

Housing Department

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To assist San José's lower- and moderate-income families by increasing, preserving, and improving housing that is affordable and livable, and to the extent possible, ensuring long-term affordability and contributing to neighborhood revitalization

City Service Area

Community and Economic Development

Core Services

Community Development and Investment

Invest in at-risk residents and neighborhoods

Increase the Affordable Housing Supply

Provide funding and technical assistance for the construction of new affordable housing and homebuyer assistance

Maintain the Existing Affordable Housing Supply

Provide rehabilitation loans and grants and construction oversight to extend the useful life of affordable housing, including single-family homes, mobile homes and multi-family buildings. Provide loan servicing and portfolio oversight to protect the City's investments and ensure that affordable units remain affordable. Provide Rental Dispute services to community residents to ensure rent increases are controlled and assist clients with eviction notices

Strategic Support: Public Education, Long Range Planning, Financial Management, Computer Services, Clerical Support, Human Resources, Facility Management, Vehicle Maintenance, Audit Supervision, Materials Management, Policy Development, Community Development Block Grant Administration

Housing Department

Department Budget Summary

	2008-2009 Actual 1	2009-2010 Adopted 2	2010-2011 Forecast 3	2010-2011 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Community Development and Investment *	\$ 793,264	\$ 1,761,100	\$ 1,958,386	\$ 2,110,766	19.9%
Increase Affordable Housing Supply	1,587,259	1,788,319	1,952,314	1,341,380	(25.0%)
Maintain Existing Affordable Housing Supply	3,638,548	4,343,162	4,486,410	4,321,862	(0.5%)
Strategic Support	4,704,743	3,213,397	3,303,823	2,977,829	(7.3%)
Total	\$ 10,723,814	\$ 11,105,978	\$ 11,700,933	\$ 10,751,837	(3.2%)
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 9,737,120	\$ 9,740,027	\$ 10,338,982	\$ 9,549,886	(2.0%)
Overtime	3,703	34,831	34,831	24,831	(28.7%)
Subtotal	\$ 9,740,823	\$ 9,774,858	\$ 10,373,813	\$ 9,574,717	(2.0%)
Non-Personal/Equipment					
Total	982,991	1,331,120	1,327,120	1,177,120	(11.6%)
Total	\$ 10,723,814	\$ 11,105,978	\$ 11,700,933	\$ 10,751,837	(3.2%)
Dollars by Fund					
Comm Dev Block Grant	\$ 1,244,618	\$ 1,264,963	\$ 1,331,160	\$ 1,484,680	17.4%
Home Invest Partnership	204,147	348,415	331,181	333,863	(4.2%)
Low/Mod Income Hsg	8,859,467	8,920,495	9,441,429	8,337,271	(6.5%)
Multi-Source Housing	415,582	572,105	597,163	596,023	4.2%
Total	\$ 10,723,814	\$ 11,105,978	\$ 11,700,933	\$ 10,751,837	(3.2%)
Authorized Positions	83.00	80.00	80.00	75.00	(6.3%)

* This core service was previously named Provide Services to Homeless and At-Risk Populations.

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Budget Reconciliation

(2009-2010 Adopted to 2010-2011 Adopted)

	Positions	All Funds (\$)
Prior Year Budget (2009-2010):	80.00	11,105,978
<hr/> Base Adjustments <hr/>		
Technical Adjustments to Costs of Ongoing Activities		
• Salary/benefit changes and the following position reallocation:		501,869
- 1.0 Division Manager to 1.0 Analyst II		
• Vacancy Rate Adjustment		97,986
• Changes in vehicle maintenance and operations costs		(4,000)
• Changes in professional development program costs		(900)
Technical Adjustments Subtotal:	0.00	594,955
2010-2011 Forecast Base Budget:	80.00	11,700,933
<hr/> Budget Proposals Approved <hr/>		
1. Housing Production Program	(2.00)	(435,201)
2. Housing Department Reorganization and Consolidation	(3.00)	(419,097)
3. Housing Department Management and Professional Employees Total Compensation Reduction		(84,798)
4. Housing Overtime Funding		(10,000)
Total Budget Proposals Approved	(5.00)	(949,096)
2010-2011 Adopted Budget Total	75.00	10,751,837

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Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)
1. Housing Production Program	(2.00)	(435,201)

Community and Economic Development CSA
Community Development and Investment
Increase the Affordable Housing Supply

This action eliminates two filled positions (1.0 Building Rehabilitation Supervisor and 1.0 Senior Development Officer), shifts funding for 1.0 Analyst I position from the Low and Moderate Income Housing Fund to the Community Development Block Grant (CDBG) Fund, and reduces contractual services funding for project development in the Housing Production Program. The Housing Production Program currently is staffed with six positions. This Program lends directly to developers for the construction of affordable housing in San José. As a result of the decline in revenues in the Low and Moderate Income Housing Fund, there will be limited funds available to lend to developers. With a decrease in program funding, there will also be a reduction in construction oversight and planning activities. The funding shift for the Analyst position will align resources with the CDBG Program, to ensure continued compliance with federal regulations. (Ongoing savings: \$462,541)

Performance Results:

Cost This action will align staffing levels with the amount of funding available for new affordable housing development, which will be limited to an estimated 103 units in 2010-2011.

2. Housing Department Reorganization and Consolidation	(3.00)	(419,097)
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Community and Economic Development CSA
Community Development and Investment
Increase the Affordable Housing Supply
Maintain the Existing Affordable Housing Supply
Strategic Support

This action eliminates two vacant positions (1.0 Housing Policy and Plan Administrator and 1.0 Senior Office Specialist), eliminates two filled positions (1.0 Development Officer and 1.0 Housing Policy and Plan Administrator), adds one Development Specialist position, and shifts funding for 0.25 of a Development Officer position from the Low and Moderate Income Housing Fund to the Home Investment Partnership Program Fund. This action will reorganize teams throughout the Housing Department and consolidate like-functions as a result of a decline in funding available in the Low and Moderate Income Housing Fund. Efficiencies will be gained in administrative support, grant management, inspection services, and underwriting services provided by the Department. (Ongoing savings: \$441,002)

Performance Results:

Quality, Cost, Customer Satisfaction Current quality and customer satisfaction levels will be maintained due to the reallocation of duties.

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Budget Changes By Department (Cont'd.)

Adopted Budget Changes	Positions	All Funds (\$)
3. Housing Department Management and Professional Employees Total Compensation Reduction <i>Community and Economic Development CSA Community Development and Investment Strategic Support</i> This action is a reduction in personnel costs equivalent to 5% of total compensation for Executive Management and Professional Employees (Unit 99). The savings generated from these actions helps address the General Fund shortfall, thereby retaining City services which may otherwise have been eliminated. The compensation adjustments include a 4.75% general wage decrease, freezing of merit increases, healthcare cost sharing changes (from 90% City/10% employee to 85% City/15% employee), healthcare plan design changes including increased co-pays, and changes in healthcare in lieu, healthcare dual coverage, and disability leave supplement. These actions result in savings of \$1.23 million in the General Fund including overhead loss and \$2.1 million in all funds. In the Housing Department, savings total \$84,798 in all funds. (Ongoing savings: \$84,798) <p>Performance Results: N/A</p>		(84,798)
4. Housing Overtime Funding <i>Community and Economic Development CSA Maintain the Existing Affordable Housing Supply</i> This action reduces the overtime budget by one-third in the Low and Moderate Income Housing Fund. The reduction is not expected to have any significant service level impact. (Ongoing savings: \$10,000) <p>Performance Results: No impacts to current performance levels are anticipated as a result of this action.</p>		(10,000)
2010-2011 Adopted Budget Changes Total	(5.00)	(949,096)

Housing Department

Departmental Position Detail

Position	2009-2010 Adopted	2010-2011 Adopted	Change
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	11.00	12.00	1.00
Assistant Director of Housing	1.00	1.00	-
Building Inspector Combination	1.00	1.00	-
Building Rehabilitation Inspector II	8.00	8.00	-
Building Rehabilitation Supervisor	2.00	1.00	(1.00)
Development Officer	7.00	6.00	(1.00)
Development Specialist	12.00	13.00	1.00
Development Specialist PT	1.00	1.00	-
Director of Housing	1.00	1.00	-
Division Manager	2.00	1.00	(1.00)
Housing Policy and Plan Administrator	6.00	4.00	(2.00)
Marketing and Public Outreach Manager	1.00	1.00	-
Office Specialist II	4.00	4.00	-
Principal Account Clerk	1.00	1.00	-
Senior Accountant	1.00	1.00	-
Senior Analyst	1.00	1.00	-
Senior Development Officer	7.00	6.00	(1.00)
Senior Office Specialist	4.00	3.00	(1.00)
Staff Specialist	4.00	4.00	-
Student Intern	1.00	1.00	-
Total Positions	80.00	75.00	(5.00)