

### REPORT TO COUNCIL

#### **SUBJECT**

Adopt a Resolution Amending Resolution Number 712-15, the Executive Mortgage Assistance Policy for the Provision of Housing Assistance to Newly Appointed Charter Officers and Department Directors (the "Executive Mortgage Assistance Program") to include the classification of Deputy City Manager.

#### **BACKGROUND AND DISCUSSION**

The City's Executive Mortgage Assistance Program is currently available to the City Manager, the City Attorney, Department Directors, and the Assistant City Manager. This Report to Council has been prepared to include the classification of Deputy City Manager in the program.

The City has had a long-standing Executive Mortgage Assistance Program. The program was established in 1981 by Council Resolution Number 256-81. The program was amended in 1988, 1989, 1996, and 2015 by Council Resolution Numbers 226-88, 125-89, 160-96, and 712-15 respectively.

Given the high cost of the housing market in Sunnyvale, the program was enacted to enhance the City's ability to hire top quality executives, as well as encourage executives to live within Sunnyvale corporate limits.

Some of the key terms and conditions of the current program are:

1. The loan is solely for purchase of residential property within the City of Sunnyvale for the employee's principal place of residence.
2. The program is available to executives within twenty-four (24) months of commencing employment with the City, upon the approval of the City Manager.
3. The loan may not exceed ninety percent (90%) of the appraised price of the property, with a minimum down payment of five percent (5%).
4. The loan may not exceed ten (10) times the employee's annual salary control point at the time of employment.

Eligibility to this program is limited to the Council appointed officers of City Manager and City Attorney, Department Directors, and Assistant City Managers. The classification of Deputy City Manager was established in 2018 as an executive and unrepresented classification to replace a vacant Assistant City Manager position in the Office of the City Manager. The Deputy City Manager classification was designed as a potential promotional opportunity for the City's Directors Assistant Directors, and Division Managers.

The attached resolution amends the existing policy to include the classification of Deputy City Manager to the Executive Mortgage Assistance Program.

### **EXISTING POLICY**

Council Policy 7.3.1 Legislative Management - Goals and Policies, Goal 7.3D: Maintain a quality work force, consistent with state and federal laws, City Charter, and adopted policies to assure that City services are provided in an effective, efficient, and high quality manner.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment and 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

### **FISCAL IMPACT**

The Deputy City Manager position replaced a vacant Assistant City Manager position in the FY 2018/19 budget. As such, this change would have no impact to the cost of the program or fiscal impact to the City, since the number of eligible positions would not change.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City’s website.

### **RECOMMENDATION**

Adopt a Resolution Amending Resolution Number 712-15, the Policy for the Provision of Housing Assistance to Newly Appointed Charter Officers and Department Directors (the “Executive Mortgage Assistance Program”) to include the classification of Deputy City Manager.

Prepared by: Tina Murphy, Director, Human Resources

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Resolution Amending Resolution Number 712-15, the Executive Mortgage Assistance Policy for the Provision of Housing Assistance to Newly Appointed Charter Officers and Department Directors (the “Executive Mortgage Assistance Program”) to include the classification of Deputy City Manager.