

MAYOR/CHAIR MARY MENDOZA
VICE MAYOR/VICE CHAIR HECTOR A. PACHECO
COUNCILMEMBER/BOARDMEMBER SYLVIA BALLIN
COUNCILMEMBER/BOARDMEMBER CINDY MONTAÑEZ
COUNCILMEMBER/BOARDMEMBER CELESTE T. RODRIGUEZ



CITY OF SAN FERNANDO
CITY COUNCIL
AND SUCCESSOR AGENCY TO THE
SAN FERNANDO REDEVELOPMENT AGENCY
SPECIAL MEETING AGENDA SUMMARY
MONDAY, JANUARY 24, 2022 - 6:00 PM

CITY HALL COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361

SPECIAL NOTICE REGARDING COVID-19

NOTICE OF TELECONFERENCE: Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando’s Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING:

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will not be read into the record.

SUBMIT PUBLIC COMMENT IN PERSON:

Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the City Clerk.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

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SUBMIT PUBLIC COMMENT VIA EMAIL:

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Comments received via email will be distributed to the City Council, read into the record, limited to three minutes, and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:

Members of the public may **call-in between 6:00 p.m. and 6:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Mayor. Note: This is audio only and no video.

Call-in Telephone Number: (669) 900-6833

Meeting ID: 833 6022 0211

Passcode: 924965

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

Recommend that the City Council approve the agenda as presented and move that all ordinances presented tonight be read in title only as authorized under Government Code Section 36934.

DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council (SF Procedural Manual). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting, may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

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PUBLIC STATEMENTS

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Members of the public may provide a **live public comment by calling in between 6:00 p.m. and 6:15 p.m.** **CALL-IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; Passcode: 924965**

ADMINISTRATIVE REPORTS

1) PRESENTATION AND STUDY SESSION OF THE DRAFT 2021-2029 HOUSING ELEMENT AND SAFETY ELEMENT UPDATE TO THE GENERAL PLAN

Recommend that the City Council receive a presentation and provide feedback on the proposed 2021-2029 Housing Element and Safety Element Update to the General Plan.

2) CONSIDERATION AND DISCUSSION REGARDING RE-ESTABLISHING LOW INCOME ASSISTANCE HOME PROGRAMS

Recommend that City Council:

- a. Discuss re-establishing the City's low income assistance home loan programs, including the housing rehabilitation loan program and down payment assistance loan program;
- b. Discuss the staffing resources required to providing affordable housing and homeless services, including the low income home loan programs, rental assistance programs, landlord/tenant services, homeless outreach services, and other related programs and services; and
- c. Provide direction, as appropriate.

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3) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING A JOB SPECIFICATION FOR THE POSITION OF DEPUTY CITY MANAGER

Recommend that the City Council:

- a. Adopt Resolution No. 8112 approving a specification for the Deputy City Manager job classification;
- b. Adopt Resolution No. 8113 amending the Fiscal Year 2021-2022 Salary Resolution to reflect the proper salary range for the Deputy City Manager classification;
- c. Adopt Resolution No. 8114 amending the Fiscal Year 2021-2022 Table of Organization to include the Deputy City Manager classification in the City Manager’s Office;
- d. Adopt Resolution No. 8115 amending Resolution No. 7692 to include the Deputy City Manager in the Department Head Benefits Plan.
- e. Authorize the City Manager to make non-substantive corrections and execute all related documents.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its next regular meeting.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Julia Fritz, CMC

City Clerk

Signed and Posted: January 20, 2022 (5:30 p.m.)

The Regular Meetings of the City Council of the City of San Fernando also serves as concurrent Regular Meeting s of the Successor Agency to the San Fernando Redevelopment Agency, and, from time to time, such other bodies of the City composed exclusive of the Members of the City Council.

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City’s `Internet website www.sfcity.org. These are also available for public reviewing prior to a meeting in the City Clerk Department. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk Department at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City’s website at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk Department at (818) 898-1204 or cityclerk@sfcity.org at least 48 hours prior to the meeting.

Special Meeting

San Fernando City Council

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Director of Community Development

Date: January 24, 2022

Subject: Presentation and Study Session of the Draft 2021-2029 Housing Element and Safety Element Update to the General Plan

RECOMMENDATION:

It is recommended that City Council receive a presentation and provide feedback on the proposed 2021-2029 Housing Element and Safety Element Update to the General Plan.

BACKGROUND:

1. Since 1969, the State has required all cities and counties in California to adopt a Housing Element that adequately plan to accommodate each jurisdiction’s fair share of housing needs in California. The Housing Element is a chapter of the General Plan that serves as each jurisdiction’s blueprint for how it plans to grow and develop.
2. The City of San Fernando is one of 197 local jurisdictions within the Southern California Association of Governments (SCAG), who is responsible for assigning the Regional Housing Needs Assessment (RHNA) allocation in Los Angeles, Orange, Riverside, San Bernardino, Imperial, and Ventura counties. All jurisdictions in SCAG regions are currently working on updating their Housing Element to plan for the 6th Cycle RHNA allocation for the next 8-year period (October 2021 to October 2029) as required by the State.
3. On September 4, 2020, SCAG issued a draft of the 6th Cycle RHNA allocation, which assigned 1,791 housing units to the City of San Fernando.
4. On October 26, 2020, the City filed an appeal of the RHNA allocation to SCAG arguing that the allocation does not reflect local planning factors such as jobs-housing balance, sewer and water infrastructure constraints, and availability of land in the City, among other flaws.
5. On December 18, 2020, staff held a kick-off meeting with the City’s Housing Consultant, Houseal Lavigne, to commence work on the Housing Element Update.

Presentation and Study Session of the Draft 2021-2029 Housing Element and Safety Element Update to the General Plan

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6. On January 11, 2021, SCAG 6th Cycle RHNA Appeals Board considered and denied the appeal filed by the City, thus reaffirming the draft allocation of 1,791 housing units. Out of 52 jurisdictions who filed the appeal, only one jurisdiction (Pico Rivera) received a re-allocation that was granted due to a mathematical miscalculation on SCAG's behalf.
7. On March 4, 2021, SCAG finalized their 6th Cycle RHNA Allocation plan that increased the total allocation to the City of San Fernando from 1,791 to 1,795 units.
8. Virtual community meetings were held on March 25, 2021, May 12, 2021, and August 11, 2021 to share the process and receive feedback from the community.
9. Technical Advisory Committee (TAC) meetings were held on April 13, 2021, May 18, 2021, and December 2, 2021 to review the proposed Housing Element Update and receive feedback.
10. On October 29, 2021, a Draft 2021-2029 Housing Element Update was posted on the City's Website ([Click Here](#)) for public review. Hard copies of the Draft Housing Element were made available at the San Fernando Library, Las Palmas Park, and Recreation Park.
11. The Draft Housing Element Update was presented to the Planning and Preservation Commission on November 8, 2021. Prior to presentation of the Draft Housing Element Update, discussions were held with the Commission regarding the RHNA allocation and Housing Element Update process on October 12, 2020 and May 10, 2021.
12. On November 12, 2021, the Draft Housing Element Update was sent to the California Department of Housing and Community Development (HCD) for their initial 60-day review.
13. On December 16, 2021, a Draft Mitigated Negative Declaration (MND) was released for a 30-day public review period from December 16, 2021 to January 17, 2021. A Notice of Intent to adopt the Draft MND was published in the *San Fernando Sun* and submitted to the State Clearinghouse. The notice was also sent to all interested residents, regional, state and federal agencies. A copy of the draft MND is available at City Hall and online ([Click Here](#)).
14. On December 22, 2021, a Draft Safety Element was posted on the city website ([Click Here](#)) for public review. A copy the Draft Safety Element is available for public review at city hall and online. The Safety Element was updated to satisfy Senate Bill (SB) 379 and SB 1035.

ANALYSIS:

Housing Element Updates and Regional Housing Needs Allocation.

State law requires every city and county in California to adopt and implement a General Plan, which established overall goals and polices for future growth of the jurisdiction. A city's General

Presentation and Study Session of the Draft 2021-2029 Housing Element and Safety Element Update to the General Plan

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Plan must include a Housing Element as one of seven mandatory elements (land use, transportation, conservation, noise, open space, safety and housing). The Housing Element must include policies and programs to meet existing and future housing needs for the City, as established by HCD and SCAG.

For jurisdictions in the SCAG region, which includes San Fernando, state law requires that the Housing Element be updated every eight years. The Housing Element update process serves as an opportunity to update housing and land-use strategies to reflect changing needs, resources, and conditions. For the upcoming 6th Cycle RHNA allocation, the due date for local jurisdictions to adopt an updated Housing Element is February 12, 2022.

Draft 2021-2029 Housing Element

To meet the City's RHNA allocation of 1,795 units, the Draft Housing Element proposes a mixed-use overlay in existing commercial corridors along South Brand Boulevard and San Fernando Mission Boulevard. The proposed mixed-use overlay helps protect existing residential neighborhoods by not increasing density to accommodate additional housing units in residential neighborhoods. The overlay approach helps preserve existing residential neighborhood characters while directing developments to commercial corridors that can accommodate the demand for additional density to meet the RHNA allocation.

The proposed mixed-use overlay will not only help meet the RHNA allocation, but also bring several benefits to the City. The proposed mixed-use overlay will create flexibility for existing commercial properties to create a live-work environment that will:

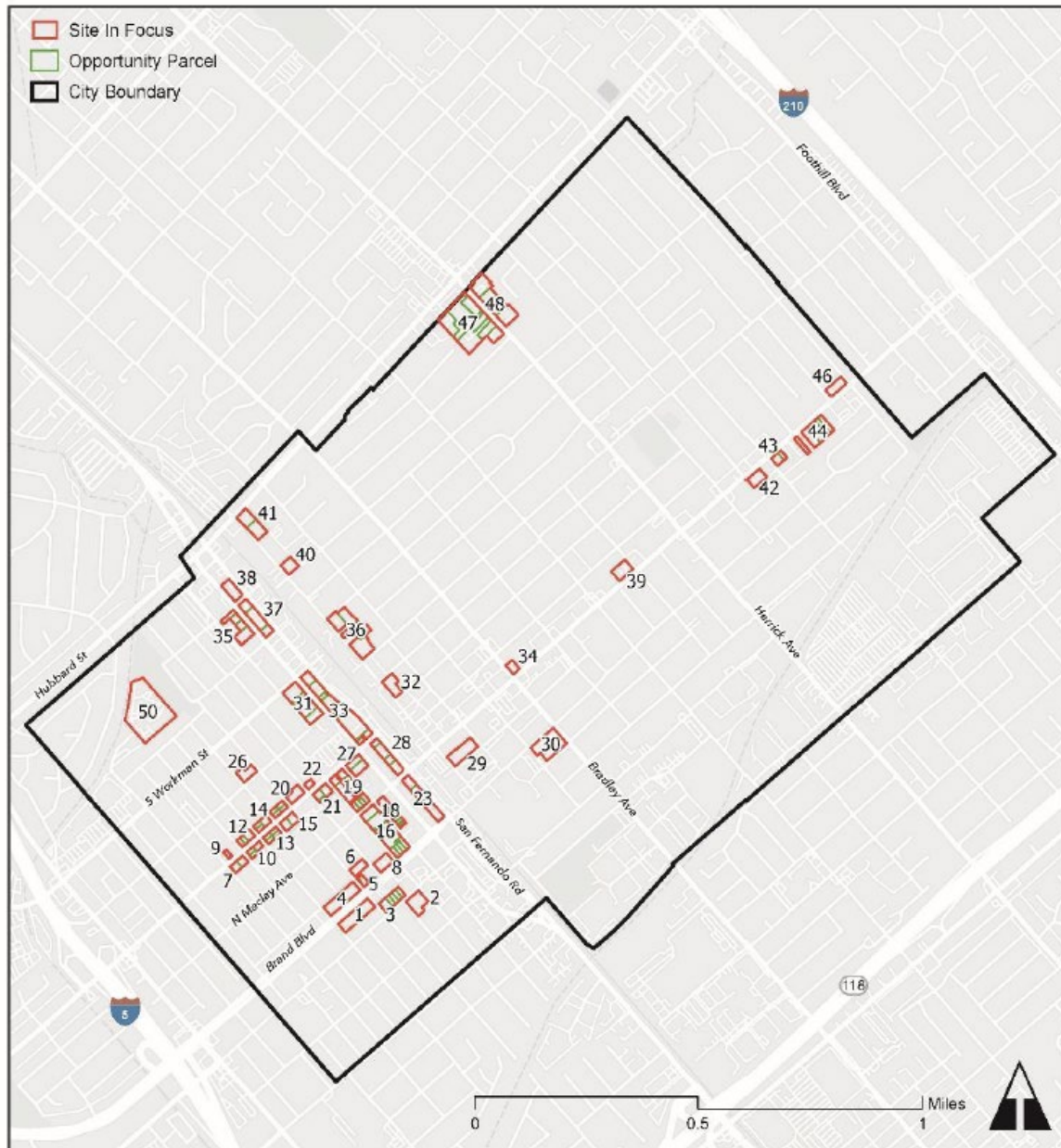
1. Help increase foot traffic to support local businesses.
2. Reduce the need for vehicle travel by bringing residents and visitors to one location to live, work, eat, shop, and play.
3. Bring shared community spaces to help foster interaction amount community members.

Overall, the proposed mixed-use overlay will address the City's housing needs, help promote sustainability, and encourage economic development.

As required by HCD, 50 opportunity sites have been identified to accommodate the 1,795 RHNA allocation. These sites are mostly in Specific Plan 5 (SP 5) area with a few sites outside the SP 5 boundary. A map of the potential sites is shown below. More details of these sites are provided as an appendix to the Draft Housing Element.

Presentation and Study Session of the Draft 2021-2029 Housing Element and Safety Element Update to the General Plan

Figure 1: Opportunity Sites



Safety Element Update

As part of the Housing Element update, the Safety Element has been updated to address wildfire and climate adaptation as required by SB 379 and SB 1035. The Draft Safety Element identifies existing hazard conditions such as geological, flood, fire, water demand, hazardous materials and climate change vulnerability. The Draft Safety Element update provides goals and policies that aim to address each hazard conditions.

Presentation and Study Session of the Draft 2021-2029 Housing Element and Safety Element Update to the General Plan

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Environmental Justice Policies

Both the Draft Housing Element and Safety Element include policies addressing environmental justice as required by SB 1000. SB 1000 requires all local jurisdictions to create an Environmental Justice Element or incorporate environmental justice policies when updating two or more elements of its general plan. Environmental justice policies are included in the Draft Housing Element and Safety Element to address challenges in disadvantaged communities and to promote civic engagement. These policies will serve as the basis for a separate Environment Justice Element, which staff will explore creating as part of a comprehensive General Plan update in the near future.

Environmental Review

Pursuant to the California Environmental Quality Act (CEQA), a Draft Mitigated Negative Declaration (MND) has been prepared for the Housing Element and Safety Element update. The Draft MND analyzed potential environmental impacts and included mitigation measures to mitigate any potential impacts to less than a significant level. The Draft MND was released for a 30-day public review period starting on December 16, 2021 and ending on January 17, 2022. The Draft MND is available on the City of San Fernando website ([Link to Mitigate Negative Declaration](#)) and at the planning counter.

Time Line

A schedule has been created to meet the deadline for adoption of the Housing Element by February 12, 2022.

- January 12, 2022: Comments due from HCD.
- January 18, 2022: City Council Study Session of the Draft Housing Element Safety Element Study Session.
- January 24, 2022: Special meeting of the Planning and Preservation Commission review and recommendation of the Draft Housing Element and Safety Element.
- February 7, 2022: City Council consideration and adoption of the Draft Housing Element and Safety Element.

BUDGET IMPACT:

The Housing Element Update is funded by a combination of state grant funds totaling \$310,000 from the Senate Bill 2 (SB 2) Planning Grant Program and the State's Local Early Action Planning (LEAP) Grants Program.

Presentation and Study Session of the Draft 2021-2029 Housing Element and Safety Element Update to the General Plan

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CONCLUSION:

Staff recommends that the City Council receive the presentation and provide feedback on the proposed 2021-2029 Housing Element and Safety Element Update to the General Plan.

ATTACHMENTS:

- A. [Draft 2021-2029 Housing Element Update](#) (Click link to view document)
- B. [Draft Safety Element Update](#) (Click link to view document)
- C. [Draft Mitigated Negative Declaration](#) (Click link to view document)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Director of Community Development

Date: January 24, 2022

Subject: Consideration and Discussion Regarding Re-establishing Low Income Assistance Home Programs

RECOMMENDATION:

It is recommended that City Council:

- a. Discuss re-establishing the City’s low income assistance home loan programs, including the housing rehabilitation loan program and down payment assistance loan program;
- b. Discuss the staffing resources required to providing affordable housing and homeless services, including the low income home loan programs, rental assistance programs, landlord/tenant services, homeless outreach services, and other related programs and services; and
- c. Provide direction, as appropriate.

BACKGROUND:

- 1. In 1964, the City Council adopted Ordinance No. 888 to establish the Redevelopment Agency of the City of San Fernando. The San Fernando Redevelopment Agency (RDA) was authorized to conduct business and exercise its power under the State Community Redevelopment Law (State Redevelopment Law).
- 2. On August 2, 1982, the City Council adopted Resolutions No. 5248 and No. 5249 to establish the City Rehabilitation Loan Program to assist with home repairs. This program was funded with property tax increment received through the San Fernando Redevelopment Agency.
- 3. On November 17, 1997, the Redevelopment Agency adopted Resolution No. 647 approving the “First Time Home Buyer Loan Program” that assisted with housing loan down payments. This program was also funded with property tax increment received through the San Fernando Redevelopment Agency.

Consideration and Discussion Regarding Re-Establishing Low Income Assistance Home Programs

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4. On June 28, 2011, the Governor signed Assembly Bill ABX1 26 (AB 26) and ABX1 27 (AB 27) making certain changes to the State Redevelopment Law. The California Redevelopment Association and League of California Cities filed a lawsuit in the California Supreme Court (*California Redevelopment Association, et al. v. Matosantos, et al.*, Case No. S194861) alleging that AB 26 and AB 27 were unconstitutional. As a result of the Supreme Court's decision on February 1, 2012, all redevelopment agencies were dissolved and replaced by successor agencies, which were designated as successor entities to the former redevelopment agencies.
5. On August 15, 2011, the City Council adopted Resolution No. 7452 electing for the City Council to serve as the Successor Agency to the San Fernando Redevelopment Agency. The authority, duties, obligations, and assets of the San Fernando Redevelopment Agency transferred to the Successor Agency by law on February 1, 2012.
6. On February 6, 2012, the City Council, acting as the governing body of the Successor Agency, adopted Resolution No. 1 to establish rules and regulations for operating the Successor Agency as a new legal entity pursuant to the amended State Redevelopment Law. The amended State Redevelopment Law also removed redevelopment funds from cities, which resulted in the City's discontinuation of the First Time Home Buyer Loan Program and the Home Rehabilitation Loan Program.
7. On November 15, 2021, an item was placed on the agenda by Councilmember Rodriguez asking City Council to consider using the City's low and moderate income housing funds from the former Redevelopment Agency to re-establish programs for low income housing loans and grant assistance. The City Council directed staff to bring the item back for further discussion.

ANALYSIS:

Prior to dissolution of the Redevelopment Agency in 2012, redevelopment agencies were required to set aside 20% of annual tax increment funds to a Low and Moderate Income Housing Fund (Housing Fund) to improve and expand availability and supply of affordable housing in the redevelopment area. The City used the Housing Fund to subsidize affordable housing developments and provide housing loans to qualifying low and moderate income families. The City had two programs to promote homeownership opportunities and to assist with home repairs, as follows:

1. First Time Home Buyer Loan Program: This program provided an interest-free loan of 17% of the purchase price, up to a \$30,000, to qualifying families for helping with the down payment for the home purchase. The loans were amortized over a 30-year period. A description of the original First Time Home Buyer Loan Program is included as Attachment "A."

Consideration and Discussion Regarding Re-Establishing Low Income Assistance Home Programs

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2. Home Rehabilitation Program: This program provided a \$25,000 loan with interest rates from zero to three percent, depending on income levels, to qualifying homeowners for repairs to substandard housing conditions. These loans were generally repaid through a minimum monthly payment, and they became entirely due when the loan agreement terminated or the owner sold, transferred, leased, or refinanced the property. A description of the original Home Rehabilitation Program is included as Attachment "B."

After the dissolution of the Redevelopment Agency, funding from the State discontinued and the City's Housing Fund assets were transferred to the City's Successor Agency. The cash balance in the City's Housing Fund as of the end of 2021 is \$2.16 million, which is currently available to use for low income housing activities. An additional \$1.0 million in outstanding loans in these programs will be added to the City's Housing Fund when homeowners repay the loans.

If the City Council directs staff to move forward with re-establishing these programs, staff will review and update the program parameters, including the qualifying income levels, maximum loan assistance, interest rate, and payment terms. A revised program will be presented to City Council at a future meeting for review and approval.

Re-Establishment and Administration of the Housing Programs.

In November 2021, Councilmember Rodriguez requested an agenda item to consider using the City's Housing Fund to re-establish the prior loan programs, as well as administering other grant opportunities for affordable housing.

Staff recommends that the City Council also consider, discuss, and provide direction on the resources for effectively administering these programs. Specifically, staff recommends considering creating a Housing Division within the Community Development Department and a Housing Coordinator position to administer loan and grant programs as well as affordable housing and homeless coordination services.

A new Housing Division could administer the following:

- First Time Home Buyer Loan Program
- Home Rehabilitation Program
- Affordable rental housing
- Accessory Dwelling Units rental
- Senate Bill 9 rental affordability requirements
- Homeless coordination assistance
- Other services related to housing (e.g., Fair Housing, State Housing Laws, etc.)

Many cities in Los Angeles County have a Housing Division/Department or a designated staff to assist community members with affordable housing and homeless services. See Attachment "C" for a summary of some surrounding cities.

Consideration and Discussion Regarding Re-Establishing Low Income Assistance Home Programs

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In-house staffing, rather than contracted services, is preferable for implementing these types of programs since it provides prospective applicants and program participants with better customer service from hands-on direct communication with the City.

Staff recommends that the City Council discuss and consider allocating resources for administering these programs, including adding a new in-house Housing Coordinator position, which would be a senior level position within the Community Development Department. The position would involve a high-level of experience in affordable housing development, financing, and subsidized housing assistance programs in local government or a nonprofit agency. It would be responsible for planning, developing, coordinating, and implementing housing programs, including homeless services coordination with neighboring jurisdictions and community outreach. The Housing Coordinator would also be responsible for researching and tracking legislation pertaining to affordable housing and implementation of the Housing Element, such as tracking and maintaining data on affordable housing units, including accessory dwelling units (ADUs) and Senate Bill 9 units. Samples of Housing Coordinator job description, qualification, and salary from other agencies are included as Attachment "D."

If the City Council directs staff to move forward with establishing a Housing Division and Housing Coordinator position responsible for administering housing related programs, staff will draft a job specification, meet and confer with the appropriate bargaining unit, and return to City Council for review and approval prior to recruiting for the position.

BUDGET IMPACT:

As previously mentioned, there is a \$2.16 million balance in the City's Housing Fund that could be used to fund Rehabilitation and First Time Homebuyer Loan programs, with additional anticipated funding of \$1.0 million from outstanding loans that will be repaid to the Housing Fund.

A Housing Coordinator position would cost approximately \$125,000 to \$150,000 per year. The position could be funded partially by the City's Measure H Innovation Funds (approximately \$25,000 per year) and former RDA Housing Funds. However, most of the position would need to be funded from the General Fund. This position will provide the City with the necessary resources to move a number of aspects of the Citywide Strategic Goal to Preserve Beautiful Homes and Neighborhoods forward, including:

1. Promoting home ownership and first time homeowner programs, particularly programs that provide home ownership opportunities for current San Fernando residents/renters.
2. Exploring programs that provide technical assistance, architectural guidance, and financial support for the preservation and restoration of historic residential homes.

Consideration and Discussion Regarding Re-Establishing Low Income Assistance Home Programs

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3. Exploring programs that provide technical assistance, architectural guidance, and financial support for home rehabilitation for low- and moderate-income homeowners.
4. Developing a Homeless Plan and policies to support unsheltered and under housed individuals and families.
5. Developing policies, financial literacy and financial incentives to address displacement pressures for individuals and families that are functionally under-housed.

CONCLUSION:

It is recommended that City Council discuss and provide direction regarding re-establishing the City's low income assistance home programs, providing affordable housing and homeless services, and ensuring adequate staffing resources for providing effective customer service to the programs.

ATTACHMENTS:

- A. First Time Home Buyer Loan Program
- B. Home Rehabilitation Loan Program
- C. Summary of Housing Division staffing in surrounding cities
- D. Housing Coordinator Job Description Samples



**CITY OF SAN FERNANDO
FIRST TIME HOME BUYER LOAN PROGRAM**

Dear Applicant:

Thank you for your interest in our First Time Home Buyer loan program. Based upon the information you provided, it appears that you may be qualified for our program.

Attached is an overview of our program and a comprehensive application package upon which your eligibility for our program will be determined. Please read and complete all portions of the application. Upon completion of the forms, please return to the Community Development Department.

To avoid any delays in the processing of your application, please remember to include photocopies of all requested documentation and original forms provided which are also included in this packet.

Funding for the 2011-2012 program year is extremely limited, and all applications will be reviewed on a first come, first serve basis.

Should you have any questions regarding this program or application process, please do not hesitate to contact the Community Development Department at (818) 898-1227.

We look forward to reviewing your application.

Sincerely,
Community Development Department



**CITY OF SAN FERNANDO
FIRST TIME HOME BUYER PROGRAM**

INTRODUCTION

The First Time Home Buyer (FTHB) Program is designed to be used in conjunction with normal mortgage loan application procedures. The processing procedures do not require extensive paperwork and complement processing procedures that are in place at most mortgage lending institutions.

The purpose of this program is to assist low and moderate-income families in the purchase of their first home within the City of San Fernando. The goal of this program is to promote affordable home ownership opportunities in the community, thereby contributing to neighborhood stability and property maintenance.

FTHB ASSISTANCE

A “silent second” loan of 17% and up to a maximum dollar amount of \$30,000 is offered as assistance toward the purchase of a home per assisted household, which ever is lesser.

The City’s direct financial assistance will be in the form of a 30-year loan to the homebuyer secured by a Promissory Note, and Purchaser Affordability Agreement and Deed of Trust.

The loan will be non-interest bearing for the life of the loan and does not require minimum monthly payments.

ELIGIBILITY REQUIREMENTS

- ✓ Applicant must not have had any real estate holdings within the past three years, ending on the date the City loan is executed.
- ✓ Combined gross household income must be 120% or less of the Los Angeles County Median Income adjusted per family size (see below).

1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
\$52,900	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800

Source: Department of Housing and Community Development Division of Housing Policy Development- Official State Income Limits for 2009

- ✓ Applicants must have at least 3% of purchase price in cash to contribute towards their down payment.
- ✓ Applicant or Co-Applicant must have completed a certified 8-hour homebuyer workshop.

- ✓ Applicant must be qualified for a fixed rate loan secured by a First Trust Deed from a licensed mortgage lender.
- ✓ Monthly housing cost ratio shall not exceed 35% of combined monthly income. H&S code §50052.5(b)(4)

RESTRICTIONS AND CONDITIONS OF ASSISTANCE

Eligible properties include new or existing single family houses, residential condominiums, manufactured homes and town homes located within the City of San Fernando boundaries.

For new and existing housing units, the maximum purchase price may not exceed the FHA loan amount maximum in effect at the time the City loan application is submitted.

Within escrow, a certified building inspection company must inspect the house, and each buyer must have a one year warranty plan.

The City of San Fernando must inspect the home Housing Quality Standards prior to submitting a bid on a home.

The applicant must occupy the acquired residential home as their principal residence for the life of the loan. Regular monitoring may occur to ensure compliance of this requirement.

REPAYMENT PROGRAM

Loan principal and a percentage of any “Net Proceeds” are due and payable if during the life of the loan, the property is sold, title is transferred, the home is not occupied as the principal residence by the applicants, or there is unauthorized refinancing of the first trust deed.

Net Proceeds Repayment Table		Recapture Examples For a home bought in 2005 for \$315,000 and sold for \$380,000 in year indicated below			
Property sold within :	Equity share %	“Net Proceeds”	Equity Share	+ City Assistance	= \$ Due to City
Year 1-30	75%	\$65,000	\$9,100	\$45,000 (14%)	\$54,100
Loan expired	Per Annum Penalty	10% per annum	+ Previous Balance		= \$\$ Due to City
Year 31	10%	\$5,410	\$54,100		\$59,510
Year 32	10%	\$5,951	\$59,510		\$65,461
Year 33	10%	\$6,546	\$65,451		\$72,007
Year 34	10%	\$7,201	\$72,007		\$79,208
Year 35 etc...	10%	\$7,921	\$79,208		\$87,129

In order to replenish the loan pool for future participants, the City of San Fernando receives a percentage of the equity or “net proceeds” accumulated on the property, in the amount equal to the City’s proportionate share of the property purchase price. The City’s share of equity is based upon the recapture table above.

ADDITIONAL PROGRAM CONSIDERATIONS

The incorporation of a Mortgage Credit Certificate may be allowed under this program. The incorporation of additional financial downpayment assistance provided by other means is subject to review.

Strict penalties may be imposed on any Applicant or Lender representing an Applicant making a material misstatement, misrepresentation or committing a fraudulent act on documents submitted to obtain program assistance.

Please allow 10 business days for processing.



CITY OF SAN FERNANDO FIRST TIME HOME BUYER APPLICATION

APPLICANTS	NAME	SOCIAL SECURITY NO.	GROSS ANNUAL INCOME	AGE	FULL TIME STUDENT? Y/N
Applicant					
Co-Applicant					
MAILING INFORMATION					
Current Address					
City, State, ZIP				Phone	
OTHER FAMILY MEMBERS	NAME	SOCIAL SECURITY NO.	GROSS ANNUAL INCOME	AGE	FT STUDENT? Y/N
Family member					
Family member					
Family member					
Family member					
Family member					
EMPLOYMENT INFORMATION If self-employed, please check here <input type="checkbox"/>					
APPLICANT'S EMPLOYER		APPLICANT'S POSITION		PHONE NO.	
ADDRESS		CITY, STATE, ZIP		LENGTH OF EMPLOYMENT	
CO-APPLICANT'S EMPLOYER		CO-APPLICANT'S POSITION		PHONE NO.	
ADDRESS		CITY, STATE, ZIP		LENGTH OF EMPLOYMENT	
OTHER INFORMATION					
Are you or any member of your household currently receiving a pension or Social Security and/or SSI?		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please disclose monthly amount		\$	
Are you an US Citizen or US Permanent Resident?		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify		<input type="checkbox"/> US Resident <input type="checkbox"/> US Citizen	
Do you have a down payment for a home purchase?		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please disclose amount		\$	
Is the head of household disabled?		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> decline to state	
What is the sex of the head of household?		<input type="checkbox"/> male <input type="checkbox"/> female		<input type="checkbox"/> decline to state	
Please state your ethnicity		<input type="checkbox"/> decline to state			

I declare under penalty of perjury that the statements made on this application are true and correct.
 Any person, under penalty of perjury, who willfully state as true any material which he/she knows to be false can be found guilty of perjury.

 Applicant's Signature

 Date

 Co-Applicant's Signature

 Date

CHECKLIST FOR DOCUMENTATION SUBMITTAL (FTHB)

This checklist has been provided to make the application process as quick as possible.

Incomplete submittals will be returned without further review.

INCOME VERIFICATION

If you are salaried, please provide PHOTOCOPIES of:

- 3 consecutive years of Federal and State income tax returns (signed) with W-2 forms
- 6 recent consecutive paycheck stubs
- 3 most recent consecutive checking account statements (3 months)
- 3 most recent year-to-date statements showing interest earned on all interest-bearing accounts

If you are self-employed (Sole Proprietorship), please provide PHOTOCOPIES of:

- 3 years of Federal and State income tax returns (signed)
- Most recent year-to-date profit and loss statement (signed)

If you receive other income on a regular basis, please provide PHOTOCOPIES of:

- Rental Income- Federal income tax return form 1040 and/or rental agreements, or
- Retirement/Social Security- statement of benefits from the Social Security Office, or proof of direct deposit, or
- Alimony/Child Support- divorce decree or separation agreement, or
- Commissions, interest/dividends- personal Federal and State income tax returns for the last 3 years (signed), or
- Any other income- provide appropriate documentation

ADDITIONAL REQUIREMENTS

- Household Certification of Anticipated Gross Annual Income– To be completed by any individual in said household certifying income for the entire family (see attachment).
- Individual Certification of Anticipated Gross Annual Income– To be completed by any individual in said household certifying source of independent income (see attachment).
- Fair Housing Lending Notice– Please provide the acknowledgement of receiving the Fair Lending Notice as noted in the California Housing Financial Discrimination Act of 1977 (see attachment).
- Verification of 3% Down Payment – Please provide PHOTOCOPIES of bank statements or 401K Certification.
- Verification of Full Time Student Status – Please provide proof of enrollment for current school term (only if applicable).
- Pre-qualification for First Trust Deed– Please provide a certified letter from a licensed lender dated no more than three months from application date.
- Housing Workshop Certificate– You must attend a workshop and provide an original workshop certificate (see attachment for workshop schedules).

*We look forward to reviewing your application.
Please allow 10 business days for processing.*

**CERTIFICATION OF ANTICIPATED
GROSS ANNUAL HOUSEHOLD INCOME**

Name of Head of Household _____

Project Address: **First Time Homebuyer**

The purpose of this certification is to assist the Housing Division in determining your eligibility for one of the City's Housing Programs. All information contained herein shall be kept confidential. This form should be completed by the head of household. All persons listed below must complete a separate Certification of Anticipated Individual Income.

Names of Household Members (including yourself)	Relationship to Head of Household	Age	Anticipated Gross Annual Income
	HEAD OF HOUSEHOLD		
TOTAL ANTICIPATED ANNUAL GROSS HOUSEHOLD INCOME			

I, the undersigned, state that I have completed this form accurately and completely to the best of my knowledge for all persons who are to occupy the unit in the above housing development for which application is made.

Signature of Head of Household

Date

CERTIFICATION OF INDIVIDUAL'S ANTICIPATED GROSS ANNUAL INCOME

This form should be completed by **EACH** household member that has any type of income listed in Part A, and not listed in Part B of the City of SAN FERNANDO's Definition of income. Please attach verification of all income reported (i.e.: pay stubs, interest statements, etc.).

Name of Occupant: _____

Social Security Number: _____

Note: If there is NO income, enter "no income." Sign and date this form.

SOURCE (wages, overtime, interest, pension, Social Security, SSI, child support, unemployment, etc.)	GROSS AMOUNT (Amount before any deductions received each Pay Period)	PAY PERIOD (weekly, biweekly, monthly, etc.)	ANNUAL GROSS (Total income before any deductions for one year)
TOTAL ANNUAL GROSS INCOME			

Are you a fulltime student? YES____ NO____

If yes, attach a copy of your proof of enrollment/class schedule for the current school term.

I hereby state that all of the above statements are true, accurate, and complete to the best of my knowledge and belief.

Signature of Occupant

Date

Copy as Necessary for Each Household Member

**HOME REHABILITATION PROGRAM
APPLICATION FOR SPECIAL HOUSING INSPECTION**

In accordance with HUD national housing rehabilitation goals and objectives and the City’s General Plan, it is the intent of this program to bring home up to current local building code standards. Therefore, before any application can be processed, the applicant must arrange for the Program Building Inspector to inspect the property where the home improvement is to take place. As the Subject property will be thoroughly inspected inside and out, an adult must be present on the premises when the inspection takes place.

It is understood that any hazardous conditions, or violations of the City building or municipal codes must be corrected whether or not the proposed loan or rebate is eventually made. Should the loan or rebate be made some or all of the funds must be used to correct the deficiencies noted by the Program Building Inspector.

The City of San Fernando will enforce the California Building Code section CBC 310.9 regarding SMOKE DETECTORS being placed in all homes where building permits have been issued.

De acuerdo con metas de rehabilitación de la Ciudad de San Fernando y los objetivos nacionales de HUD y el plan general, es el intento de este programa traer su casa hasta estándares locales actuales del código municipal de construcción. Por lo tanto, antes de que cualquier uso pueda ser procesado, el aspirante debe arreglar para que el inspector de la ciudad del programa examine la característica donde está ocurrir los mejoramientos caseros. Como la casa será examinada a fondo adentro y afuera, un adulto debe estar presente en las cuando ocurra la inspección.

Se entiende que cualquier condición peligrosa, o la violación de código de la ciudad o los códigos municipales deben ser corregidos aun sin que el préstamo o la rebaja propuesta sea aprobada. Si el préstamo o la rebaja se realicé, algunos o todos los fondos deben ser utilizados para corregir las deficiencias conocidas por el inspector del programa.

La ciudad de San Fernando hará cumplir el código de la sección CBC 310.9 del código de construcción de California con respecto a los DETECTORES DE HUMO que son colocados en todos los hogares en donde se han publicado los permisos de construcción.

Applicant: _____

Address of Property to be inspected: _____

Phone (day): _____ Phone (evening): _____

Anticipated date of Inspection: _____

Owner has read and agreed to the above provisions.

Applicant’s Signature

Date

Co-Applicant’s Signature

Date

FAIR LENDING NOTICE

To: All applicants for a real property secured loan to purchase, construct, rehabilitate, improve or refinance an owner-occupied one-to-four family residence: and all owner-applicants for a real property secured home improvement loan to improve a one-to-four family residence (whether or not owner occupied):

“The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the U.S. Comptroller of the Currency, Consumer Affairs Division, Washington D.C. 20219.”

The California Housing Financial Discriminating Act of 1977 provides in part as follows:

“35810. No financial institution shall discriminate in the availability of, or in the provision of, financial assistance for the purpose of purchasing, constructing, rehabilitating, improving, or refinancing housing accommodations due, in whole or in part, to the consideration of conditions, characteristics, or trends in the neighborhood or geographic area surrounding the housing accommodation, unless the financial institution can demonstrate that such consideration in the particular case is required to avoid an unsafe and unsound business practice.

35811. No financial institution shall discriminate in the availability of, or in the provision of, financial assistance for the purpose of purchasing, constructing, rehabilitating, improving, or refinancing housing accommodations due, in whole or in part, to the consideration of race, color, religion, sex, marital status, national origin, or ancestry.

35812. No financial institution shall consider the racial, ethnic, religious, or national origin composition of a neighborhood or geographic area surrounding a housing accommodation or whether or not such composition is undergoing change, or is expected to undergo change, in appraising a housing accommodation or in determining whether or not, and under what terms and conditions, to provide financial assistance for the purpose of purchasing, constructing, rehabilitating, improving, or refinancing a housing accommodation. No financial institution shall utilize appraisal practices that are inconsistent with the provisions of this part.”

If you wish to file a complaint, or if you have questions about your rights, contact:

Comptroller of the Currency
Administrator of National Banks/Western District
Consumer Complaint Department
50 Fremont Street
Suite 3900
San Francisco, CA 94105

I (We) have received a copy of this notice.

Signature of Applicant

Date

Signature of Applicant

Date

DEFINITION OF INCOME

A. INCOME INCLUSIONS include the following (unless such income is described in (B) below:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Net income from the operations of a business or professions. Expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except as provided in number 14 of Income Exclusions).
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in number 3 of Income Exclusions).
6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - The amount the allowance or grant exclusive of the amount specifically designated for shelter and utilities; *plus*
 - The maximum amounts that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is ratably reduced from the standard of need by applying a percentage, the

amount calculated under this paragraph is the amount resulting from one application of the percentage.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. All regular pay, special day and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).

B. INCOME EXCLUSIONS. The following income is excluded from the amount set forth above:

1. Income from the employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in aide (as defined in 24 CFR5.403).
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8.
 - (a) Amounts received under training programs funded by HUD.
 - (b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a plan to Attain Self-Sufficiency (PASS).
 - (c) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program.
 - (d) Amounts received under a resident service stipend (as defined in 24 CFR 5.609(c) (8)(iv)).

- (e) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
9. Temporary, nonrecurring, or sporadic income (including gifts).
 10. Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi era.
 11. Earnings in excess of \$480 for each full-time student 18 years of age or older (excluding the head of household or spouse).
 12. Adoption assistance payments in excess of \$480 per adopted child.
 13. For public housing only, the earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (43 U.S.C. 1437t), or any comparable federal, state or local law during the exclusion period.
 14. Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
 15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
 16. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
 17. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609 (c) apply, including:
 - The value of allotment made under the Food Stamp Act of 1977;
 - Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);
 - Payments received under the Alaskan Native Claims Settlement Act;
 - Payments from the disposal of funds of the Grand River Band of Ottawa Indians;
 - Payments from certain sub marginal U.S. land held in trust for certain Indian tribes;

- Payments, rebates, or credits received under Assistance Programs (includes any winder differentials given to the elderly);
- Payments received under the Main Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 9z Stat. 1785);
- The first \$2000 of per capita shares received from judgments awarded by the Indian Claims Commission of the Court of Claims or from funds the Secretary of the Interior holds in trust for an Indian tribe;
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs, or veterans benefits;
- Payments received under Title V of the Older Americans Act (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- Earned income tax credit;
- The value of any child care provided or reimbursed under the Child Care and Development Block Grant Act of 1990; and
- Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, State job training programs and career intern programs).



HOME REHABILITATION LOAN PROGRAM

Dear Applicant:

Thank you for your interest in our Home Rehabilitation loan program. Based upon the information you provided, it appears that you may be qualified for our program.

Attached is an overview of our program and a comprehensive application package upon which your eligibility for our program will be determined. To avoid any delays in the processing of your application, please remember to include photocopies of all requested documentation and original forms which are also included in this packet.

Funding for the 2011-2012 program year is extremely limited, and all applications will be dealt with on a first come, first serve basis.

Please read and complete all portions of the application. Upon completion of the forms, please return to the Community Development Department. Should you have any questions regarding this program or application process, please do not hesitate to contact me in the Community Development Department at 818-898-1227.

We look forward to reviewing your application.

Sincerely,
Community Development Department



HOME REHABILITATION PROGRAM OVERVIEW

INTRODUCTION



The purpose of this program is to assist low and moderate-income households in the rehabilitation of their home to repair any code violations, to meet housing quality standards and to restore historic preservation features in their home. The goal of this program is to eliminate safety hazards, improve substandard conditions and to enhance the overall appearance of the property and thereby have a ripple effect on improving the aesthetics of the block, immediate neighborhood and the community in general.

REHAB ASSISTANCE

A loan of a maximum dollar amount of \$25,000 is offered as assistance toward the rehabilitation of a home per assisted household. The City’s direct financial assistance will be in the form of a loan to the homeowner secured by a Loan Agreement, Promissory Note and a Deed of trust.






The loan will bare a simple interest of 0-3 percent depending on the combined gross household income adjusted per family size. The loan may require minimum monthly payments until the loan agreement is terminated where the entire balance will be due paid in full.

ELIGIBILITY REQUIREMENTS

-  Applicant must be the current homeowner residing in the home to be rehabilitated.
-  Combined gross household income must be 120% or less of the Los Angeles County Median Family Income adjusted per family size (see below).

1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
\$52,900	\$60,500	\$68,050	\$75,600	\$81,650	\$87,700	\$93,750	\$99,800

Source: Department of Housing and Community Development- Official State Income Limits for 2009

-  The home to be rehabilitated must be located within City of San Fernando boundaries.
-  The home to be rehabilitated must be a single family residence.
-  Applicant must select a licensed (Category B) and bonded general contractor in good standing with the Contractor’s State License Board for the home rehabilitation. The City is not responsible for the selection of the Contractor.
-  Applicant must be able to provide proof of ownership and occupancy of the property to be rehabilitated.
-  No pattern of notice of code compliance and or repeated Police response for services.

RESTRICTIONS AND CONDITIONS OF ASSISTANCE

Eligible properties include existing single family houses, and manufactured homes located within the corporate city limits for San Fernando.

Loan proceeds may only be used to cover the costs of services and materials necessary to carry out the rehabilitation of work. Equity loans are NOT allowed.

Previously contracted or commenced work or materials purchased are NOT eligible for reimbursement, or for continuation of work underway, unless previously commenced work is a hazard to life or property. Rehabilitation work must not commence until City approval is received, all permits are issued, and a Notice to Proceed order is given.

The City of San Fernando reserves the right to allow staff and/or its agents to conduct necessary property and rehabilitation work inspections as required.

All funds disbursed are payable directly to the contractor for rehabilitation of work performed on a scheduled basis. Work must not commence until City approval is received, all permits are issued and a Proceed Order is provided. Advanced payments or personal funds will NOT be reimbursed to the property owner or the Contractor. The City of San Fernando is not responsible for advanced funds to the Contractor. Side agreements between the Property Owner and the Contractor are not allowed during the City of San Fernando Rehabilitation Program.

REPAYMENT PROGRAM

Loan principal and a interest are due and payable if during the life of the loan the property is sold, title is transferred, the home is not occupied as the principal residence by the applicants, or there is unauthorized refinancing of the first trust deed.

Monthly payments are assessed upon determination of an *undeferred* loan status. Payments are calculated on a per-case basis over 15 years.

ADDITIONAL PROGRAM CONSIDERATIONS

Items required to be fully code-complying include, but are not limited to:

- | | |
|----------------------|---------------------------------|
| ✘ Termite Work | ✘ Roofing Repairs |
| ✘ Attic Insulation | ✘ Plumbing Repairs |
| ✘ Smoke Detectors | ✘ Electrical Repairs |
| ✘ Weather Stripping | ✘ Exterior Stucco/Siding Repair |
| ✘ Structural Repairs | ✘ Window and Door replacement |

Ineligible items include but are not limited to:

- | | |
|--------------------------------------|---|
| ⊗ Reimbursement for personal labor | ⊗ Aluminum siding |
| ⊗ Burglar alarms | ⊗ Wrought iron security devices |
| ⊗ Free-standing appliances | ⊗ Recreational equipment |
| ⊗ Purchase or repair of furniture | ⊗ Kennels |
| ⊗ Unapproved Demolition | ⊗ Bath houses, swimming pools, saunas, hot tubs |
| ⊗ Free standing concrete block walls | ⊗ Murals, window treatments, tv antennas |
| ⊗ Interim wood paneling | ⊗ Steam cleaning |
| ⊗ Forced air heating systems | ⊗ Pool Repairs |
| ⊗ Construction of additional rooms | ⊗ Deconversion of garages |

The City of San Fernando reserves the right to deny requests in specific instances where the rehabilitation to be completed and/or the application do not conform to these or other program guidelines.

The City of San Fernando and/or participating lenders determines the eligibility of applicant to the program.

Please allow at least two (2) weeks for processing.



HOME REHABILITATION APPLICATION

APPLICANTS	NAME	SOCIAL SECURITY NO.	GROSS ANNUAL INCOME	AGE	FULL TIME STUDENT ? Y/N
Applicant					
Co-Applicant					
MAILING INFORMATION					
Current Address					
City, State, ZIP				Phone	
OTHER FAMILY MEMBERS	NAME	SOCIAL SECURITY NO.	GROSS ANNUAL INCOME	AGE	FT STUDENT ? Y/N
Family member					
Family member					
Family member					
Family member					
Family member					
EMPLOYMENT INFORMATION <small>If self-employed, please check here <input type="checkbox"/></small>					
APPLICANT'S EMPLOYER		APPLICANT'S POSITION		PHONE NO.	
ADDRESS		CITY, STATE, ZIP		LENGTH OF EMPLOYMENT	
CO-APPLICANT'S EMPLOYER		CO-APPLICANT'S POSITION		PHONE NO.	
ADDRESS		CITY, STATE, ZIP		LENGTH OF EMPLOYMENT	
OTHER INFORMATION					
Are you or any member of your household currently receiving a pension or Social Security and/or SSI?		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please disclose monthly amount		\$	
Are you an US Citizen or US Permanent Resident?		<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify		<input type="checkbox"/> US Resident <input type="checkbox"/> US Citizen	
Is the head of household disabled?		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> decline to state	
What sex is the head of household?		<input type="checkbox"/> male <input type="checkbox"/> female If yes, please specify		<input type="checkbox"/> decline to state	
Please state your ethnicity.				<input type="checkbox"/> decline to state	

I declare under penalty of perjury that the statements made on this application are true and correct. I certify that I (we) am (are) the owner (s) of the above stated subject property, and that I (we) understand the foregoing qualifications and conditions for loan eligibility. Any person, under penalty of perjury, who willfully state as true any material which he/she knows to be false can be found guilty or perjury.

Applicant's Signature

Date

Co-Applicant's Signature

Date



HOME REHABILITATION APPLICATION

PROPERTY INFORMATION			
Property Address			
City, State		Zip	
Legal Description or Assessor's Number: <small>(see current Property Tax Bill)</small>			
Please list all current owners on the Title to this property:			
BALANCE VERIFICATION ON LOANS SECURED BY HOME			
1 st Mortgage		Loan Number	#
Lien holder's Name		Loan Balance	\$
Address			
City, State		Zip	
2 nd Mortgage		Loan Number	#
Lien holder's Name		Loan Balance	\$
Address			
City, State		Zip	
PROPERTY DESCRIPTION			
Purchase Date		Year Built	
Purchase Price	\$	Estimated current market value	\$
Estimated living area	Sq. Feet	No. of bedrooms	#
No. of Full Baths	#	No. of 1/2 Baths	#
Major improvements/additions since property was built:			
List items you would like to consider for Rehabilitation:			
			Please Initial Below
Receipt of <i>Fair lending Notice</i> (Please Initial)			
Receipt of <i>Definition of Income</i> (Please Initial)			
Receipt of <i>Protect Your Family From Lead In Your Home</i> (Please Initial)			

CHECKLIST FOR DOCUMENTATION SUBMITTAL (Home Rehabilitation Loan Program)

This checklist has been provided to make the application process as quick as possible.

Incomplete submittals will be returned without further review.

INCOME VERIFICATION *(per individual over 18 years of age*

If you are salaried, please provide PHOTOCOPIES of the following document:

- 3 consecutive years of Federal and State income tax returns (signed) with W-2 forms
- 6 recent consecutive paycheck stubs (of all working bodies)
- 3 concurrent consecutive checking account statements (3 months)
- 3 most recent year-to-date statements showing interest earned on all interest-bearing accounts

If you are self-employed (Sole Proprietorship), please provide PHOTOCOPIES of:

- 3 years of signed Federal and State income tax returns (signed)
- Most recent year-to-date profit and loss statement (signed)

If you receive other income on a regular basis, please provide PHOTOCOPIES of:

- Rental Income- Federal income tax return form 1040 and/or rental agreements, or
- Retirement/Social Security- statement of benefits from the Social Security Office, or proof of direct deposit, or
- Alimony/Child Support- divorce decree or separation agreement, or
- Commissions, interest/dividends- personal Federal and State income tax returns for the last 3 years (signed), or
- Any other income- provide appropriate documentation

ADDITIONAL REQUIREMENTS

- Verification of ownership- Please provide a copy of current Property Tax Bill or Grant Deed
- Verification of Insurance – Please provide a copy of current Homeowner’s Insurance Certificate
- Verification of Owner Occupancy – Please provide a copy of a current utility bill (gas, electric, phone)
- Household** Certification of Anticipated Gross Annual Income– To be completed by any individual in said household certifying income for the entire family (see attachment).
- Individual** Certification of Anticipated Gross Annual Income– To be completed by any individual in said household certifying source of independent income (see attachment).
- Application for Special Housing Inspection- To be completed as permission for city staff to enter property for observation and/or inspection of potential rehabilitation items (see attachment).
- Fair Housing Lending Notice– Please provide the acknowledgement of receiving the Fair Lending Notice as noted in the California Housing Financial Discrimination Act of 1977 (see attachment).
- Verification of Full Time Student Status – Please provide proof of enrollment for current school term (only if applicable).

We look forward to reviewing your application.

**CERTIFICATION OF ANTICIPATED
GROSS ANNUAL HOUSEHOLD INCOME**

Name of Head of Household _____

Project Address: _____

The purpose of this certification is to assist the Housing Division in determining your eligibility for one of the City’s Housing Programs. All information contained herein shall be kept confidential. This form should be completed by the head of household. All persons listed below must complete a separate Certification of Anticipated Individual Income.

Names of Household Members (including yourself)	Relationship to Head of Household	Age	Anticipated Gross Annual Income
	HEAD OF HOUSEHOLD		
TOTAL ANTICIPATED ANNUAL GROSS HOUSEHOLD INCOME			

I, the undersigned, state that I have completed this form accurately and completely to the best of my knowledge for all persons who are to occupy the unit in the above housing development for which application is made.

Signature of Head of Household

Date

**CERTIFICATION OF
ANTICIPATED GROSS ANNUAL INCOME
TO BE COMPLETED PER INDIVIDUAL OVER 18 YEARS OF AGE**

This form should be completed by **EACH** household member that has any type of income listed in Part A, and not listed in Part B of the City of SAN FERNANDO's Definition of income. Please attach verification of all income reported (i.e.: pay stubs, interest statements, etc.).

Name of Occupant: _____

Social Security Number: _____

Note: If there is NO income, enter "no income." Sign and date this form.

SOURCE (wages, overtime, interest, pension, Social Security, SSI, child support, unemployment, etc.)	GROSS AMOUNT (Amount before any deductions received each Pay Period)	PAY PERIOD (weekly, biweekly, monthly, etc.)	ANNUAL GROSS (Total income before any deductions for one year)
TOTAL ANNUAL GROSS INCOME			

Are you a fulltime student? YES___ NO___

If yes, attach a copy of your proof of enrollment/class schedule for the current school term.

I hereby state that all of the above statements are true, accurate, and complete to the best of my knowledge and belief.

Signature of Occupant

Date

Copy as Necessary for Each Household Member



**HOME REHABILITATION PROGRAM
APPLICATION FOR SPECIAL HOUSING INSPECTION**

In accordance with HUD national housing rehabilitation goals and objectives and the City’s General Plan, it is the intent of this program to bring home up to current local building code standards. Therefore, before any application can be processed, the applicant must arrange for the Program Building Inspector to inspect the property where the home improvement is to take place. As the Subject property will be thoroughly inspected inside and out, an adult must be present on the premises when the inspection takes place.

It is understood that any hazardous conditions, or violations of the City building or municipal codes must be corrected whether or not the proposed loan or rebate is eventually made. Should the loan or rebate be made some or all of the funds must be used to correct the deficiencies noted by the Program Building Inspector.

The City of San Fernando will enforce the California Building Code section CBC 310.9 regarding SMOKE DETECTORS being placed in all homes where building permits have been issued.

De acuerdo con metas de rehabilitación de la Cuidad de San Fernando y los objetivos nacionales de HUD y el plan general, es el intento de este programa traer su casa hasta estándares locales actuales del código municipal de construcción. Por lo tanto, antes de que cualquier uso pueda ser procesado, el aspirante debe arreglar para que el inspector de la ciudad del programa examine la característica donde está ocurrir los mejoramientos caseros. Como la casa será examinada a fondo adentro y afuera, un adulto debe estar presente en las cuando ocurra la inspección.

Se entiende que cualquier condición peligrosa, o la violación de código de la ciudad o los códigos municipales deben ser corregidos aun sin que el préstamo o la rebaja propuesta sea aprobada. Si el préstamo o la rebaja se realicé, algunos o todos los fondos deben ser utilizados para corregir las deficiencias conocidas por el inspector del programa.

La ciudad de San Fernando hará cumplir el código de la sección CBC 310.9 del código de construcción de California con respecto a los DETECTORES DE HUMO que son colocados en todos los hogares en donde se han publicado los permisos de construcción.

Applicant: _____

Address of Property to be inspected: _____

Phone (day): _____ Phone (evening): _____

Anticipated date of Inspection: _____

Owner has read and agreed to the above provisions.

Applicant’s Signature

Date

Co-Applicant’s Signature

Date



FAIR LENDING NOTICE

To: All applicants for a real property secured loan to purchase, construct, rehabilitate, improve or refinance an owner-occupied one-to-four family residence: and all owner-applicants for a real property secured home improvement loan to improve a one-to-four family residence (whether or not owner occupied):

“The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the U.S. Comptroller of the Currency, Consumer Affairs Division, Washington D.C. 20219.”

The California Housing Financial Discriminating Act of 1977 provides in part as follows:

“35810. No financial institution shall discriminate in the availability of, or in the provision of, financial assistance for the purpose of purchasing, constructing, rehabilitating, improving, or refinancing housing accommodations due, in whole or in part, to the consideration of conditions, characteristics, or trends in the neighborhood or geographic area surrounding the housing accommodation, unless the financial institution can demonstrate that such consideration in the particular case is required to avoid an unsafe and unsound business practice.

35811. No financial institution shall discriminate in the availability of, or in the provision of, financial assistance for the purpose of purchasing, constructing, rehabilitating, improving, or refinancing housing accommodations due, in whole or in part, to the consideration of race, color, religion, sex, marital status, national origin, or ancestry.

35812. No financial institution shall consider the racial, ethnic, religious, or national origin composition of a neighborhood or geographic area surrounding a housing accommodation or whether or not such composition is undergoing change, or is expected to undergo change, in appraising a housing accommodation or in determining whether or not, and under what terms and conditions, to provide financial assistance for the purpose of purchasing, constructing, rehabilitating, improving, or refinancing a housing accommodation. No financial institution shall utilize appraisal practices that are inconsistent with the provisions of this part.”

If you wish to file a complaint, or if you have questions about your rights, contact:

Comptroller of the Currency
Administrator of National Banks/Western District
Consumer Complaint Department
50 Fremont Street
Suite 3900
San Francisco, CA 94105

I (We) have received a copy of this notice.

Signature of Applicant

Date

Signature of Applicant

Date



DEFINITION OF INCOME

A. INCOME INCLUSIONS include the following (unless such income is described in (B) below:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Net income from the operations of a business or professions. Expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except as provided in number 14 of Income Exclusions).
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in number 3 of Income Exclusions).
6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

- The amount the allowance or grant exclusive of the amount specifically designated for shelter and utilities; *plus*
- The maximum amounts that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph is the amount resulting from one application of the percentage.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. All regular pay, special day and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).

B. INCOME EXCLUSIONS. The following income is excluded from the amount set forth above:

1. Income from the employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in aide (as defined in 24 CFR5.403).
6. The full amount of student financial assistance paid directly to the student or to the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. (a) Amounts received under training programs funded by HUD.
(b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and

- benefits because they are set aside for use under a plan to Attain Self-Sufficiency (PASS).
- (c) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program.
 - (d) Amounts received under a resident service stipend (as defined in 24 CFR 5.609(c) (8)(iv).
 - (e) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
9. Temporary, nonrecurring, or sporadic income (including gifts).
 10. Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi era.
 11. Earnings in excess of \$480 for each full-time student 18 years of age or older (excluding the head of household or spouse).
 12. Adoption assistance payments in excess of \$480 per adopted child.
 13. For public housing only, the earnings and benefits to any family member resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the 1937 Act (43 U.S.C. 1437t), or any comparable federal, state or local law during the exclusion period.
 14. Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
 15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
 16. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
 17. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609 (c) apply, including:

- The value of allotment made under the Food Stamp Act of 1977;
- Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);
- Payments received under the Alaskan Native Claims Settlement Act;
- Payments from the disposal of funds of the Grand River Band of Ottawa Indians;
- Payments from certain sub marginal U.S. land held in trust for certain Indian tribes;
- Payments, rebates, or credits received under Assistance Programs (includes any winder differentials given to the elderly);
- Payments received under the Main Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 9z Stat. 1785);
- The first \$2000 of per capita shares received from judgments awarded by the Indian Claims Commission of the Court of Claims or from funds the Secretary of the Interior holds in trust for an Indian tribe;
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs, or veterans benefits;
- Payments received under Title V of the Older Americans Act (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- Earned income tax credit;
- The value of any child care provided or reimbursed under the Child Care and Development Block Grant Act of 1990; and
- Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, State job training programs and career intern programs).

Nearby Cities' Housing Services and Staffing

City	Staff
City of Santa Clarita <ul style="list-style-type: none"> • Affordable Rental Housing • Community Development Block Grant (CDBG) • Home Purchase Programs • Housing Services • Senior Housing • Residential Repair Grants • Fair Housing Information 	2 Positions
City of Burbank <ul style="list-style-type: none"> • Affordable Housing/Section 8 Resources • Landlord-Tenant Commission and Housing Resources • COVID-19 Rent Relief • Homeless Services • CDBG 	6 positions
City of Glendale <ul style="list-style-type: none"> • Current and Future Affordable Housing Development • Rental Rights • Section 8 Program • COVID-19 Orders & Emergency Rental Assistance Program • Fair Housing and State Housing Laws • Housing Element Update 	30 positions
City of Alhambra <ul style="list-style-type: none"> • Home Improvement Assistance Program • COVID-19 Rent Relief Program • Housing Assistance 	1 Housing Assistant and Contract with Housing Rights Center
City of Pasadena <ul style="list-style-type: none"> • Single-Family Rehabilitation Programs • Direct Homeless Assistance • Housing Navigation • Section 8 Support • Fair Housing Information 	9 positions
City of South Pasadena <ul style="list-style-type: none"> • Emergency Rental Assistance Program • Section 8 program • Fair Housing and State Housing Laws 	1 Position and Contract with Housing Right Center
City of Rosemead <ul style="list-style-type: none"> • First Time Homebuyer Program • Home Improvement Program • Rental Assistance • Fair Housing and State Housing Laws • CDBG • HERO Program (Energy & Water Efficiency Loan Program) • Homeless Services 	1 Position with Contract Staffing Services, and Contract with Housing Right Center



Housing Coordinator

Class Code:
2562

CITY OF GLENDALE (CA)
Established Date: Jul 25, 2012
Revision Date: Apr 8, 2015

SALARY RANGE

\$5,436.51 - \$7,909.56 Monthly

DEFINITION/ESSENTIAL FUNCTIONS:

Under general supervision, this management classification performs duties related to affordable housing projects and programs, and related fiscal projects and programs.

Essential functions of the job include, but are not limited to, the following:

Assists in supervising and managing the activities of the Housing Division of the Community Development Department.

Works with managers and staff in planning and assessment, program goal setting and accomplishment, quality control, and staff performance outcomes.

Develops strategies toward the financial and operational self-sufficiency of the Division.

Develops program audit functions and tasks related to Division operations and in compliance with Federal and State funding regulations.

Tracks and reports performance levels related to Division operations in compliance with Federal and State funding regulations.

Monitors and supervises the collection of all housing revenue related to annual program awards, fraud recovery, loan repayments, and interdepartmental transfers related to expired redevelopment tax increment financing.

Identifies, coordinates, writes and submits for approval of grants for funding affordable housing projects, programs and activities.

Prepares grant applications, tracks and reports the status of grant applications, and monitors contracts for compliance with statutory and regulatory requirements.

Prepares the Housing program budget and assists in the coordination of the Housing Division's budget.

Monitors expenditures and advises others of upcoming deadlines and shortfalls and makes recommendations for corrective actions.

Prepares Requests for Proposals and manages professional service contracts for the Housing Division.

Researches, investigates and analyzes operational and administrative issues, including organization structures, record procedures involving forms, documents and payrolls, work output and workload, and expense control.

Plans and coordinates housing projects with other divisions and departments.

Confers with City officials and employees on matters of administration, finance, and operation.

Researches and tracks legislation pertaining to affordable housing.

Prepares oral and/or written presentations on the impact such legislation may have on affordable housing development in the City for management, Housing Authority and City Council.

Plans, organizes, prepares materials and makes presentations at public meetings related to affordable housing projects and programs.

Prepares and delivers staff reports to various boards, commissions, the Housing Authority and the City Council.

Attends workshops and seminars on affordable housing programs, and housing market trends.

Presents information to appropriate personnel for follow-up action in order to assist the Housing Division to remain up-to-date on the most current regulations, legislation and trends in affordable housing finance, and compliance.

Applies changes to procedures as necessary.

Conducts surveys and studies related to affordable housing trends and practices in other communities.

Analyzes resulting data and prepares oral or written presentations on analysis and recommendations for affordable housing program and project development in the City for divisional and departmental managers, Housing Authority and City Council.

Prepares organization and work flow charts, spreadsheets, and written reports using a variety of computer software applications.

Conducts studies of the Division's operations, recommends changes in goals, objectives, policies and procedures, and oversees the implementation of approved changes.

Plans and coordinates projects with other divisions and departments.

Prepares components of the City Housing Element.

Prepares annual plans, evaluation reports, and online reports on affordable housing programs and projects as required by various local, State, and Federal entities.

Assists in special projects undertaken for purposes of standardization, efficiency, and economy. Assists in development and design of programs based on need.

Plans, assigns, reviews, and evaluates the work of subordinate staff. Reviews and evaluates employees' job performance, and effectively recommends personnel action.

Drives on City business as necessary.

Communicates funding allocations and eligible uses of funds within the framework of regulatory constraints.

Ensures Department services are provided with the highest customer service and ethical standards.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Communicates funding allocations and eligible uses of funds within the framework of regulatory constraints.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS:

Knowledge, Skills & Abilities

Knowledge of:

Affordable housing finance processes, policies and procedures.

Budgetary processes and procedures.

Business practices and procedures.

Effective customer services practices.

Principles of organization, administration, and supervision.

Skill in:

Effective oral and written communications, both on a one-on-one and a group basis.

Making independent judgments and sound decisions based on established guidelines, policies and procedures.

Public contact techniques.

Utilize a variety of computer and software applications including Emphasys Elite, Filemaker and Microsoft Office.

Ability to:

Conduct research and analyze data.

Design and implement work flow systems.

Develop and implement policies and procedures.

Effectively train and supervise subordinates.

Establish and maintain effective working relationships with the City staff, boards, commissions, outside agencies, and the public and resolve interpersonal conflicts.

Exercise good judgment and discretion in problem situations.

Foster a teamwork environment.

Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.

Lead, coach, instruct and motivate employees.

Maintain accuracy under deadlines.

Model and practice the highest standards of ethical conduct.

Organize, assign and schedule workload among subordinate staff.

Plan, manage and complete projects individually or in conjunction with others, including implementing plans of affordable housing agreements, affordable housing components of City and Housing Authority multi-year strategic plans.

Plan, organize and prioritize projects to meet critical deadlines.

Prepare analytical and financial reports.

Prepare and deliver effective presentations to the public at community meetings, and to various boards, commissions, the Housing Authority, and the City Council.

Prepare, monitor and control a budget.

Provide clear work instruction.

Read, write, communicate effectively, and comprehend directions in English.

Review and evaluate employees' job performance.

Review, comprehend, and apply executed affordable housing agreement terms to current conditions.

Understand and use computers to accomplish assignments and guide staff.

Other Characteristics**Willingness to:**

Work overtime as requested.

Assume responsibility for maintaining a safe working environment.

Work the necessary hours and times to accomplish goals, objectives, and required tasks.

Experience

Two years of increasingly responsible professional experience with affordable housing development, finance, and subsidized rental housing assistance programs, in a local government or a nonprofit community development corporation is required.

Education/Training

Bachelor's Degree in Urban Planning, Public Administration, Business Administration, or a related field is required. A Master's Degree in the same fields is highly desirable.

License(s)/Certification(s)

Valid Class C California driver's license.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

CLASSIFICATION INFORMATION:

Classification Series: Housing Coordinator Series

Previously Approved: 07/25/2012

FLSA: Exempt

Probationary Period: One year

Housing Coordinator HUD VASH

POSTED ON 12/14/2021 AVAILABLE BEFORE 1/13/2022

Volunteers of America Los Angeles Los Angeles, CA Full Time

Job Posting for Housing Coordinator HUD VASH at Volunteers of America Los Angeles

About Us:

VOALA

Helping Our Most Vulnerable Change Their Life Stories

Volunteers of America is a non-profit human services organization committed to serving people in need, strengthening families, and building communities. VOA - LA provides a variety of social services to Los Angeles area communities such as Head Start programs, Upward Bound college prep programs, veterans' services, homeless shelters, low-income housing program as well as drug and alcohol rehabilitation. Learn more at www.voala.org.

HUD-VASH

The Department of Housing and Urban Development - VA Supportive Housing (HUD-VASH) Program is an effort between VOALA, HUD and the VA to move Veterans and their families out of homelessness and into permanent housing. Provides long-term case management, clinical/supportive services, and permanent housing assistance for chronically homeless Veterans. Combines Housing Choice Voucher assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs.

JOB SUMMARY AND PURPOSE

The Housing Coordinator is responsible for identifying suitable housing options for program participants and their families, and assisting the participants to achieve sustainable and healthy independent living. Conducts community outreach to develop resources to support homeless participants. Part of services team for the program, the Housing Coordinator provides experience-based leadership and participates in all stages of client service: assessment, services planning, engagement and delivery. Assists program case management, performs outreach and community engagement events, is able to lead these efforts as required.

DUTIES AND RESPONSIBILITIES

- Identifies and locates housing options suitable for homeless clients and their families, including referral to VOALA shelters as appropriate.
 - Creates and maintains a housing database linking tenants to apartments
 - Communicates with landlords and familiarize them with the program and the unique needs of participants

- Leads community outreach for program, represents VOALA at meetings of working groups specific to housing the homeless, attends Apartment and Relator Association meetings, develops community partners.
- Develops support systems to meet individual client's housing needs; coordinates and facilitates move-in activities, rental negotiations, and service referrals as needed
- Facilitates the use of community resources to assist both tenants and landlords in the event of problems leading to potential eviction
- As a member of the program case management team, provides information referrals, crisis intervention, and assistance with permanent housing placement for participants
 - Assists case managers in conducting the comprehensive screenings and assessments to collect functional, environmental, financial, employment, housing, educational, and health information, as appropriate, to develop an Individual Service Plan
 - Coordinates follow-up services with case management team
 - Performs tasks of Case Manager or Housing Specialist as needed
- Performs outreach to area homeless, coordinating efforts of community organizations to serve the homeless
- Additional duties as assigned

Qualifications

REQUIREMENTS:

- Must be able to pass a fingerprint clearance, background check, including criminal history, personal references, employment and education verifications

EDUCATION:

- Bachelor's Degree in Social Services or related discipline,
- Or Equivalent combination of education and work experience (four years)

EXPERIENCE:

- Three years' experience working with veterans, people in recovery and / or homelessness individuals

KNOWLEDGE:

- Knowledge of housing stability plan design and case management.
- Knowledge of Los Angeles' affordable and subsidized housing system.
- Has existing relationships with landlords and other resources for homeless population

TECHNOLOGY SKILLS:

- Microsoft Office Suite, including: Outlook, Word, Excel, PowerPoint; familiar with Databases.

SKILLS AND ABILITIES:

- Able to take on case management and leadership tasks as required to support program
- Strong public speaking ability, able to represent program and participants as an advocate
- Able to develop relationships with program participants, their families, and landlords, as well as a variety of service stakeholders (schools, health and public benefit agencies).
- Strong written and oral skills in the English language, able to accurately complete required reports and data entry.
- Able to perform basic mathematic calculations (rent, security deposits, et cetera).
- Able to perform under circumstances of possible emotional stress and conflict, including dealing with un-cooperative clients.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, with or without reasonable accommodation, including meeting qualitative and quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.
- Must be willing to travel/drive company vehicle through Los Angeles County.

INTERPERSONAL CHARACTERISTICS:

- Must be able to work effectively with people from all walks of life with compassion
- Hold a California Drivers license, with required insurance and a reliable vehicle.

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish)
- HMIS (homeless database)

VOALA BENEFITS SUMMARY:

- Choice of 3 medical insurance plans
- Choice of 2 dental insurance plans (one plan for employee only; has no premium)
- Vision insurance plan
- Voluntary Supplemental Coverage
- Accidental Injury Coverage
- Hospital Care Coverage
- Critical Illness Coverage
- Pet Insurance
- Paid vacation time

- Paid sick time
- 10 company paid holidays
- Company funded 401a retirement pension plan
- Optional employee contribution to 403b retirement savings plan
- Life and AD&D insurance
- Programs to maintain your health and well-being
- Employee Assistance Plan (EAP) – (No cost to employee and 100% confidential)
- Company funded Short-term Disability Insurance (STDI) Insurance
- Company funded Long-term Disability Insurance (LTD)

Volunteers of America is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law

This employer participates in E-Verify as required by the federal government and will provide the federal government with your Form 1-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (OHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

[View Less](#)

COUNTY OF CONTRA COSTA
Department of Human Resources

exams@cchealth.org



invites applications for the position of:

Housing Services Coordinator

Bargaining Unit: Local 21 - Supervisory Management

An Equal Opportunity Employer

SALARY: \$42.04 - \$51.10 Hourly
\$3,363.06 - \$4,087.82 Biweekly
\$7,286.63 - \$8,856.94 Monthly
\$87,439.56 - \$106,283.28 Annually

DEPARTMENT: Health Services - Only

OPENING DATE: 01/05/22

CLOSING DATE: 01/14/22 11:59 PM

THE POSITION:

Bargaining Unit: Local 21 – Supervisory Management
CLOSING DATE: January 14, 2022

Why Join Contra Costa Health Services?

Contra Costa County’s Health Services Department is seeking two (2) qualified individuals interested in a career as a Housing Services Coordinator. One (1) vacancy is in the Health, Housing and Homeless Services (H3) division located in Concord, CA and one (1) vacancy is in the Behavioral Health (BH) division located in Martinez, CA. The Housing Services Coordinator will be responsible for planning, developing, coordinating, and implementing housing programs for special needs population, substance use consumers, Homeless Continuum of Care, and those who are seriously and persistently mentally ill.

Health, Housing, and Homeless Services (H3):

The Housing Services Coordinator will execute the planning, development, implementation, and coordination of supportive housing programs and/or entry into housing and services for homeless consumers within Contra Costa’s Homeless Continuum of Care.

Behavioral Health (BH):

The Housing Services Coordinator will plan, develop, and coordinate housing programs for the consumers it serves, focusing on those with serious mental health needs and substance use issues.

We are looking for someone who:

H3 Assignment:

- Is able to **formulate goals** and implement procedures to meet program objectives
- **Values working collaboratively** with diverse communities, agencies, and other program administrators

- Is able to **communicate effectively** both orally and in writing
- Is able to prepare **clear and concise correspondence** and reports
- Is able to collaborate with staff housing needs and **problem-solve** housing issues for variety of consumers

BH Assignment:

- Is knowledgeable of **residential care State licensing regulations** and the ability to work closely with program administrators
- Is able to **communicate effectively** both orally and in writing
- Is able to prepare **clear and concise correspondence** and reports
- Is able to communicate with stakeholders, contractors, and **facilitate meetings**
- Is able to **problem-solve** complex situations with consumers and agencies

What you will typically be responsible for:

H3 Assignment:

- Providing strategic direction, drive improvement, and advance equity within our Homeless Continuum of Care
- Focusing on planning, coordination, and implementation of community-wide efforts to prevent and end homelessness
- Overall administration and effective coordination of homeless services for Contra Costa's Homeless Continuum of Care
- Working alongside governmental and non-governmental leadership, local, state, and national advocacy groups, and homeless service providers

BH Assignment:

- Managing the referral and placement process of consumers into licensed facilities or community setting in the Behavioral Health Housing Continuum of Care
- Coordinating and facilitating multi-disciplinary team meetings among consumers, staff, community-based organizations, and contractors
- Providing oversight of the contracted Board and Care facilities
- Monitoring the supportive services provided to consumers in housing placements
- Engaging the community in planning processes

A few reasons you might love this job:

H3 Assignment:

- Great opportunity to make a lasting impact on homelessness in Contra Costa County
- Creating a strong continuum of services for formerly homeless people
- See a project develop from the very beginning

BH Assignment:

- Excellent opportunity to contribute to the development of housing resources for people living with severe mental illness
- Learning both clinical and administrative aspects of behavioral health services
- Increasing knowledge of housing a special needs population
- Being a part of the planning, development, and implementation of emerging programs

A few challenges you might face in this job:

H3 Assignment:

- Reaching out to Federal, state, local and private sources of financing for affordable housing, interim housing and housing services
- Working collaboratively with a complex team, multiple Contra Costa County departments, and outside consultants
- Managing complex projects that reflect attention to detail, time management skills, and ability to stay focused and organized

BH Assignment:

- Working collaboratively with multiple County departments on complex cases
- Learning complicated regulatory and legal requirements
- Balancing priorities of community and facility challenges
- Organizing support to all Behavioral Health consumers in housing placements

Competencies Required:

- **Critical Thinking:** Analytically and logically evaluating information, propositions, and claims
- **Delivering Results:** Meeting organizational goals and customer expectations and making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks
- **Adaptability:** Responding positively to change and modifying behavior as the situation requires
- **Displaying Ownership and Accountability:** Holding self and others accountable for measurable high-quality, timely, and cost-effective results
- **Listening:** Fully comprehending spoken communication
- **Writing:** Communicating effectively in writing
- **Building & Maintaining Relationships:** Establishing rapport and maintaining mutually productive relationships
- **Handling & Resolving Conflict:** Managing interpersonally strained situations
- **Coaching & Developing Others:** Supporting others in stretching and expanding their capabilities
- **Group Facilitation:** Enabling constructive and productive group interaction
- **Managing & Facilitating Change:** Addressing key factors that influence successful organizational change
- **Managing Organizational Complexity:** Maneuvering through complex political situations and functions within the organization

To read the complete job description, please visit the website: <https://www.cccounty.us/hr>

The eligible list established from this recruitment may remain in effect for six (6) months.

TYPICAL TASKS:

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process

Education: Possession of a Bachelor's degree from an accredited college or university with a major in a social/human services field.

Experience: Three (3) years of full-time, or its equivalent, experience coordinating and developing housing services for a client population with special needs.

ALL APPLICANTS MUST SUBMIT A COPY OF THEIR CERTIFICATION AND COLLEGE TRANSCRIPT AT THE TIME OF APPLICATION.

Desirable Qualifications:

- Experience working in a federal, state, or local governmental agency
- Experience developing regulations, policies, and procedures
- Experience working with clinicians providing mental health treatment and ongoing care

- Program and project management experience

SELECTION PROCESS:

1. Application Filing and Evaluation: Applicants will be required to complete a supplemental questionnaire at the time of application, applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.

2. Virtual Interview Assessment: Candidates who possess the minimum qualifications will be invited to participate in an online video assessment. The assessment will measure candidates' competencies as they relate to the job. In the assessment, candidates must achieve an average passing score of 70% or higher on each of the competencies, as well as an overall passing score of 70% or higher. These may include but are not limited to: Critical Thinking, Delivering Results, Displaying Ownership & Accountability, Building & Maintaining Relationships, and Managing & Facilitating Change. **(Weighted 100%).**

The online assessment is tentatively scheduled to take place via computer (remotely) sometime during the week of January 24, 2022.

The virtual interview assessment will be administered remotely using a computer or mobile device such as a tablet or smartphone. You will need access to a reliable internet connection to take the assessment, as well as a computer or mobile device with a camera.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

COVID-19 Vaccine Requirements

As of August 24, 2021, Contra Costa County enacted a mandatory COVID-19 vaccine requirement for employees. Proof of full vaccination or approved exemption is required of all employees, including new hires. The policy requirements can be found here:

<https://www.contracosta.ca.gov/DocumentCenter/View/72164>

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

exams@cchealth.org

jobs@hrd.cccounty.us

Housing Services Coordinator Supplemental Questionnaire

* 1. The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for this position and to assist in assessing each applicant's individual qualifications. Your responses to the supplemental questionnaire will be used to evaluate your relevant experience and training to determine which applicants will be invited to participate in the next step of the selection process.

I read and fully understand the above instructions.

Yes No

* 2. Do you possess a valid California Motor Vehicle Operator's license? (Out of state valid motor vehicle operator's license will be accepted during the application process.)

Yes No

* 3. Do you possess a Bachelor's Degree from an accredited college or university with a major in a social/human services field?

Yes No

* 4. Do you have three (3) years of full-time, or its equivalent, experience coordinating and developing housing services for a client population with special needs?

Yes No

* 5. If you answered yes to the question above, please state the employer name(s), employment dates, and job title(s). If you answered no to the question above, please type in "N/A".

* 6. I certify that I meet the announced minimum requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County. **I have read and understand the above information.**

Yes No

* Required Question

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: January 24, 2022

Subject: Consideration to Adopt a Resolution Establishing a Job Specification for the Position of Deputy City Manager

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8112 (Attachment “A”) approving a specification for the Deputy City Manager (Attachment “A” Exhibit “1”) job classification;
- b. Adopt Resolution No. 8113 (Attachment “B”) amending the Fiscal Year (FY) 2021-2022 Salary Resolution to reflect the proper salary range for the Deputy City Manager classification;
- c. Adopt Resolution No. 8114 (Attachment “C”) amending the FY 2021-2022 Table of Organization to include the Deputy City Manager classification in the City Manager’s Office;
- d. Adopt Resolution No. 8115 (Attachment “D”) amending Resolution No. 7692 to include the Deputy City Manager in the Department Head Benefits Plan.
- e. Authorize the City Manager to make non-substantive corrections and execute all related documents.

BACKGROUND:

- 1. On May 19, 2014, the City Council adopted Resolution No. 7605 approving a new job specification for the Deputy City Manager/Director of Public Works job classification.
- 2. On August 7, 2017, the City Council approved Resolution No. 7807 as an amendment to Resolution No. 7692, removing the designation of “Deputy City Manager” from the Director of Public Works job classification, and authorized the City Manager, at his or her discretion, to designate no more than one (1) Department head as “Deputy City Manager” when necessary.

Consideration to Adopt a Resolution Establishing a Job Specification for the Position of Deputy City Manager

Page 2 of 4

3. On April 19, 2021, City Council adopted Citywide Strategic Goals for the five-year period covering 2022 – 2027. These goals focus on increasing services and transparency to the community, preserving the City's neighborhoods and character, and bolstering revenues by increasing the business tax base and securing grant funding, among other goals.
4. On June 21, 2021, the City Council approved the FY 2021-2022 Adopted Budget, which included funding for new Economic Development Manager and Assistant to the City Manager positions, to move the adopted Strategic Goals forward.
5. On September 7, 2021, City Council adopted Resolution No. 8087 approving a new job specification for the Assistant to the City Manager position.

ANALYSIS:

Through the FY 2021-2022 budget, the City Council approved funding for new staffing resources, specifically for an Economic Development Manager and Assistant to the City Manager, to move forward with a number of critical Citywide Strategic Goals.

City Council approved the Assistant to the City Manager position in the City Manager's Office to focus primarily on grant writing and public information/outreach efforts, among other responsibilities. In addition to generating grant revenue, the Assistant to the City Manager position will assist with moving a number of critical policy efforts forward, including, but not limited to, grant management policies and programs, public engagement policies and procedures, Customer Relationship Management (CRM) software, legislative advocacy policies, and personnel rules and policies.

While evaluating and drafting a new job specification for an Economic Development Manager, staff determined that it would be more beneficial to the City organization to establish a Deputy City Manager position that would have the primary responsibility for managing the City's Economic Development activities. There are a number of benefits to establishing this position as a Deputy City Manager rather than an Economic Development Manager, including, but not limited to:

- A Deputy City Manager is an executive management level position with a higher level of experience, responsibility and authority to develop, implement, and manage economic development programs than an Economic Development Manager, which is a mid-management position.
- As an executive management level position, a Deputy City Manager can also provide a higher level of experience, responsibility and authority to develop, implement and manage other critical citywide strategic goals that are related to economic development,

Consideration to Adopt a Resolution Establishing a Job Specification for the Position of Deputy City Manager

Page 3 of 4

including, but not limited to, housing and homeless programs, Community Development Block Grant (CDBG) programs, American Rescue Plan Act (ARPA) programs, community art and mural programs, and assist other Department Heads with special projects.

- A Deputy City Manager position provides a clear “second in command” and a career succession ladder that provides the skills and experience necessary to ultimately prepare an internal candidate to serve as City Manager (i.e., Assistant to the City Manager → Deputy City Manager → City Manager).

The City’s Employer-Employee Relations Resolution No. 4585 (EERR), as amended by Resolution No. 4716, provides orderly procedures for the administration of employer-employee relations between the City and its employee organizations and for resolving disputes regarding wages, hours and other terms and conditions of employment. The EERR designates all Department Head and Assistant Department Head positions as management and confidential and shall not be represented by an employee organization. The proposed Deputy City Manager position is an executive management position with the responsibility to direct Department Heads in the absence of the City Manager. All of these job responsibilities have been incorporated into the proposed specification and, pursuant to the EERR, this position will be designated as a Department Head, confidential, unrepresented employee with benefits established through Resolution No. 7692 – Salary and Benefits for Employees in Classifications Designated as Department Heads.

BUDGET IMPACT:

The City Council included \$150,000 in the FY 2021-2022 Adopted Budget to fund the salary and benefits for an Economic Development Manager. Staff recommends establishing the Deputy City Manager position at Salary Range 83DH (\$13,311 - \$16,179 per month), which would require additional funding of approximately \$75,000 per year, for a total annual cost of \$225,000. A portion of this additional cost may be offset by increased economic activity resulting from a staff position focused on business attraction and retention. Additionally, the investment in a Deputy City Manager position would increase the City’s capacity to more quickly deliver services to the community, such as distribution of CDBG and ARPA funds to businesses, re-establishment of housing down payment assistance and rehabilitation loan programs, and implementation of Beautification Programs.

There is no budget impact associated with adopting the proposed Deputy City Manager job specification and there is sufficient funding included in the current FY 2021-2022 Adopted Budget. If approved, the additional \$75,000 in funding necessary for the Deputy City Manager position will be included in the FY 2022-2023 Budget.

Consideration to Adopt a Resolution Establishing a Job Specification for the Position of Deputy City Manager

Page 4 of 4

CONCLUSION:

Staff recommends that the City Council approve the proposed job specification for Deputy City Manager and related resolutions.

ATTACHMENTS:

- A. Resolution No. 8112
 Exhibit 1: Deputy City Manager Job Specification
- B. Resolution No. 8113 – Amending the City’s Salary Plan
- C. Resolution No. 8114 – Amending the City’s Table of Organization
- D. Resolution No. 8115 – Amending Resolution No. 7692 to include the Deputy City Manager position

RESOLUTION NO. 8112

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF SUPPLEMENT NO. 184 THERETO

THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966, and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, be the same as amended by adding thereto Supplement No. 184 (Exhibit "1") covering important and essential duties, job-related and essential qualifications for the following position and classification:

DEPUTY CITY MANAGER

Supplement No. 184 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Supplement No. 184 are now on file in the office of the City Clerk. Said Supplement No. 184 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

SECTION 2: The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 24th day of January, 2022.

Mary Mendoza, Mayor of the City of San Fernando, California

ATTEST

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8112, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 24th day of January, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this ____ day of January, 2022.

Julia Fritz, City Clerk

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
DEPUTY CITY MANAGER	RESOLUTION NO.	EFFECTIVE DATE
	FLSA DESIGNATION EXEMPT	AT-WILL

GENERAL PURPOSE

Under administrative direction of the City Manager, leads citywide projects and programs, and provides ongoing assistance and support to the City Manager, City Council and Department Heads; manages and coordinates administrative activities for the City Manager’s Office, including Community Outreach, Economic Development, and Housing functions, and assisting with the City Council; performs complex professional, confidential, and analytical duties; and serves as a subject matter expert on the City’s resources. Provides leadership for the planning, design and implementation of the City’s strategic goals, vision, and business objectives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy City Manager is a single-incumbent position that performs professional level administrative work, which requires independent judgement in the execution of duties that are typically sensitive and may impact citywide operations. The incumbent is considered to be an administrative generalist and may be assigned specific activities within a broad range of administrative operations.

The Deputy City Manager is an “At-Will” position that is appointed by and serves at the pleasure of the City Manager as part of the executive management team.

- ESSENTIAL DUTIES AND RESPONSIBILITIES**
- The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
1. Supervise and evaluate technical and clerical staff in the City Manager’s Office; assign and prioritize work. May be assigned as a temporary supervisor to teams or groups of professional, paraprofessional, and technical staff on a project basis; may represent or act in the capacity of City Manager in the City Manager’s absence.
 2. Oversee assigned programs and administrative support functions; manage the operations of the City Manager’s Office, including Community Outreach, Economic Development, and Housing related functions, ensuring effective and efficient completion of department assignments.
 3. Provide expert professional assistance to City management on a wide variety of economic development issues and opportunities; performs analyses and identifies City needs to meet legislated obligations; performs statistical and information-gathering processes to obtain the information and data necessary for analysis and budget development; analyzes alternatives and makes recommendations; discusses findings with management and appointed and elected officials; develops implementation plans, policies

ESSENTIAL DUTIES AND RESPONSIBILITIES

- and procedures; drafts reports, recommended policy change documents and presentation materials. Coordinate economic feasibility and financing plans for commercial and retail improvement projects.
4. Directs and oversees initiatives to attract and expand quality businesses that provide job opportunities and expand or diversify the City's tax base; works with Community Development, Public Works, other City departments and outside agencies to provide incentives and facilitate consideration and approval of new commercial and industrial development projects; works with local governmental and private developers on projects integrating transportation, housing, entertainment and retail.
 5. Serve as the City's Ombudsman to the business community, coordinating with developers, business and property owners to enhance the commercial opportunities within the City.
 6. Provide professional comprehensive analytical assistance to the City Manager regarding citywide issues, programs, goals and objectives, and/or operations; ensure materials are accurate, complete, and in compliance with City standards, policies and procedures.
 7. Coordinate activities with other departments and outside agencies and organizations; as assigned, provide staff assistance to the City Manager and City Council; conducts research, performs analysis, and prepares and presents staff reports and other necessary correspondence; assist with management review of City Council agenda items.
 8. Develop and draft a variety of City policies and procedures including operational procedures, administrative manuals, ordinances, and resolutions; performs policy analysis on anticipated programs. Collect, compile, and analyze information from various sources on a variety of topics, including proposed legislation; prepare comprehensive reports to present and interpret data; identify alternatives and make and justify recommendations.
 9. Develop and administer the City Manager, City Attorney and City Council budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments, as necessary.
 10. Investigate, resolve, and/or facilitate communication and resolutions of issues encountered by residents and business owners.
 11. Serve as the City's general Public Information Officer and coordinate efforts with public information officers in other departments. Explain and interpret City regulations and policies to employees, the public, and outside agencies. Respond to emergency and problem situations with tact and diplomacy.
 12. Oversee the City's community engagement efforts through development and execution of specific public information, public education and community relations programs, events, and procedures, including Citywide social media efforts and the City website.
 13. Initiate and write press releases, public service announcements, articles, speeches and position papers on City activities, programs and policies; determine methods of presentation and distribution. Respond to requests from the media.

ESSENTIAL DUTIES AND RESPONSIBILITIES

14. Advisor to City Manager and City Council on labor relations matters; formulation of labor negotiation policy; serve as representative in conducting negotiations with recognized employee bargaining groups.
15. Represents the City in negotiations and interactions with the City Council, government agencies, audit firms, regulators and professional organizations; serves as the City's representative to industry groups.
16. Monitor and maintain compliance with pertinent federal, state, and local laws, codes, regulations, and ordinances; assist in implementing procedures to ensure compliance with applicable laws and regulations.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles and practices of public economic development, including successful methods for the attraction and retention of commercial and industrial businesses.
2. Principles, intervention strategies and practices of public administration, governmental land-use planning, public funding, private development financing and financial analysis.
3. Administrative principles and methods including goal setting and long-range planning, program development and implementation, delegation and employee supervision.
4. Federal, state and local laws, policies and directives applicable to areas of responsibility.
5. Principles, practices and methods of financing and budget development and implementation.
6. Research methods and statistical analysis techniques.
7. Principles and practices of effective management and supervision with an organization-wide perspective.
8. Principles and practices of organization and culture change.
9. Principles and practices of sound business communications.
10. City human resources policies and labor contract provisions.
11. Safety policies and safe work practices applicable to the position.

ABILITY TO:

1. Plan, direct, manage, coordinate and integrate the work of professional, paraprofessional, and technical staff.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

MINIMUM QUALIFICATIONS

3. Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the City’s customer service policies.
4. Provide effective leadership and coordinate the activities of a municipal organization.
5. Select, motivate and evaluate staff and provide for their training and professional development.
6. Analyze and make sound recommendations on complex issues.
7. Develop and implement appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Be approachable, diplomatic and politically astute, without being political.
11. Represent the City effectively in dealings with other municipalities, community and business organizations, the media and the public in a flexible and unbiased manner and with a high level of integrity.
12. Establish and maintain effective working relationships with City management, staff, property and business owners, vendors, the public and others encountered in the course of work.
13. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in public administration, business administration or a closely related field; and at least five years of management-level experience in a municipal organization; or an equivalent combination of training and experience. A master’s degree in business administration or public administration is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver’s license and the ability to maintain insurability under the City’s vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 10 pounds unaided.

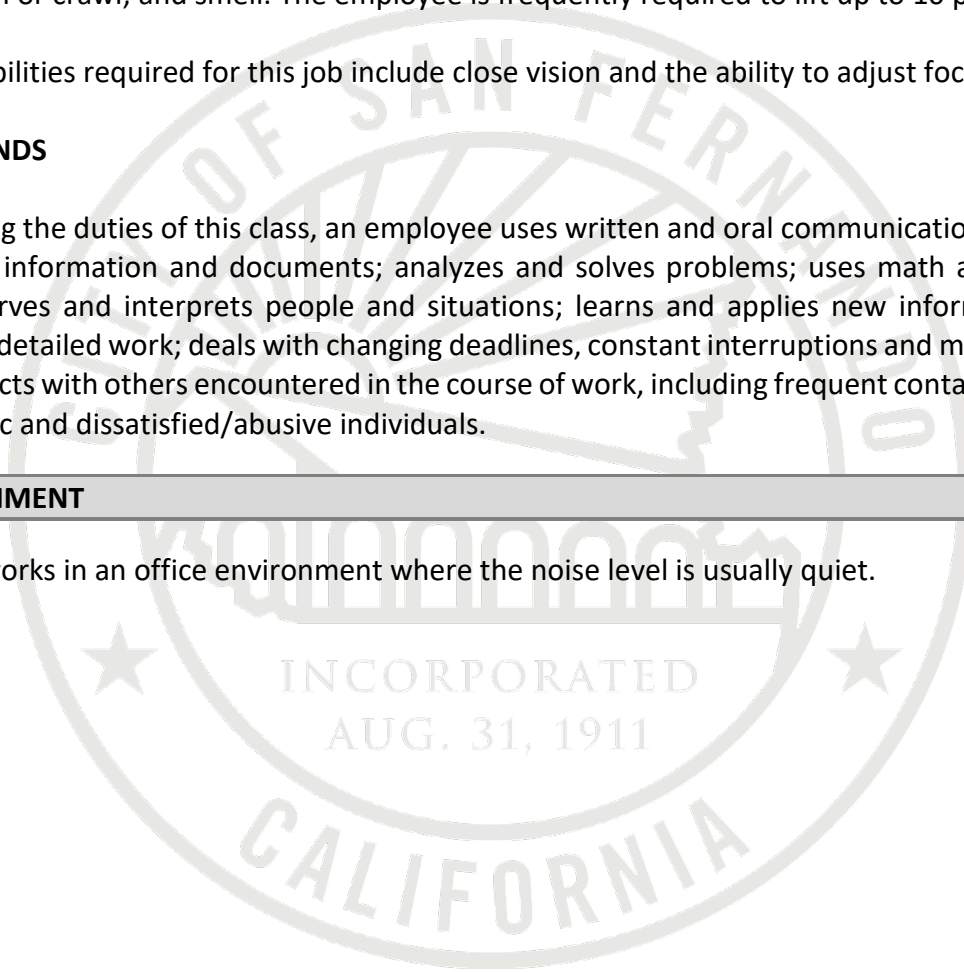
Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.



RESOLUTION NO. 8113

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTIONS 1, 2 AND 3 OF RESOLUTION NO. 8070, ADOPTED JUNE 21, 2021

THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That that portion of Section 1 of Resolution No. 8070, adopted June 21, 2021, as amended, be further amended by **replacing** "Schedule DH For Department Heads (Unrepresented)" on Page 4 with the following, effective January 24, 2022:

SCHEDULE DH FOR DEPARTMENT HEADS (UNREPRESENTED)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
75	9875	10369	10888	11432	12004
79	11734	12321	12934	13584	14260
82	12698	13333	13998	14700	15433
83	13311	13977	14676	15410	16180
84	13924	14620	15351	16118	16925

SECTION 2: That that portion of Sub-section B of Section 2 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **adding** the following Job classification, Salary Range, and Salary Steps A – E, on Page 6, effective January 24, 2022:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Deputy City Manager	83DH	13311	13977	14676	15410	16180

SECTION 3: Except as amended herein, all other portions of Sections 1, 2 & 3 of Resolution No. 8070, adopted June 21, 2021, shall remain unchanged and in full force and effect.

SECTION 4: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 24th day of January, 2022.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8113 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 24th day of January, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of January, 2022.

Julia Fritz, City Clerk

RESOLUTION NO. 8114

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTION 1 OF RESOLUTION NO. 8071, THE FISCAL YEAR 2021-2022 TABLE OF ORGANIZATION, ADOPTED JUNE 21, 2021

WHEREAS, the City Council of the City of San Fernando has adopted the Fiscal Year (FY) 2021-2022 Table of Organization on June 21, 2021, per Resolution No. 8071; and

WHEREAS, the Table of Organization as adopted for FY 2021-2022, has provisions for assignment of various positions and classifications to specific departments, divisions and activities by titles and numbers; and

WHEREAS, the City Council is scheduled to approve some position and classification changes that will impact the assignment of certain positions and classifications in the various departments; and

WHEREAS, it is necessary that said position and classification be assigned to a specific department, division and activities by title and number;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1: That that portion of the said Table of Organization adopted on June 21, 2021, per Resolution No. 8071, be further amended by **adding** thereto the following job title under the "Administration" effective January 24, 2022, as follows:

ADMINISTRATION

<u>TITLE</u>	<u>BUDGETD HOURS PER WEEK</u>	<u>FULLTIME EQUIVALENT (FTE) STATUS</u>	<u>AVERAGE NUMBER OF PERSONNEL IN POSITION</u>
Deputy City Manager	40	1	1

SECTION 2: Except as amended herein, all other provisions of the said Table of Organization adopted on June 21, 2021, per Resolution No.8071, remain unchanged and in full force and effect.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 24th day of January, 2022.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8114 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 24th day of January, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of January, 2022.

Julia Fritz, City Clerk

RESOLUTION NO. 8115

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF RESOLUTION NO. 7692 ESTABLISHING THE SALARY AND BENEFITS FOR EMPLOYEES IN CLASSIFICATIONS DESIGNATED AS DEPARTMENT HEADS

WHEREAS, under California State law, the City Council is vested with the authority to designate classifications as being Department Heads; and

WHEREAS, the City Council has established and designated the following classifications as Department Heads: (1) Director of Public Works; (2) Director of Community Development; (3) Director of Finance; (4) Director of Recreation and Community Service; and (5) Police Chief; and

WHEREAS, the City Council desires to include the Deputy City Manager designation as a Department Head; and

WHEREAS, the terms and conditions of employment for the Department Heads are set forth in Resolution Number 7692 adopted on August 3, 2015, as amended by Resolution Number 7807 adopted on August 7, 2017; and

WHEREAS, the City Council has determined that it is appropriate to establish the Deputy City Manager position and provide benefits commensurate with negotiated provisions in other recognized bargaining units in the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Approval of amendments to Resolution No. 7692 as outlined in the attached "Exhibit 1". Resolution 7692 and all exhibits attached thereto shall remain binding and operation except to the extent amended under this Resolution and no further.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 24th day of January, 2022.

Mary Mendoza, Mayor of the City of San Fernando, California

ATTEST

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8115 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 24th day of January, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of January, 2022.

Julia Fritz, City Clerk

Resolution 7692 is hereby amended as follows:

SECTION 1. DEPARTMENT HEAD CLASSIFICATIONS:

Amended to add the classification of Deputy City Manager.