

RESOLUTION NO. .

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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MEASURE K: RESOLUTION AUTHORIZING THE DEPARTMENT OF HOUSING TO PLACE APPROXIMATELY \$900,000 IN UNSPENT FUNDS FROM THE PREVIOUSLY APPROVED \$6.5 MILLION ALLOCATED TO THE REDWOOD TRAILER VILLAGE NEW UNIT LOAN PROGRAM IN THE DEPARTMENT OF HOUSING TRUST FUND TO COVER STAFF COSTS FOR THE ADMINISTRATION OF MEASURE K PROJECTS IN FY 2019-20

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on October 23, 2018, the Board approved Redwood Trailer Village New Unit Loan Program (the “Loan Program”) in an amount not to exceed \$6.5 million by Resolution No. 076211; and

WHEREAS, the Loan Program was developed to address habitability issues identified by the County at Redwood Trailer Village (the “Park”), a 51-space mobile home park in North Fair Oaks, without displacing over 200 of the Park’s residents, many of whom are low-income and about half of whom are children; and

WHEREAS, a multi-departmental team including Supervisor Warren Slocum and his staff, the Office of Community Affairs, County Counsel’s Office, Department of Housing (DOH), the Human Services Agency, the Planning and Building Department, the Department of Public Works and the County Manager’s Office, along with project services provider Capital Program Management (CPM), worked with the property owner and the residents to renovate the park infrastructure and replace existing units; and

WHEREAS, project site work commenced in April 2019 and as of December 20, 2019, all demolition, site work, unit purchases, unit delivery, and resident relocation has been completed and the last group of residents have moved into their new homes; and

WHEREAS, DOH and CPM are currently very close to completing the project closeout; and

WHEREAS, a little over \$5.5 million has been spent down from the allocated \$6.5 million, and DOH and CPM have identified just under \$110,000 in outstanding costs that remain, with a total amount of unspent funds estimated to be \$900,000; and

WHEREAS, along with the Loan Program, DOH has seen an increase in the amount of staff time needed to administer growing federal, state, and **Measure K** programs, as well as a growing Affordable Housing Fund (AHF) loan portfolio of \$140 million in addition to over three decades of loans from previous department programs.; and

WHEREAS, in the last five years, DOH staff costs have increased from \$1.6 million in FY 2014-15 to a projected \$2.7 million in FY 2019-20 as the Department has added eight permanent positions to support its growing loan and program portfolio; and

WHEREAS, DOH anticipates that there will be a gap of \$850,000 to \$900,000 in staff costs for the FY 2019-20 budget, and funds to cover this gap will be drawn from the DOH trust fund; and

WHEREAS, to meet staff expenses, DOH recommends that the Board authorize the use of any remaining unspent funds from the Loan Program for its staff costs related to the administration of **Measure K** projects.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Board of Supervisors adopt a resolution authorizing the Department of Housing (DOH) to place approximately \$900,000 in unspent funds from the previously approved \$6.5 million allocated to the Redwood Trailer Village New Unit Loan Program in the DOH trust fund to cover staff costs for the administration of **Measure K** Projects in FY 2019-20.

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