

# HOUSING SERVICES

## Housing Development Division

### Division Summary

#### SOURCES

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Special Revenue Funds	185,866	238,909	178,005	155,982	248,445
<b>TOTAL</b>	<b>185,866</b>	<b>238,909</b>	<b>178,005</b>	<b>155,982</b>	<b>248,445</b>

#### EXPENDITURES BY DIVISION

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Housing Development	188,306	238,909	178,005	155,982	248,445
<b>TOTAL</b>	<b>188,306</b>	<b>238,909</b>	<b>178,005</b>	<b>155,982</b>	<b>248,445</b>

#### CHARACTER OF EXPENDITURES

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
<b>PERSONNEL</b>					
Salaries and Benefits	79,887	153,036	95,155	85,232	95,195
<b>Subtotal</b>	<b>79,887</b>	<b>153,036</b>	<b>95,155</b>	<b>85,232</b>	<b>95,195</b>
<b>SUPPLIES AND SERVICES</b>					
Purchased Services	48,057	25,702	22,050	10,350	62,450
Supplies and Materials	362	171	800	400	800
Other Expenses	60,000	60,000	60,000	60,000	60,000
Capital Outlay	0	0	0	0	30,000
<b>Subtotal</b>	<b>108,419</b>	<b>85,873</b>	<b>82,850</b>	<b>70,750</b>	<b>153,250</b>
<b>TOTAL</b>	<b>188,306</b>	<b>238,909</b>	<b>178,005</b>	<b>155,982</b>	<b>248,445</b>
<b>NET GENERAL FUND CONTRIBUTION</b>	<b>2,440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### AUTHORIZED STRENGTH

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
<b>Position Summary</b>					
Housing Development	1	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

#### Position Detail

	FY 2005-06 ACTUAL BUDGET	FY 2006-07 ACTUAL BUDGET	FY 2007-08 ADOPTED BUDGET	FY 2007-08 AMENDED BUDGET	FY 2008-09 ADOPTED BUDGET
Housing Specialist I	1	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# **HOUSING SERVICES**

## **Housing Development Division**

### **SERVICE DESCRIPTION**

Administers housing programs, provides down payment assistance loans and closing cost grants for Below Market Rate (BMR) first-time home buyers, and works with non-profit and for-profit developers to provide affordable BMR units for sale or rental to address the housing demands of East Palo Alto citizens and it's workforce.

The Housing Development Division provides a variety of direct housing services, indirect housing services, and coordinates Below Market Rate (BMR) housing for East Palo Alto residents. The division has a staffing level of 1 position for these services.

### **SIGNIFICANT CHANGES**

#### **FY 2007-2008 Adopted to FY 2007-2008 Amended:**

The Fiscal Year 2007-2008 Amended Budget does not anticipate a General Fund Contribution as this division is fully funded from the Low and Moderate Housing Fund.

#### **FY 2007-2008 Amended to FY 2008-2009 Adopted:**

The Fiscal Year 2008-2009 Adopted Budget does not anticipate a General Fund Contribution. However, the increase in this budget reflects costs associated with the preparation and submission of the housing element; and the permit tracking system, whose cost is being spread across various divisions.

# HOUSING SERVICES

## Housing Development Division FY 2007-2008 ACCOMPLISHMENTS

OBJECTIVE	RESULT
1 To increase the supply of affordable rental housing units in East Palo Alto.	Not accomplished but in progress. Provided information to non-profit organizations who are interested in developing rental housing in East Palo Alto.
2 To increase the number of affordable Below Market Rate (BMR) units for first-time home buyers in the City.	Accomplished. Two (2) BMR houses have closed escrow. Staff conducted a lottery on March 1,2008 for six (6) BMR condos.
3 To facilitate first-time homebuyers obtaining down payment assistance loans for the BMR Program.	Accomplished and ongoing. Provided down payment loans to two (2) homebuyers in the Maple Lane Development.
4 To promote pre-purchase and post-purchase home buyer educational programs for BMR home buyers.	Accomplished. Staff facilitated a homebuyer workshop in October 2007.
5 To provide closing cost grants assistance, as necessary, to first-time buyers in the City's BMR Program.	Accomplished. Provided closing cost grants to two (2) homebuyers in the Maple Lane Development.
6 To provide ongoing technical assistance to housing developers regarding the City's requirements as outlined in the City's Ordinances No. 247 & 281 and the Affordable Housing Development Program for determining the housing in-lieu fee(s).	Ongoing. Staff provided assistance to developers interested in developing houses in East Palo Alto. Determined BMR requirements and/or in-lieu fees for developers.
7 To support the San Mateo County Office of Housing's efforts to provide housing rehabilitation loans for owner occupied dwelling up to four (4) units in the City of East Palo Alto.	Accomplished. Staff referred interested homeowners to San Mateo County Office of Housing for rehabilitation loan assistance.

# HOUSING SERVICES

## Housing Development Division

### FY 2008-2009 OBJECTIVES

1. To increase the number of affordable Below Market Rate (BMR) houses for first-time home buyers in the City of East Palo Alto by 43%, from current of 70 to 100 units.
2. To increase the supply of affordable rental housing units in East Palo Alto by 35% from current of 198 to 268 units.
3. To provide \$80,000 worth of closing cost grant assistance to first-time home buyers in the City's BMR Housing Program.
4. To promote two (2) pre-purchase and post-purchase home-buyer educational programs for BMR home buyers.
5. To attend 18 Planning Commission meetings to assist in shaping policies for proposed housing projects under review.
6. To review 24 preliminary plans submitted to the City by residential developers.



New housing development at Maple Lane