

<p><b><u>Existing Housing and Relocation Policies</u></b></p> <ul style="list-style-type: none"> <li>• City Council Policy D-13 – Mountain View Employee Homebuyer Program</li> <li>• Administrative Instruction 3-20 Housing and Relocation Assistance Program for Council Appointees and Department Heads</li> </ul>	<p><b><u>Proposed New Housing and Relocation Policy</u></b></p> <ul style="list-style-type: none"> <li>• City Council Policy– D-13 Mountain View Employee Homebuyer and Relocation Assistance Program</li> </ul>
<p><b>Loan Amount</b></p> <ul style="list-style-type: none"> <li>• <b><u>All Employees</u></b> - \$100,000 maximum loan amount per employee to purchase a home in Mountain View using Below-Market Rate (BMR) housing funds for employees earning 120 percent or less of the Santa Clara County median household income.</li> <li>• <b><u>First Responders (sworn Police/Fire officers and Dispatchers)</u></b> - \$100,000 maximum loan amount per employee to purchase a home in Mountain View using General Fund unrestricted reserve account for first responders whose household income exceeds 120 percent of the median household income for Santa Clara County as published by the State Department of Housing and Community Development.</li> <li>• For both programs, the loan can be used for a down payment, interest rate reduction of the primary mortgage and/or closing costs.</li> <li>• <b><u>Department Heads and Council Appointees</u></b> - \$1.0 million for a purchase of a residential property located within the City of Mountain View with the ability of the City Manager or City Council to increase the loan amount to the median house price for Mountain View if higher than \$1.0 million.</li> </ul>	<p><b>Loan Amount</b></p> <ul style="list-style-type: none"> <li>• <b><u>All Employees</u></b> – Loan up to \$250,000 to assist with purchasing a home in, or within, a 10-mile radius of Mountain View.</li> <li>• <b><u>First Responders</u></b> – Eligible for either the All Employee loan above, or a loan of up to \$500,000 to assist with purchasing a home in, or within a five mile-radius of Mountain View. First responders include Police and Fire emergency responders (Firefighter/Paramedic, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Public Safety Dispatcher I, II, III, Lead Public Safety Dispatcher, and Communications Operations Supervisor), and Public Works/Public Services employees designated to respond to calls for service as defined in the after-hours Duty Program. New or reclassified positions may be designated by the City Manager as first responders.</li> <li>• <b><u>Department Heads and Council Appointees</u></b> - Loan to assist with purchasing a home in Mountain View up to the median home price or 75 percent of the sales price, whichever is lower, or a loan up to 25 percent of the sales price, to a maximum of median home price in Mountain View, for a home within a five-mile radius of Mountain View.</li> </ul>

<u>Existing Housing and Relocation Policies</u> <ul style="list-style-type: none"> <li>City Council Policy D-13 – Mountain View Employee Homebuyer Program</li> <li>Administrative Instruction 3-20 Housing and Relocation Assistance Program for Council Appointees and Department Heads</li> </ul>	<u>Proposed New Housing and Relocation Policy</u> <ul style="list-style-type: none"> <li>City Council Policy- D-13 Mountain View Employee Homebuyer and Relocation Assistance Program</li> </ul>
<p><b>Loan Terms and Repayment Schedule:</b></p> <p><u>Employees and first responders:</u></p> <ul style="list-style-type: none"> <li>Loan term is 30 years.</li> <li>Fixed interest rate set at the Applicable Federal Rate (AFR).</li> <li>Five year deferment period during which time consist of interest only.</li> <li>The maximum mortgage amount that the City’s loan will be subordinate to shall not exceed \$850,000.</li> <li>Twenty year-five year loan amortization period during which time interest and principal payments are made until loan is fully repaid.</li> <li>The home must be located in Mountain View and be the employee’s primary and only residence.</li> </ul> <p><u>Council Appointees and Department Heads:</u></p> <ul style="list-style-type: none"> <li>Loan term is not to exceed 30 years.</li> <li>Interest rate can be variable or fixed based on the current rate of the Five-Year Federal Government Treasury Bill or Note.</li> <li>The loan may be authorized with the provision of no principal, or no principal and interest payments, for up to seven years.</li> <li>At the beginning of Year 8 or sooner, interest payments will be compounded monthly from the beginning of the loan until the start of payments.</li> <li>The loan made through the City’s Housing Program shall only be for residential property located within the City of Mountain View. The property must be the principal residence of the employee.</li> <li>Loan must constitute a first lien on the property.</li> </ul>	<p><b>Loan Terms and Repayment Schedule:</b></p> <p><u>All participants:</u></p> <ul style="list-style-type: none"> <li>Loan term is not to exceed 30 years.</li> <li>Fixed interest rate will be determined based on the Applicable Federal Rate (AFR), at the time the loan is issued, for all loans.</li> <li>The employee can request to make interest only payments for up to three years.</li> <li>In the case of interest only payments, when principal payments commence, the principal amount will be amortized over the remaining life of the loan.</li> <li>The City will be repaid upon sale or transfer of the property.</li> <li>The purchased property must be the primary residence of the employee.</li> <li>The purchased property may be a single-family home, townhouse, rowhouse, or condominium.</li> <li>The home cannot be rented.</li> <li>City employees who have passed the initial probationary period are eligible for the Employee Homebuyer Program. Department Heads and Council Appointees who are not subject to a probationary period are eligible at the time of hire.</li> <li>For All Employee and First Responder loans, the maximum loan amount will be adjusted annually based on CPI.</li> </ul>

<u>Existing Housing and Relocation Policies</u> <ul style="list-style-type: none"> <li>City Council Policy D-13 – Mountain View Employee Homebuyer Program</li> <li>Administrative Instruction 3-20 Housing and Relocation Assistance Program for Council Appointees and Department Heads</li> </ul>	<u>Proposed New Housing and Relocation Policy</u> <ul style="list-style-type: none"> <li>City Council Policy- D-13 Mountain View Employee Homebuyer and Relocation Assistance Program</li> </ul>
<p><b>Loan Repayment Terms Upon Separation</b></p> <p><u>Employees and first responders:</u></p> <ul style="list-style-type: none"> <li>Upon separation from employment with the City, the interest rate on the City loan increases to the interest rate on the first mortgage plus 1.5% (or other rate acceptable to the mortgage lender and the City’s Finance and Administrative Services Director). The employee shall be allowed to make payments on the loan at the higher interest rate for up to five years at which time the loan shall be due in full to the City.</li> </ul> <p><u>Council Appointees and Department Heads:</u></p> <ul style="list-style-type: none"> <li>Any loan made available through the City’s Housing Assistance Program shall be due and payable in full upon sale or transfer of the property by the employee, or within 12 months of the termination, for any reason (which includes retirement from the City), of the employee’s employment with the City or termination of the use of the property as the principal residence of the employee, whichever occurs first.</li> <li>If the employee separates from employment with the City prior to year 8 of the repayment schedule, except in the case of retirement, the employee will begin payments of principal and interest to the City immediately upon termination.</li> </ul>	<p><b>Loan Repayment Terms Upon Separation</b></p> <p><u>All participants:</u></p> <p>Upon separation of employment from the City the following terms apply:</p> <ul style="list-style-type: none"> <li>Upon a participant’s separation from the City, the full loan must be paid within 12 months. If the loan is repaid within six months, the interest rate will not change. For repayment after six months, the interest rate will increase by 1%.</li> <li>Additional time for repayment may be allowed in hardship situations as approved by the City Manager, or designee.</li> </ul>

<u>Existing Housing and Relocation Policies</u> <ul style="list-style-type: none"> <li>• City Council Policy D-13 – Mountain View Employee Homebuyer Program</li> <li>• Administrative Instruction 3-20 Housing and Relocation Assistance Program for Council Appointees and Department Heads</li> </ul>	<u>Proposed New Housing and Relocation Policy</u> <ul style="list-style-type: none"> <li>• City Council Policy- D-13 Mountain View Employee Homebuyer and Relocation Assistance Program</li> </ul>
<p><b>Source of Loan Funds</b></p> <p><b>Employees:</b></p> <ul style="list-style-type: none"> <li>• Below-Market Rate (BMR) housing funds will be used for eligible City employees earning 120 percent or less of the Santa Clara County median household income.</li> </ul> <p><b>First responders:</b></p> <ul style="list-style-type: none"> <li>• General Fund unrestricted reserve account will be used to fund loans for sworn Police/Fire officers and Dispatchers whose household income exceeds 120 percent of the median household income for Santa Clara County as published by the State Department of Housing and Community Development.</li> </ul>	<p><b>Source of Loan Funds</b></p> <p><b>All participants:</b></p> <ul style="list-style-type: none"> <li>• The City will allocate up to \$6.0 million for all loans using the Earned Lease Revenue Reserve as the funding source. For Fiscal Year 2019-20, \$3.0 million will be allocated with an additional earmark of up to \$3.0 million in Fiscal Year 2020-21, depending on program usage.</li> </ul>

<p><b><u>Existing Housing and Relocation Policies</u></b></p> <ul style="list-style-type: none"> <li>• City Council Policy D-13 – Mountain View Employee Homebuyer Program</li> <li>• Administrative Instruction 3-20 Housing and Relocation Assistance Program for Council Appointees and Department Heads</li> </ul>	<p><b><u>Proposed New Housing and Relocation Policy</u></b></p> <ul style="list-style-type: none"> <li>• City Council Policy- D-13 Mountain View Employee Homebuyer and Relocation Assistance Program</li> </ul>
<p><b>Relocation Expenses</b></p> <p><b><u>Council Appointees and Department Heads</u></b></p> <ul style="list-style-type: none"> <li>• Reimbursement of relocation expenses up to \$2,000 for professional relocation services, up to \$2,500 for expenses associated with moving personal belongings and up to 30 days of temporary housing.</li> </ul>	<p><b>Relocation Expenses</b></p> <p><b><u>Eligible employees:</u></b></p> <ul style="list-style-type: none"> <li>• The following positions may request relocation assistance: Department Heads, Council Appointees, Assistant Director, and Division Manager, or a position designated by the City Manager, or designee, as a hard-to-fill position.</li> <li>• Relocation assistance may be requested for a move occurring within one year of the date of appointment.</li> <li>• For moving expenses more than 10 and less than 25 miles, reimbursement will be provided up to \$4,500 upon receipt and approved for documentation of moving expenses.</li> <li>• For a move greater than 25 miles, reimbursement will be provided up to \$6,500 upon receipt and approval of documentation of moving expenses. In addition, reimbursement for temporary housing within 5 miles of Mountain View, at a rate of up to \$100 per day for no more than 60 days upon receipt and approval of documentation of such temporary housing.</li> <li>• The maximum reimbursement amount will be adjusted annually based on CPI.</li> </ul>
<p>Other provisions will be addressed in the program administration guidelines in more detail include: selection process for applicants and mechanics of the loan program such as first lien, principal residence, sale or transfer or property, hardship, etc.</p>	