

An aerial photograph of a residential neighborhood, showing a grid of streets, houses with various roof colors (red, grey, blue), and green trees. The image is tilted slightly clockwise. A dark blue, textured overlay covers the bottom-left corner of the image.

San Mateo County

Shared Housing Staff

**HOUSING STAFF/
EXPERTISE SHORTAGE**

Jurisdiction Challenges

Unprecedented Increase in Housing Development/Related Policy Workloads:

- New Housing legislation
- Tidal wave of developments coming online
- Housing Elements will generate new programs
- Small departments with staff who wear many hats
- May not have experience with affordable housing programs/financing
- Housing work often sporadic
- Recruitment difficulties

A SOLUTION

Shared Housing Staff Concept

Small number of shared staff people, paid for by jurisdictions

Lead person to be program manager to coordinate training, work assignments

Cities pay for portion of FTE that meets their needs

Provides opportunities for collaboration/sharing best practices/consistency

RESEARCH

Priority Interests

Managing Rental Inclusionary Zoning (IZ) Units

Affordable Housing Project Admin

Implementing New Programs

Sharing Best Practices

Consistency between Jurisdictions

THE CONCEPT

Lead Agency: HEART

Lead Agency Responsibilities:

- Hire Lead Staff Person
 - Hire and train shared staff
 - Provide resources for best practices
 - Coordinate staff resources to jurisdictions
- Provide office space/equipment as needed

Jurisdiction Responsibilities:

- Oversee direct work assignments
- Include staff in team meetings/updates
- Provide performance feedback to HEART
- Provide onsite workspace

THE CONCEPT

Program Concept

Program Costs to be Spread to Participating Cities

Pilot Program – 3-year commitment

Flat Fee

- Estimate fee based on portion of FTE
 - Allow flexibility in monthly hours– average over time. Not require fixed hrs. per week or month
 - Assume increments of .25 FTE

THE CONCEPT

Estimated Budget

Cost Assumptions

Ongoing Housing Support Team Costs to Cities:

Lead Staff Person

2 Housing Specialists

HEART/ED Admin

Start up Costs covered by County Grant:

Program Design

Computers/Printers

Legal

THE CONCEPT

Estimated Budget

Annual Cost Estimates: Year 1

Program Cost	Salary	Benefits	Taxes/Work Comp	Total
Housing Lead Staff	\$ 150,000	\$ 12,000	\$ 12,000	\$ 174,000
Housing Specialist	95,000	12,000	8,000	115,000
Housing Specialist	100,000	12,000	8,000	120,000
HEART Mgt Staff				31,000
HEART Overhead				31,000
E/O Insurance				5,000
Grand Total	\$ 345,000	\$ 36,000	\$ 28,000	\$ 476,000


THE CONCEPT

Estimated Budget

Annual Cost Estimates: Year 1

HRS/Week	FTE	Low	High
8	0.2	\$ 33,000	\$ 39,500
16	0.4	\$ 66,000	\$ 79,000
24	0.6	\$ 99,000	\$ 118,500
32	0.8	\$ 132,000	\$ 158,000
40	1.0	\$ 165,000	\$ 197,500

\$80-\$95/Hr.



IMPLEMENTATION
**Jurisdiction
Commitments**

What Do You Need?

Are you interested? What level FTE?

What do approvals do you need to proceed?

Do you need presentation assistance for review and approval?

Complete survey



IMPLEMENTATION Timeline

Next Steps

Preliminary Commitments

Finalize Team Size and Program Costs

Execute Agreements

Recruit and Hire Staff



IMPLEMENTATION Timeline

QUESTIONS?

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