



**Personnel:**

ADMINISTRATION	2020 Actual	2021 Actual	2022 Actual	2023 Adjusted	2024 Proposed
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Building & Safety Supervisor	1.00	1.00	0.00	0.00	0.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Development Secretary	1.00	1.00	0.00	0.00	0.00
Community Development Technician	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	1.00	1.00
Community Preservation Officer	2.00	2.00	2.00	3.00	3.00
Community Preservation Officer (FTE)	0.95	0.95	0.95	0.95	0.95
City Maintenance Helper – Graffiti (FTE)	0.75	0.75	0.75	0.00	0.00
Management Intern	0.00	0.00	0.46	0.46	0.46
Housing Coordinator	0.00	0.00	0.00	1.00	1.00
<b>TOTAL COMM. DEV. PERSONNEL</b>	<b>7.70</b>	<b>7.70</b>	<b>7.16</b>	<b>9.41</b>	<b>9.41</b>

May 30, 2023




**Fiscal Year 2022-2023  
Accomplishments  
Focus On Community First**




- Hired Associate Planner, Housing Coordinator, Administrative Assistant, 2 Planning Interns, and 1 part-time Community Preservation Officer.
- Established a Housing Division to provide Housing programs and Homeless resources.
- Initiated process for an automated solar permit and “Express Permits”.
- Generated approximately \$585,000 in revenue from July 1, 2022, to March 31, 2023 from Planning, Building, and Code Enforcement cases and permits.

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 THE CITY OF SAN FERNANDO

**Fiscal Year 2022-2023  
Accomplishments  
Preserve Beautiful Homes and  
Neighborhoods**




- Adopted regulations for SB 9 units to meet state law while protecting single-family neighborhood character.
- Engaged two professional planning and architectural firms to assist with development review and assisting the public at the counter.
- Initiated an update to the fence and wall regulations to meet the needs of the community while preserving pedestrian friendly neighborhood character.
- Improved Online Permit Counter to provide more efficient and streamlined process for Planning and Building.

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 THE CITY OF SAN FERNANDO

**Fiscal Year 2022-2023  
Accomplishments  
Strength Climate Resilience and  
Environmental Justice**



- Established a temporary moratorium on the use of artificial turf and synthetic grass.
- Initiated work on Phase 1 of the Climate Adaptation & Resilience Plan (CARP).
- Worked with local non-profit organizations to apply for a Climate Adaptation Planning Grant to complete Phase 2 of the Climate Adaptation & Resilience Plan.

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**Fiscal Year 2023-2024  
Proposed Objectives & Work Plan**

**Focus On Community First**

-  Re-establish the City's low-income home loan programs to promote homeownership in San Fernando.
-  Implement an automated solar permit and "Express Permits" system to allow applicants to obtain permits remotely and instantly.
-  Create step-by-step tutorial videos on how to use the Online Permit System.

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**Fiscal Year 2023-2024  
Proposed Objectives & Work Plan**

**Preserve Beautiful Homes and Neighborhoods**

-  Establish Mixed-Use Overlay, design standards, & Accessory Dwelling Units ord. to support new housing units while preserving the character of the neighborhood.
-  Present to City Council a request to apply for Certified Local Government status with the State Office of Historic Preservation to qualify for State grants to re-launch the City's historic preservation efforts.
-  Enhance the Spring Property Maintenance program to encourage property owners to help keep San Fernando beautiful.
-  Re-establish the City's rehabilitation program to support restoration of existing housing to enhance the quality of life.

Images from Bing & Google

**Fiscal Year 2023-2024  
Proposed Objectives & Work Plan**

**Strengthen Climate Resilience  
and Environmental Justice**

 Establish Vehicle Miles Travelled (VMT) methodology to meet State’s goals of reducing greenhouse gas emissions

 Create new landscape regulations and design standards to promote water efficient landscape.

 Complete Climate Action and Resilience Plan to reduce greenhouse gas emissions and adapt to climate change.

Images from Bing & Google

**Fiscal Year 2023-2024  
Proposed Enhancements**

**Preserve Beautiful Homes and Neighborhoods**



- **Contract Building Official and Plan Check (One-time: \$25,000)**

Value Added:

- Have an experienced Building Official for Building Division operation.
- Have a team of experienced and qualified staff for reviewing different types of construction plans.
- Able to staff up and staff down as needed.
- **Expected to impact Performance Measures A and B for Building Permit Issued and Plans Reviewed.**

Images from Bing & Google

**Fiscal Year 2023-2024  
Proposed Enhancements  
Preserve Beautiful Homes and Neighborhoods**




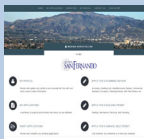
- **On-Call Environmental/Architectural Design Review and Planning (One-Time: \$75,000)**

Value Added:

- Have a team of experienced and qualified staff for working on different types of projects.
- Improve customer service at the Planning counter.
- Able to staff up and staff down as needed.
- **Expected to impact Performance Measures A and C for customers served at the counter and projects going to the Planning Commission and City Council.**

Images from Bing & Google

**Fiscal Year 2023-2024  
Proposed Enhancements  
Preserve Beautiful Homes and Neighborhoods**



- **Tutorial Videos for Online Permit Portal (One-Time: \$6,000)**
  - Easy to follow videos for homeowners wanting to obtain their own permits

Value Added:

- Increase use of the existing online permit system.
- Increase customer service by making it easy to obtain permit online.
- Reduce staff time walking someone through the online permit system.
- **Expected to impact Performance Measures A and B for Building Permits issued and Plans Reviewed.**

Images from Bing & Google



## Fiscal Year 2023-2024 Proposed Enhancements Focus on Community First




- Housing Division Department Supplies (Ongoing: \$3,500)
- Membership and Conferences for Housing Division (One-Time: \$2,000)

Value Added:

- Increase take-away materials and advertisement of available programs and resources.
- Expand professional network, build relationships, and establish connections for potential partnerships to provide programs and resources to the community.
- Expected to impact Performance Measures in the Housing Division for serving customers, providing outreach, and processing applications.**


Images from Bing & Google



## Budget Summaries

### Proposed Funding Sources:

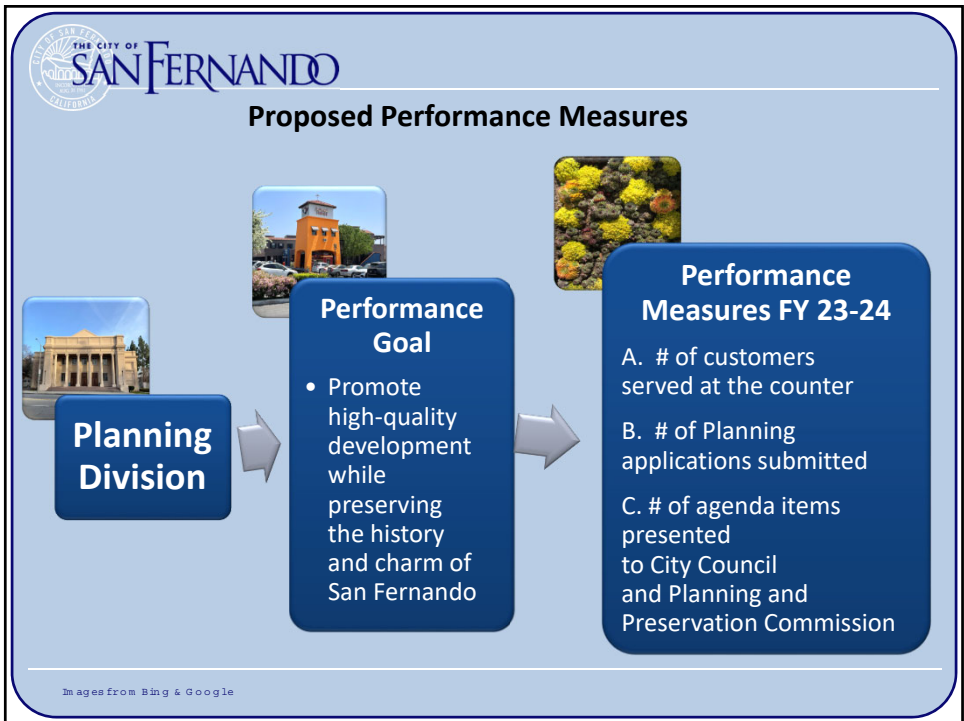
Community Development	2020	2021	2022	2023	2024
	Actual	Actual	Actual	Adjusted	Proposed
General Revenue	498,530	678,702	374,243	911,929	981,091
Construction Permits	378,484	284,111	262,647	315,000	330,500
Comm. & Home Occupancy Permits	25,483	20,068	23,881	23,000	24,000
Planning Review	36,863	35,442	28,896	32,000	34,500
Garage Sale Permits	1,535	1,128	1,785	1,700	2,000
Banner And Sign Permits	14,789	14,384	10,950	14,000	15,500
Code Enforcement Citations	12,060	16,890	12,428	11,000	6,600
Zoning & Planning Fees	83,565	109,026	123,914	90,000	129,000
Public Notification Fees	122	-	247	440	500
Environmental Assessment Fees	2,400	-	4,800	2,000	2,000
Code Enforcement Inspection Orders	3,258	3,782	6,687	3,500	2,100
Inspection Upon Resale Program	18,265	22,800	26,880	19,000	13,440
Vendor Inspection Fees	14,821	8,013	19,620	15,000	17,500
TOTAL FUNDING SOURCES	1,090,186	1,194,346	896,987	1,438,569	1,558,731




### Budget Summaries

**Proposed Expenditures, by Division:**

Community Development	2020 Actual	2021 Actual	2022 Actual	2023 Adjusted	2024 Proposed
01-140 Building and Safety	197,936	191,954	93,569	159,681	194,652
01-150 Planning/Administration	418,574	433,013	391,683	636,493	445,596
01-151 Economic Development	55,353	42,065	33,955	-	-
01-152 Community Preservation	418,341	527,313	387,771	545,383	713,736
01-155 Housing	-	-	-	97,012	204,747
<b>TOTAL FUNDING USES</b>	<b>1,090,204</b>	<b>1,090,186</b>	<b>1,194,346</b>	<b>896,978</b>	<b>1,558,731</b>








**Performance Measures:**

PLANNING/ADMINISTRATION DIVISION	2021 Actual	2022 Actual	2023 Estimate	2024 Proposed
A. # of Public Inquiries at Counter*	-	-	905	815
B. # of Planning Application Submitted/Processed	585/469	633/792	505/463	556/598
C. # of Agenda Items – City Council (CC); Planning and Preservation Commission (PCC)	CC: 9 PCC: 18	CC: 17 PCC: 11	CC: 14 PCC: 22	CC: 18 PCC: 28


\* In-Person Inquiries Only (does not include Phone/Email inquiries)

**Performance Goals:**

- A. 10% decrease due to the development of the Online Permit Counter, tutorial videos, and available resources and frequently asked questions on the City’s website.
- B. 10% increase in application submitted due to revised front yard fence and landscaping ordinances, Mixed-Use Overlay, and new streamlined state housing laws being into effect on July 1, 2023.
  - Application processed to catch up with remaining applications from 2023 and all of 2024.
- C. 25% increase based on the proposed work plan (Objectives for FY 2023-2024).



**Proposed Performance Measures**



**Building & Safety Division**


**Performance Goal**

- Ensure a safe place to live or operate that complies with City’s standards

**Performance Measures FY 23-24**

- A. # building permit issued
- B. # plans reviewed
- C. # building inspections completed
- D. # presale inspections performed

Images from Bing & Google




**Performance Measures:**

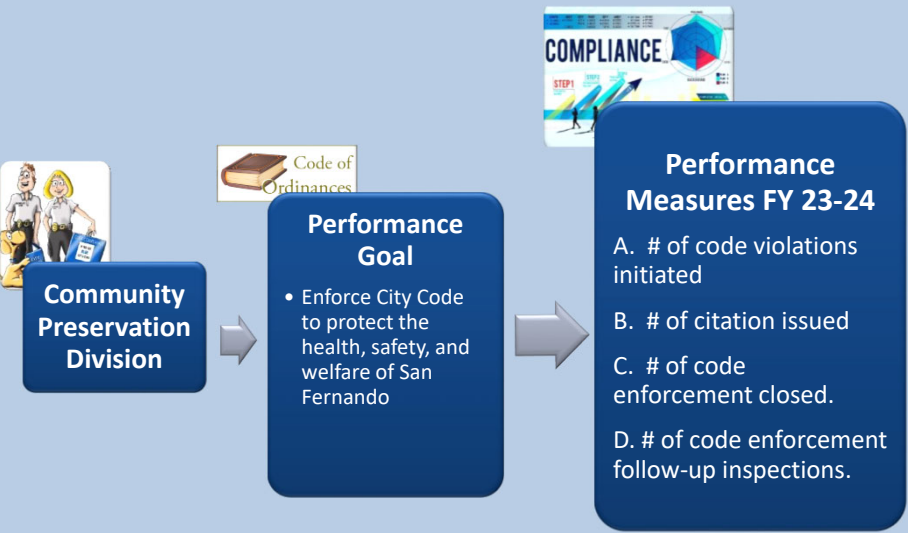
BUILDING & SAFETY DIVISION	2021 Actual	2022 Actual	2023 Estimate	2024 Proposed
A. # of Building Permits Issued	1,223	1,044	1,300	1,096
B. # of Plans Reviewed	79	141	92	97
C. # of Building Inspections Completed	1,116	1,233	3,001	1,295
D. # of Presale Inspections	87	110	56	56

**Performance Goals:**

- A. 5% increase from 2022 due to automated permit system, tutorial video for obtaining permits, State law for balcony annual inspection, and home rehabilitation loan program.
- B. 5% increase due to State law for balcony annual inspection, new housing units, and home rehabilitation loan program.
- C. 5% increase from 2022 due to permits issued, plans reviewed, and home rehabilitation loan program.
- D. Expected to remain due to high interest rates that may result in a flat housing market.



**Proposed Performance Measures**




The flowchart illustrates the proposed performance measures for the Community Preservation Division. It starts with the **Community Preservation Division**, which leads to a **Performance Goal** of enforcing the City Code to protect the health, safety, and welfare of San Fernando. This goal is supported by the **Code of Ordinances**. The goal then leads to **Performance Measures FY 23-24**, which include: A. # of code violations initiated, B. # of citation issued, C. # of code enforcement closed, and D. # of code enforcement follow-up inspections. A **COMPLIANCE** graphic is also present in the background.

**Community Preservation Division** → **Performance Goal** (Enforce City Code to protect the health, safety, and welfare of San Fernando) → **Performance Measures FY 23-24**

- A. # of code violations initiated
- B. # of citation issued
- C. # of code enforcement closed.
- D. # of code enforcement follow-up inspections.

Images from Bing & Google




**Performance Measures:**

COMMUNITY PRESERVATION DIVISION	2021 Actual	2022 Actual	2023 Estimate	2024 Proposed
A. # of Code Violations Initiated	706	674	748	374
B. # of Citations Issued	596	654	742	371
C. # of Code Enforcement Cases Closed	461	626	571	286
D. # of Code Enforcement Follow-Up Inspections	786	895	1,085	543

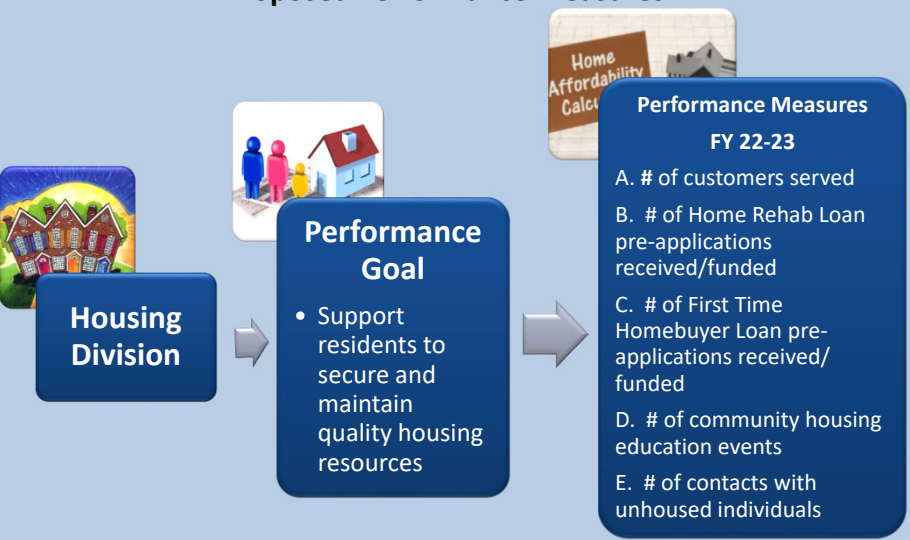
**Performance Goals:**

- Anticipate a 50% performance decrease due to staffing and the subsequent training of new personnel.

May 30, 2023



**Proposed Performance Measures**



**Housing Division** → **Performance Goal** → **Performance Measures FY 22-23**


**Performance Goal**

- Support residents to secure and maintain quality housing resources

**Performance Measures FY 22-23**

- A. # of customers served
- B. # of Home Rehab Loan pre-applications received/funded
- C. # of First Time Homebuyer Loan pre-applications received/funded
- D. # of community housing education events
- E. # of contacts with unhoused individuals

Images from Bing & Google



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**Performance Measures:**

HOUSING DIVISION	2021	2022	2023	2024
	Actual	Actual	Estimate	Proposed
A. # of Customers Served	-	-	90	135
B. # of Home Rehab Loan Pre-Applications Funded / Received	-	-	0	10/100
C. # of First Time Homebuyer Loan Pre-Applications Funded / Received			0	0/0
D. # of Community Housing Education Events	-	-	1	8
• # of participants	-	-		
E. # of contacts with unhoused individuals				
• # of individuals connected to services	-	-	-	

**Performance Goals:**

- A. 50% increase due to establishment of homeless outreach contract, anticipated launch of Home Rehab Loan Program and increasing visibility within the community.
- B. Based on available funds, we can support the funding of up to 10 applications.
- C. Workshops/informational sessions focused on tenant rights, housing and resources.
- D. 30% increase due to contract with North Valley Caring Services

May 30, 2023



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 **THE CITY OF SAN FERNANDO**

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**Fiscal Year 2023-2024  
Proposed Objectives & Work Plan**

**Support Economic Recovery:  
Stronger than Ever**

 Create new outdoor dining program to promote pedestrian friendly and community focused design.

 Establish and streamline public art process to encourage integration of San Fernando's history, art, and culture into private developments.



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