

**CITY OF SAN FERNANDO**  
**ADOPTED BUDGET**  
**FY 2005-2006**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**EXECUTIVE SUMMARY**

**NARRATIVE**

The Community Development Department staff assist the community in addressing urban planning, environmental, affordable housing, historic preservation, neighborhood quality and other related issues. Community Development Department staff also assures that building construction adheres to the city's life/safety codes; provides comprehensive planning and development review services for consistency with the city's general plan; enforces zoning code, housing code and property maintenance ordinance standards; and assists residents in preserving and improving their residential property and their housing opportunities within the community. Funds to provide these services come from multiple sources including the General Fund, application fees and permit fees, the Redevelopment Agency Low to Moderate Income Housing Fund, and federal Community Development Block Grant funds.

**140 Building and Safety**

This General Fund account provides staffing for coordination of building plan checking prior to issuance of building permits and inspection of new construction for compliance with health and safety codes. Operating expenses include contractual services for construction plan checking services provided by a consulting specialist as necessary on major building plans.

**150 Planning**

This General Fund account provides staff support to the City Council, Redevelopment Agency, Planning Commission, Historical Commission, and to the public, concerning decisions on land use and development, environmental impacts, urban design, historic preservation and other urban planning matters. The planning staff works on comprehensive planning projects, zoning code amendments and development standards. This account also partially funds staffing for enforcement of zoning code and property maintenance ordinance requirements throughout the community.

**26-155 Planning/CDBG Projects**

This federally funded account is the conduit for federal Community Development Block Grant (CDBG) funded projects and programs. These funds are used exclusively to fund community development projects and programs that will benefit low and moderate income residents and/or prevent urban blight.

**94-155 Redevelopment Housing Programs**

This Redevelopment Agency account provides funding for programs to preserve and improve the existing housing stock occupied by low and moderate income homeowners. It is funded with revenues from redevelopment project areas through the Low to Moderate Income Housing Fund ("20% set-aside funds"). These programs include home rehabilitation assistance to eligible homeowners.

**94-191 Redevelopment Housing Projects**

This Redevelopment Agency account provides funding to retain and augment the supply of affordable housing of all types in the community, including the acquisition of property and the development of affordable housing. This account is funded with revenues from redevelopment project areas through the Low to Moderate Income Housing Fund ("20% set-aside funds").

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**COMMUNITY DEVELOPMENT DEPARTMENT  
EXECUTIVE SUMMARY**

**XX-XX Redevelopment Project Areas**

This Redevelopment Agency Account provides funding for staff assistance to the Redevelopment Agency in implementing the adopted redevelopment plans for the community's designated redevelopment project areas. Such assistance includes working with potential and current developers seeking to develop property in the project areas and reviewing and coordinating private and public development proposals. This account is funded with tax increment revenues from specific redevelopment project areas within the community.

<b>PERSONNEL</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Community Dev't. Director	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	0.00
Assistant Planner	1.00	1.00	1.00	1.00
Assistant Planner (Housing)	0.00	1.00	1.00	1.00
Building and Safety Supervisor	1.00	1.00	1.00	1.00
Community Pres. Officer	2.00	2.00	2.00	2.00
Community Pres. Supervisor	1.00	1.00	1.00	1.00
Community Dev't. Secretary	1.00	1.00	1.00	1.00
Housing Coordinator	1.00	0.00	0.00	0.00
Housing Assistant	1.00	0.00	0.00	0.00
Housing Inspector	0.00	1.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	1.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>

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**COMMUNITY DEVELOPMENT DEPARTMENT**  
**EXECUTIVE SUMMARY**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
140-Building Safety	\$ 106,597	\$ 136,170	\$ 136,170	\$ 151,950
150-Planning Admin	323,436	377,000	377,000	272,200
General Fund Total	430,033	513,170	513,170	424,150
26-155 Planning/CDBG	344,640	552,561	552,561	692,699
94-155 Redv. Hsg. Program	323,436	723,691	723,691	582,050
94-191 Redv. Hsg. Project	0	2,376,200	2,376,200	592,190
Housing Fund Total	323,436	3,099,891	3,099,891	1,174,240
XX-XX Redv. Project Areas	0	0	0	98,000
Total	\$ 1,098,110	\$ 4,165,622	\$ 4,165,622	\$ 2,389,089
<b>SOURCE OF FUNDS</b>				
General Funds	\$ 325,970	\$ 114,017	\$ 208,170	\$ 115,150
Planning and Zoning Fees	40,000	84,933	75,000	75,000
Construction Permits	127,848	214,220	230,000	230,000
Code Enforcement Citations	0	0	0	4,000
Transfers From Other Funds	100,000	100,000	0	0
General Fund Total	593,818	513,170	513,170	424,150
CDBG	344,640	552,561	552,561	692,699
CRA Low-Med Hsg. Fund	323,436	3,099,891	3,099,891	1,174,240
Redv. Proj. Areas 1 and 4	0	0	0	98,000
Total	\$ 1,261,894	\$ 4,165,622	\$ 4,165,622	\$ 2,389,089

**CITY OF SAN FERNANDO**  
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**FY 2005-2006**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**DIVISION NO.**

**Building and Safety**

**140**

**NARRATIVE**

The Building and Safety Division is responsible for administering the building code through plans checking, coordination and oversight of plan checking consultants, issuance of building permits, building construction inspections, housing inspections, and business occupancy license inspections.

In FY 2004-2005 substantial building activity occurred in residential rehabilitation which included repairs, remodels, and additions to existing dwelling units with a total valuation of \$12.5 million. New residential construction included 22 dwelling units with a total valuation of \$5.2 million. New commercial/industrial development of vacant property included two new commercial buildings with a total valuation \$2.5 million. The valuation of interior improvements to existing commercial buildings was \$3.9 million.

For the upcoming FY 2005-2006, it is anticipated that this trend in building activity will continue. Rehabilitation of the current housing stock is expected to continue as market demand and residential housing programs stimulate improvement. Market demand in conjunction with the recent adoption of new market-based development standards in the San Fernando Corridors Specific Plan is expected to stimulate demand for new high-quality commercial and residential development. Projected total development activity is expected to generate approximately \$300,000 in revenues (including approximately \$230,000 in construction permit fees as noted below, and \$75,000 in development fees as indicated in Account 01-150, Planning Division).

<b>PERSONNEL</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Assistant Planner	0.00	0.00	0.00	0.10
Building & Safety Supervisor	1.00	1.00	1.00	0.75
Community Development Director	0.00	0.00	0.00	0.10
Community Development Secretary	0.20	0.20	0.20	0.25
Senior Planner	0.00	0.00	0.00	0.10
Total	1.20	1.20	1.20	1.30

**APPROPRIATIONS**

Personnel Services	\$ 85,895	\$ 105,000	\$ 105,000	\$ 114,000
Operating Expenses	20,702	31,170	31,170	37,950
Capital Outlay	0	0	0	0
Total	\$ 106,597	\$ 136,170	\$ 136,170	\$ 151,950

**SOURCE OF FUNDS**

3320 Construction Permits	\$ 206,343	\$ 214,220	\$ 230,000	\$ 230,000
Total	\$ 206,343	\$ 214,220	\$ 230,000	\$ 230,000

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<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>			<b>DIVISION NO.</b>
<b>Building and Safety</b>			<b>140</b>
<b>4100</b>	<b>PERSONNEL SERVICES</b>		<b>\$114,000</b>
4101	Salaries and benefits	\$114,000	
<b>4200</b>	<b>OPERATING EXPENSES</b>		<b>\$37,950</b>
4260	Contractual Services: Building plan check consulting services for anticipated increase in large projects construction activity.	\$35,000	
4300	Department Supplies: Purchase of technical publications and supplies. Printing of forms, documents, and informational brochures.	\$1,000	
4360	Personnel Training: As mandated by State law, participation to keep current in training and education.	\$1,000	
4370	Meetings & Travel: Attendance at local/regional ICBO and CALBO meetings, workshops, and seminars.	\$250	
4380	Subscription /Dues & Memberships: Annual membership dues to International Conference of Building Officials (ICBO), California Building Code Institute (CBCI), and California Building Officials (CALBO).	\$250	
4390	Vehicle Allowance & Mileage: Mileage reimbursement for local inspections, seminars and conferences	\$450	
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$0</b>
<b>TOTAL</b>			<b>\$151,950</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2005-2006**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Planning/Administration**

**DIVISION NO.**  
**150**

**NARRATIVE**

Planning/Administration provides urban planning staff support to the City Council, Redevelopment Agency, Planning Commission, and Historical Commission concerning decisions on comprehensive planning, proposals for development and land use, environmental impact, code enforcement, housing and historic preservation issues. This division implements the city's general plan and administers the city's zoning ordinance, assists in implementing the city's redevelopment and economic development programs, and coordinates with other departments and agencies on regional planning, transportation, housing and environmental issues. This division also performs inspections and enforces municipal code standards to correct illegal/unsafe building conditions and structures, inadequate property maintenance and nuisances, noncompliance with business licensing requirements, and violations of the city's housing code standards and zoning regulations. This division also acts as liaison to the Los Angeles County Animal Care and Control Department.

During FY 2004-2005, the Planning Division processed 36 applications for site plan review and prepared 38 staff reports on cases involving discretionary review by the Planning Commission, Redevelopment Agency, and City Council. This division provided staff support for the coordination of the Corridors Specific Plan adoption and implementation process, coordination of the process to prepare and implement a Historic Preservation Element to the General Plan and to prepare a historic preservation ordinance, implementation of an adopted historic preservation plan for the Lopez Adobe, preparation of a relocation plan for the Lopez-Villegas House, augmentation of the code enforcement program through implementation of an administrative citations and fines process, implementation of new standards providing for accessory dwelling units, and providing staff support to redevelopment/housing planning projects such as the senior housing development project, achieving full utilization of available funding for the first time homebuyers program and providing home rehabilitation loans to low to moderate income families in the community.

For FY 2005-2006, Planning Division activities will entail the continuation of such community planning activity including work on implementation of the San Fernando Corridors Specific Plan, preparation of an Historic Preservation Ordinance to implement the Historic Preservation Element, work on an update to the Housing Element of the General Plan focusing on measures to address the demand for affordable housing in the community, oversight of restoration work on the Lopez Adobe per its approved preservation plan, preparation of design guidelines for new residential, commercial, and industrial development, preparation of new regulations on wireless telecommunications facilities, review of existing codes applicable to the sale of alcoholic beverages, among other assignments.

<b>PERSONNEL</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Assistant Planner	0.80	0.80	0.90	0.50
Associate Planner	0.80	0.80	0.90	0.00
Building and Safety Supervisor	0.00	0.00	0.00	0.05
Community Development Director	0.55	0.55	0.65	0.40
Community Development Secretary	0.70	0.70	0.70	0.55
Community Preservation Supervisor	0.25	0.25	0.30	0.20
Senior Planner	0.00	0.00	0.00	0.40
<b>Total</b>	<b>3.10</b>	<b>3.10</b>	<b>3.45</b>	<b>2.1</b>

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**COMMUNITY DEVELOPMENT DEPARTMENT  
Planning/Administration**

**DIVISION NO.  
150**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Personnel Services	\$ 234,332	\$ 293,000	\$ 293,000	\$ 185,700
Operating Expenses	107,588	80,400	80,400	82,900
Capital Outlay	17,729	0	0	0
Equipment Replacement Charge	3,600	3,600	3,600	3,600
<b>Total</b>	<b>\$ 363,249</b>	<b>\$ 377,000</b>	<b>\$ 377,000</b>	<b>\$ 272,200</b>

**SOURCE OF FUNDS**

0000 General Funds	\$ 303,791	\$ 293,000	\$ 302,000	\$ 193,200
3705 Planning & Zoning Fees	59,458	84,000	75,000	75,000
3425 Code Enforcement Citations	0	0	0	4,000
Transfers from other Funds	0	0	0	0
<b>Total</b>	<b>\$ 363,249</b>	<b>\$ 377,000</b>	<b>\$ 377,000</b>	<b>\$ 272,200</b>

**4100 PERSONNEL SERVICES \$185,700**

4101	Salaries and benefits	\$172,700
4103	Part Time Wages: Planning Intern	\$0
4105	Overtime	\$6,000
4111	Commission Reimbursement: Planning and Historical (12 mtgs. @ \$50 per commissioner)	\$6,000
4112	Temp. Non-Employee: temp. during secretary 2 weeks annual leave.	\$1,000

**4200 OPERATING EXPENSES \$82,900**

4220	Cell phones usage for three full time personnel	\$2,400
4230	Advertising : public hearing legal ads, community workshop notices, etc.	\$15,000
4260	Contractual Services: LA Co. Animal Care & Control, partial funding for City Attorney and City Prosecutor services.	\$20,000
4270	Professional Services: Architectural services for design review, design guidelines implementation and development standards modifications, professional services for environmental impact assessments, legal advice on discretionary review issues, ordinance amendments, etc., public nuisance abatement costs, pet spaying and neutering voucher program, etc.	\$20,000

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Planning/Administration**

**DIVISION NO.  
150**

4300	Department Supplies: Purchase of updated code books and other technical publications and supplies and annual update of property information service. Printing of planning documents. Computer accessory purchases including ink cartridges. Service from title company to verify property ownership (log book), business card printing, purchasing technical publications, and materials for the pet spay and neuter voucher program, etc.	\$6,000	
4360	Personnel Training: Registration & tuition fees for APA, CACE seminars, tuition reimbursement program, business writing and software use training, etc.	\$1,500	
4365	Tuition reimbursement.	\$6,000	
4370	Meetings & Travel: Planning Commission to Planners Institute, Historical Commissioners to seminar, staff to APA conferences, CRA conferences, local/regional agency meetings (MTA, SCAG, LA City), and local/regional planning meetings. Community Preservation staff to CACE annual meeting, and local meetings of SCACEO.	\$7,000	
4380	Professional Memberships/Journal Subscriptions: American Planning Association, American Institute of Certified Planners, APA Planning Advisory Service, California Association for Code Enforcement, National Trust for Historic Preservation, Association of Environmental Professionals, NAHRO, etc.	\$2,000	
4390	Vehicle Allowance: Department Director (\$250 x 12).	\$3,000	
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$0</b>
4500		\$0	
<b>4941</b>	<b>EQUIPMENT REPLACEMENT CHARGE</b>		<b>\$3,600</b>
4941	Two code enforcement vehicles: annual prorated depreciation cost	\$3,600	
<b>TOTAL</b>			<b>\$272,200</b>

**CITY OF SAN FERNANDO**  
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**COMMUNITY DEVELOPMENT DEPARTMENT**

**DIVISION NO.**

**Planning/CDBG**

**26-155**

**NARRATIVE**

In FY 2004-2005, a substantial portion of the City's annual allocation of CDBG funds was set-aside for the payment of a Section 108 Loan as part of the total financing package for the San Fernando Regional Aquatics Facility. Funds were also spent to refurbish park facilities and to continue the Code Enforcement Program, the Graffiti Removal Program and the Commercial Rehabilitation Program, as well as for CDBG program administration.

For FY 2005-2006, a substantial portion of the City's annual allocation of CDBG funds has been set-aside for the payment of a Section 108 Loan as part of the total financing package for the San Fernando Regional Aquatics Facility. Funds were also spent to improve streets and to continue the Code Enforcement Program and the Graffiti Removal Program, as well as for CDBG program administration.

	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
<b>PERSONNEL</b>	<b>2003-2004</b>	<b>2004-2005</b>	<b>2004-2005</b>	<b>2005-2006</b>
Community Development Director	0.05	0.05	0.05	0.03
Community Development Secretary	0.05	0.05	0.05	0.00
Community Preservation Officer	0.60	0.60	0.50	0.40
Community Preservation Officer	0.60	0.60	0.50	0.40
Community Preservation Supervisor	0.50	0.50	0.10	0.15
Housing Coordinator	0.50	0.50	0.50	0.00
Assistant Planner (Housing)	0.00	0.00	0.00	0.40
<b>Total</b>	<b>2.30</b>	<b>2.30</b>	<b>1.70</b>	<b>1.38</b>

Personnel Services	\$ 152,631	\$ 128,360	\$ 128,360	\$ 135,000
Operating Expenses	30,847	21,060	21,060	10,980
Capital Outlay/Loan Expenses	349,000	310,100	310,100	546,719
<b>Total</b>	<b>\$ 532,478</b>	<b>\$ 459,520</b>	<b>\$ 459,520</b>	<b>\$ 692,699</b>

**SOURCE OF FUNDS**

26 CDBG GRANT	\$ 532,478	\$ 459,520	\$ 459,520	\$ 692,699
XX CDBG Program Income	0	0	0	0
<b>Total</b>	<b>\$ 532,478</b>	<b>\$ 459,520</b>	<b>\$ 459,520</b>	<b>\$ 692,699</b>

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**DIVISION NO.**  
**26-155**

<b>4100 PERSONNEL SERVICES</b>		<b>\$135,000</b>	
0331-4100	Salaries: Graffiti Removal	\$7,030	
0331-4105	Overtime: Graffiti Removal	\$12,970	
0334-4101	Salary and benefits: Code Enforcement Project	\$80,000	
0339-4100	Salary and benefits: CDBG Administration	\$35,000	
<b>4200 OPERATING EXPENSES</b>		<b>\$10,980</b>	
0331-4300	Department Supplies: Graffiti Removal	\$5,000	
0334-4260	Administration and Professional Services (Code Enforcement)	\$0	
0339-4260	Administration and Professional Services (Administration)	\$5,980	
<b>4400 LOAN EXPENSES</b>		<b>\$326,719</b>	
0000-4424	Section 108 Loan-Swimming Pool Facility	\$326,719	
<b>4600 CAPITAL OUTLAY</b>		<b>\$220,000</b>	
0205-4600	Street Improvements	\$160,000	
	San Fernando Park Refurbishment	\$30,000	
	Las Palmas Park Ball Field Lighting	\$30,000	
<b>TOTAL</b>		<b>\$692,699</b>	

**Supporting Information**

The following is a summary of approved CDBG expenditures for specific projects and programs in FY '04-'05:

Project Number	Description	Amount:
26-155-0000	Section 108 Loan Payback	\$326,719
26-155-0331	Graffiti Removal	\$25,000
26-155-0334	Code Enforcement	\$80,000
	Street Improvements	\$160,000
26-155-0339	Administration	\$40,980
	Total (CDBG 30th Year)	\$ 632,699
26-155-0315	San Fernando Park Refurbishment	\$30,000
	Las Palmas Park Ball Field Lighting	\$30,000
	Total (CDBG 31st Year)	\$ 60,000
	Total	\$ 692,699

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**COMMUNITY DEVELOPMENT DEPARTMENT  
Planning/CDBG**

**DIVISION NO.  
26-155**

<b>BALANCE SHEET</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Beginning Balance	\$ 79,858	\$ (39,252)	\$ 114,170	\$ 0
Revenues	658,315	459,490	345,320	692,699
Personnel Services	146,436	128,360	128,360	135,000
Operating Expenses	53,613	21,030	21,030	10,980
Capital Expenses	423,954	310,100	310,100	546,719
Ending Balance	\$ 114,170	\$ (39,252)	\$ 0	\$ 0

**CITY OF SAN FERNANDO**  
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**COMMUNITY DEVELOPMENT DEPARTMENT**

**Affordable Housing and Redevelopment Divisions Summary**

**NARRATIVE**

The Community Development Department oversees the following three Redevelopment Agency funded divisions:

**94-155 Redevelopment Housing Programs**

This Redevelopment Agency account provides funding for housing related programs funded with revenues from redevelopment project areas through the Low to Moderate Income Housing Fund ("20% set-aside funds"). These programs include housing rehabilitation assistance to eligible homeowners.

**94-191 Redevelopment Housing Projects**

This Redevelopment Agency account provides funding for the production, monitoring and retention of affordable housing in the community with revenues from redevelopment project areas through the Low to Moderate Income Housing Fund ("20% set-aside funds").

**XX-XX Redevelopment Project Areas**

Funding for this budget division comes from property tax increment revenues from the City's redevelopment project areas. Such funding is used here to enable the Community Development Department to assist the Redevelopment Agency in implementing the adopted redevelopment plans for the community's designated redevelopment project areas. Such assistance includes working with potential and current developers seeking to develop property in the project areas and reviewing and coordinating private and public development proposals.

<b>APPROPRIATIONS</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
94-155 Redv Hsg Programs	\$ 323,436	\$ 723,691	\$ 723,691	\$ 582,050
94-191 Redv Hsg Projects	963,145	2,376,200	2,376,200	592,190
Redev. Project Areas 1 and 4	0	0	0	98,000
Total	\$ 1,286,581	\$ 3,099,891	\$ 3,099,891	\$ 1,272,240
<b>SOURCE OF FUNDS</b>				
94 20% LMI Hsg. Set-aside	\$ 1,286,581	\$ 3,099,891	\$ 3,099,891	\$ 1,174,240
Redev. Project Areas 1 and 4	0	0	0	98,000
Total	\$ 1,286,581	\$ 3,099,891	\$ 3,099,891	\$ 1,272,240

**CITY OF SAN FERNANDO  
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**COMMUNITY DEVELOPMENT DEPARTMENT  
HOUSING PROGRAMS**

**DIVISION NO.  
94-155**

**NARRATIVE**

The Housing Division provides overall development, implementation, and coordination of the various Redevelopment Agency housing programs funded through the 20% of tax increment revenues from redevelopment project areas that are required to be "set-aside" and used for low and moderate income housing purposes. Current programs include housing rehabilitation loans to income-qualified owners of single family dwellings to repair their property, correct code deficiencies or address health and safety issues, and inspection of affordable multifamily rental properties for housing code compliance. This division also provides for marketing and staff support for the "lease to purchase" program provided to qualified San Fernando residents through the California Communities Housing and Finance Agency.

In FY 2004-2005, the division continued its primary mission by providing housing rehabilitation loans to eligible residential properties, and assisting qualified buyers with down-payment assistance through the First Time Homebuyer Program. A major accomplishment was the approval of an affordable homes subdivision that will provide affordable home ownership opportunities for low to moderate income first time homebuyers in the community. For FY 2005-2006, the division will continue to provide administration for all housing related programs including implementation of the housing rehabilitation loans program, addressing issues related to fair housing and enforcement of housing code standards in apartment complexes.

<b>PERSONNEL</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Community Development Director	0.00	0.00	0.15	0.15
Housing Coordinator	0.50	0.50	0.25	0.00
Community Preservation Supervisor	0.00	0.00	0.40	0.40
Community Preservation Officer	0.50	0.50	0.50	0.50
Community Preservation Officer	0.00	0.00	0.50	0.50
Community Dev. Secretary	0.00	0.00	0.05	0.05
Housing Assistant	0.80	0.80	0.90	0.00
Housing Inspector	0.00	0.00	0.00	0.00
Assistant Planner (Housing)	0.00	0.00	0.00	0.30
Senior Planner	0.00	0.00	0.00	0.05
Bldg & Safety Supervisor	0.00	0.00	0.00	0.05
<b>Total</b>	<b>1.80</b>	<b>1.80</b>	<b>2.75</b>	<b>2.00</b>

**CITY OF SAN FERNANDO  
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<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>				<b>DIVISION NO.</b>	
<b>HOUSING PROGRAMS</b>				<b>94-155</b>	
<b>APPROPRIATIONS</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>	
Personnel Services	\$ 134,153	\$ 180,291	\$ 180,291	\$ 181,650	
Operating Expenses	11,224	18,400	18,400	90,400	
Loans	178,060	290,000	290,000	300,000	
Grants	0	10,000	10,000	10,000	
First Time Homebuyer Assistance	0	225,000	225,000	0	
Development Assistance	0	0	0	0	
Land Acquisition	0	0	0	0	
<b>Total</b>	<b>\$ 323,436</b>	<b>\$ 723,691</b>	<b>\$ 723,691</b>	<b>\$ 582,050</b>	
<b>SOURCE OF FUNDS</b>					
94 20% LMI Hsg. Set-aside	\$ 323,436	\$ 723,691	\$ 723,691	\$ 582,050	
<b>Total</b>	<b>\$ 323,436</b>	<b>\$ 723,691</b>	<b>\$ 723,691</b>	<b>\$ 582,050</b>	
<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$181,650</b>	
4101	Full time salaries and benefits		\$181,650		
4105	Overtime		\$0		
<b>4200</b>	<b>OPERATING EXPENSES</b>			<b>\$90,400</b>	
4270	Professional Services: Housing inspection and remediation services; legal, architectural, development, mediation and remediation consulting services for housing related programs.		\$85,000		
4300	Department Supplies: Purchase of technical supplies, publication printing, digital camera/supplies, title reports, recording fees, credit reports.		\$2,000		
4360	Personnel Training		\$1,500		
4370	Meeting & Travel: Attendance at housing and redevelopment seminars, workshops, and conferences and at local/state meetings related to project activities being pursued by the Agency.		\$1,500		
4390	Vehicle Mileage: Reimbursement for use of personal vehicle for conducting official agency business.		\$400		
4440	Loans			\$300,000	
4441	Grants			\$10,000	
4442	First Time Homebuyer Program			\$0	
4600	Development Assistance			\$0	
<b>TOTAL</b>				<b>\$582,050</b>	

**CITY OF SAN FERNANDO**  
**ADOPTED BUDGET**  
**FY 2005-2006**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**HOUSING PROJECTS**

**DIVISION NO.**  
**94-191**

**NARRATIVE**

The Housing Division provides for the implementation and coordination of the various Redevelopment Agency housing projects funded through the 20% of tax increment revenues from redevelopment project areas that are required to be "set-aside" and used for low and moderate income housing purposes. This division also monitors all housing construction to insure compliance with the city's Housing Element and Housing Implementation Plan.

For FY 2004-2005, this division will provide project management support for affordable housing projects assisted through the city's redevelopment agency (e.g., senior housing project). This account will also provide partial funding for planning of new mixed use and affordable housing development in the community's commercial corridors, and for updating the Housing Element of the General Plan with a focus on measures to encourage the production, monitoring and retention of affordable housing in the community

<b>PERSONNEL</b>	<b>ACTUAL</b> <b>2003-2004</b>	<b>BUDGETED</b> <b>2004-2005</b>	<b>ESTIMATED</b> <b>2004-2005</b>	<b>ADOPTED</b> <b>2005-2006</b>
Community Development Director	0.10	0.10	0.15	0.20
Community Development Secretary	0.00	0.00	0.00	0.15
Senior Planner	0.00	0.00	0.10	0.20
Assistant Planner	0.00	0.00	0.10	0.15
Community Preservation Supervisor	0.00	0.00	0.20	0.20
Housing Coordinator	0.50	0.50	0.25	0.00
Housing Assistant	0.20	0.80	0.10	0.00
Housing Inspector	0.00	0.00	0.00	0.00
Asistant Planner (Housing)	0.00	0.00	0.00	0.30
Bldg. & Safety Superv.	0.00	0.00	0.00	0.05
<b>Total</b>	<b>0.80</b>	<b>1.40</b>	<b>0.90</b>	<b>1.25</b>

**APPROPRIATIONS**

Personnel Services	\$ 52,798	\$ 86,033	\$ 86,033	\$ 124,800
Operating Expenses	112,474	32,400	32,400	102,900
Activities/Programs	0	0	0	0
Capital Expenditures	588,383	0	0	0
Land Acquisition	0	2,048,277	2,048,277	155,000
Administrative Services	209,490	209,490	209,490	209,490
<b>Total</b>	<b>\$ 963,145</b>	<b>\$ 2,376,200</b>	<b>\$ 2,376,200</b>	<b>\$ 592,190</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2005-2006**

SOURCE OF FUNDS	ACTUAL 2003-2004	BUDGETED 2004-2005	ESTIMATED 2004-2005	ADOPTED 2005-2006
94 20% LMI Hsg. Set-aside	\$ 963,145	\$ 2,376,200	\$ 2,376,200	\$ 592,190
Total	\$ 963,145	\$ 2,376,200	\$ 2,376,200	\$ 592,190
<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$124,800</b>
4101	Full time salaries		\$124,800	
4105	Overtime		\$0	
<b>4200</b>	<b>OPERATING EXPENSES</b>			<b>\$102,900</b>
4270	Professional Services: Consultant assistance for update to Housing Element of General Plan; legal and other professional services related to production, monitoring and protection of affordable housing in the community.		\$100,000	
4300	Department Supplies: purchase of technical supplies, publication printing, film purchase and processing, title reports, recording fees, credit reports.		\$1,000	
4370	Meeting & Travel: Attendance at housing and redevelopment seminars, workshops, and conferences and at local/state meetings related to project activities being pursued by the Agency.		\$1,500	
4390	Vehicle Mileage: Reimbursement for use of personal vehicle for conducting official agency business.		\$400	
4440	Activities and Programs			\$0
4500	Capital Expenditures			\$0
4615	CHAFA Loan Repayment (8 years)			\$155,000
4674	Administrative Services			\$209,490
<b>TOTAL</b>				<b>\$592,190</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2005-2006**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Redevelopment Agency Project Areas**

**NARRATIVE**

The Community Development Department provides assistance to the Redevelopment Agency in implementing the Agency's adopted redevelopment plans for the community's designated redevelopment project areas. Such assistance includes working with potential and current developers seeking to develop property in the project areas and reviewing and coordinating private and public development proposals.

In FY 2005-2006, the Community Development Department will provide project management and development review services to the Redevelopment Agency concerning potential and proposed development projects within Redevelopment Project Areas 1 and 4. Such pending developments in Project Area 1 include proposed mixed use development projects with public parking at four locations currently utilized as public parking lots (Parking Lots #3, #4, #5 and #8 - #10). These comparatively large scale projects have been proposed in response to the Redevelopment Agency's request for proposals, and will be developed pursuant to development agreements with the Agency. Other ongoing development projects in Redevelopment Project Area 1 include the San Fernando Station commercial development at 1245 San Fernando Road, and two affordable senior housing apartment complexes under development on Agency-owned land at 333 Kalisher Street and at 499 Kalisher Street.

Pending development projects located in Redevelopment Project Area 4 include redevelopment of 1431 Truman Street (former Greyhound Bus Depot site), planned expansion of the Sigue Corporation headquarters office building at 1518 San Fernando Road, a proposed mixed use development project at 1402 San Fernando Road, and a proposed second phase of the San Fernando Metro live/work lofts specific plan at 1501 First Street. Moreover, staff will be working with property owners and prospective developers concerning various other potential development sites in these project areas, particularly in light of new opportunities for high quality mixed use and in-fill residential development created by the City's recent adoption of the San Fernando Corridors Specific Plan.

<b>PERSONNEL</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Comm. Dev. Director	0.00	0.00	0.00	0.12
Senior Planner	0.00	0.00	0.00	0.25
Assistant Planner	0.00	0.00	0.00	0.25
Comm. Pres. Supervisor	0.00	0.00	0.00	0.05
Comm. Pres. Officer	0.00	0.00	0.00	0.10
Comm. Pres. Officer	0.00	0.00	0.00	0.10
Bldg. & Safety Superv.	0.00	0.00	0.00	0.10
Total	0.00	0.00	0.00	1.10

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2005-2006**

**COMMUNITY DEVELOPMENT DEPARTMENT  
Redevelopment Agency Project Areas**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2003-2004</b>	<b>BUDGETED 2004-2005</b>	<b>ESTIMATED 2004-2005</b>	<b>ADOPTED 2005-2006</b>
Personnel Services, Redev. Project Area 1	\$0	\$0	\$0	\$ 73,500
Personnel Services, Redev. Project Area 4	0	0	0	24,500
Total	\$0	\$0	\$0	\$ 98,000
<b>SOURCE OF FUNDS</b>				
Property tax increment revenues from Redevelopment Project Areas 1 and 4.	\$0	\$0	\$0	\$ 98,000
Total	\$0	\$0	\$0	\$ 98,000
<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$98,000</b>
4101	Full time salaries:		\$98,000	
4105	Overtime		\$0	
<b>TOTAL</b>				<b>\$ 98,000</b>