

Housing Department

Jacky Morales-Ferrand, Director

M
I
S
S
I
O
N

To strengthen and revitalize our community through housing and neighborhood investment

City Service Area

Community and Economic Development

Core Services

Affordable Housing Portfolio Management

Manage the City's affordable housing loan portfolio, including loan servicing and monitoring; compliance of income restricted apartments; retain and extend the length of the restrictions to preserve the long-term affordability of the apartments

Affordable Housing Production and Preservation

Provide financing for the rehabilitation, development, and construction of affordable housing; provide technical assistance to market-rate developers to meet their affordable housing requirements; offer limited homeownership loans; and administer Inclusionary and Housing Impact fee programs

Homelessness Interventions and Solutions

Provide a coordinated response to homeless residents including street based outreach, case management, essential services; referrals and housing options; and invest in interim short-term housing solutions

Neighborhood Capital Investment and Public Services

Invest in at-risk residents and neighborhoods; provide funding for housing and community development capital projects; and provide support to public service organizations

Rent Stabilization and Tenant Protection

Administer rent stabilization programs and requirements that stabilize rents, while assuring landlords a fair return, and that protect tenants; mitigate impacts of displacement; and prevent retaliation

Strategic Support: Planning and Policy Development, Public Education, Budget, Financial Management, Clerical Support, Human Resources, and Audit Supervision

Housing Department

Service Delivery Framework

PROGRAM	DESCRIPTION
<i>Affordable Housing Portfolio Management Core Service</i>	
Loan Compliance	Manages and oversees the City's affordable housing loan portfolio including loan servicing and monitoring and compliance of affordable deed restricted apartments.
Property Maintenance and Inspection	Works with existing developments to retain and preserve the long-term viability of affordable apartments.
<i>Affordable Housing Production and Preservation Core Service</i>	
Affordable Housing Development Loans	Provides financing and technical assistance for the development of new affordable housing developments for low-income households and individuals.
Homeownership Opportunities	Provides a limited number of down payment assistance loans and loan servicing for recipients of lending programs.
Inclusionary Housing	Provides technical assistance to market-rate developers in meeting their affordable housing requirements.
Rehabilitation Loans and Grants	Funds minor home repairs for low-income homeowners and mobilehome owners.
<i>Homelessness Interventions and Solutions Core Service</i>	
Homeless Outreach and Case Management	Provides a coordinated response to unsheltered homeless residents including street-based outreach, engagement, case management, and essential services such as mobile hygiene, warming locations, and temporary and incidental shelters.
Interim Supportive Housing Development	Develops and oversees operation of interim housing solutions to bridge the gap from temporary shelter to permanent supportive housing.
Joint Encampment Response Team	Removes unauthorized encampments, prioritizes them based on location and conditions, and offers outreach services and housing referrals to unhoused residents.
Tenant Based Rental Assistance and Rapid Rehousing	Provides short-term rental subsidies, with supportive services during the subsidy period, to help homeless residents obtain permanent housing as quickly as possible.
<i>Neighborhood Capital Investment and Public Services Core Service</i>	
Community Development Block Grant - Infrastructure Investments	Funds infrastructure improvements in low-income neighborhoods and those serving communities in need.

Housing Department

Service Delivery Framework

PROGRAM	DESCRIPTION
<i>Neighborhood Capital Investment and Public Services Core Service</i>	
Non-Profit Service Grants to Support Housing and Community Development Needs	Provides grants to non-profit organizations to support fair housing and tenant legal services, senior programs, and homeless programs.
Place-Based Neighborhood Strategy	Provides community engagement and leadership development services in challenged neighborhoods.
<i>Rent Stabilization and Tenant Protection Core Service</i>	
Apartment Rent Ordinance Administration	Protects tenants from excessive rent increases and evictions while assuring landlords a fair return; provide balanced treatment for both tenants and landlords through efficient and consistent administration of the apartment rent stabilization programs.
Mobilehome Rent Ordinance Administration	Protects mobilehome residents from excessive rent increases while assuring park owners receive a fair return through efficient and consistent administration of the Mobilehome Rent Ordinance.
<i>Strategic Support Core Service</i>	
Housing Planning and Policy Development	Analyzes, develops and recommends public policy to strengthen affordable housing and community development programs. Provides research support for advancement of new and one-time programs. Tracks and coordinates the Department's legislative response to legislation and program regulations at both the State and Federal levels.
Housing Management and Administration	Provides administrative oversight for the department, including executive management, financial management, human resources, and analytical support.

Housing Department

Department Budget Summary

Expected 2020-2021 Service Delivery

- Advance 11 affordable housing developments, totaling 1,144 new apartments, as part of the implementation of the \$100 million Notice of Funding Availability.
- Begin construction on 410 affordable apartments. Complete construction on 284 affordable apartments that will provide housing for 99 chronically homeless individuals.
- Produce an Affordable Housing Implementation Plan for the Diridon Station area, with analysis and a production plan for affordable housing as well as identified affordable housing Preservation and resident Protection strategies and goals.
- Complete a Citywide Residential Anti-Displacement Strategy for the City Council's consideration to help mitigate pressure on vulnerable lower-income residents.
- Increase interim housing solutions by implementing two Bridge Housing Communities and continuing to manage the Plaza Hotel.
- Continue to implement Citywide homeless response programming and continue to partner with Destination: Home, a public-private partnership, the County of Santa Clara in implementing and updating of the Community Plan to End Homelessness.
- Oversee registration of organizations participating in the Temporary and Incidental Shelter and Safe Parking Programs per the recently adopted Citywide Ordinances.
- Implement the new 2020-25 Consolidated Plan and the 2020-21 Annual Action Plan authorizing the use of approximately \$14.5 million in annual allocations of federal fund to increase and preserve affordable housing, respond to homelessness, strengthen neighborhoods, and promote fair housing.
- Implement a plan to use an estimated additional \$8.2 million in CDBG, ESG and HOPWA stimulus funds for COVID-19 response.
- Develop a strategic plan for the Rent Stabilization Program including a robust community process to determine goals and outcomes for the coming three to five years.
- Implement and manage the Administrative Citations program to increase compliance of the Apartment Rent Ordinance, Tenant Protection Ordinance, and Housing Payment Equality Ordinance.

2020-2021 Key Budget Actions

- Adds permanently 1.0 Information Systems Analyst position to support the Housing Department Salesforce application and continue support of the Rent Stabilization Program applications.
- Continues 1.0 Senior Development Officer and 1.0 Development Officer position to support affordable housing transactions in response to the City's 10,000 affordable housing unit goal, assisting with underwriting services for the 11 new projects and the refinancing of existing developments.
- Adds 1.0 Senior Development Officer position, through June 30, 2022, to support several major initiatives including Citywide anti-displacement strategies, assessment of fair housing implementation and moderate income housing strategies.
- Adds 1.0 Analyst I/II position on the Homeless Response Team to focus on data collection and analytics, track performance measurements, and generate reports associated with the \$11.4 million Homeless Emergency Aid Program (HEAP) and \$24 million Homeless Housing, Assistance and Prevention Program (HHAP) grants.
- Adds 1.0 Analyst I/III to assist with non-grant contracting and development of the Housing Department's operating budget in the Administrative Services Program.

Operating Funds Managed

- | | |
|---|---|
| <input type="checkbox"/> Community Development Block Grant Fund | <input type="checkbox"/> Housing Trust Fund |
| <input type="checkbox"/> Economic Development Administration Loan Fund | <input type="checkbox"/> Inclusionary Fee Fund |
| <input type="checkbox"/> Home Investment Partnership Program Trust Fund | <input type="checkbox"/> Low and Moderate Income Housing Asset Fund |
| | <input type="checkbox"/> Multi-Source Housing Fund |
| | <input type="checkbox"/> Rent Stabilization Fee Fund |

Housing Department

Department Budget Summary

	2018-2019 Actuals ***	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Proposed
Dollars by Core Service				
Affordable Housing Portfolio Management	2,049,936	2,317,807	2,461,887	2,449,750
Affordable Housing Production and Preservation	12,461,994	41,234,619	46,576,114	53,155,514
Homelessness Interventions and Solutions	8,622,371	24,697,325	32,418,069	32,213,326
Neighborhood Capital Investment and Public Services	8,318,866	19,436,136	18,735,452	9,700,764
Rent Stabilization and Tenant Protection	1,762,382	3,053,824	2,948,378	3,056,670
Strategic Support - Community & Economic Development	4,206,699	4,142,696	4,198,068	4,725,801
Strategic Support - Other - Community & Economic Development	3,523,426	2,278,217	1,263,921	3,046,894
Total	\$40,945,674	\$97,160,624	\$108,601,889	\$108,348,719
Dollars by Category				
Personal Services and Non-Personal/Equipment				
Salaries/Benefits	10,041,183	13,071,243	12,358,799	13,941,874
Overtime	51,899	24,830	34,830	34,830
Subtotal Personal Services	\$10,093,083	\$13,096,073	\$12,393,629	\$13,976,704
Non-Personal/Equipment	1,605,244	2,194,874	1,731,379	2,486,379
Total Personal Services & Non-Personal/Equipment	\$11,698,327	\$15,290,947	\$14,125,008	\$16,463,083
Other Costs*				
City-Wide Expenses	1,599,579	8,250,000	5,596,500	5,264,500
Housing Loans and Grants	16,653,122	51,408,899	57,483,899	56,740,221
Other	8,120,299	20,037,108	30,237,108	28,606,568
Other - Capital	0	0	0	0
Overhead Costs	2,850,654	2,073,670	1,059,374	1,174,347
Workers' Compensation	23,692	100,000	100,000	100,000
Total Other Costs	\$29,247,347	\$81,869,677	\$94,476,881	\$91,885,636
Total	\$40,945,674	\$97,160,624	\$108,601,889	\$108,348,719

* Fund Balance, Transfers, and Reserves for funds that may be managed by this department have been excluded from this display. This information can be found in Source and Use of Funds Statements elsewhere in this document. The amounts in the 2019-2020 Adopted Budget column may vary from the published Adopted Budget due to the realignment of Other Costs (primarily City-Wide Expenses and General Fund Capital) between Departments.

** The positions displayed in the 2018-2019 Actuals column reflect those included in the 2018-2019 Adopted Budget.

*** 2018-2019 Actuals may not subtotal due to rounding.

Housing Department

Department Budget Summary

	2018-2019 Actuals ***	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Proposed
Dollars by Fund				
General Fund (001)	2,069,160	8,838,664	5,884,205	5,755,904
Low And Moderate Income Housing Asset Fund (346)	11,166,303	47,317,209	46,313,810	59,087,478
Housing Trust Fund (440)	1,429,875	2,117,845	2,097,609	2,108,727
Community Development Block Grant Fund (441)	5,297,549	13,163,586	13,126,743	6,166,933
Home Investment Partnership Program Trust Fund (445)	8,436,022	2,526,798	7,937,039	2,216,536
Multi-Source Housing Fund (448)	12,546,764	19,611,698	29,708,125	29,325,897
Rental Stabilization Program Fee Fund (450)	0	3,360,817	3,314,150	3,436,167
Inclusionary Fee Fund (451)	0	224,007	220,208	251,077
Total	\$40,945,674	\$97,160,624	\$108,601,889	\$108,348,719
Positions by Core Service**				
Affordable Housing Portfolio Management	11.50	11.50	11.50	11.50
Affordable Housing Production and Preservation	12.50	13.00	11.50	17.00
Homelessness Interventions and Solutions	7.00	9.00	7.00	10.00
Neighborhood Capital Investment and Public Services	8.80	9.80	7.60	7.60
Rent Stabilization and Tenant Protection	17.85	17.55	16.57	17.07
Strategic Support - Community & Economic Development	19.85	20.65	21.33	23.33
Total	77.50	81.50	75.50	86.50

* Fund Balance, Transfers, and Reserves for funds that may be managed by this department have been excluded from this display. This information can be found in Source and Use of Funds Statements elsewhere in this document. The amounts in the 2019-2020 Adopted Budget column may vary from the published Adopted Budget due to the realignment of Other Costs (primarily City-Wide Expenses and General Fund Capital) between Departments.

** The positions displayed in the 2018-2019 Actuals column reflect those included in the 2018-2019 Adopted Budget.

*** 2018-2019 Actuals may not subtotal due to rounding.

Housing Department

Department Budget Summary

	2018-2019 Actuals**	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Proposed	2020-2021 Proposed Positions
Dollars by Program*					
Affordable Housing Portfolio Management					
Loan Collections	20,487	0	0	0	0.00
Loan Compliance	1,949,091	2,092,807	2,236,887	2,224,750	11.50
Property Maintenance and Inspection	80,358	225,000	225,000	225,000	0.00
Sub-Total	2,049,936	2,317,807	2,461,887	2,449,750	11.50
Affordable Housing Production and Preservation					
Affordable Housing Development Loans	11,077,501	39,989,344	44,640,031	51,761,595	11.80
Homeownership Opportunities	15,158	70,000	745,000	210,000	0.00
Inclusionary Housing	453,626	199,378	206,855	204,975	1.00
Rehabilitation Loans and Grants	915,709	975,897	984,228	978,944	4.20
Sub-Total	12,461,994	41,234,619	46,576,114	53,155,514	17.00
Homelessness Interventions and Solutions					
Homeless Outreach and Case Management	6,151,615	9,775,876	15,982,290	25,419,409	5.50
Interim Supportive Housing Development	0	3,439,044	3,439,044	1,084,417	2.00
Joint Encampment Response Team	1,079,865	1,585,000	1,631,500	1,596,500	2.50
Local and Regional Coordination/Policy Development to End Homelessness	253,349	200,000	0	0	0.00
Tenant Based Rental Assistance and Rapid Rehousing	1,137,541	9,697,405	11,365,235	4,113,000	0.00
Sub-Total	8,622,371	24,697,325	32,418,069	32,213,326	10.00
Neighborhood Capital Investment and Public Services					
Community Development Block Grant - Infrastructure Investments	2,885,766	10,911,788	10,860,640	4,206,118	7.24
Neighborhood Stabilization	135,295	0	0	0	0.00
Non-Profit Service Grants to Support Housing and Community Development Needs	5,187,014	7,967,805	7,798,350	5,485,146	0.36
Place-Based Neighborhood Strategy	110,791	556,543	76,462	9,500	0.00
Sub-Total	8,318,866	19,436,136	18,735,452	9,700,764	7.60
Rent Stabilization and Tenant Protection					
Apartment Rent Ordinance Administration	1,624,108	2,836,364	2,733,308	2,842,855	15.77
Mobilehome Rent Ordinance Administration	138,275	217,460	215,070	213,815	1.30
Sub-Total	1,762,382	3,053,824	2,948,378	3,056,670	17.07
Strategic Support - Community & Economic Development					
Housing Management and Administration	3,920,252	3,537,076	3,367,707	3,503,181	17.88

* Fund Balance, Transfers, and Reserves for funds that may be managed by this department have been excluded from this display. This information can be found in Source and Use of Funds Statements elsewhere in this document.

** 2018-2019 Actuals may not subtotal due to rounding.

Housing Department

Department Budget Summary

	2018-2019 Actuals**	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Proposed	2020-2021 Proposed Positions
Housing Planning and Policy Development	286,448	605,620	830,361	1,222,620	5.45
Sub-Total	4,206,699	4,142,696	4,198,068	4,725,801	23.33
Strategic Support - Other - Community & Economic Development					
Housing Other Departmental - City-Wide	300,000	0	0	1,668,000	0.00
Housing Other Departmental - Grants	358,828	34,547	34,547	34,547	0.00
Housing Overhead	2,839,907	2,073,670	1,059,374	1,174,347	0.00
Housing Transfers	998	70,000	70,000	70,000	0.00
Housing Workers' Compensation	23,692	100,000	100,000	100,000	0.00
Sub-Total	3,523,426	2,278,217	1,263,921	3,046,894	0.00
Total	\$40,945,674	\$97,160,624	\$108,601,889	\$108,348,719	86.50

* Fund Balance, Transfers, and Reserves for funds that may be managed by this department have been excluded from this display. This information can be found in Source and Use of Funds Statements elsewhere in this document.

** 2018-2019 Actuals may not subtotal due to rounding.

Housing Department

Budget Reconciliation

Personal Services and Non-Personal/Equipment (2019-2020 Adopted to 2020-2021 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2019-2020):	81.50	15,290,947	588,664
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Underwriting and Land Use Consulting Services		(100,000)	0
• Rebudget: Website Design		(100,000)	0
• Bridge Housing Communities (1.0 Housing Policy and Planning Administrator and 1.0 Analyst II)	(2.00)	(332,170)	0
• Coyote Creek Flood Recovery Efforts (2.0 Community Coordinator)	(2.00)	(269,802)	0
• Responsible Landlord Engagement Initiative		(205,000)	(205,000)
• Salesforce Technical Support (1.0 Information Systems Analyst)	(1.00)	(198,850)	0
• Affordable Housing Transactions Staffing (1.0 Senior Development Officer)	(1.00)	(190,134)	0
• Local Sales Tax - San Jose Streets Team Litter and Trash Removal		(135,000)	(135,000)
• Inspector Vehicles		(60,000)	0
One-Time Prior Year Expenditures Subtotal:	(6.00)	(1,590,956)	(340,000)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes		286,512	39,041
• Asset Management Reporting Software		100,000	0
• Dues, Subscriptions and Memberships		15,000	0
• Salesforce and Virtu Licenses		11,505	0
• Multi-Function Device Rentals		10,000	0
• Professional Development Program		2,000	0
Technical Adjustments Subtotal:	0.00	425,017	39,041
2020-2021 Forecast Base Budget:	75.50	14,125,008	287,705
Budget Proposals Recommended			
1. Policy Program Staffing	1.00	397,013	0
2. Affordable Housing Transactions Staffing	5.00	356,153	0
3. Emergency Shelter Program Staffing	2.00	343,400	0
4. Homeless Rapid Rehousing Funding Shift	0.00	264,645	0
5. Responsible Landlord Engagement Initiative		205,000	205,000
6. Underwriting Services		200,000	0
7. Housing Information Technology Staffing	1.00	198,352	0
8. Housing Department Executive Staff Support	1.00	176,594	0
9. Homeless Response Program Staffing	1.00	148,656	0
10. Administrative Services Staffing	1.00	123,882	0
11. Municipal Advisory Services		100,000	0
12. Community Plan to End Homelessness Communications		50,000	0

Housing Department

Budget Reconciliation

Personal Services and Non-Personal/Equipment (2019-2020 Adopted to 2020-2021 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Budget Proposals Recommended			
13. Housing Department Council Memorandum Support	(1.00)	(141,494)	0
14. City Retirement Contributions Pre-Funding		(84,126)	(1,301)
Total Budget Proposals Recommended	11.00	2,338,075	203,699
2020-2021 Proposed Budget Total	86.50	16,463,083	491,404

Housing Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
<p>1. Policy Program Staffing</p> <p><i>Community and Economic Development CSA Strategic Support Core Service Housing Planning and Policy Development Program</i></p> <p>This action adds 1.0 Senior Development Officer position through June 30, 2022 and one-time non-personal/equipment funding of \$200,000, funded by the Low and Moderate Income Housing Asset Fund, to support several major initiatives. These include anti-displacement strategies, assessment of fair housing implementation, and moderate income housing strategies. The position will assist in the development and update of several policy items such as the Housing Element, Housing Crisis Work Plan, Climate Smart, Plan Bay Area Update, and other State legislation. (Ongoing costs: \$197,043)</p>	1.00	397,013	0
<p>2. Affordable Housing Transactions Staffing</p> <p><i>Community and Economic Development CSA Affordable Housing Production and Preservation Core Service Affordable Housing Development Loans Program</i></p> <p>This action adds 2.0 Senior Development Officer, 1.0 Development Officer, and 1.0 Analyst II effective July 1, 2020 and 1.0 Development Officer effective January 1, 2021 to support affordable housing transactions. The Mayor and City Council adopted a Housing Crisis Workplan that prioritizes the creation of 10,000 affordable housing units in five years. While additional resources are needed to meet this goal, the Housing Department issued a \$100 million Notice of Funding Availability and anticipates underwriting 11 new developments that will add a total of 1,144 affordable apartments to the City's housing inventory. In addition to developing new affordable housing, the Department has a large pipeline of existing developments built in the 1990's that are scheduled to be refinanced. Also, starting January 1, 2021, these positions will provide program administration support with the recent passage of Measure E, which enacted a real property transfer tax that would provide funding to assist the homeless and provide affordable housing. (Ongoing costs: \$0)</p>	5.00	356,153	0
<p>3. Emergency Shelter Program Staffing</p> <p><i>Community and Economic Development CSA Homelessness Interventions and Solutions Core Service Interim Supportive Housing Development Program</i></p> <p>This action adds 1.0 Housing Policy and Planning Administrator position and 1.0 Analyst II position to support the continued development and implementation of the Bridge Housing Communities (BHC) in San Jose. In January 2020, San José opened the City's first BHC and welcomed 40 formerly homeless residents to move into tiny homes. Staff will continue to oversee the development of the second BHC site, which is projected to be completed by fall 2020. On April 7, 2020, City Council directed the Administration to redirect \$17.0 million in State grant funding to build emergency housing in connection with the Shelter Crisis Declaration and public health exacerbated by the COVID-19 pandemic. The Housing Department will work with the Public Works Department to plan and construct up to three additional BHC. These positions will continue to support the development and operations of the two existing BHC sites as well as the three new sites. (Ongoing costs: \$343,400)</p>	2.00	343,400	0

Housing Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
4. Homeless Rapid Rehousing Funding Shift	0.00	264,645	0
Community and Economic Development CSA Homelessness Interventions and Solutions Core Service <i>Homeless Outreach and Case Management Program</i>			
This action shifts funding for 1.0 Development Officer position and 0.50 Senior Development Officer position from the General Fund to the City Housing Authority Fund to continue to address homelessness in the City. The City's Housing Authority was awarded a \$36.3 million judgment in a litigation against Housing and Urban Development that is restricted for housing programs. A portion of that settlement will be used to fund homeless rapid rehousing. (Ongoing costs: \$254,645)			
5. Responsible Landlord Engagement Initiative		205,000	205,000
Community and Economic Development CSA Neighborhood Capital Investment and Public Services Core Service <i>Non-Profit Service Grants to Support Housing and Community Development Needs Program</i>			
This action adds one-time non-personal/equipment funding of \$205,000 to support the Responsible Landlord Engagement Initiative (RLEI) reflecting a continuation of the 2019-2020 allocation. This one-time funding continues support for the program's efforts to encourage property owners to manage their properties in a responsible manner and to work with tenants and community groups to improve the safety and security of San Jose neighborhoods. (Ongoing costs: \$0)			
6. Underwriting Services		200,000	0
Community and Economic Development CSA Affordable Housing Production and Preservation Core Service <i>Affordable Housing Development Loans Program</i>			
This action provides one-time non-personal/equipment funding of \$200,000 to provide consultant services for on-call environmental review, which will facilitate predevelopment activities associated with future housing development projects. The consultant will assist City staff to underwrite affordable housing developments that receive funding commitments from the City Council through the Notice of Funding Availability issued in 2018. There are currently six remaining developments that are in various stages of the entitlement process that will need the Housing Department to underwrite and close. These six developments are Alum Rock Family (Affirmed Housing Group), Blossom Hill (Charities Housing), Evans Lane (Allied Housing), Gallup Mesa (Eden Housing), West San Carlos (Danco Communities), and Meridian Avenue (Roem Development). (Ongoing costs: \$0)			

Housing Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
7. Housing Information Technology Staffing <i>Community and Economic Development CSA Affordable Housing Production and Preservation Core Service Rent Stabilization and Tenant Protection Core Service Affordable Housing Development Loans Program Apartment Rent Ordinance Administration Program</i>	1.00	198,352	0
<p>This action adds 1.0 Information Systems Analyst position to support the Housing Department's Salesforce System, which is the foundation for both the City's online rent registry and loan portfolio management. The position is the last staffing addition per the comprehensive Rent Stabilization Program staffing plan that was approved by the City Council in November 2017. The position will also maintain the portfolio management system which tracks the City's entire \$711 million portfolio of over 1,200 loans and 18,000 City facilitated affordable rental units. (Ongoing costs: \$198,352)</p>			
8. Housing Department Executive Staff Support <i>Community and Economic Development CSA Strategic Support Core Service Housing Management and Administration Program</i>	1.00	176,594	0
<p>This action adds 1.0 Assistant to the Director position to assist the Housing Director with special projects and studies, perform public liaison work with affordable housing interest groups, make recommendations regarding programs and Department operations, track and respond to City Council referrals, coordinate development of City Council Memorandum, create ad hoc presentations, and prepare communications and talking points for the Director. (Ongoing costs: \$176,594)</p>			
9. Homeless Response Program Staffing <i>Community and Economic Development CSA Homelessness Interventions and Solutions Core Service Homeless Outreach and Case Management Program</i>	1.00	148,656	0
<p>This action adds 1.0 Analyst II position on the Homeless Response Team, funded 50% by Homeless Emergency Aid Program funds and 50% by Homeless Housing, Assistance and Prevention Program funds, to primarily focus on collecting data; tracking grants; measuring performance; writing, updating, and coordinating reports (such as the Homeless Annual Report); and managing contracts on homelessness. With a dedicated position to focus on data collection and analysis, the Department will be able to provide quicker responses to the Mayor and City Council on the progress of the City's homeless programs. (Ongoing costs: \$148,656)</p>			

Housing Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
10. Administrative Services Staffing	1.00	123,882	0
<i>Community and Economic Development CSA Strategic Support Core Service Housing Management and Administration Program</i>			
<p>This action adds 1.0 Analyst II position, starting September 1, 2020, in the Housing Department's Administrative Services Program. With the recent establishment of the Inclusionary Fee Fund and Rental Stabilization Program Fee Fund, the receipt of Homeless Emergency Aid Program funds, the anticipated receipt of the Homeless Housing, Assistance and Prevention funds, and the recent passage of Measure E, this position will primarily provide additional budget monitoring, tracking, and reporting support of all these funds. In addition, this position will conduct Request for Proposals and assist in the management of developer agreements and purchase orders. (Ongoing costs: \$148,660)</p>			
11. Municipal Advisory Services		100,000	0
<i>Community and Economic Development CSA Affordable Housing Production and Preservation Core Service Affordable Housing Development Loans Program</i>			
<p>This action provides one-time non-personal/equipment funding of \$100,000 to provide consultant services for general municipal advisory services for the City's multi-family housing projects. The consultant will assist City staff in the administration of existing affordable multi-family housing debt and loan portfolio financing and provide financing strategies for new affordable housing projects under consideration. (Ongoing costs: \$0)</p>			
12. Community Plan to End Homelessness Communications		50,000	0
<i>Community and Economic Development CSA Homelessness Interventions and Solutions Core Service Rent Stabilization and Tenant Protection Core Service Apartment Rent Ordinance Administration Program Homeless Outreach and Case Management Program</i>			
<p>This action provides one-time non-personal/equipment funding of \$50,000 to provide support to the Housing Department's Communications Team. The funding will allow for extended outreach through increased production of education materials for tenants and landlords, support the roll out of the new Community Plan to End Homelessness, and provide professional services for video production to support the Homeless Response Team. (Ongoing costs: \$0)</p>			

Housing Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
13. Housing Department Council Memorandum Support <i>Community and Economic Development CSA Strategic Support Core Service Housing Management and Administration Program</i> This action deletes 1.0 Analyst II position, effective September 1, 2020, that primarily served as the Department's City Council Memorandum liaison. The roles and duties of this position will be transitioned to existing staff within the Department and the recommended addition of the Assistant to the Director position included in this document. There will be no service level impact from this action. (Ongoing savings: \$169,794)	(1.00)	(141,494)	0
14. City Retirement Contributions Pre-Funding <i>Community and Economic Development CSA Core Service: Department-wide Program: Department-wide</i> This action reduces the Housing Department's Personal Services appropriation by \$84,126 in all funds, \$1,301 in the General Fund, to reflect the anticipated expenditure savings associated with lower retirement contributions from the prepayment of the City's retirement costs for both the Tier 1 pension costs and the Unfunded Actuarial Liability in the Federated City Employees' Retirement System Plan and the Police and Fire Department Retirement Plan. By the City making annual prepayments of its employer contributions to the Retirement Plans in lieu of biweekly contributions, this will generate approximately \$13.9 million in savings in all funds, \$11.4 million in the General Fund. In the General Fund, these savings will be offset by an estimated loss in interest earnings of \$2.6 million and costs in TRANs debt service of \$1.4 million, giving a total net savings of \$7.4 million. (Ongoing savings: \$84,126)		(84,126)	(1,301)
2020-2021 Proposed Budget Changes Total	11.00	2,338,075	203,699

Housing Department

Departmental Position Detail

Position	2019-2020 Adopted	2020-2021 Proposed	Change
Account Clerk I	1.00	1.00	-
Accountant II	1.00	1.00	-
Accounting Technician	1.00	1.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Analyst I/II	17.00	19.00	2.00
Assistant to the Director	0.00	1.00	1.00
Building Rehabilitation Inspector I/II	3.00	3.00	-
Building Rehabilitation Supervisor	1.00	1.00	-
Community Coordinator	2.00	0.00	(2.00)
Community Programs Administrator	1.00	1.00	-
Deputy Director	2.00	2.00	-
Development Officer	10.00	12.00	2.00
Development Specialist	5.00	5.00	-
Development Specialist PT	0.50	0.50	-
Director of Housing	1.00	1.00	-
Division Manager	3.00	3.00	-
Housing Policy and Plan Administrator	4.00	4.00	-
Information Systems Analyst	1.00	1.00	-
Office Specialist II	3.00	3.00	-
Public Information Manager	1.00	1.00	-
Public Information Representative II	2.00	2.00	-
Senior Accountant	1.00	1.00	-
Senior Analyst	2.00	2.00	-
Senior Development Officer	8.00	10.00	2.00
Senior Systems Applications Programmer	1.00	1.00	-
Staff Specialist	7.00	7.00	-
Student Intern PT	1.00	1.00	-
Total Positions	81.50	86.50	5.00