File #: 2022-0747, **Version:** 1

To: Sonoma County Board of Supervisors and Board of Commissioners of the Sonoma County Community Development Commission
Department or Agency Name(s): Community Development Commission
Staff Name and Phone Number: Dave Kiff, (707) 565-7504
Vote Requirement: 4/5th
Supervisorial District(s): Countywide

Title:
Community Development Commission Staffing Allocations and Compliance Monitoring Program

Recommended Action:

A) Adopt a concurrent resolution amending the Sonoma County Community Development Commission Department Allocation List effective November 8, 2022.
B) Adopt a budget resolution adjusting the FY 22-23 adopted budget by increasing revenues and expenditures in the Sonoma County Community Development Commission by $6,265 to support additional position allocations. (4/5th Vote Required)
C) Adopt a fee resolution increasing the Affordable Housing Agreement Preparation Fee from $500 to $1,000 per development, the annual Compliance Monitoring Fee from $75 to $150 per multi-family rental housing unit, the Congregate Housing Monitoring Fee from $100 to $165 per congregate housing facility, and establish an automatic annual fee adjustment to reflect changes in the Consumer Price Index (CPI) for the San Francisco Bay Area.

(4/5th Vote Required)

Executive Summary:

The Community Development Commission (CDC) has identified a number of positions that are needed to enable the agency to 1) reduce use of extra-help and temporary promotion positions, 2) adjust positions' job classification to align workload with the appropriate levels of skill and responsibility, and 3) provide adequate staffing to perform compliance monitoring services under contract to several incorporated jurisdictions.

New positions being requested are as follows: a) Community Development Specialist II (2.0 FTE), b) Senior Office Assistant (1.0 FTE), and c) Supervising Accountant (0.5 FTE, time-limited). As part of the alignment to appropriate job classes, staff is also requesting the deletion of the following vacant positions: Office Assistant II and Accounting Technician.

One of the two new Community Development Specialist II positions requested is necessary to enable the agency to increase the frequency and depth of monitoring affordable housing developments for compliance with income, occupancy, rent level, and resale restrictions. This work is largely supported through affordable housing regulatory agreement preparation and annual compliance monitoring fees that are charged to developers receiving CDC financing or County density bonuses and other affordable housing incentives and for developments that are subject to County inclusionary or workforce housing requirements. Approval of this agenda item will increase these fees to reflect changes in the CPI for the San Francisco Bay Area.

The Agreement Preparation Fee will increase from $500 to $1,000, reflecting the 123.2% increase in CPI since it was last set in 1994. The per-unit annual Compliance Monitoring Fee will increase from $75 to $150, reflecting the 99.7% increase in CPI since it was last set in 1998. The annual Compliance Monitoring Fee for congregate housing facilities will increase from $100 to $165, reflecting the 64.2% increase in CPI since the fee was first established in 2005. The proposed fees are being set at levels that fall within the range of fees charged by other Bay Area jurisdictions and align with current actual costs. These fees are cost recovery fees and comply with Proposition 26 requirements.

In addition to performing compliance monitoring for units receiving CDC financing and County affordable housing incentives or requirements, the CDC will begin partnering with local incorporated jurisdictions to provide compliance monitoring services for units subject to their local affordability restrictions. This work will be done on a cost-recovery basis. To date, seven jurisdictions have indicated their intent to contract with the CDC for this service: Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. As the City Monitoring Program rolls out, other cities may also decide to contract with the CDC for this work.

Discussion:

POSITION CHANGES

The Community Development Commission ("Commission" or CDC) has identified position allocations that are needed 1) reduce use of extra-help and temporary promotion positions, 2) adjust positions' job classification to align workload with the appropriate levels of skill and responsibility, and 3) provide adequate staffing to perform compliance monitoring services under contract to several incorporated jurisdictions. The CDC is requesting a total of 3.5 (FTE) positions, 0.5 of which is time limited. In addition, vacant 2.0 FTE positions are to be deleted as part of this item. The requested effective date for all position changes is November 8, 2022. This report provides details regarding the need, job duties, and funding of each position.

Requested Housing Authority Division Position:

<u>Community Development Specialist II - Add 1.0 FTE</u>

The work of the Housing Authority's recently expanded rental assistance voucher programs is currently being handled by an extra-help employee to process eligibility paperwork for applicants as required by federal regulation. The new position will replace the extra-help personnel to perform this work and will continue to be funded through a combination of administrative funding available through the Mainstream Voucher Program, the Housing Choice Voucher Program, and the Emergency Housing Voucher Program.

Requested Housing and Community Development Programs Division Position:

<u>Community Development Specialist II - Add 1.0 FTE</u>

As discussed in a 12/07/2021 Board item, as well as in the 2022 Sonoma County Civil Grand Jury Report, the CDC should improve and expand its monitoring of compliance with affordable housing income and rent restrictions. The agency has already begun to implement process improvements but does not have sufficient staffing to increase the frequency of on-site monitoring visits and the depth of desk-top monitoring for all restricted units.

The 2022 Grand Jury Report also discussed the need for improved compliance monitoring of affordable housing units that are under the purview of the incorporated jurisdictions within the county. As discussed further below, seven jurisdictions have indicated that they would like to contract with the CDC to perform required compliance monitoring of the units under their purview.

The CDC is requesting approval of a 1.0 FTE allocation to provide the staffing required to complete the work entailed in its expanded monitoring of developments regulated by agency agreements, as well as the additional work to be done for the contracting jurisdictions. The new position will assist in maintaining the database of restricted units, perform desk-top monitoring of annual compliance certifications submitted by property owners, communicate with property owners regarding questions or deficiencies in their annual certifications, and perform on-site monitoring visits of restricted developments. The position will be funded in part with revenues received from the cities for the contracted work, which would be performed on a cost-recovery basis. The position will also be funded with revenues generated by CDC affordable housing application and monitoring fees that are charged to developers, which would be increased by approval of the attached Fee Resolution (see detailed fee discussion below). As is allowed under the provisions of Sonoma County Code §260-89-040-D-3-b-(3), County Fund for Housing (CFH) administrative monies will be used to augment support for the position to the extent that the increased fees are insufficient to pay for the full cost of preparing and monitoring compliance with the County agreements.

Requested Administration / Finance Division Positions:

<u>Supervising Accountant - Add 0.5 FTE Time-Limited, End Date 11/30/24</u>

Over the past several years, the CDC received increased revenues from a variety of sources, many of which were related to local disasters and the COVID-19 pandemic, while at the same time experiencing numerous changes in leadership and significant loss of long-time staff. These factors had a combined, negative impact on the financial tracking and reporting systems of the agency. For the past few years, the CDC has been using a part-time, extra-help Supervising Accountant position, staffed by the agency’s former fiscal manager, to help complete the rebuilding of the fund-by-fund history of financial transactions across the CDC’s accounts. The new part-time, time-limited Supervising Accountant position will replace that extra-help slot to better enable finance staff to complete the rebuilding of historical financial transactions, reconstruct forward-looking tracking and reporting systems, and train program staff to help improve coordination with the finance team. It is anticipated that this work can be completed within 2 years (starting date 12/01/2022 ending date 11/30/2024). This position will be funded with the same administrative Commission-wide funding sources currently being used to support the extra-help position.

<u>Accounting Technician - Delete a Vacant 1.0 FTE</u>

This position will no longer be needed as the CDC is reducing in size with the move of Ending Homelessness work to DHS. The cost savings from deleting this position will be used to help pay for the new and upgraded Finance and Admin positions discussed above.

<u>Senior Office Assistant - Add 1.0 FTE and Delete a Vacant 1.0 FTE Office Assistant II (OA II)</u>

The CDC's administrative team is currently comprised of the Administrative Services Officer (ASO) I, Senior Office Support Supervisor (SOSS), and three OA IIs. The benefits of this change will be two-fold: First, the new position will be able to perform work at a higher level of skill and responsibility than is currently classified in the OA II class. This will help to structure the admin team in a way that will operate more effectively now that DHS staff is no longer involved in the CDC's administrative functions. Second, the creation of this position at a level between OA IIs and the SOSS will help to create a "ladder" of administrative positions that will provide promotional growth opportunities for the future. The new position will support the Housing Authority in tracking and sending notifications and processing incoming paperwork brought in by program participants, assist the SOSS with fleet operations and information technology processes, and process invoices and orders for the agency's office needs. The position will continue to be funded by the same administrative allocation of Housing Vouchers and Commission-wide funding sources that now support one of the OA II positions, with a relatively small increase in annual cost.

AFFORDABLE HOUSING COMPLIANCE MONITORING PROGRAM

Monitoring Compliance of Units Restricted by CDC and County:

When the CDC provides financial assistance, or the County provides regulatory incentives or imposes inclusionary or workforce housing requirements, for rental or for-sale housing development, the developer is required to execute an affordable housing regulatory agreement that restricts the income levels of the occupant households and the maximum amounts that can be charged for rent or sale of the units. This is intended to ensure the ongoing affordability and occupancy of the units for households at specified income levels, which are set by applicable federal, state, and local regulations and policies.

The CDC monitors all restricted affordable housing developments to ensure compliance with the requirements. The CDC is currently responsible for monitoring affordability restrictions for 3,183 housing units in 150 properties. Of these, 2,790 are rentals and 393 are ownership units. There are also an additional 1,052 units that have received CDC financial assistance and are currently under development in 28 properties spread throughout the county. The table below provides a breakdown of the affordability levels for these units.

CDC and County Assisted Affordable Housing Existing Units					
Type	Extremely Low-Income (30% AMI)	Very Low-Income (50% AMI)	Low-Income (80% AMI)	Moderate-Income (120% AMI)	Total by Type
Rental	135	1,366	1,215	74	2,790
Ownership	0	48	345	0	393
Total	135	1,414	1,560	74	3,183
Units Under Development					
Rental	248	387	317	0	952
Ownership	0	5	64	31	100
Total	248	392	381	31	1,052

CDC staff initiates monitoring when units are first placed in service. As discussed in detail in the "Agreement

Preparation and Monitoring Fees" section below, the monitoring fees that developers are required to pay for this work have been sufficient to pay a portion of an existing CDC staff position to complete only basic monitoring work.

Each rental property owner must submit compliance reports to the CDC annually over the term of their regulatory agreement. Depending on the date that the units were built, and the type of assistance received, the terms generally range from 30 to 55 years. The compliance report includes a signed certification attesting to the accuracy of the reported rents charged and incomes of the households residing in the restricted units.

Staff begins with "desk-top" monitoring to review the submitted reports. If questions or findings of non-compliance are determined, the staff notifies the owner regarding the issues that need correction, with a timeline for correction and then follows up to ensure that issues are corrected and resolved. If issues are not resolved or an owner does not respond to findings of non-compliance, staff will again notify the property owner of the deficiencies and begin implementation of the default and damages provisions of the regulatory agreement.

In addition to this desk-top monitoring, federal regulations require CDC staff to perform on-site monitoring of the thirty HOME Investment Partnerships Program ("HOME")-funded projects at least once every 3 years. The on-site monitoring includes interviewing the owner/manager, reviewing all HOME tenant files, and inspecting the units for any health or safety issues. For units assisted with funds from other sources or regulated pursuant to County regulatory incentives or restrictions, CDC staff have generally been able to perform site visits only on an "as needed" basis, if a review of the owner's self-certified annual reports or complaints from tenants or others indicated a heightened risk of non-compliance. These monitoring visits and inspections followed the same protocol as the HOME-required site inspections.

Affordable homeownership properties are monitored annually to confirm that they continue to be occupied by the assisted household, which is a requirement of the regulatory agreements. Throughout the year, the CDC also tracks maintenance of home insurance, mobile home registration (when applicable), and payment of property taxes, and owners are contacted if there are issues of non-compliance with requirements. When an assisted homeowner plans to sell their property, CDC staff administers the provisions in the recorded option agreement to ensure compliance with the requirements that the new purchaser is an income-eligible household, and that the sales price does not exceed the allowed maximum.

Expansion of CDC's Rental Compliance Monitoring Program:

As discussed with your Board in a 12/07/2021 Board item, it is evident that the CDC needs to improve and expand its monitoring of compliance with affordable housing income and rent restrictions to better confirm and enforce compliance with all applicable restrictions. That agenda item described the following steps that CDC staff would undertake, some of which are already underway. Others will not be able to be implemented, however, without the addition of a new Community Development Specialist II FTE position to complete the work, which will be largely funded through an increase in fees, as detailed in the "Agreement Preparation and Monitoring Fees" section below.

- <u>All Developments Will be Reviewed Every Three Years</u>
  CDC staff will visit all restricted affordable rental housing developments to perform an on-site monitoring at least once every 3 years, and more frequently for developments deemed high risk. A risk

analysis will designate developments as having a high, medium, or low risk. A high-risk development may be a for-profit-owned project with density bonus or inclusionary units, a development with known complaints, or a development with recent findings of non-compliance. A low-risk development may include projects owned by mission-driven affordable housing organizations and projects with regulatory agreements with other agencies that have comparable or more stringent monitoring requirements.

- Routine Submission of Back-Up Materials to the CDC
  For properties that are not scheduled for an on-site monitoring visit in a given year, CDC staff will request and monitor backup supporting documentation regarding rent and income levels for:
  - 10% of the restricted affordable units at each development with 10 or more restricted units, and;
  - 100% of the restricted affordable units at developments with less than 10 restricted units.
- Wait List Review
  For on-site monitoring visits, CDC staff will initiate a new procedure of reviewing the development's waitlist to ascertain how households on the wait list are prioritized for placement in restricted units as the occupancy turns over and to monitor compliance with the development's approved fair marketing and tenant selection plans.

Monitoring Compliance of Units Assisted by Other Local Jurisdictions:

The nine incorporated jurisdictions within the county also provide various forms of financial assistance and regulatory incentives or inclusionary requirements for the development of affordable housing units within their boundaries. The 2022 Sonoma County Civil Grand Jury Report recommended increased compliance monitoring for these units and most cities do not have dedicated housing staff who can perform this work. To date, seven jurisdictions have indicated that they would like to contract with the CDC to perform compliance monitoring on their behalf. The CDC would enter into agreements with these cities for this purpose after approval of the requested Community Development Specialist II position that would perform the work. The CDC would be paid on a cost-recovery basis.

The table below shows the estimated number of developments and units that will be monitored by the CDC under the anticipated city agreements:

Jurisdiction	**Total Developments**	**Total Units**
Cloverdale	6	381
Cotati	27	342
Healdsburg	6	234
Rohnert Park	18	1,053
Sebastopol	22	88
Sonoma	15	21
Windsor	3	132
Totals	**97 developments**	**2,251 units**

AGREEMENT PREPARATION AND MONITORING FEES

Current Fees:

Developments with units that are restricted pursuant only to County inclusionary requirements or regulatory incentives pay a one-time application fee for the CDC's work to prepare the regulatory agreement ("Agreement Preparation Fee"). The Agreement Preparation Fee amount, which was last set in 1994 for rental and for-sale density bonus projects and subsequently extended to apply to developments subject to Article 89's inclusionary or workforce housing requirements, is currently $500. This pays for CDC staff time to review the development conditions of approval, customize agreement templates, confer with Permit Sonoma staff and the developer, and consult County Counsel.

Developments that receive financial assistance from CDC instead pay a loan origination fee ("Loan Origination Fee"), established in 2009 at one percent of the loan amount, which pays for the preparation of the regulatory agreement and all other loan documents, as well as on-going loan administration tasks.

All rental property owners whose units are restricted due to County inclusionary or regulatory requirements, or CDC financing, are also required to pay annual compliance monitoring fees ("Compliance Monitoring Fee") to defray the compliance monitoring expenses incurred by the CDC. In addition to annual desk-top reviews and periodic site visits, the CDC occasionally incurs legal expenses when it is necessary to confer with County Counsel regarding observed compliance issues. The current Compliance Monitoring Fee, established in 1998 for density bonus units and later extended to inclusionary and workforce housing units, as well as units receiving CDC financial assistance, is $75 per unit per year.

Beginning in 2005, an annual compliance monitoring fee ("Congregate Housing Monitoring Fee") of $100 per facility was established for emergency shelters, transitional housing, group home or other congregate special needs housing facilities that received financial assistance from the County Fund for Housing. This Congregate Housing Monitoring Fee was subsequently extended to include congregate housing facilities receiving any type of CDC loan assistance.

Homeowners are not required to pay Monitoring Fees. Instead, the CDC's work is funded through receipt of an administrative fee ("Administrative Fee") charged at the time of sale and resale of the home. The current Administrative Fees are 1% of the affordable sales price at the initial sale and 3% of the sales price at the time of resale. These Administrative Fees pay the CDC for the preparation of all loan and regulatory documents and ongoing loan administration work. The higher fee at the time of resale also pays the CDC to assist the selling homeowner in finding and qualifying a new income-eligible buyer.

Fee Studies:

<u>CDC Costs to Perform Work</u>

In 2017, the most recent year in which the CDC actively performed all basic monitoring tasks, staff prepared two fee studies, one for the Affordable Housing Agreement Preparation Fee and one for the Affordable Housing Compliance Monitoring Fee. The impacts of multiple fire and flood disasters, the COVID-19 pandemic, and the significant loss of agency staff prevented the CDC from performing some basic monitoring tasks between 2017 and 2022. For example, the federal requirement to perform on-site monitoring visits was waived for two of these years due to the health risks posed by the pandemic. The 2017 figures, therefore, provide the most recent available data about the agency's actual costs to perform the work.

The Agreement Preparation Fee is calculated to include the total cost of providing the service, including labor, materials, and overhead. The total is then divided by the number of agreements to be prepared in a year to determine the cost per agreement. The 2017 costs were as follows:

Total Costs to Provide Service: $3,379

Total Agreements: 5

Cost per agreement: $675

The annual Compliance Monitoring Fee is calculated to include the total cost of providing the service, including labor, materials, and overhead. The total is then divided by the number of units to be monitored in a year to determine the per-unit cost. The 2017 costs were as follows:

Estimated Overhead for Three-Year Period: $57,264.91

Total Monitored Units: 453

Cost per Unit: $126.41

Increases in Consumer Price Index

The Consumer Price Index (CPI) for the San Francisco Bay Area has increased by 123.2% since 1994, the year in which the affordable housing Agreement Preparation Fee was last set, and by 99.7% since 1998, the year in which the annual Compliance Monitoring Fee for rental units was last established. Applying an adjustment factor to track these increases in CPI since the fees were last set would result in an Agreement Preparation Fee of $1,116, and an annual Compliance Monitoring Fee of $149.77 per rental unit.

The CPI has increased by 64.2% since 2005, when the Compliance Monitoring Fee was established for congregate housing facilities. Applying a CPI adjustment factor to reflect increases since that time would result in an annual Congregate Housing Monitoring Fee of $164.20 per facility.

Similarly, the CPI increased by 20.1% since 2017 when the last cost recovery fee study was prepared for Agreement Preparation and Compliance Monitoring Fees. Applying a CPI adjustment factor to the 2017 cost figures would result in an Agreement Preparation fee of $810.67 and an annual Compliance Monitoring Fee of $151.82 per rental unit. (Note: The 2017 fee studies did not include a calculation of the CDC's costs to monitor congregate housing facilities, so there is no CPI adjusted figure available for that work.)

Comparison with Fees Charged by Bay Area Jurisdictions

In 2021, the CDC surveyed Bay Area jurisdictions about their affordable housing preparation and monitoring fees. As shown in the table below, there is a wide range in the fees that are being charged by the five responding jurisdictions.

Fees Charged by Jurisdiction

Jurisdiction	Agreement Prep Fee (one-time only)	Annual Monitoring Fee
Alameda County	$2,500	$300 / unit
Marin County	None	None
Napa County	$1,000	$100 / unit: 1-40 units $ 80 / u $ 60 / unit: 81 or more units
San Mateo County	Unknown	TBD (Monitoring fee adopted, b yet set by resolution)
Santa Clara County	$3,771: single-family $5,113: multi-family	$119/unit
Santa Rosa City	None	$ 35 / unit: units with loans $ density bonus units (seniors)* $ density bonus units (multi-fami annually based on Bay Area CPI
Sonoma County	Current: $ 500 Proposed: $1,000	Current: $100 / congregate hou 75/unit Proposed: $165/ congr facility $150 / unit

(Note: CDC's research did not find evidence that any surveyed jurisdictions have an established fee for monitoring congregate housing facilities. It is not known what affordability restrictions, if any, those jurisdictions impose on congregate facilities, or if they provide assistance to such facilities.)

Fee Increases to Fund the Expanded Compliance Monitoring Program:

The County and CDC have not raised the affordable housing Agreement Preparation and rental Compliance Monitoring Fees since 1994 and 1998, respectively. The rental Compliance Monitoring Fees currently generate approximately $48,000 per year, which is included in the CDC's FY 22-23 budget to pay the costs of monitoring the existing 3,183 restricted units at a minimal level that has been deemed insufficient. Approval of fee increases as requested in this agenda item to reflect the increase in the CPI in the intervening years will approximately double the amount of fees received and enable the CDC to cover the costs of current staff that are now performing basic monitoring work and to hire an additional 1.0 FTE Community Development Specialist II to implement the expanded compliance monitoring program. As restricted units under development now and in the future are completed and occupied, they will also be subject to the new fee structure, which will ensure sufficient revenue to enable staff to perform monitoring at appropriate levels. To help ensure that the fee stays current with actual costs to perform the work, the fees would also have an automatic annual adjustment applied to reflect changes in the CPI for the San Francisco Bay Area.

A further fee study is not required to support the requested increase in these fees, as they are being set at levels that fall within the range of fees charged by other Bay Area jurisdictions and align with current actual costs. These fees are cost recovery fees and comply with Proposition 26 requirements.

As noted above, CFH monies may be used to pay for the shortfall if the amount of agreement preparation and compliance monitoring fees received does not fully cover the cost of the work. Sonoma County Code §260-89

-040-D-3-b, which describes the allowed administrative uses of in-lieu fees paid into the CFH, states “Monies may also be used to cover administrative expenses incurred by the Department or the CDC in connection with affordable housing and not otherwise reimbursed through processing and other fees, including:…(3) County and CDC administrative costs for project development, permitting, post Development Code compliance, and the ongoing monitoring of affordable projects constructed with affordable housing fee trust funds.” To the extent that the fees for agreement preparation and compliance monitoring are not increased to fund the expanded monitoring program and to keep pace with future increases in CPI, CFH funds would be used for this purpose. This administrative use would reduce the amount of CFH funds that are available for investment to develop and preserve affordable housing units.

Strategic Plan:

This item directly supports the County’s Five-year Strategic Plan given that it protects and supports the existing (and future) supply of affordable housing units that are reserved for individuals and families of specific income levels. This item is aligned with the following pillar, goal, and objective:

Pillar: Healthy and Safe Communities

Goal: Goal 3: In collaboration with cities, increase affordable housing development near public transportation and easy access to services.

Objective: Objective 3: Create incentives for developers to promote affordable housing development in the County. This item is the other side of incentive creation but still consistent with the objective. The County/CDC needs to appropriately review and monitor how the incentives are being used to ensure their viability and outcomes.

Prior Board Actions:

December 7, 2021: Board received and reviewed possible changes to the CDC’s compliance monitoring function of affordable and restricted income units.

August 11, 2015: Board and Commission approved revisions to the CDC Loan Policies setting the annual compliance monitoring fees for developments receiving any type of CDC financial assistance at $75 per rental unit and $100 per congregate housing facility.

April 26, 2005: Board approved revisions to the County Fund for Housing Policies setting the annual compliance monitoring fees for rental developments and congregate housing facilities receiving CFH assistance at $25 per unit and $100 per facility, respectively.

August 20, 1998: Commission adopted Resolution No. 98-1106 increasing the annual density bonus rental monitoring fee at $75 per unit.

April 18, 1994: Commission adopted Resolution No. 94-0518 setting the density bonus application fee for regulatory agreement preparation at $500 for both rental and for-sale projects.

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY 23-24 Projected	FY 24-25 Projected
Budgeted Expenses		$116,770	$120,273

Additional Appropriation Requested	$6,265		
Total Expenditures	**$6,265**	**$116,770**	**$120,273**
Funding Sources			
General Fund/WA GF			
State/Federal		$68,770	$72,273
Fees/Other	$6,265	$48,000	$48,000
Use of Fund Balance			
Contingencies			
Total Sources	**$6,265**	**$116,770**	**$120,273**

Narrative Explanation of Fiscal Impacts:

The Housing Authority Community Development Specialist II estimated cost in FY 22-23 is $66,472 and increases to $132,944 in FY 23-24 and $136,932 in FY 24-25 with a 3% Cost of Living Increase Annually. The Position will be funded via the Housing Vouchers (50%), Emergency Housing Vouchers (25%) and Mainstream Vouchers (25%).

The Compliance Team Community Development Specialist II estimated cost in FY 22-23 is $66,472 and increases to $132,944 in FY 23-24 and $136,932 in FY 24-25 with a 3% Cost of Living Increase Annually. The Commission will be implementing additional funding through increase in Monitoring Fees resulting in an additional $6,265 in FY 22-23. It is estimated that this increase will provide the Commission with an additional $48,000 Annually. The remaining cost will be funded through loan repayment, and administration funding received from County.

The Senior Office Assistant estimated cost in FY 22-23 is $57,518 and increases to $115,035 in FY 23-24 and $118,486 in FY 24-25 with a 3% Cost of Living Increase Annually. Funding for this position will come from Housing Vouchers (50%) and the Commission-Wide Allocation (50%).

The (.5) Time-Limited Supervising Accountant estimated cost in FY 22-23 is $48,190 and increases to $96,380 in FY 23-24 and $49,635 in FY 24-25. The position will be funded with the Commission Wide Allocation.

Additionally, the Commission will be deleting an Accounting Technician (1 FTE, Cost Savings of $127,408) and an Office Assistant II (1 FTE, Cost Savings of $104,979); for a total savings of $232,387 in FY 22-23. In addition, the Commission will reduce Extra-Help Positions, thus increasing cost savings to the Commission for an additional $64,073 in FY 22-23.

Based on the aforementioned, additional appropriations of $6,265 is being requested for the Fiscal Year 2022-23 Adopted Budget for the additional positions and increase in revenue from the fee adjustments. Appropriations for the subsequent fiscal years will be included in the recommended budget.

Staffing Impacts:			
Position Title (Payroll Classification)	**Monthly Salary Range (A-I Step)**	**Additions (Number)**	**Deletions (Number)**
Community Development Specialist II	$4,759.07-$5,796.98	2.0	
Supervising Accountant	$7,421,45-$9,019.48	0.5	

Senior Office Assistant	$3,916.83-$4,760.37	1.0	
Office Assistant II	$3,438.53-$4,179.46		1.0
Accounting Technician	$4,504.70-$5,476.95		1.0

Narrative Explanation of Staffing Impacts (If Required):
The CDC has identified a need to add 3.0 FTE positions, add 0.5 time-limited FTE position, and delete 2.0 FTE positions.

Attachments:
Attachment 1 - Personnel Resolution
Attachment 2 - Fee Resolution
Attachment 3 - Budget Resolution

Related Items "On File" with the Clerk of the Board:
N/A