

CITY OF MOUNTAIN VIEW  
RESOLUTION NO.  
SERIES 2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNTAIN VIEW  
AMENDING CITY COUNCIL POLICY D-13, MOUNTAIN VIEW EMPLOYEE HOMEBUYER AND  
RELOCATION ASSISTANCE PROGRAM

WHEREAS, Council Policy D-13, Mountain View Employee Homebuyer and Relocation Assistance Program, was originally adopted on December 2, 2008 (Resolution No. 18741) and was last revised on December 6, 2022 (Resolution No. 17348); and

WHEREAS, Council Policy D-13 establishes the City’s Employee Homebuyer and Relocation Assistance Program, which is intended to support employee recruitment and retention by assisting eligible employees in securing housing closer to their place of employment; and

WHEREAS, the City of Mountain View continues to operate in a highly competitive employment market and high-cost housing environment, making employee recruitment and retention increasingly challenging; and

WHEREAS, through administration of the Program, staff identified opportunities to clarify policy provisions, improve program administration, modernize loan and relocation assistance provisions, and enhance the Program’s effectiveness as a recruitment and retention tool; and

WHEREAS, the proposed amendments to Council Policy D-13 are intended to improve program administration, address implementation challenges, provide greater flexibility for eligible employees, and strengthen the City’s ability to recruit and retain qualified employees; and

WHEREAS, on May 20, 2026, the Council Finance Committee (CFC) considered and discussed the proposed amendments to Council Policy D-13 and recommended that the City Council adopt the proposed amendments, including additional modifications recommended by the CFC; now therefore, be it

RESOLVED: that the City Council of the City of Mountain View hereby adopts the amended City Council Policy D-13, Mountain View Employee Homebuyer and Relocation Assistance Program, attached hereto as Exhibit A; and be it

FURTHER RESOLVED: that the amended policy shall become effective immediately.

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Exhibit: A. Council Policy D-13, Mountain View Employee Homebuyer and Relocation Assistance Program

**CITY COUNCIL POLICY**

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**SUBJECT:** MOUNTAIN VIEW EMPLOYEE HOMEBUYER AND RELOCATION ASSISTANCE PROGRAM

**NO.:** D-13

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**PURPOSE:**

To establish the City's policy for a homebuyer program for City employees and relocation assistance for Council appointees, department heads, assistant directors, division managers, and other positions designated by the City Manager(or designee) as hard-to-fill.

**DEFINITIONS:**

**Eligible Participant:** An employee who meets the eligibility requirements outlined in this policy.

**First Responder:** Employees designated as emergency responders, including Police, Fire, Dispatch, and designated Public Works/Public Services staff participating in the City's after-hours Duty Program.

**Median Home Price:** The median sales price of a detached single-family residence in Mountain View as determined quarterly by the City using a consistent, publicly available data source.

**Primary Residence:** The employee's principal place of residence, occupied by the employee.

**Radius:** The geographic eligibility area for the program, as identified in the attached GIS map. Refer to the GIS map attachment for the applicable program boundaries and eligible properties.

**Separation from the City:** Includes resignation, retirement, or termination of employment.

**POLICY:****1. Eligibility**

- a. General Employees - Regular City employees who have successfully completed their initial probationary period are eligible, provided they notify the Human Resources and Finance & Administrative Services departments of their intent to participate in the program within three (3) years of their hire date and complete the loan issuance process within ninety (90) days following such notification. Current employees as of the effective date of this update (June 2026) shall have three (3) years from the effective date of the update (June 2026) to notify the City of their intent to participate in the program and must complete the loan issuance process within ninety (90) days following such notification.
- b. Department Heads and Council Appointees – Department heads and Council appointees are eligible at the time of hire, provided they notify the Human Resources and Finance & Administrative Services departments of their intent to participate in the program within three (3) years of their hire date and complete the loan issuance

**CITY COUNCIL POLICY**

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process within ninety (90) days following such notification. Current Department Heads and Council appointees employed as of the effective date of this update (June 2026) shall have three (3) years from the effective date of the update (June 2026) to notify the City of their intent to participate in the program and must complete the loan issuance process within ninety (90) days following such notification.

**2. Home Loan Programs**

a. General Employee Loan Program

- Maximum Loan: Up to 15% of the Median Home Price
- Location Requirement: Within a 7.5-mile radius of Mountain View

b. First Responder Loan Program

- Option 1: Same as General Employee Loan Program
- Option 2: Up to 20% of the Median Home Price, for homes within a 5-mile radius of Mountain View

c. Department Heads and Council Appointees

- Option 1: Up to the median home price or 75% of the purchase price for homes within the city limits of Mountain View
- Option 2: Up to 25% of the purchase price, capped at the median home price, for homes within a 5-mile radius of Mountain View

Distances for purposes of this Program (including the 5-mile and 7.5-mile radii) shall be determined based on the attached GIS map (Attachment 1. The map shall be the controlling reference for determining eligibility, regardless of variations that may result from different mapping tools or measurement methods.

## CITY COUNCIL POLICY

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### 3. General Loan Terms

- a. Loan Term  
Not to exceed 30 years
- b. Interest Rate  
Fixed rate based on the Applicable Federal Rate (AFR) at time of issuance
- c. Interest-Only Payments
  - Up to 7 years permitted at loan inception
  - Up to 5 additional years may be approved per administrative guidelines
  - Maximum total: 12 years
- d. Repayment Trigger  
The loan must be repaid in full upon sale or transfer of the property, in accordance with Section 7.
- e. Property Requirements
  - Must be the employee's primary residence
  - Eligible property types: single-family, townhouse, rowhouse or condominium
  - Property may not be used as a rental or investment property, including renting to short-term tenants or used for vacation rental purposes

### 4. Equity Requirements

- Standard Requirement: Minimum 10% borrower equity
- Exception: May be reduced to 5% at City Manager discretion

### 5. Secondary Financing

The City prefers to maintain a first lien position for all Program loans. If a first lien position is not feasible after documented good-faith efforts by the employee to obtain secondary financing with other lending/banking institutions, the City Manager may approve a subordinate lien position, subject to terms and conditions deemed necessary to protect the City's financial interest. Such conditions may include, but are not limited to, execution of an intercreditor or subordination agreement and limitations on financing.

Administrative guidelines shall define required documentation and approval criteria.

## CITY COUNCIL POLICY

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### 6. Transfer of Loan

Subject to Finance and Administrative Services Director approval (or City Manager if the loan is for the Finance and Administrative Services Director), an employee may transfer the outstanding loan balance to a subsequent eligible property upon sale of the original property. The replacement property must meet all Program requirements in effect at the time of transfer approval. The transferred loan amount shall not exceed the outstanding principal balance of the original loan at the time of transfer approval.

The transferred loan shall retain the original interest rate; however, the repayment term shall recommence upon transfer, including eligibility for up to seven (7) years of interest-only payments, or up to twelve (12) years may be approved per administrative guidelines. The City may require updated underwriting, appraisal, title, insurance, and loan documentation as part of the transfer approval process.

The employee shall be responsible for all costs and expenses associated with the transfer process, including, but not limited to, appraisal, escrow, title, recording, legal, underwriting, and other related transaction costs.

### 7. Repayment Upon Separation

- Loan must be repaid within 12 months of separation
- If repaid within 6 months: no interest rate change
- If repaid after 6 months: interest rate increases by 1%
- Extensions may be granted in hardship cases, subject to City Manager approval

### 8. Funding Source

Funding for all loan programs shall be determined based on funds available at the time of the loan request, and as appropriated by the City Council.

### 9. Relocation Assistance

#### Eligibility

Available to department heads, Council appointees, assistant directors, division managers, and other positions designated by the City Manager (or designee) as hard-to-fill. Eligibility is limited to an employee's initial relocation associated with accepting a qualifying position with the City

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NO.: D-13

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and may only be utilized one time during the employee’s tenure with the City, regardless of any subsequent promotions or appointments to other eligible positions.

**Reimbursement**

<u>Distance of Move</u>	<u>Maximum Reimbursement</u>
Up to 10 miles	\$4,000
10.1 - 25.0 miles	\$6,000
Over 25 miles	\$8,000, plus temporary housing

- Temporary housing: Up to \$192/day for up to 60 days within 5 miles of Mountain View
- Move must occur within one year of appointment

**Administration of Relocation Assistance**

- Subject to Finance and Administrative Services Department procedures and IRS regulations
- May be taxable and subject to withholding

**10. Overall Administration**

The City Council will authorize housing and/or relocation assistance for Council appointees under this Policy. The City Manager will authorize housing and/or relocation assistance for all other employees under this Policy.

Administrative procedures and guidelines shall be developed and maintained by staff and approved by the City Manager.

Attachment: GIS Map

**CITY COUNCIL POLICY**

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SUBJECT: MOUNTAIN VIEW EMPLOYEE HOMEBUYER AND RELOCATION  
ASSISTANCE PROGRAM

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NO.: D-13

Revised: XXXXX, 2026, Resolution No. XXXX

Revised: December 6, 2022, Resolution No. 18741

Revised: May 14, 2019, Resolution No. 18324

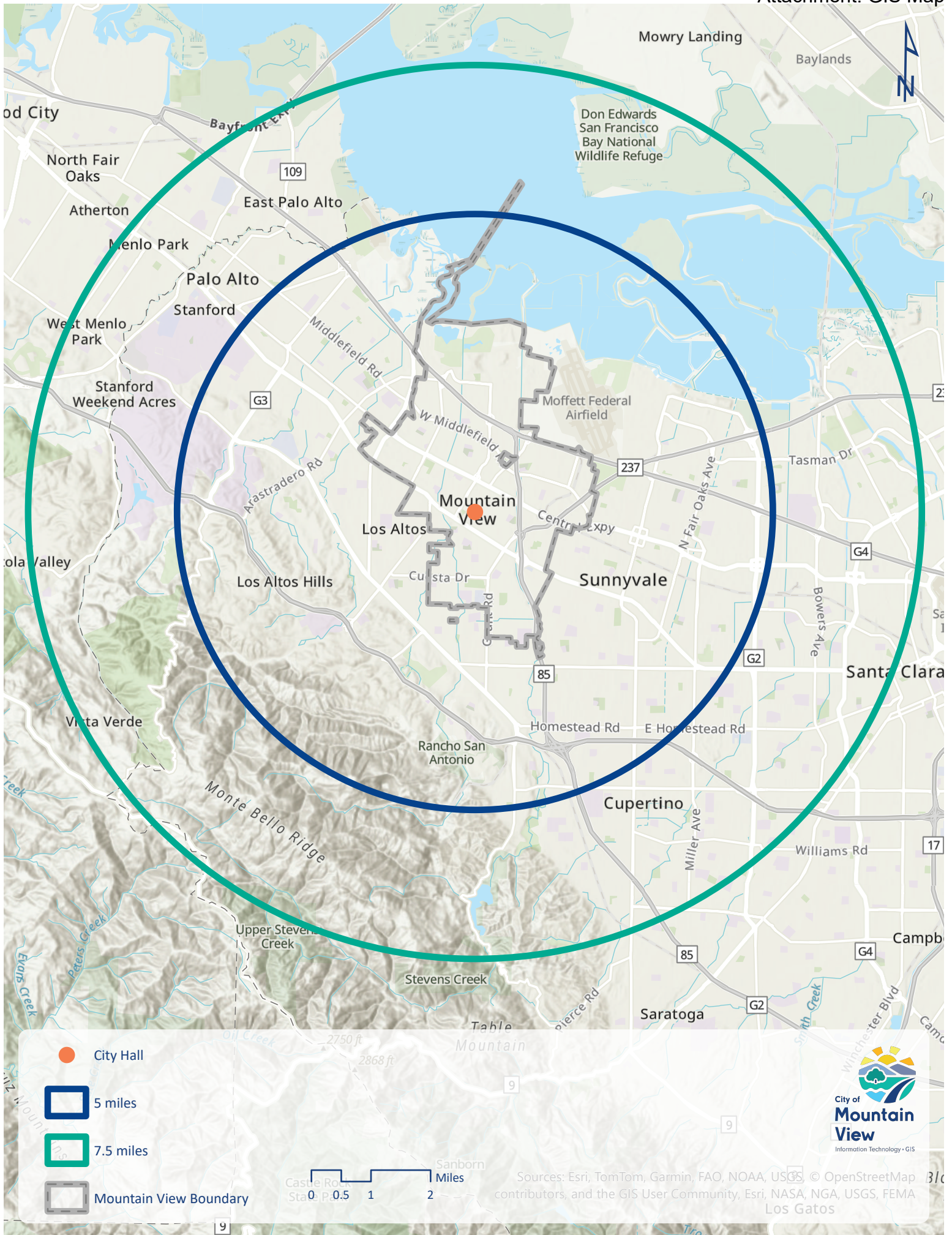
Revised: January 19, 2010

Revised: June 9, 2009

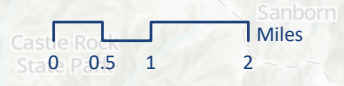
Effective Date: December 2, 2008, Resolution No. 17348

CNLPOL

D13-CP



- City Hall
- 5 miles
- 7.5 miles
- Mountain View Boundary



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, NASA, NGA, USGS, FEMA Los Gatos

