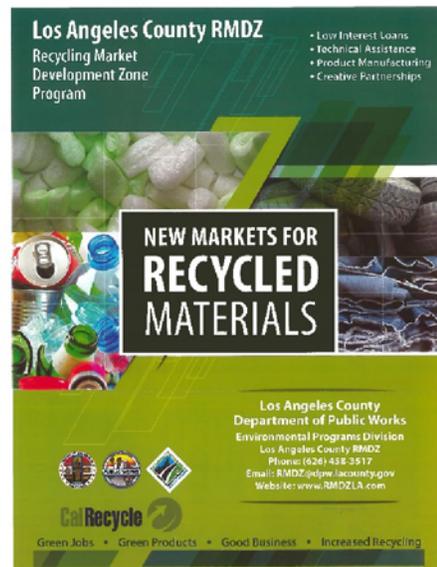
By identifying the early warning signs of at-risk companies, the RED Team can marshal resources and personnel to address the companies' needs to not only preserve existing jobs, but ideally to create expansion opportunities and new jobs. This strategy is also taken to assist businesses that have shown an interest in locating in Whittier. During the past year, staff assisted new businesses with their opening in Whittier such as SuperMex, Poet Gardens, Costa Bar & Grill, Blazing Birds, and Five Below, as well as providing essential input and direction during forward planning meetings with regard to each shopping center's repositioning and expansion goals. Staff has been working closely this year with Brookfield Residential and Frontier REI on the ongoing development of the former Fred C. Nelles site, now known as The Groves in Whittier. The City's RED Team, in partnership with the LAEDC, took action during the year to provide outreach to struggling small businesses and connect them with layoff aversion assistance, staff training, and county resources as part of the City's ongoing retention plan.

3. Recycling Market Development Zone

The City of Whittier was approved to be part of the expanded Los Angeles County Recycling Market Development Zone (RMDZ). The RMDZ program combines recycling with economic development to fuel new businesses, expand existing ones, create jobs, and divert waste from landfills. The program was developed by the California Department of Resources Recycling and Recovery (CalRecycle) as part of an ongoing effort to increase the diversion of waste going to landfills. The program is a partnership between the CalRecycle and local jurisdictions.

The RMDZ program provides business and technical assistance, product marketing, and financial assistance to businesses that manufacture a recycled-content product or process materials for recycling. Manufacturing or processing must occur within the city of Whittier or other RMDZ jurisdictions. Whittier businesses that want to manufacture goods with recycled materials interested in locating in Whittier or existing Whittier recycling processors may qualify for some financial incentives from the State.

Staff markets the program to Whittier manufacturing businesses annually and met with members of the Public Works department and the Los Angeles County Zone Administrator in order to better understand the program process, local compliance standards, and opportunities for business assistance. Updated flyers and information was made available this year and shared with the Chamber of Commerce for further distribution.



City of Whittier

Economic Development (continued)

4. Gateway Cities Council of Governments Site Prospector

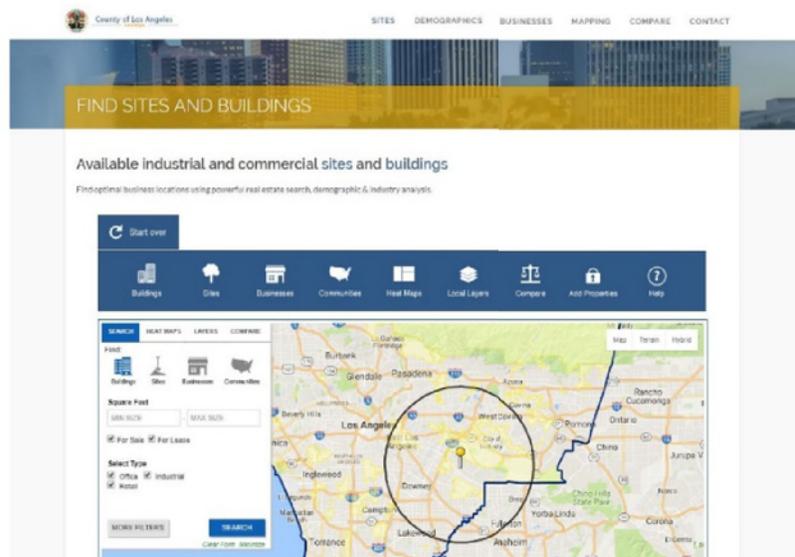
Over the past year, staff maintained collaboration with the Gateway Cities Council of Governments (GCCOG) on an online site locator website. The "Site Prospector" website, www.gatewaycogsiteprospector.org, provides immediate access to information that businesses need in order to make wise site selection and investment decisions. The City partners with the GCCOG to offer this economic development tool for the business community to assist expanding businesses looking to locate in Whittier.

The Site Prospector website gathers economic, planning, infrastructure, geographic and demographic information often sought by businesses that are looking to relocate or expand, and transforms this data into a 'one-stop-shop' business portal on the web. Using Geographic Information System (GIS) software, expanding businesses can immediately access in-depth information that previously took weeks to research. Website visitors can view all available properties, or conduct more narrowly-tailored searches using filters that include property size, type and cost, among other available options. Corresponding demographic reports, such as labor force, education levels, and consumer spending can be created for each property as well. The Site Prospector website reduces research time for expanding businesses from weeks or days to minutes. The GCCOG Site Prospector website is accessible via the Economic Development page on the City's website.

5. Los Angeles County Economic Development GIS Site Locator

During the past year, the City continued to work with the Los Angeles County Economic Development division to assist small businesses in the region accessing information regarding opportunity sites in and around Whittier through a GIS locator tool available on the City's website. The dedicated website offers the ability for small businesses to search for not only potential commercial office space or buildings, but local resources and job services as well. The GIS Locator tool can be found at www.locatelacounty.com/sites and the City of Whittier has officially been added to the County's list of regional partners at <http://economicdevelopment.lacounty.gov/partners>.

Staff is looking forward to promoting the site locator and other available tools in the coming months for local entrepreneurs and expanding companies interested in running their business in Whittier.



City of Whittier

Economic Development (continued)

6. *Whittier Express Permitting (WE-Permit)*

The City is always looking for ways to assist businesses and the development community, both residential and commercial. Staff has designed an updated flyer, which outlines the City's permitting process to assist business owners, property owners, homeowners, and contractors. The flyer, which is posted on the Community Development homepage under Business Assistance, explains that City Hall serves as a "one-stop shop" for all development related services including planning permits, building permits, inspection requests, business licenses, construction permits on the public right-of-way, information on operating a business in Whittier, information on developable sites, and other general information. Over the past year, staff has been working to increase our presence via social media and will continue to promote Whittier by coordinating with partner agencies, including the Whittier Chamber, Whittier Uptown Association, and Uptown Whittier Improvement Association, to share the flyer within their business networks.

7. *Brokers' Roundtable*

Due to attendance, the City held one Brokers' Roundtable event this year. The meetings, which are traditionally held on a quarterly basis, offer brokers and realtors an opportunity to meet with City staff and discuss development projects and local issues. The Roundtable also serves as a means of identifying sites within the City and maintaining a positive relationship with the real estate community. During the economic downturn, the event offered an opportunity to capitalize on tenant attraction and further redevelopment. With the retail industry continuing to evolve and change, staff's focus will be on growing the commercial broker attendance so that the event continues to serve as a key component to the City's economic development efforts.

8. *International Council of Shopping Centers & Industry Conferences*

Council members and staff were unable to attend the annual ICSC Real Estate Convention (RECon) held in May of 2020 due to the COVID-19 shutdown. The City has continued to engage in outreach to those looking for opportunities in Whittier and will be monitoring the status of a 2021 convention.

9. *Business Outreach*

During the past fiscal year, business outreach remained an important component to the City's Economic Development program. During fiscal year 2019-20, the City reached out to over 300 businesses. The City has also reached out to local partners like the LAEDC, Chamber of Commerce, Whittier Uptown Association, and Uptown Whittier Improvement Association to coordinate visits and work collaboratively on targeting businesses in need of assistance and or that are new to the City.

10. *Business Assistance Seminars*

The City continues to partner with the Whittier Chamber of Commerce to coordinate regular business seminars focused on a variety of topics. Due to decreased attendance over the last few years, the City has continued to offer assistance while allowing the Chamber to host timely workshops at their discretion, as well as one-on-one business consulting available monthly from the local chapter of SCORE. Staff has been working closely with the Chamber to provide timely seminars relative to COVID-19 response and business assistance and will likely continue to focus efforts on guidelines for public health standards and safe operations during COVID-19.

Additionally, the City worked closely this year with the California Department of Tax and Fee Administration (CDTFA) to organize small business tax seminars geared toward specific industries such as restaurants, auto body shops, and small businesses. A general Sales & Use Tax seminar was held in the summer, and a second seminar scheduled for the spring was canceled due to the COVID-19 shutdown. Staff is working with the CDTFA to coordinate a future seminar, potentially held virtually, for the benefit of local small businesses.

City of Whittier

Economic Development (continued)



11. Shop Whittier & Other Marketing

The City has continued to produce Shop Whittier ads for the Whittier Chamber's publications and for sharing via social media during the peak holiday season. Additionally, the City also designed a new ad focused on the economic development program and small business assistance, which also featured 2020 election and census information, and was promoted in the Chamber's bi-annual community magazine.

12. Social Media & Newsletters

The City continues to promote the City of Whittier through social media in order to capitalize on current technology. Information was shared this year on a variety of programs and services offered through the City's ED division, as well as local partner agencies. Additionally, a Growing Whittier e-newsletter is sent out periodically to local brokers, businesses, and community members highlighting notable events and projects throughout the year.



City of Whittier

Economic Development (continued)

Following are the key goals for the 2020-2021 fiscal year:

KEY GOALS

- To seek new and innovative methods and programs for providing economic development services to the business community, especially geared toward economic hardship, loan opportunities, and general COVID-19 resources.
- To provide ombudsman services by facilitating and streamlining the City's permitting process for new and expanding businesses.
- To update content on the department's website to reflect current data and improve the user experience, as well as the City's "Guide to Doing Business", and the COVID-19 Business Resources page.
- To increase the City's sales tax revenue growth and tax base.
- To continue our partnership with the Whittier Area Chamber of Commerce, as well as the Los Angeles Economic Development Corporation, Small Business Development Center, California Manufacturing Technology Consulting, and others.
- To grow our social media presence and utilize the platform to not only inform and educate the community, but to share noteworthy stories and City-wide accomplishments.
- To promote a vibrant shopping, dining, and/or entertainment experience within Whittier through coordinated partnership opportunities with the Whittier Uptown Association, Uptown Whittier Improvement Association, and Whittier Chamber of Commerce, as well as each of the local shopping centers.
- To provide greater access to County and State small business resources through direct links on the City's website to GO-Biz, CBIG, and Southern California Edison among others.
- To facilitate business attraction and expansion in line with our Most Business-Friendly City recognition, as well as promoting the GIS Locator and Site Selector tools via the website.
- To encourage job creation and utilization of America's Job Center of California services by Whittier businesses.
- Facilitate a Whittier Recovery Plan focused largely on two separate grant programs for businesses City-wide and in Uptown Whittier, the Greenleaf Promenade Outdoor Dine & Shop Program, and a Buy Local Rebate Program implemented through the Building Division.

PERFORMANCE MEASURES

| Measure | FY 16-17 Actual | FY 17-18 Actual | FY 18-19 Actual | FY 19-20 Actual | FY 20-21 Projected |
|--|--------------------|--------------------|--------------------|--------------------|-----------------------|
| Businesses visited | 250 | 300 | 315 | 325 | 350 |
| Brokers' Roundtable | 4 | 3 | 1 | 1 | 1 |
| Participate in economic development webinars, conferences & conventions | 6 | 7 | 8 | 8 | 10 |
| Coordinate business assistance seminars | 3 | 4 | 4 | 6 | 8 |
| Run "Shop Whittier" ads during the holiday, in bi-annual magazine & online | 2 | 2 | 4 | 4 | 5 |

City of Whittier

Economic Development (100-18-181-507)

| | 2017-18 <u>Actual</u> | 2018-19 <u>Actual</u> | 2019-20 <u>Budget</u> | 2019-20 <u>Projected</u> | 2020-21 <u>Adopted</u> |
|---|--------------------------|--------------------------|--------------------------|-----------------------------|---------------------------|
| <u>SUMMARY</u> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 118,805 | \$ 110,929 | \$ - | \$ - | \$ - |
| Maintenance and Operations | 17,390 | 11,221 | - | - | - |
| Grants | - | - | - | - | - |
| Total Expenditures | <u>136,195</u> | <u>122,150</u> | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 136,195</u> | <u>\$ 122,150</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| General Fund | 136,195 | 122,150 | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 136,195</u> | <u>\$ 122,150</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| <u>DETAIL</u> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ 96,233 | \$ 96,557 | \$ - | \$ - | \$ - |
| Employee Benefits | 22,572 | 14,372 | - | - | - |
| Total Employee Services | 118,805 | 110,929 | - | - | - |
| Dues, Memberships, License and Publications | 1,143 | 1,093 | - | - | - |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Professional Services | 6,848 | 857 | - | - | - |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | 4,320 | 5,439 | - | - | - |
| Repairs and Maintenance | - | - | - | - | - |
| Materials and Supplies | 1,753 | 159 | - | - | - |
| City Charges | - | - | - | - | - |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | 3,326 | 3,673 | - | - | - |
| Total Maintenance and Operations | <u>17,390</u> | <u>11,221</u> | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>136,195</u> | <u>122,150</u> | - | - | - |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 136,195</u> | <u>\$ 122,150</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Full Time Positions | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Part Time Positions (Full Time Equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | <u>1.00</u> | <u>1.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |



City of Whittier

Housing and Urban Development (HUD)

OVERVIEW

The United States Department of Housing and Urban Development (HUD) provides the City of Whittier with an allocation of Community Development Block Grant (CDBG) funds each year. As an entitlement grantee, the City receives the annual grant directly from HUD in an amount determined by a process of an allocation formula as established by Congress.

Under Title I of the Housing and Community Development Act of 1974, the CDBG program has as its primary objective to assist in "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income." CDBG regulations require compliance with this objective by mandating that "not less than 70 percent of the CDBG aggregate of expenditures shall be for activities meeting the criteria under CDBG regulations for benefiting low- and moderate-income persons."



Activities supported by Whittier CDBG funds include housing rehabilitation programs, code enforcement, infrastructure improvements, public services and grant administration. CDBG regulations allow that a maximum of 15% of actual expenditures be made in the area of "Public Services." City sponsored activities within this category include graffiti abatement, social services and SASSFA. All of the above activities are also supplemented by funding from other sources of revenue.

Block Grant funds are typically expended on ongoing programs. Unlike other appropriations, CDBG appropriations may be continued and accumulated from year to year. Often, programs or projects are cancelled or reduced, or their budgets not fully expended, resulting in a balance of unspent funds at year-end. CDBG guidelines allow the appropriation of remaining funds to other projects through an action plan amendment process.

KEY GOALS

- Effectively utilize CDBG funds to maximize their impact on improvement of low- and moderate-income areas of the City.
- Aid in the prevention or elimination of slums and blight.
- Implement public improvement projects in CDBG eligible areas.
- Provide funds for social service agencies serving low-income persons and families.

City of Whittier

Housing and Urban Development (HUD)

PERFORMANCE MEASURES

| Measure | FY 2017-18 Actual | FY 2018-19 Actual | FY 2019-20 Estimated | FY 2020-21 Projected |
|---|------------------------------|------------------------------|---------------------------------|---------------------------------|
| Number of persons receiving fair housing Counseling (HRC) | 132 | 138 | 150 | 150 |
| Number of Code enforcement activities related to housing units | 362 | 632 | 175 | 175 |
| Number of Instances of Graffiti or Sticker Removal | 8595 | 9005 | 7,500 | 7,500 |
| Number of low- and moderate income citizens assisted by Social Service Organizations (SASSFA, Salvation Army) | 817 | 826 | 875 | 875 |
| Number of public facilities or infrastructure improved | 1 | 1 | 1 | 1 |

City of Whittier

HUD/CDBG (267-18-182-501/502/03/05)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|---------------------|-------------------|-------------------|----------------------|---------------------|
| <i>SUMMARY</i> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 335,689 | \$ 375,544 | \$ 391,240 | \$ 391,240 | \$ 397,769 |
| Maintenance and Operations | 107,362 | 66,991 | 77,257 | 77,257 | 77,718 |
| Grants | 955,166 | 242,213 | 333,989 | 333,989 | 770,360 |
| Total Expenditures | <u>1,398,217</u> | <u>684,748</u> | <u>802,486</u> | <u>802,486</u> | <u>1,245,847</u> |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 1,398,217</u> | <u>\$ 684,748</u> | <u>\$ 802,486</u> | <u>\$ 802,486</u> | <u>\$ 1,245,847</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| HUD Grant Fund | 1,398,217 | 684,748 | 802,486 | 802,486 | 1,245,847 |
| Total Expenditures and Transfers-Out | <u>\$ 1,398,217</u> | <u>\$ 684,748</u> | <u>\$ 802,486</u> | <u>\$ 802,486</u> | <u>\$ 1,245,847</u> |
| <i>DETAIL</i> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ 111,974 | \$ 144,893 | \$ 146,929 | \$ 146,929 | \$ 147,658 |
| Employee Benefits | 223,715 | 230,651 | 244,311 | 244,311 | 250,111 |
| Total Employee Services | <u>335,689</u> | <u>375,544</u> | <u>391,240</u> | <u>391,240</u> | <u>397,769</u> |
| Dues, Memberships, License and Publications | - | - | 125 | 892 | 892 |
| Rentals | - | - | 124 | 124 | 124 |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | 2,447 | 2,492 | 2,492 | 2,492 | 2,953 |
| Professional Services | 83,803 | 84,409 | 102,664 | 102,664 | 102,664 |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | 820 | 800 | 1,600 | 1,600 | 1,600 |
| Repairs and Maintenance | 2,462 | 2,518 | 2,417 | 2,417 | 2,417 |
| Materials and Supplies | 1,854 | 905 | 2,405 | 2,405 | 2,405 |
| Service Credits | - | - | - | - | - |
| City Charges | 37,147 | 37,147 | 37,147 | 37,147 | 37,147 |
| Grants | 955,166 | 242,213 | 333,989 | 333,989 | 770,360 |
| Mobile Equipment Rental | 4,477 | 5,858 | 6,824 | 6,824 | 6,824 |
| Other | (25,648) | (83,946) | (78,541) | (79,308) | (79,308) |
| Total Maintenance and Operations | <u>1,062,528</u> | <u>292,396</u> | <u>411,246</u> | <u>411,246</u> | <u>848,078</u> |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>1,398,217</u> | <u>667,940</u> | <u>802,486</u> | <u>802,486</u> | <u>1,245,847</u> |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Expenditures and Transfers-Out | <u>\$ 1,398,217</u> | <u>\$ 667,940</u> | <u>\$ 802,486</u> | <u>\$ 802,486</u> | <u>\$ 1,245,847</u> |
| Full Time Positions | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Part Time Positions (Full Time Equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> |

City of Whittier

Housing Rehabilitation

OVERVIEW

The Community Development Department is responsible for administering the Housing Rehabilitation Program whose purpose is to improve, rehabilitate and/or preserve housing within the City by providing economic incentives to low- and moderate-income persons for those purposes. This is achieved by facilitating low interest loans and/or deferred payment loans to eligible families who might otherwise be unable to obtain conventional home repair loans due to income limitations. The program was designed to provide loans for the correction of housing deficiencies in properties occupied by low and moderate income persons. The loans are also intended to deter neighborhood decline by providing financial incentives for improvement of housing in targeted areas with high levels of blighted property.

Loaned funds may be used for improvements such as roofing, plumbing, electrical, energy efficient windows, new stucco, interior and exterior painting, flooring and other repairs necessary to eliminate code violations, incipient code violations, slum-blight conditions and to address community development objectives. Items that qualify as community objectives include: repairs that make the exterior of a building more attractive, weather resistant or easier to maintain; landscaping improvements more consistent with what is generally found in the City; dwelling and yard repairs that improve storm drainage; repairs to improve safety and security; improvements for increased energy/water efficiency; repairs and alterations to improve accessibility for handicapped occupants; repairs and alterations to eliminate functional and economic obsolescence; improvements to make a dwelling more supportive of today's life styles; and repairs that reduce general maintenance requirements of a property. HOME funds, are also used as a funding source for this program. The maximum loan is \$50,000, but may go up even higher with approval from the City Manager.

The City also has three programs that provide grant funds for low- to moderate-income home owners. The Home Improvement Grant Program is for individuals who exceed the housing cost ratio or loan to value ratio making them ineligible for the loan program. This grant is \$10,000 and may be used for improvements necessary to maintain their home (eg. roofing, plumbing, painting). The City also funds a Minor Home Repair Grant Program and a Home Modification Grant Program.

KEY GOALS

- Improve the quality of Whittier's low- and moderate-income housing stock through provision of low interest and/or deferred home rehabilitation loans and grants.
- Eliminate visual and economic blight.
- Encourage private investment in the community.
- Ensure development of real property to its highest and best use.
- Promote the preservation and rehabilitation of existing housing stock occupied by low- and moderate-income persons.
- Provide safe, decent and sanitary housing for low- and moderate-income persons.

PERFORMANCE MEASURES

| Measure | FY 2017-18 Actual | FY 2018-19 Actual | FY 2019-20 Projected | FY 2020-21 Projected |
|--|----------------------|----------------------|-------------------------|-------------------------|
| Number of Home Improvement Loans or Grants processed | 15 | 6 | 18 | 17 |
| Number of Minor Home Repair Grants processed | 0 | 6 | 4 | 13 |
| Number of Minor Home Modification Grants processed | 0 | 3 | 1 | 2 |

City of Whittier

Housing Rehabilitation (267-18-182-502)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| <i>SUMMARY</i> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 59,051 | \$ 49,535 | \$ 63,061 | \$ 63,061 | \$ 63,061 |
| Maintenance and Operations | 73,343 | 72,105 | 74,939 | 74,939 | 74,939 |
| Service Credits | - | - | - | - | - |
| Total Expenditures | <u>132,394</u> | <u>121,640</u> | <u>138,000</u> | <u>138,000</u> | <u>138,000</u> |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 132,394</u> | <u>\$ 121,640</u> | <u>\$ 138,000</u> | <u>\$ 138,000</u> | <u>\$ 138,000</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| HUD Grant Fund | 132,394 | 121,640 | 138,000 | 138,000 | 138,000 |
| Total Expenditures and Transfers-Out | <u>\$ 132,394</u> | <u>\$ 121,640</u> | <u>\$ 138,000</u> | <u>\$ 138,000</u> | <u>\$ 138,000</u> |
| <i>DETAIL</i> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ - | \$ - | \$ 851 | \$ 851 | \$ 851 |
| Employee Benefits | 59,051 | 56,436 | 62,210 | 62,210 | 62,210 |
| Total Employee Services | <u>59,051</u> | <u>56,436</u> | <u>63,061</u> | <u>63,061</u> | <u>63,061</u> |
| Dues, Memberships, License and Publications | - | - | 125 | 125 | 125 |
| Rentals | - | - | 124 | 124 | 124 |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Professional Services | 51,353 | 50,602 | 51,353 | 51,353 | 51,353 |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | 300 | - | 800 | 800 | 800 |
| Repairs and Maintenance | 1,229 | 1,257 | 1,149 | 1,149 | 1,149 |
| Materials and Supplies | 1,225 | 773 | 1,400 | 1,400 | 1,400 |
| Service Credits | - | - | - | - | - |
| City Charges | 19,218 | 19,218 | 19,218 | 19,218 | 19,218 |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | 18 | - | 770 | 770 | 770 |
| Total Maintenance and Operations | <u>73,343</u> | <u>71,850</u> | <u>74,939</u> | <u>74,939</u> | <u>74,939</u> |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>132,394</u> | <u>128,286</u> | <u>138,000</u> | <u>138,000</u> | <u>138,000</u> |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Expenditures and Transfers-Out | <u>\$ 132,394</u> | <u>\$ 128,286</u> | <u>\$ 138,000</u> | <u>\$ 138,000</u> | <u>\$ 138,000</u> |
| Full Time Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time Positions (Full Time Equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |

City of Whittier

CDBG Administration

OVERVIEW

The Community Development Block Grant (CDBG) Administration budget covers the costs of administering the CDBG grant program. Among the activities funded are annual audit costs, fair housing services and some personnel costs related to program administration.



General management and administration of the CDBG program includes new program development and promotion, public information and outreach, conducting environmental reviews, fair housing issues and provision of services related to community and economic development. In addition, monitoring activities to ensure program compliance and the preparation of programmatic planning and performance reports are the primary responsibility of Redevelopment and Housing Division staff.

Program guidelines allow up to 20% of the annual CDBG allocation to be spent on administrative costs.

KEY GOALS

During FY 2020-2021, the Division's key goals include:

- Maintain and enhance the quality of life for low- and moderate-income, disabled and senior citizens by using CDBG funds for programs that provide social services.
- Aid in the prevention or elimination of blight.
- Ensure that programs implemented benefit the low- and moderate-income residents in CDBG target areas.
- Continue to provide loans for home rehabilitation through the Home Improvement Loan Program.
- Continue to provide public infrastructure and public facility improvements.
- Implement the City's updated 5-Year HUD Consolidated Plan.

City of Whittier

CDBG Administration (267-18-182-503)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| <i>SUMMARY</i> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 77,250 | \$ 49,235 | \$ 75,217 | \$ 75,217 | \$ 75,217 |
| Maintenance and Operations | 53,407 | 53,929 | 75,280 | 75,280 | 75,280 |
| Service Credits | - | - | - | - | - |
| Total Expenditures | <u>130,657</u> | <u>103,164</u> | <u>150,497</u> | <u>150,497</u> | <u>150,497</u> |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 130,657</u> | <u>\$ 103,164</u> | <u>\$ 150,497</u> | <u>\$ 150,497</u> | <u>\$ 150,497</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| HUD Grant Fund | 130,657 | 103,164 | 150,497 | 150,497 | 150,497 |
| Total Expenditures and Transfers-Out | <u>\$ 130,657</u> | <u>\$ 103,164</u> | <u>\$ 150,497</u> | <u>\$ 150,497</u> | <u>\$ 150,497</u> |
| <i>DETAIL</i> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ - | \$ - | \$ - | \$ - | \$ - |
| Employee Benefits | <u>77,250</u> | <u>63,512</u> | <u>75,217</u> | <u>75,217</u> | <u>75,217</u> |
| Total Employee Services | <u>77,250</u> | <u>63,512</u> | <u>75,217</u> | <u>75,217</u> | <u>75,217</u> |
| Dues, Memberships, License and Publications | - | - | - | 767 | 767 |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Professional Services | 32,450 | 33,807 | 51,311 | 51,311 | 51,311 |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | 520 | 800 | 800 | 800 | 800 |
| Repairs and Maintenance | 1,233 | 1,261 | 1,268 | 1,268 | 1,268 |
| Materials and Supplies | 629 | 132 | 1,005 | 1,005 | 1,005 |
| Service Credits | - | - | - | - | - |
| City Charges | 17,929 | 17,929 | 17,929 | 17,929 | 17,929 |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | <u>646</u> | <u>-</u> | <u>2,967</u> | <u>2,200</u> | <u>2,200</u> |
| Total Maintenance and Operations | <u>53,407</u> | <u>53,929</u> | <u>75,280</u> | <u>75,280</u> | <u>75,280</u> |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>130,657</u> | <u>117,441</u> | <u>150,497</u> | <u>150,497</u> | <u>150,497</u> |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Expenditures and Transfers-Out | <u>\$ 130,657</u> | <u>\$ 117,441</u> | <u>\$ 150,497</u> | <u>\$ 150,497</u> | <u>\$ 150,497</u> |
| Full Time Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time Positions (Full Time Equivalent) | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Total | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |

City of Whittier

Code Enforcement

OVERVIEW

The Code Enforcement division of the Police Department is responsible for enforcement of the Whittier Municipal Code with regard to public nuisances, safety and zoning violations. Activities of the Unit include enforcement of property maintenance codes, abandoned or inoperable vehicles and coordination with other City departments to maintain the appearance of alleyways. Code Enforcement Officers (CEO's) have the authority to issue administrative citations for certain violations of the Municipal Code. Further enforcement of Municipal Code violations are pursued through involvement of the City Attorney and the Los Angeles County District Attorney's Office.

Community Development Block Grant (CDBG) funds have enabled this unit to pursue its mission. Two (2) Code Enforcement Officers are fully funded utilizing CDBG funds. In addition, the Code Enforcement Secretary and Code Enforcement Supervisor are also partially funded through CDBG. The CDBG area is the subject of proactive assessment and enforcement action. Currently, residences within the CDBG area are being assessed from the street view to identify the properties that reveal substandard and blighted conditions. Property owners, tenants and/or property managers are then contacted and requested to bring the properties into voluntary compliance. If properties continue to be non-compliant, property owners, tenants and/or property managers can receive administrative citations or face legal action.

Code Enforcement also employs an additional four (4) full-time Code Enforcement Officer positions. Two CEO's are assigned to alley sanitation enforcement. The remaining two CEO's are assigned to address all types of violations on a reactive basis within the four Public Service Areas within the City.

KEY GOALS

- Provide a healthier, safer environment for housing the citizens of the City of Whittier;
- Promote public awareness of property maintenance codes;
- Obtain a high degree of resident and business compliance of specific municipal codes, thereby improving property value.

City of Whittier

Code Enforcement (267-18-182-505)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| <i>SUMMARY</i> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 199,388 | \$ 239,043 | \$ 252,962 | \$ 252,962 | \$ 259,491 |
| Maintenance and Operations | (19,388) | (59,043) | (72,962) | (72,962) | (72,501) |
| Service Credits | - | - | - | - | - |
| Total Expenditures | <u>180,000</u> | <u>180,000</u> | <u>180,000</u> | <u>180,000</u> | <u>186,990</u> |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 186,990</u> |
| Expenditures and Transfers-Out By Source | | | | | |
| HUD Grant Fund | 180,000 | 180,000 | 180,000 | 180,000 | 186,990 |
| Total Expenditures and Transfers-Out | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 186,990</u> |
| <i>DETAIL</i> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ 111,974 | \$ 144,893 | \$ 146,078 | \$ 146,078 | \$ 146,807 |
| Employee Benefits | 87,414 | 110,703 | 106,884 | 106,884 | 112,684 |
| Total Employee Services | <u>199,388</u> | <u>255,596</u> | <u>252,962</u> | <u>252,962</u> | <u>259,491</u> |
| Dues, Memberships, License and Publications | - | - | - | - | - |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | 2,447 | 2,492 | 2,492 | 2,492 | 2,953 |
| Professional Services | - | - | - | - | - |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | - | - | - | - | - |
| Repairs and Maintenance | - | - | - | - | - |
| Materials and Supplies | - | - | - | - | - |
| Service Credits | - | - | - | - | - |
| City Charges | - | - | - | - | - |
| Mobile Equipment Rental | 4,477 | 5,858 | 6,824 | 6,824 | 6,824 |
| Other | (26,312) | (83,946) | (82,278) | (82,278) | (82,278) |
| Total Maintenance and Operations | <u>(19,388)</u> | <u>(75,596)</u> | <u>(72,962)</u> | <u>(72,962)</u> | <u>(72,501)</u> |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | <u>180,000</u> | <u>180,000</u> | <u>180,000</u> | <u>180,000</u> | <u>186,990</u> |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Expenditures and Transfers-Out | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 180,000</u> | <u>\$ 186,990</u> |
| Full Time Positions | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Part Time Positions (Full Time Equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> |

City of Whittier

HOME Program

OVERVIEW

The HOME program is federally funded and designed to assist low- and very low-income families in securing affordable housing. A jurisdiction receiving HOME funds makes the decision on which specific programs to fund. HOME funds are limited to expenditures on housing programs. Up to 10% of each year's HOME allocation can be used for administrative expenses and 15% is reserved for a Community Housing Development Organization (CHDO).

In the past, HOME funds have been used on home rehabilitation loans, multi-family rehabilitation of rental units and CHDO projects.

Pursuant to the City's current Action Plan, HOME funds will continue to be used for funding owner-occupied rehabilitation loans citywide as an extension of the City's existing programs. In addition, funds will be considered for the use of non-profit housing development and the establishment of affordable rental housing units. In this regard, the City was pleased to partner with LINC Community Development Corporation for the development of Mosaic Gardens, a new 21-unit project at the intersection of Philadelphia Street and Pickering Avenue (pictured below) with occupancy in Late 2012.

KEY GOALS

- Provide affordable housing for low-income families.



PERFORMANCE MEASURES

| Measure | FY 2017-18 Actual | FY 2018-19 Actual | FY 2019-20 Projected | FY 2020-21 Projected |
|------------------------------|----------------------|----------------------|-------------------------|-------------------------|
| Number of loans processed | 3 | 0 | 7 | 5 |
| Other Housing Units Assisted | 0 | 0 | 0 | 5-8 |

City of Whittier

HOME Program (269-18-183-000)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| <i>SUMMARY</i> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ 24,471 | \$ 32,855 | \$ 29,386 | \$ 29,386 | \$ 29,386 |
| Maintenance and Operations | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Grants | 185,013 | 3,498 | 323,479 | 356,519 | 365,060 |
| Total Expenditures | 210,484 | 37,353 | 353,865 | 386,905 | 395,446 |
| Transfers-Out | - | - | - | - | - |
| Total Expenditures and Transfers-Out | \$ 210,484 | \$ 37,353 | \$ 353,865 | \$ 386,905 | \$ 395,446 |
| Expenditures and Transfers-Out By Source | | | | | |
| HUD Grant Fund | 210,484 | 37,353 | 353,865 | 386,905 | 395,446 |
| Total Expenditures and Transfers-Out | \$ 210,484 | \$ 37,353 | \$ 353,865 | \$ 386,905 | \$ 395,446 |
| <i>DETAIL</i> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ - | \$ - | \$ - | \$ - | \$ - |
| Employee Benefits | 24,471 | 32,855 | 29,386 | 29,386 | 29,386 |
| Total Employee Services | 24,471 | 32,855 | 29,386 | 29,386 | 29,386 |
| Dues, Memberships, License and Publications | - | - | - | - | - |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Professional Services | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | - | - | - | - | - |
| Repairs and Maintenance | - | - | - | - | - |
| Materials and Supplies | - | - | - | - | - |
| City Charges | - | - | - | - | - |
| Grants | 185,013 | 3,498 | 323,479 | 356,519 | 365,060 |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total Maintenance and Operations | 186,013 | 4,498 | 324,479 | 357,519 | 366,060 |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | 210,484 | 37,353 | 353,865 | 386,905 | 395,446 |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | - | - | - | - | - |
| Total Expenditures and Transfers-Out | \$ 210,484 | \$ 37,353 | \$ 353,865 | \$ 386,905 | \$ 395,446 |
| Full Time Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time Positions (Full Time Equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

City of Whittier

Non-Housing Capital Projects

OVERVIEW

The former Whittier Redevelopment Agency provides funding to finance various redevelopment projects. In addition, the Whittier Public Financing Authority previously issued revenue bonds and loaned the proceeds to the Former Agency to finance redevelopment projects. Pursuant to ABX126 (enacted in June 2011), as modified by the California Supreme Court's decision in *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, 53 Cal.4th 231 (2011), the Former Agency was dissolved as of February 1, 2012. Subsequently, the Successor Redevelopment Agency and the City enter into an agreement to provide for the transfer of remaining monies to the City to complete projects in compliance with applicable restrictions. The proceeds transfer was approved by the Oversight Board and the DOF.

The following table summarized the 16 projects by redevelopment project area and the estimated bond funds allocated to the project.

| Project No. | Project Title | Approximate Construction Start Date | Allocated Bond Funds |
|--|---|-------------------------------------|----------------------|
| Earthquake Recovery Project Area | | | |
| 1 | Uptown Whittier Parking Structure | Sept. 2019 | \$10,487,500 |
| 2 | Uptown Whittier Parking Meters Project | TBD | \$500,000 |
| 3 | Bailey Street Water Main Upgrade | Not Necessary | \$0 |
| 4 | Comstock Ave Water Main Upgrade | Complete | \$315,000 |
| 5 | Uptown Whittier Streetscape Beautification | TBD | \$1,211,788 |
| 6 | Walnut Street Reconstruction/Water Main Project | LA County to Install | \$0 |
| Greenleaf Avenue/Uptown Project Area | | | |
| 7 | La Cuarta Street Sewer Upgrade | LA County to Install | \$150,000 |
| 8 | Comstock Ave Widening Project | Complete | \$120,000 |
| 9 | Walnut Street Reconstruction/Water Main Project | Not Applicable | \$531,052 |
| Whittier Boulevard Project Area | | | |
| 10 | Penn Street/Whittier Boulevard or Philadelphia Street/Whittier Boulevard Traffic Signal Project | December 2020 | \$75,000 |
| 11 | Penn Street/Whittier Boulevard or Sorenson Ave/Whittier Boulevard Traffic Signal Widening Project | December 2020 | \$50,000 |
| 12 | Elmer Ave Realignment | Not Applicable | \$530,069 |
| Whittier Commercial Corridor Project Area | | | |
| 14 | Nelles Mixed Use Project | December 2018 | \$2,000,000 |
| 15 | Penn Street/Whittier Boulevard or Whittier Boulevard/Philadelphia Street Traffic Signal Project | December 2020 | \$75,000 |
| 16 | Penn Street/Whittier Boulevard or Whittier Boulevard/Sorenson Avenue Traffic Signal Project | December 2020 | \$50,000 |
| 17 | Whittier/Washington Blvd. Street Lights | Complete | \$550,000 |

City of Whittier

Non-Housing Capital Projects (638-18-184-21X)

| | 2017-18 Actual | 2018-19 Actual | 2019-20 Budget | 2019-20 Projected | 2020-21 Adopted |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| <u>SUMMARY</u> | | | | | |
| Expenditures and Transfers-Out By Type | | | | | |
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | 992,684 | 196,274 | - | - | - |
| Total Expenditures | 992,684 | 196,274 | - | - | - |
| Transfers-Out | 6,685 | - | - | - | - |
| Total Expenditures and Transfers-Out | \$ 999,369 | \$ 196,274 | \$ - | \$ - | \$ - |
| Expenditures and Transfers-Out By Source | | | | | |
| Non-Housing Project Fund | 999,369 | 196,274 | - | - | - |
| Total Expenditures and Transfers-Out | \$ 999,369 | \$ 196,274 | \$ - | \$ - | \$ - |
| <u>DETAIL</u> | | | | | |
| Operating Expenditures and Transfers-Out | | | | | |
| Salaries and Wages | \$ - | \$ - | \$ - | \$ - | \$ - |
| Employee Benefits | - | - | - | - | - |
| Total Employee Services | - | - | - | - | - |
| Dues, Memberships, License and Publications | - | - | - | - | - |
| Rentals | - | - | - | - | - |
| Taxes and Assessments | - | - | - | - | - |
| Insurance | - | - | - | - | - |
| Professional Services | - | - | - | - | - |
| Utilities | - | - | - | - | - |
| Miscellaneous Services | - | - | - | - | - |
| Repairs and Maintenance | - | - | - | - | - |
| Materials and Supplies | - | - | - | - | - |
| City Charges | - | - | - | - | - |
| Mobile Equipment Rental | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | - | - | - | - | - |
| Transfers-Out | - | - | - | - | - |
| Total Operating Expenditures/Transfers | - | - | - | - | - |
| Non-Operating Expenditures and Transfers-Out | | | | | |
| Employee Services | - | - | - | - | - |
| Maintenance and Operations | - | - | - | - | - |
| Capital Outlay | 992,684 | 196,274 | - | - | - |
| Transfers-Out | 6,685 | - | - | - | - |
| Total Non-Operating Expenditures/Transfers | 999,369 | 196,274 | - | - | - |
| Total Expenditures and Transfers-Out | \$ 999,369 | \$ 196,274 | \$ - | \$ - | \$ - |
| Full Time Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time Positions (Full Time Equivalent) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |