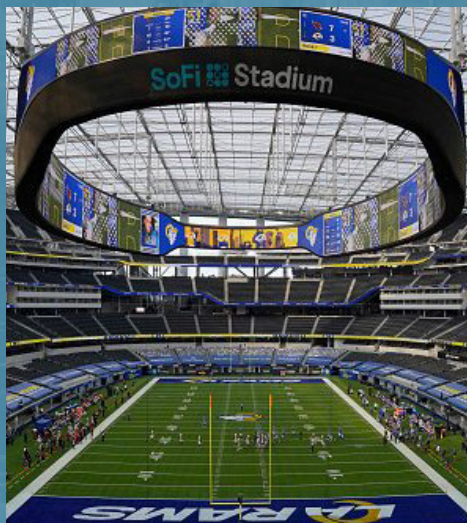


CITY OF INGLEWOOD PRESENTS ECONOMIC DEVELOPMENT MANAGER RECRUITMENT OPPORTUNITY





THE COMMUNITY

The City of Inglewood is an established culturally diverse and vibrant community of approximately 108,000 residents (2020 U.S. Census) nestled between the energetic Westside of Los Angeles and the sun-drenched South Bay, commonly known as the gateway to Los Angeles International Airport (LAX), the City of Inglewood is ideally situated to provide easy access to the entire Los Angeles Basin.

One of Inglewood's best-kept secrets is its beautifully landscaped neighborhoods and quality housing. The city also has over 100 acres of parks, excellent recreational facilities, and a modern Civic Center. Inglewood is home to the Los Angeles Rams, Los Angeles Chargers, state of the art SOFI stadium, future home to the Los Angeles Clippers, nationally known Forum, the Hollywood Park Casino, and numerous eateries. In 2009, Inglewood was selected as an All-America City for its community-based approach to crime reduction and anti-drug efforts; this award reflects the City's strong tradition of a stable, progressive government. Inglewood's current success builds upon a rich history and a diverse community that can adapt to take advantage of new opportunities.

THE ORGANIZATION

Incorporated in 1908, Inglewood is a Charter City that operates under the Council-Manager form of government, with a general fund budget of \$162 million dollars and an all-funds budget of \$325 million, Inglewood is a full-service City. There are four elected Council Members representing each Council District and a Mayor elected at-large. All members serve staggered, four-year terms. The City Clerk and the City Treasurer are also elected positions, while the City Attorney and the City Manager are appointed by and report to the City Council. Inglewood's organization includes City Administration; City Attorney's Office;

City Clerk's Office; City Treasurer; and the Departments of Economic and Community Development; Finance; Police and Community Services; Information Technology and Communications; Human Resources; Public Works; Parks and Recreation; Residential Sound Insulation; Section 8 and Affordable Housing & CDBG; Successor Agency; Housing Protection; Library Services; and, Parking and Traffic.

THE ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

The goal of the Economic and Community Development Department is to capitalize on the synergy and interdependence of the various divisions (Building Safety, Code Enforcement, Economic Development, and Planning) and to encourage, through the regulatory process, a balance of safe, attractive, and well-maintained residential communities, vibrant commercial centers, and varied manufacturing and employment opportunities for residents.

Position

Under the direction of the Economic & Community Development Director, the Economic Development Manager oversees the City's economic development strategies and implementation, which includes, but is not limited to, business retention, expansion and attraction programs, financial incentives, property acquisition assistance, disposition assistance, management, and relocation.

The Economic Development Manager works closely with the Mayor, Council, and City Manager to promote economic development opportunities and serves as an economic development advocate for the city. This Economic Development Manager does not supervise any direct staff, but is a key collaborator with internal and external partners.

ECONOMIC DEVELOPMENT STRATEGY PLAN WITH THE FOLLOWING OBJECTIVES

Economic Development Mission:

- Drive economic growth with diverse mix of businesses that serve residents and visitors, and complement the existing City
- Reinforce the Citywide brands of “Sports, Entertainment, Recreation and Culture” and Class A Office Business
- Preserve high quality of life for residents
- Encourage business and neighborhood compatibility

Economic Indicators:

- Property values
- Trade area growth
- Employment and household income
- Numbers of family-oriented activities and organizations; and educational opportunities

Conditions and Considerations:

- Visitor destination with national exposure
- Quality infrastructure
- Quality housing stock
- Diversity of business mix
- Arts and culture identity

Multidisciplinary Economic Development Methods

1. Business Attraction Strategy
2. Business Assistance Strategy
3. Economic Information Disbursement
4. Business Policy Development
5. Asset maximization

Business Attraction Strategy:

- Promote visitor opportunity

- Promote transit adjacency
- Promote the growth in retail sales
- Promote household income growth
- Promote diversity in business sectors and overall business mix

Business Assistance Strategy:

- Conduct business workshops
- One-on-one and group guidance
- Provide access to expansion loans
- Provide linkage to educational resources

Economic Information Strategy:

Publish bilingual economic development information via social media, business events and at-large:

- Economic Indicators
- Development projects
- Policy information
- General info

Policy Strategy:

- Participate in the Regional advocacy community
- Address trends in the shared economy
- Monitor legislative actions
- Influence the California tourism agenda
- Facilitate business districting

Asset Management Strategy:

- Monitor the inventory of right-of-way assets
- Track City compensation from assets
- Develop new potential assets

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Minimum Qualifications: BA/BS degree from a four-year accredited college or university **AND** four years of progressively responsible experience in Economic/Community/Business Development. The below list of responsibilities is ILLUSTRATIVE ONLY and does not comprehensively detail all functions and tasks performed by the incumbent serving in this job classification.

- **Knowledge of** relevant federal and State laws, regulations, and procedures concerning, business

development, and real property; best practices, principles, and methods of business development and real property management, public administration, including budgeting and purchasing, financial procedures and regulations on real estate, loan management, and property improvements, title report preparation, real estate acquisition and relocation procedures, and municipal zoning regulations and development review procedures;

- **Skilled in** reading, understanding, interpreting, and applying legal, technical, and complex development regulations, and writing basic legal descriptions of properties; understanding

and interpreting instruments of real property conveyances, management, leasing and licenses, title services, and escrow closing procedures, preparing reports, correspondence, and agreements, and applying policies and procedures and state and federal laws to related to the acquisition, disposition, management and relocation;

- **Ability to** interact professionally and maintain effective working relationships with fellow employees, the public, and contractors; synthesize ideas and factual information into clear and logical written statements; gather and analyze economic/business data to develop sound proposals; and exercise sound judgment in prioritizing assignments and decision making;
- **Proficient in** using work-related computer applications, including e-mail, word processing, spreadsheets, databases, the internet, PowerPoint and electronic devices to perform essential job duties.

Essential Duties & Responsibilities:

- Manages and coordinates the planning and implementation of the Economic Development work programs, including business attraction, retention, job creation, business assistance, marketing, and related functions;
- Communicates and coordinates with real estate professionals interested in establishing businesses in Inglewood;
- Assists in developing strategies for implementing real property activities, schedules, and guidelines, including property acquisition and disposition assistance and developer selection and negotiations;
- Review, analyze documents, and reports prepared by consultants and staff to ensure accuracy, completeness, and appropriateness;
- Prepare or coordinate documents related to

business/economic development transactions, including easements, conveyances, notes, deeds of trust, grant deeds, rights of entry, licenses, permits, re-conveyances, and agreements;

- Analyzes economic data and prepare long-term business and financial forecasts in coordination with other City employees;
- Attend the various commission and City Council meetings and may act as a staff resource to various sub-committees; keep abreast of legislative developments that may impact economic development programs, policies, and procedures; and implement approved follow-up action;
- Monitor contracts and agreements related to economic development or property management activities that involve payments or financial calculations.

APPLICATION PROCESS:

The Economic Development Manager recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will screen and evaluate applications. The most highly qualified candidates will be invited to participate in an on-site interview process. Interested and qualified individual are invited to submit a resume and cover letter that describes interest level and key relevant professional attributes **electronically** to inglewood.edm@thehawkinscompany.com. Application materials received by April 22, 2022, will receive first consideration. This position is open until filled.



THE HAWKINS COMPANY

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Confidential inquiries are encouraged and should be directed Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com; Ms. Adrienne Montgomery at 310-995-3884; adrienne@thehawkinscompany.com; or Bill Hawkins at 310-348-8800; bill@thehawkinscompany.com

PROJECTS AT A GLANCE

Intuit Dome - Under construction scheduled to open in 2024 (Clippers Arena)

Stadium Hotel - 300 key 5 star Hotel as part of Phase II of the HP Retail. Planned to be completed in 2025.

Roadway Inn Replacement Hotel - 150 key Roadway Way Inn is not officially submitted but staff is in consultation with developer.

Residence Inn - 4041 W. Century Blvd. Planned to be completed in 2025.

Arya Hotel - Under development (assumes same as Stadium Hotel). The City is currently negotiating with the owner. Planned to be completed in 2026.

New Hotel - 1111 S. Prairie Avenue (120-Room Hotel). Building Plan Check is completed. ETA completion by 2024.

New Hotel - 11143 S Prairie Ave (Preliminary Site Plan Review for a 5-story Hotel with 83 parking spaces.) In Planning Review for Preliminary Review

The Residences at Hollywood Park - Slated for completion in 2022, 314 units are under construction at Hollywood Park, all featuring elegant interiors, high ceilings, ample natural light, and storage. Amenities include a landscaped pool and spa terraces, roof decks, fitness studios, and work-from-home nooks.

Uncommon Mixed Use Development - 317 S. La Brea Ave. A development agreement, resulting from an Exclusive Negotiating Agreement approved in March 2020 to develop a 311-unit mixed use project, is nearing final consideration by the City Council.