Employee Housing

Purpose

In order to recruit and retain employees, the City provides a number of housing assistance programs. They include:

> Ownership of a limited number of residential properties made available as affordable rental properties to new or transitioning employees;
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> Housing allowances for employees living within the Park City School District boundaries; and
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> Down-payment assistance to employees who buy homes within Park City School District boundaries.

Background

Park City is a resort community that experiences the challenge that property values/costs can be high and are typical of many resort areas. The opportunity in this environment is to ensure that valued city employees can afford to live within Park City School District boundaries. In order to address this issue, the City provides assistance in several forms.

Rental Properties

The City owns a small number of rental units to assist new Full Time Regular employees to get established in the community and provide time to find a permanent home. By approval of City Council, the City may own up to six properties at any given time (properties can be condos, townhouses or detached houses). These properties are made available to employees who need a home in order to relocate to Park City for employment. The properties may also be available on a case-by-case basis where an employee is experiencing a short-term housing emergency and in need of a temporary home.

Properties are made available to employees on a rental basis for up to one year to assist in establishing a base in Park City and to provide sufficient time to seek permanent housing. After the initial year, the employee will be offered the option of converting to a month-to-month lease with the knowledge that the employee may be asked to move out upon 30-days' notice if the City needs the unit. The City will continue to purchase deed-restricted properties as needed and within available funding to keep a steady inventory of available units. Properties will remain in a cycle of use by incoming or transitioning Full Time Regular employees for the physical life of the property or until sold to an employee.

The program is managed by the Community & Public Affairs Manager or designee. Allocation of rental properties will be made based on current needs and at the discretion of the City Manager. Members of the City Management Team shall inform

the Public & Community Affairs Manager or the City Manager of upcoming recruitments where availability of housing may be beneficial. All rental properties will be managed by an outside property management vendor and the management contract will be reviewed on an annual basis.

Housing Allowance

A housing allowance is provided to all Full Time Regular employees living within the Park City School District boundaries. The allowance for public safety and emergency response employees is $250 per month and for all other Full Time Regular employees is $200 per month. The housing allowance is provided to assist employees who rent or own a home in the Park City School District boundaries.

Down payment Assistance

Down payment assistance is provided to Full Time Regular employees who are buying a primary residence within Park City School District boundaries. Assistance is limited to 17% of the value of any Silver Meadows property or up to $10,000 for any other property. The program has limited resources and is solely dependent on available funds. A second mortgage is placed on the property and repayment of the principal and interest may be deferred for a period of up to sixty (60) months from the date of closing. While payments are deferred interest shall compound on the principal. The interest rate will be set at the time of the sale and will be based on current mortgage interest rates and the interest rate being earned by the City on invested funds. Repayment will begin immediately for an employee who ceases to work for the City as a Full Time Regular employee and will have sixty (60) months from the date his/her employment status changes to repay the loan in full. The first payment to repay this loan will be due on the 1st day of the first month following the date on which they are no longer a Full Time Regular employee. The program is managed by the Public & Community Affairs Manager or designee.

Employee Eligibility and Notification of Units Available for Sale

All Full Time Regular employees are eligible for Housing Assistance programs. From January to December of 2009, each time a unit becomes available for sale, eligible employees on the housing list maintained from 2000 to 2008 will first be notified. Beginning January 1, 2009, no new names will be added to the list and after December 31, 2009, the list will no longer exist. If no eligible employees apply after notification of those on the list, all Full Time Regular employees (who are not on probation) will receive notice. If no eligible employees apply, a notice will go out to all other employees.

Effective January 1, 2010, each time a unit becomes available all Full Time Regular employees will be notified. If no eligible employees apply within two weeks, all remaining employees will be notified. Employees must have completed their probationary period to be eligible to purchase a city-sponsored housing unit.

Application materials and process may vary depending on the available unit for sale. Specific requirements will be provided at the time a unit is announced for sale and may include the size of an employee's family and current status of ownership of other properties. An employee with a family of one will be eligible to purchase a unit of two bedrooms or less. An employee with a family of two will be eligible to purchase a unit of three bedrooms or less. An employee wishing to purchase an available unit, will first have to sell any other improved property they own. Affordable units must be owner- occupied.

EFFECTIVE DATE

This Policy shall become effective March 10, 2009.

Executed this 10th day of March, 2009

CITY MANAGER

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