

Minutes of the February 17, 2021 Board Meeting

MEETING MINUTES
MEETING OF THE BOARD OF DIRECTORS OF
THE TRUCKEE TAHOE WORKFORCE HOUSING AGENCY
February 17, 2021, 8:30am

1. CALL TO ORDER: 8:32am
Directors Present: Carmen Ghysels, Tahoe Truckee Unified School District
Kevin Smith, Truckee Tahoe Airport District
Steven Poncelet, Truckee Donner Public Utility District
Also Present: Judy Newland, Tahoe Forest Hospital District – Secondary Representative
Emily Vitas, Executive Director
Absent: Ted Owens, Tahoe Forest Hospital District
Harry Weis, Tahoe Forest Hospital District
2. PUBLIC COMMENT
No Public Comment
3. CONSENT ITEMS
 - a. Minutes of the January 20, 2021 Board Meeting
 - b. December 2020 FinancialsMotion to approve made by Director Poncelet. Seconded by Director Ghysels.
Ayes: Smith, Ghysels, Poncelet
Noes: None
4. REPORTS AND PRESENTATIONS
 - a. Executive Director Report
Ms Vitas provided an update on agency housing programs, regional housing programs and partner updates, and local development projects.
 - b. Member Agency Expansion Update Report
Ms Vitas and Member Agency Expansion Ad-hoc Committee member Ted Owens provided an update to the board on the efforts made by Municipal Resource Group on the agency expansion research and report.
5. ITEMS FOR BOARD DISCUSSION
 - a. Discuss Draft Fiscal Year 2021-22 Budget
Board discussion ensued. The board provided recommendations for updates to the draft budget, with a request for a final budget to be presented at the March board meeting. The board further requested that Ms Vitas present an agency update and 2021-22 budget outline to each member agency board prior to TTWHA board approval of the budget.
6. ITEMS FOR BOARD ACTION
 - a. Review and Possible Approval of Land Mapping Exercise Scope and Contract
Motion to approve the proposal submitted by Drew Jack made by Director Ghysels.
Seconded by Director Poncelet.
Ayes: Smith, Ghysels, Poncelet
Noes: None
7. DIRECTOR COMMENTS
None
8. ADJOURN: 9:58

January 2021 Financials

Truckee Tahoe Workforce Housing Agency
Budget v. Actual: FY 2020_2021
April 2020 - January 2021

	Total			
	Actual	Budget	Variance	FY 20-21 Budget*
Income				
6100 Contribution Revenue				
6104 Government	300,000.00	300,000.00	-	300,000.00
Total 6100 Contribution Revenue	300,000.00	300,000.00	-	300,000.00
Total Income	300,000.00	300,000.00	-	300,000.00
Gross Profit	300,000.00	300,000.00	-	300,000.00
Expenses				
8000 Salaries & Benefits				
8010 Wages and Benefits	72,584.97	85,500.00	12,915.03	128,250.00
Total 8000 Salaries & Benefits	72,584.97	85,500.00	12,915.03	128,250.00
8100 Professional & Outsourced Svcs				
8105 Staff Support		2,000.00	2,000.00	3,000.00
8110 Accounting & Audit	3,352.00	10,000.00	6,648.00	15,000.00
8115 Website Design	4,950.00	5,000.00	50.00	5,000.00
8130 Legal	18,914.00	20,872.25	1,958.25	25,000.00
8150 Other Professional Services	32,618.93	34,239.96	1,621.03	38,400.00
Total 8100 Professional & Outsourced Svcs	59,834.93	72,112.21	12,277.28	86,400.00
8200 Sales & Marketing_Community Outreach				
8210 Advertising & Promotion	3,098.50	6,999.30	3,900.80	10,250.00
8220 Community Engagement / Business Development		833.35	833.35	1,250.00
Total 8200 Sales & Marketing_Community Outreach	3,098.50	7,832.65	4,734.15	11,500.00
8400 Facility Costs				
8410 Rent Expense	476.30		(476.30)	-
8460 Telephone & Internet		133.35	133.35	200.00
Total 8400 Facility Costs	476.30	133.35	(342.95)	200.00
8500 Other G&A				
8510 Office Supplies	204.38	333.35	128.97	500.00
8540 Office Equipment (non cap)		1,333.35	1,333.35	2,000.00
8550 Software & Subscription Svcs	855.25	1,033.35	178.10	1,550.00
8560 Dues & Subscriptions	379.00	550.00	171.00	825.00
8600 Bank Service Charges	94.95	200.00	105.05	300.00
8620 Insurance Expense	6,415.17	8,207.60	1,792.43	10,000.00
Total 8500 Other G&A	7,948.75	11,657.65	3,708.90	15,175.00
Total Expenses	143,943.45	177,235.86	33,292.41	241,525.00
Net Operating Income	156,056.55	122,764.14	33,292.41	58,475.00
Net Income	156,056.55	122,764.14	33,292.41	58,475.00

Note

Budget developed for a 15 month period: April 2020_June 2021.

Tuesday, Mar 09, 2021 09:28:39 AM GMT-8 - Accrual Basis

**Truckee Tahoe Workforce Housing Agency
Balance Sheet
As of January 31, 2021**

	Total	
	As of Jan 31, 2021	As of Jan 31, 2020 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 US Bank Checking_6993	\$ 162,522.09	
1072 Bill.com Money Out Clearing	\$ -	
Total Bank Accounts	\$ 162,522.09	\$0.00
Total Current Assets	\$ 162,522.09	\$0.00
Other Assets		
3300 Deposits	\$ 1,000.00	
Total Other Assets	\$ 1,000.00	\$0.00
TOTAL ASSETS	\$ 163,522.09	\$0.00
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
4000 Accounts Payable (A/P)	\$ 7,465.54	
Total Accounts Payable	\$ 7,465.54	\$0.00
Credit Cards		
4100 US Bank_Visa_7233	\$ -	
Total Credit Cards	\$ -	\$0.00
Other Current Liabilities		
4205 Other Current Liabilities	\$ -	
Total Other Current Liabilities	\$ -	\$0.00
Total Current Liabilities	\$ 7,465.54	\$0.00
Total Liabilities	\$ 7,465.54	\$0.00
Equity		
Retained Earnings	\$ 254,082.68	
Net Income	\$ (98,026.13)	
Total Equity	\$ 156,056.55	\$0.00
TOTAL LIABILITIES AND EQUITY	\$ 163,522.09	\$0.00

Tuesday, Mar 09, 2021 09:29:32 AM GMT-8 - Accrual Basis

Executive Director Report

Meeting Date: March 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Executive Director Report

This report will be used to provide updates on activities not included for review/approval on the agenda.

TTWHA HOUSING PROGRAMS

Land Mapping Update

Drew is nearly done with the development of the housing matrix which includes all basic physical and built characteristics of each agency-owned parcel. Once complete, he will develop individual member agency land maps and one comprehensive member agency map. We plan to have data for board review at the April board meeting.

Housing Match Program with Landing Locals

We made our 8th match in February (6 TFHD, 2 TTUSD).

We will work with Town of Truckee staff to address the AMI concerns around the Town's long-term rental program, and will ask Council to consider an increase in the AMI cap to 150% from 120% at the May Council meeting.

COMMUNITY ENGAGEMENT

The following list includes those that I have met, and community meetings I've attended, since our last board meeting. Please let me know if you'd like further information on any of these connections.

Mountain Housing Council: Housing Funders Network

Heidi Allstead, Martis Fund – Monthly Check-in

Monty Hanks, Northern California Power Agency – Member Fee Structure

Seana Doherty, Town of Truckee – Monthly Check-in

Shawna Purvines, Placer County – Monthly Check-in

Emily Setzer, Placer County – Monthly Check-in

REGIONAL HOUSING UPDATE

The following is not a comprehensive list of regional housing activities, rather an overview of updates that have been gathered through meetings over the previous month/s.

Placer County

- The North Tahoe TBID was formally approved on March 9. The North Lake Tahoe Resort Association will oversee the district, set to form in July 2021, and the TBID will likely generate ~\$6.1 million for traffic solutions, tourism management, visitor education and sustainability tactics, economic development, business advocacy and support, and quality of life enhancements for full-time residents. Placer County Transient Occupancy Tax funds will also remain in the region, providing an additional \$4.1 million for workforce housing, traffic mitigation, and transportation initiatives.
- The Workforce Housing Preservation Program has a committed \$500,000 in funding for the current year. The goal is \$1M in the programs first year. The Placer County presentation at the March 17 board meeting will provide details on the program, and what our involvement could look like.
- County staff will provide a mid-year housing update at the March 30 Board of Supervisors meeting. There will be discussion around the possibility of our expansion and welcoming the

County as a partner at this meeting. I will be in attendance and will provide an update on the discussion in April.

- Hopkins Village currently has a 16 qualified buyers.

Town of Truckee

- There has been great interest in the recently approved Accessory Dwelling Unit program. Webinars have been offered to the building community and the general public, and both had over 60 sign-ups for attendance.
- The Long-term Rental Incentive Program has made 9 matches since October.

DEVELOPER CONNECTIONS AND PROJECT UPDATES

Updates and conversations since our previous board meeting.

Hilltop Property, Truckee

The owner of the Hilltop Property is still looking for a partner to develop the land. Patty Baird, owner of Cedar House Sport Hotel, and friend of the owner, Allen Redford, reached out in February to see if there was interest in exploring workforce housing on the site. He is open to different partnership formats including a 99-year lease on the land or a community land trust format.

I informed Patty that at this time we are focused on development of agency-owned land, but that I would notify the board of the opportunity and reach out if there is interest.

*map below is for location reference only – parcel lines and property info are from 2012 and may be outdated.



Member Agency Expansion Presentation and Report

Meeting Date: March 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Receive Member Agency Expansion Presentation by Municipal Resource Group,
Consider Approval of MRG Membership Recommendations

BOARD REQUEST

Approve the Municipal Resource Group (MRG) member agency expansion recommendations provided in the New Member Agencies Project Report.

BACKGROUND

February 26, 2021 Member Agency Expansion Call with Town of Truckee, Placer and Nevada Counties
TTWHA hosted a call with the Town and Counties (the requesting agencies) to provide an update on our efforts, and to ensure transparency and understanding around the requesting agencies interests in joining the TTWHA. The meeting also clarified employee counts of the requesting agencies and their intentions associated with providing service to the general public. The notes from this meeting are attached.

MRG Efforts and Report

The completed report from Municipal Resource Group is attached. As a result of the February 17 board discussion around calculation of fees, MRG also provided detailed recommendations on how to calculate annual member agency fees and new member agency fees. MRG's fee recommendations are reflected in the calculations you will see in the updated 2021-22 budget being presented today.

Next Steps

MRG is recommending that the TTWHA welcome all three requesting agencies as new members. According to Article 4, Section 1 of the agency bylaws:

A public agency may be considered for membership in the Agency by presenting an adopted resolution to the Board that includes a request to become a Member. The Board may approve membership by a unanimous vote and upon satisfaction of the conditions specified in Section 5.1(b) of the Agreement.

If the board agrees with this recommendation, through unanimous vote, next steps would include:

- Directing staff to engage requesting agencies in the next phase of the membership process, which includes each requesting agency presenting to the TTWHA board an adopted resolution by their Boards of Supervisors or Councils confirming their interest in joining the TTWHA
- Once adopted resolutions have been presented and the TTWHA board has accepted them, TTWHA will need to update agency agreements and bylaws to reflect the change in membership

SAMPLE MOTION/S:

Option 1: I move to approve the recommendations of Municipal Resource Group as presented and direct staff to engage the requesting agencies in the membership process.

Option 2: I move to approve the recommendations of Municipal Resource Group, with the following amendments: (list) and direct staff to engage the requesting agencies in the membership process.

Option 3: I move to continue the item / take no action

ATTACHMENTS

Notes from the February 26, 2021 Member Agency Expansion Meeting
March 17 Municipal Resource Group Board Presentation
Municipal Resource Group's New Member Agencies Project Report

Meeting Notes

February 26 Member Agency Expansion Call

Attendees

Jennifer Callaway, Town Manager, Town of Truckee
Seana Doherty, Housing Manager, Town of Truckee
Todd Leopold, Chief Executive Officer, County of Placer
Shawna Purvines, Principal Planner, County of Placer
Mali LaGoe, Assistant CEO & Acting CDA Director, County of Nevada
Emily Vitas, Executive Director, Truckee Tahoe Workforce Housing Agency
Ted Owens, Executive Director Governance & Business Development, Tahoe Forest Health System

Agenda and Notes

TTWHA History and Current Efforts – Ted and Emily

Agency History
Agency Founding
Current Activities – Program and 2021-25 Housing Work Plan

MRG Analysis Update + Member Agency Expansion Overview - Emily

Updates from the Counties + Town: Interests + Expectations for Joining TTWHA

Placer County – 150 Employees

Interests in joining the JPA:

- Housing closer to where services are (TART, sheriff, building, social services)
- Looking beyond employees - Placer County can support / would like to support beyond just supporting employees, and would like to consider supporting the greater public
- TBID dollars could support JPA efforts
- Could be seen as an employee incentive
- Thinking beyond County boundaries and being able to expand their housing efforts to the region as a whole

Nevada County – 35 Employees

Interests in joining the JPA:

- Half of their employees live outside Nevada county - many in Reno
- The County is having a hard time attracting / retaining employees in Eastern County
- Inability for employees to get to work during weather events
- Truckee is the largest growing area of Nevada County and the County needs to support / focus on this growth

Town of Truckee – 150 Employees

Interests in joining the JPA:

- Momentum building around housing programs at the Town, and throughout the region
- Housing is an identified priority by the current Council
- Town is currently working on an employee housing survey, using the same structure as the JPA
- Partnership with the JPA could elevate workforce housing opportunities for employees and the greater community
- Town has property that they want to develop and would like to use the JPA model to do so



TRUCKEE TAHOE WORKFORCE HOUSING AGENCY

NEW MEMBER AGENCIES PROJECT

Mike Oliver, President
Craig Whittom, Consultant

Municipal Resource Group, LLC



TODAY'S OBJECTIVE

- Present and discuss MRG recommendations regarding TTWHA response to membership request by Town of Truckee, Placer County and Nevada County.



BACKGROUND

- Three agencies requested “the opportunity to discuss the possibility of expanding the TTWHA to include our agencies” in a joint letter on December 10, 2020.
- In January 2019 MRG was retained to assist the TTWHA evaluate this request.
- On February 26, 2021 the Executive Director and Board representative Ted Owen met with staff of the three agencies to further discuss / understand the request.



MRG'S WORK

- Evaluated the potential financial, voting and operational impacts of adding one, two or three new agencies.
- Conferred with RWG (legal counsel that assisted with TTWHA formation).
- Conducted status calls with the Executive Director and Board representative Ted Owen during the evaluation process.



RECOMMENDATIONS

Accept all three agencies

- New member agencies will add financial (new revenue streams, operating budget contributions), land (for future development) and operational (staff resources) assets to current capacity of TTWHA.
- Can accelerate acquisition / development of new housing for employees.



RECOMMENDATIONS

Formation Documents

- Jurisdictional boundaries – preserve as is.
- Voting rights – allow full rights to new members
- Unanimous vote requirement in By-Laws – modify to super majority.



RECOMMENDATIONS

Conflict of Interest re Future Development Projects

- Not an issue. Precedent in other JPAs / former redevelopment agencies.



RECOMMENDATIONS

Financial Considerations

- Annual Operational Budget
 - Equitable allocation based on # of employees that would benefit from TTWHA activities.
- Buy In
 - \$18,477.68 – same amount as initial contribution of founding members.
 - Prorated share of annual budget from date of acceptance on Board.



QUESTIONS?

TRUCKEE TAHOE WORKFORCE HOUSING AGENCY

New Member Agencies Project



Prepared by

Mike Oliver and Craig Whittom

Municipal Resource Group, LLC

March 2021

I. PURPOSE OF PROJECT

The Truckee Tahoe Workforce Housing Agency (TTWHA) received a letter co-signed by the Town of Truckee, Nevada County and Placer County requesting “the opportunity to discuss the possibility of expanding the TTWHA to include our agencies.” MRG was retained to provide advice regarding this request and develop recommendations for onboarding processes, funding structure, membership, voting rules and other considerations.

II. MRG PROCESS

MRG reviewed the request by the three agencies, evaluated TTWHA formation documents and reviewed the request with the law firm that drafted the formation documents (Richards Watson and Gershon). We also reviewed other JPA’s operating procedures and formation documents. MRG conducted status calls with the TTWHA Executive Director and Board representative Ted Owen. MRG received feedback from the Executive Director and Board representative Ted Owen after their February 26, 2021 meeting with the three agencies.

III. RECOMMENDATIONS

MRG recommends the Board accept all three agencies as members. The addition of these three agencies has the potential to accelerate the creation of housing for member agency employees. The resources of the three agencies (buy-in payment, contribution to operating budget, potential development sites, dedicated revenues and housing staff expertise) will allow the TTWHA to achieve its housing objectives more quickly.

The following specific recommendations will ensure that the TTWHA retains the ability to operate efficiently within the boundaries of the founding members and maintain equitable funding among all member agencies.

Formation Documents (JPA Agreement and By-Laws)

- A. Jurisdiction boundaries of TTWHA. Modify formation documents. Add boundary map that restricts TTWHA activity boundaries to those jurisdictional boundaries of the original four member agencies.
- B. Voting rights. Provide full membership and voting rights. No change to formation documents. This is the simplest and most equitable structure.
- C. By-Laws requirements for unanimous vote (adding new members, bond issuance, eminent domain and termination). Modify formation documents. Require super majority (5 votes) versus the current requirement for unanimous approval for described actions. This will allow for efficient consideration of those important actions that currently require unanimous approval.

Conflict of Interest

MRG evaluated whether there could be a conflict of interest regarding future JPA projects requiring Town of Truckee, Nevada County or Placer County entitlement review and approval. MRG conferred with Richards Watson and Gershon on this specific question. The answer is no. There is long-standing precedent in California (e.g. other JPAs, former redevelopment agencies) for permitting agencies to be members of JPAs that are involved in projects requiring local agency permits.

Financial Considerations

- A. Annual Operating Budget. Based on number of employees served by the TTWHA, all seven agencies should be treated equally in the allocation of annual operating cost expenses. This allocation methodology is equitable and directly related to the beneficiaries (employees) of the TTWHA's mission. If TTWHA accepts the three new agencies, MRG recommends:

Town of Truckee - Use total employees in the same manner founding members use total employees (e.g. total non-seasonal FTEs in most recent approved budget). 0-21 Adopted Budget. 131 total employees in FY 2020-21 Adopted Budget.

County of Nevada - Establish the number of employees that would reasonably benefit from TTWHA activities. This number would be a fraction of the 807 total Nevada County employees (FY 2020-21 Proposed Budget).

County of Placer - Establish the number of employees that would reasonably benefit from TTWHA activities. This number would be a fraction of the 2,694 total Placer County employees (FY 2020-21 Proposed Budget).

The number of new member agency employees that would reasonably benefit from TTWHA activities for the two counties are important numbers to establish. These employee numbers should be agreed upon with each agency prior to the three agency Boards taking their respective actions to formally request membership in the TTWHA.

- B. Buy in fee. The Board has broad authority to place conditions on new members. The new member fee should be simple and equitable. MRG recommends two components to the buy in:
1. *A founding member fee of \$18,477.68*. Each new member pays the same amount that the founding member agencies paid to create the TTWHA. This is an equitable requirement.
 2. *A prorated share of the annual budget based on the number of employees that will reasonably benefit from TTWHA activities*. If the member agencies are admitted on July 1, 2021, they should be responsible for their proportional share of the FY 2021-22 budget. If the member agencies are not admitted on by July 1, 2021, they should be responsible for a pro-rated proportional share of the current fiscal year budget upon admission. As of the date of membership, the current year TTWHA budget would be recalculated to include the new member agency(s).

This buy in payment, and proportional contribution to the FY 2021-22 operating budget, should be agreed upon with each agency prior to the three agency Boards taking their respective actions to formally request membership in the TTWHA.

IV. CONCLUSION

Based on our research, discussions with TTWHA representatives and our consulting law firm we believe the addition of the City of Truckee, Nevada County and Placer County to the TTWHA will significantly enhance its effectiveness in creating workforce housing in the greater Truckee-Tahoe area. The resources and expertise these three new members offer will enhance the TTWHA's ability to better serve the employees of the member agencies.

Workforce Housing Preservation Program

Meeting Date: March 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Receive Workforce Housing Preservation Program Presentation by Placer County Staff,
Consider Action to Explore a Partnership

BOARD REQUEST

Receive presentation from Placer County Staff and consider action to explore a partnership with Placer County to support home purchase options for member agency employees.

BACKGROUND

The Placer County Board of Supervisors approved the Workforce Housing Preservation Program at the February board meeting. The Program is designed to help implement the County's Housing Work Plan by preserving and utilizing existing single family and multifamily housing stock as one means of supporting the county's permanent local resident workforce.

Placer County staff will provide a presentation on the final program guidelines and goals, and the TTWHA board will have an opportunity to ask questions and discuss the benefits of this program for member agency employees.

If the board is interested in pursuing this opportunity, the next steps would include:

- Staff engaging with Placer County to further explore what a partnership could look like
- Staff preparing a program outline, with draft budget, for the board to consider at a future scheduled board meeting

SAMPLE MOTION/S:

Option 1: I move to approve that staff engage with Placer County to further explore this opportunity and prepare a draft program outline and budget for board consideration.

Option 2: I move to approve that staff engage with Placer County to further explore this opportunity and prepare a draft program outline and budget for board consideration, with the following amendments:

Option 3: I move to continue the item / take no action

ATTACHMENTS:

Placer County Presentation
Program Guidelines

Workforce Housing Preservation Program

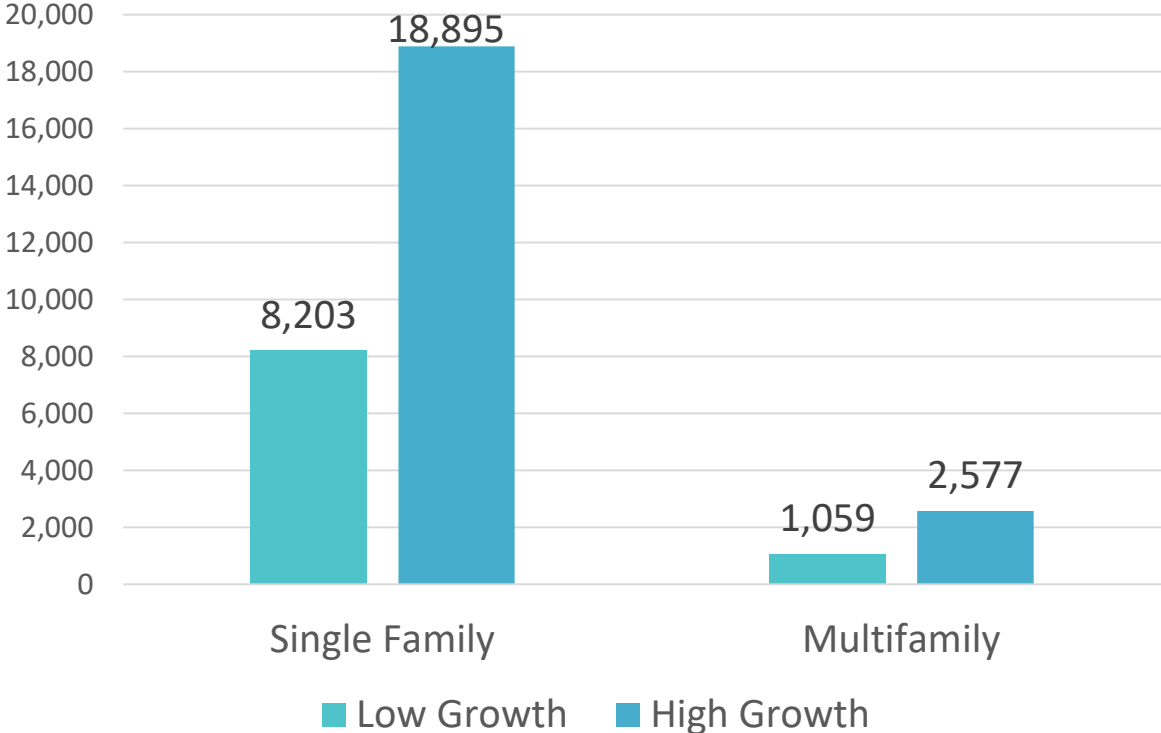


TTWHA
March 17, 2021

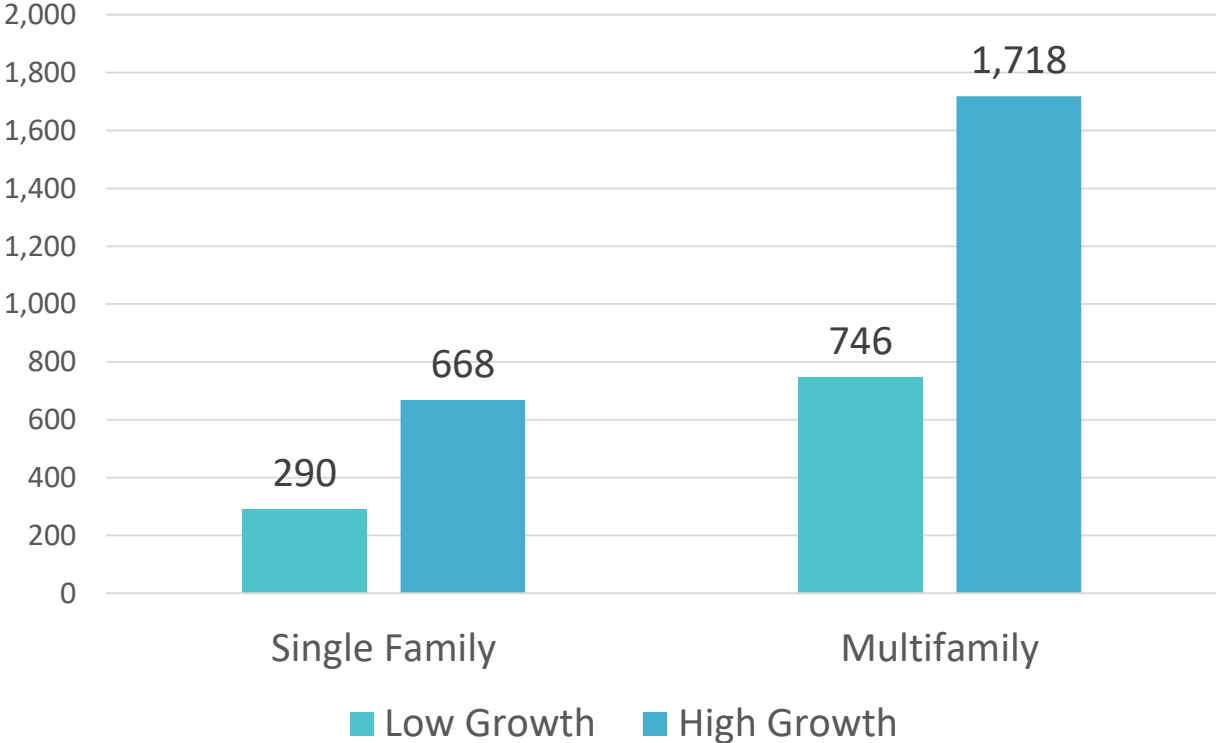
Emily Setzer
Senior Management Analyst
Community Development Resource Agency
esetzer@placer.ca.gov

Placer Housing Needs

New Housing Unit Demand by Type, West Placer, 2018-2040



New Housing Unit Demand by Type, East Placer, 2018-2040

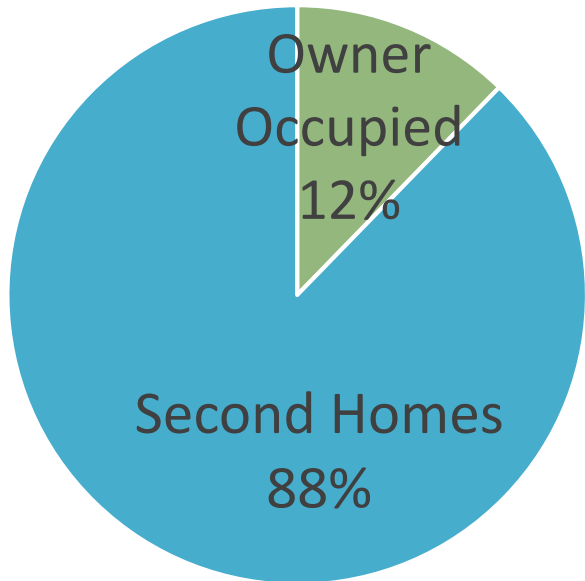


Source: Placer County Housing Strategy & Development Plan, BAE, 2018

East Placer's Housing Problem

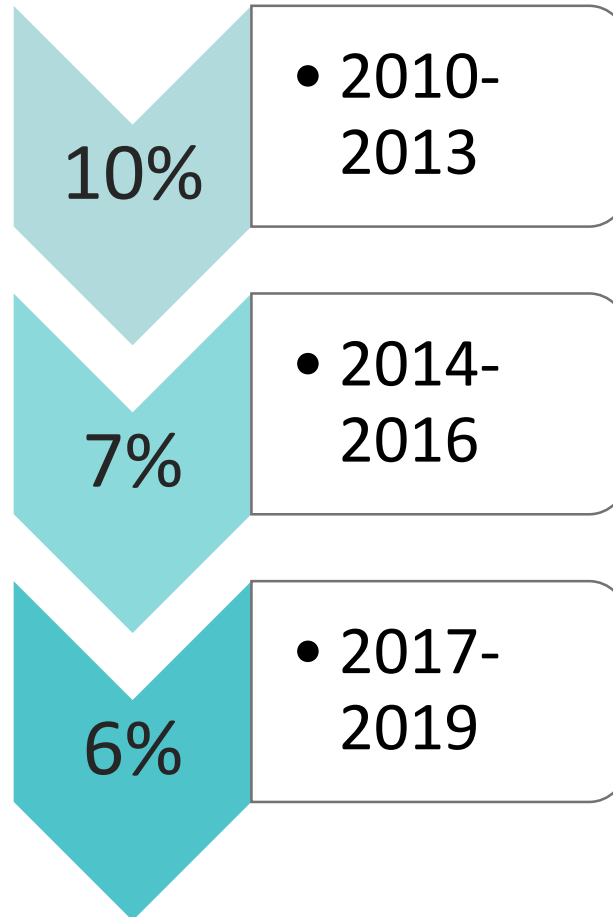


Population: 12,433



Total housing units:
15,247

Percent of homes sold annually to primary residents

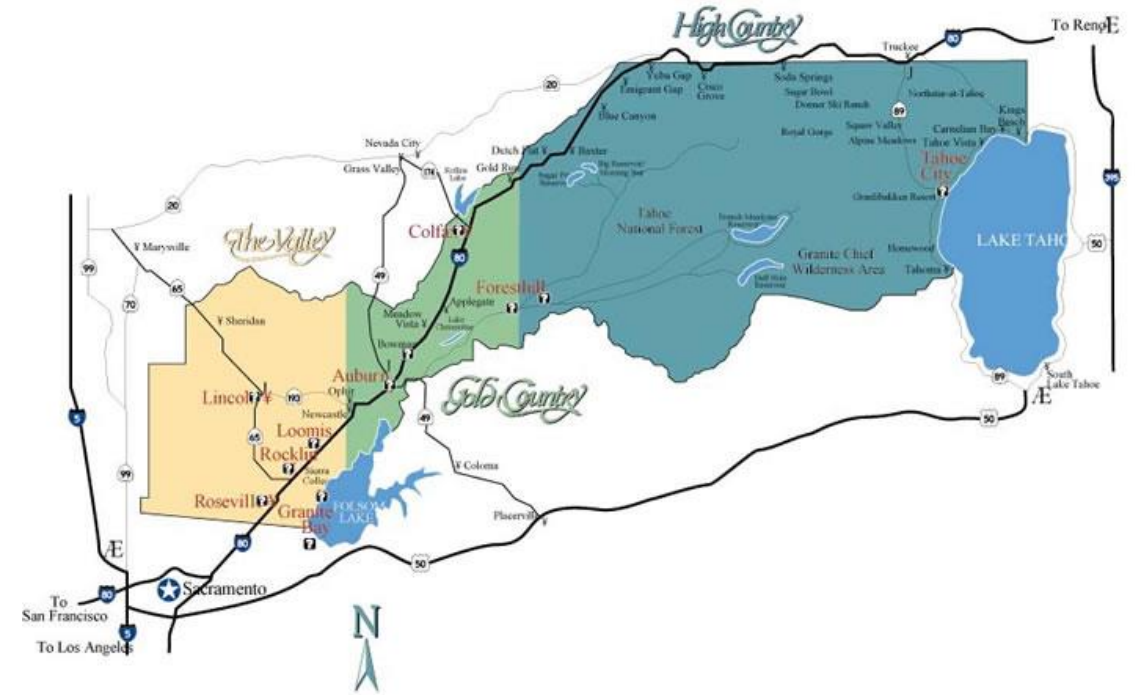


\$62,120
East Placer Median
Income

N. Tahoe-Truckee
Median Sale
Prices:
\$850k (2020)
\$945k (Jan. 2021)

Program Goals

- Preserve and utilize existing housing stock for the local workforce
- Increase developer options to satisfy affordable housing requirements to secure workforce housing



Overview of Proposed Program

Housing = Infrastructure

Help new homebuyers purchase a home by paying them in exchange for deed restricting their home for local workforce occupancy



When that home sells later, it sells for slightly less than market value



Creates a secondary market of designated workforce housing

Updates to Program Based on Feedback

- Three targets:
 - New homeowners
 - Conversion of non-residential development into long-term rental or for-sale residential units
 - Construction of new long-term rental or for-sale residential units
- TRPA Achievable income limit caps for occupants
- Auto renewal of 55-year deed restriction term
- Participants would have to work in region for at least seven years before retiring

How it Would Work - Countywide

- Developer or Trust (on behalf of developer) assists homebuyer with purchase in exchange for deed restricting home
- Deed restriction limits home to fulltime occupancy only (renter- or owner-occupied)
- Total household income cap of 120% area median income
- Deed restriction would run for 55 years and auto-renew with each sale/transaction
- Residence in unincorporated Placer County
- At least one occupant must work at least 30+ hours/week at an employment site in Placer County no more than 20 driving miles from residence





How it Would Work - East Placer

- Three targets:
 - New homeowners
 - Conversion of non-residential development into long-term rental or for-sale residential units
 - Construction of new long-term rental or for-sale residential units
- Total household income cap of 245% (single family/detached) or 220% (multifamily/attached) area median income, per TRPA Achievable Income limits
- Deed restriction would run for 55 years and auto-renew with each sale/transaction
- Residence in East Placer
- At least one occupant must work at least 30+ hours/week within TTUSD boundary
- Participants must work 30+hours/week for at least seven years before retiring

Monitoring and Adaptive Management

- Monitor program and report to BOS annually
- Evaluate data and trends:
 - Types and prices of housing units in program
 - Track how often units sell
 - Owner or renter occupancy
 - Track changes to population
- Assess effectiveness of program
- Adapt and update program annually with BOS approval
- Enforcement: Annual auditing of participants and monetary enforcement for noncompliance

Program Goals

Goal: Achieve 50 deed restrictions per year (40 East Placer, 10 rest of county)

- First year (2021):
 - \$1M goal- \$500k secured so far
 - Establish Fund for developer deposits with private housing trust(s)
- Subsequent years:
 - \$3M annually
 - Adjust budget depending on needs and funding

Secondary Market – Workforce Housing



2021 16 houses **2022** 50 houses **2023** 50 houses **2024** 50 houses **2025** 50 houses **2026** 50 houses **2027** 50 houses **2028** 50 houses **2029** 50 houses **2030** 50 houses

Estimated 466 workforce housing units by 2030



**Program to launch
Spring 2021**

Interest list:

www.placer.ca.gov/7130/Workforce-Housing-Preservation-Program

Workforce Housing Preservation Program

Program Description and Guidelines February 2021

1. PROGRAM DESCRIPTION

Introduction

In 2017, the Placer County Board of Supervisors approved a series of tasks that comprise the County's Housing Work Plan. This work plan is aimed at identifying ways the County can improve local controls to address the housing crisis and state requirements. The work plan approaches the problem by targeting four main focus areas:

- Creating more incentives to build affordable and workforce housing
- Changing regulations to make building easier
- Advocating for state and federal assistance
- Furthering partnerships for meeting regional housing needs.

As one of many tools to facilitate housing, the Placer County Board of Supervisors directed staff on March 10, 2020 to implement a workforce housing deed restriction Program. The Workforce Housing Preservation Program is designed to help implement the County's Housing Work Plan by preserving and utilizing existing single family and multifamily housing stock as one means of supporting the county's permanent local resident workforce.

The Workforce Housing Preservation Program (WHPP) facilitates the purchase of residential deed restrictions in the unincorporated area of the County. The deed restrictions limit the occupancy of the home to the local resident workforce. Due to unique housing differences in the East Placer region, the Program includes an additional component specific to the eastern region, as described below in the Program Overview.

Program Overview

The WHPP is an incentive-based Program that facilitates housing for the local resident workforce in low, moderate, and achievable income brackets depending upon location. The Program would be available at the point of sale or construction of a single family or multifamily unit. Consistent with the State of California's legal framework for deed - restricted affordable housing, the WHPP implements a 55-year deed restriction on the property that automatically renews with each point of sale or transaction. In return for payment, the deed restriction is legally recorded, appears on the property title and is passed to future owners for a renewed 55 - year term. The Program is broken out into two components: 1) countywide component, and 2) East Placer region component. The countywide Program component is designed to provide developers with the ability to facilitate home ownership for low- to moderate-income households that are part of the local resident workforce. Developers can buy a deed restriction on a home to satisfy their affordable or employee housing mitigation requirement through this program. The County does not subsidize developer obligations; however, developers can work with the County to purchase deed restrictions that support the local resident workforce population consistent with the County's Program parameters. The East Placer Program may be implemented anytime funds are available and is designed to preserve regional housing stock for the local resident workforce in the East Placer region. This component is initially available for only new residential construction, and conversions of non-residential to residential purchases. The Workforce Housing Preservation Program will be monitored on an annual basis to determine effectiveness. Based on the Program's success, the Program may be extended or refined with Board approval.

Program Guidelines and participant criteria is described below.

2. PROGRAM GUIDELINES

A. Definitions

- I. "Achievable Income Limits" shall mean income limits defined as "Achievable" by the Tahoe Regional Planning Agency
- II. "Administrative Variance to Work Site" shall mean an exception to the 20-mile distance between the employment site and the Property, granted by the Program Administrator
- III. "Approving Agent" is the Board of Supervisors for Placer County or its designee
- IV. "Board" means the Board of Supervisors of Placer County
- V. "Date of Implementation" is the date the Program opened to the public
- VI. "Deed Documents" means the documents necessary to enter into a deed restriction agreement
- VII. "Deed Restriction Disbursement" is the value of the deed restriction paid by the Program Administrator to the Program Participant
- VIII. "Fair Market Value" means the value of the Property as determined by the appraiser
- IX. "Occupant" applies to all occupants in the Property
- X. "Potential Avalanche Hazard Area" means a location that is in a potential avalanche path as defined by a County planning document
- XI. "Program" or "WHPP" means the Workforce Housing Preservation Program
- XII. "Program Administrator" is the administrative group or agent designated by the Placer County Board of Supervisors who oversees the qualification, processing, and operation of the Program
- XIII. "Program Participant" is the applicant to the Program who is buying or constructing a residential property
- XIV. "Property" is the property on record receiving the deed restriction

B. Countywide Program

- I. Eligibility Criteria for Occupant and/or Program Participant
 - a. Gross annual household income must be equal to or less than 120 percent (120%) of Placer County's median income, adjusted for household size as set forth by the California Department of Housing and Community Development.
 - b. A household must have at least one member who is currently employed 30 or more hours per week at an employment site in Placer County.
 - c. A household must have at least one member whose work site is less than or equal to 20 driving miles from the Property.
 - i. Administrative Variance to Work Site. A twenty percent (20%) variance may be granted by the Program Administrator.
 - d. Program Participant must not have owned a home in the last 12 months and must not have participated in this Program for the last three years.
- II. Property:
 - a. The Program Administrator will determine eligible homes for participation in this Program based on sale price and what is considered affordable for a household meeting 120% area median income limits.
 - b. The Property shall be located in unincorporated Placer County.
 - c. The Property shall not be located in a Potential Avalanche Hazard Area.
- III. Conditions
 - d. The Program Participant shall be required to make all repairs and replacements necessary to keep the home in good condition and repair.
 - e. The Program Participant shall comply with all applicable laws, rules, ordinances, orders, and regulations of all federal, state, county, municipal, and other governmental agencies and bodies having or claiming jurisdiction and all their respective departments, bureaus, and officials. The Property

shall pass a homebuyer's inspection/and or final building permit inspection prior to the completion of a disbursement.

- f. Program Participant shall consent to recordation of a lien against the Property in the amount of the funds disbursed plus a reasonable estimation of interest and fees.
- g. Program Participants may not rent their Property on a short-term basis.
- h. Program Participants may rent their Property to a qualified Occupant who meets local employment and income criteria described in Section C.I.

C. East Placer Program

I. Eligibility Criteria for Occupant and/or Program Participant

- a. Gross annual household income shall not exceed the Tahoe Basin Regional Planning Agency Achievable Income limit of 245 percent (245 %) of the area median income for Placer County for single-family dwellings or 220 percent (220%) for multifamily dwellings at the time of purchase or rental.
- b. A household must have at least one member who is currently employed 30 or more hours per week at an employment site within the Tahoe Truckee Unified School District geographical boundary.
- c. A household must have at least one member whose work site is less than or equal to 20 driving miles from the Property.
 - i. Administrative Variance to Work Site. A twenty percent (20%) variance may be granted by the Program Administrator.
- d. Program Participant must not have owned a home in the last 12 months and must not have participated in this Program for the last three years.

II. Property:

- a. The Program Administrator will determine eligible homes for participation in this Program based on sale price and what is considered affordable for a household meeting the TRPA Achievable Income limits.
- b. The Property shall be located in unincorporated Placer County within the Tahoe Truckee Unified School District geographical boundary.
- c. The Property shall not be located in a Potential Avalanche Hazard Area.

III. Conditions

- a. The Program Participant shall be required to make all repairs and replacements necessary to keep the home in good condition and repair.
- b. The Program Participant shall comply with all applicable laws, rules, ordinances, orders, and regulations of all federal, state, county, municipal, and other governmental agencies and bodies having or claiming jurisdiction and all their respective departments, bureaus, and officials. The Property shall pass a homebuyer's inspection/and or final building permit inspection prior to the completion of a disbursement.
- c. Program Participant shall consent to recordation of a lien against the Property in the amount of the funds disbursed plus a reasonable estimation of interest and fees.
- d. Program Participants may rent their Property on a short-term basis for no more than 30 days each calendar year.
- e. Program Participants may rent their Property to a qualified Occupant who meets local employment and income criteria described in Section C.I.
- f. Program Participants must work within the Tahoe Truckee Unified School District geographical boundary for at least seven years after initial Program participation before retiring.

D. Determining the Deed Restriction value

- I. The County will use the following methods to determine the deed restriction value, based off the fair value of the property:
 - a. County Assessor recent sale price (within last three months, if possible) information for similar properties
 - b. Appraisal, paid by Program Participant, completed by a certified Member Appraisal Institute (MAI) or other qualified real estate appraiser approved in advance by the County
 - c. Program Participant and the County may establish the Fair Market Value of the Property by mutual agreement in lieu of an appraisal
- II. The County will consider the following criteria and findings to determine the Deed Restriction Disbursement:
 - a. The Property provides housing to a permanent year-round resident participating in the local workforce
 - b. The market value of the deed restriction is comparable in value to other existing deed restrictions in the community as demonstrated by a licensed real estate appraiser
 - c. Most cost effective and efficient use of the County's limited supply of financial resources
 - d. Fair market value is paid for the deed restriction relative to current market conditions
 - e. The amount contributed by the Program Participant to the down payment

E. Deed Restriction Processing and Approval

- I. The Program Administrator reviews applications and determines eligibility based on the initial Program interest applications.
- II. Program Participants who qualify will be sent an eligibility packet with the necessary forms, disclosures, information, and contact information. They should submit a complete packet to the Program Administrator within 15 days of receipt of packet. The completed packet should include all completed forms and documents verifying eligibility.
- III. All Program Participants shall verify on their application that all information provided is true and accurate. If any of the information is determined by the County to be inaccurate or non-verifiable, the applicant may be subject to disqualification by the County from the application and/or approval process.
- IV. The Program Administrator shall review the packet for completion and compliance with the terms listed for the particular Program for which the Program Participant is applying. Once the Program Administrator verifies the packet is complete and eligible, the Program Administrator will prepare the Packet for presentation to the Approving Agent.
- V. Upon the approval of the Approving Agent, the Program Administrator shall prepare the Deed Documents for signature, execution, and recording. The Deed Documents shall include, but not be limited to, a Deed Restriction Purchase Agreement, Restricted Deed (recordable), Lien (recordable), and Subordination Agreement. Once the Deed Documents are recorded, funds will be transferred to the Program Participant. The Program Administrator and Program Participant will work together to transfer the funds.

F. Monitoring and Compliance

- I. Program Participants are required to certify that the Property are occupied on a full-time basis by Occupants meeting the income and employment criteria. The Program Administrator will monitor the deed restrictions annually. By March 1st

of each year, each Program Participant and Occupant, if applicable, shall provide the following certifications and information as proof of occupancy requirements.

- a. Occupant's W-2 or most recent pay stubs.
 - b. Occupant's tax returns.
 - c. Occupant's lease agreement, if applicable.
- II. If any of the required information is not available, the Program Participant shall provide other documentation as requested by the Program Administrator. The sufficiency of any such alternative documentation will be determined by the Program Administrator at its sole discretion.
 - III. The Program Administrator may inspect the participating property with prior notice to Program Participant.
 - IV. Failure to comply with the annual verification will result in notification of violation with a deadline for compliance, followed by additional enforcement as laid out in the Noncompliance Section (H) of this document.

G. Future Sale of the Residence and Release from the Deed Restriction

- I. Future Sales:
 - a. The deed restriction will auto-renew the 55-year term with each future sale of the Property.
 - b. Occupancy requirements for the Program will apply to all future Program Participants and Occupants.
 - c. In the event a Program Participant wishes to sell the property, the Program Participant shall notify the Program Administrator for purposes of monitoring the transaction (or sale).
- II. Program Termination:
 - a. In the event a Program Participant decides to terminate the deed restriction, the Program Participant shall notify the Program Administrator.
 - b. The Program Administrator will present the Program Participant with a termination fee of whichever is greater: 1) the original Deed Restriction Disbursement plus interest calculated at three percent (3%) per year from date of deed restriction recordation compounded annually or 2) the original Deed Restriction Disbursement plus interest calculated at the rate of appreciation on the fair market value of the house since the date of deed restriction recordation.
 - c. Upon Program Participant's repayment of all monies owed, a release of lien will be recorded in favor of the Program Participant.

H. Noncompliance with Conditions of the Deed Restriction Program

- I. In the event a Program Participant participating in the Program fails to comply with the Program requirements, the Residence shall be terminated from the Program and the Program Participant shall owe the County a termination fee of:
 - a. 1) the original Deed Restriction Disbursement plus interest calculated at three percent (3%) per year from date of deed restriction recordation compounded annually or 2) the original Deed Restriction Disbursement plus interest calculated at the rate of appreciation on the fair market value of the house since the date of deed restriction recordation, whichever is greater
 - b. Appraisal, title and escrow fees.

I. Monitoring and Adaptive Management

- I. To ensure Program effectiveness, the Program Administrator will monitor the Program annually and evaluate data and trends such as but not limited to:
 - a. Types of housing Residences & prices of housing Residences in Program

- b. Frequency of how often Residences in Program sell
 - c. Sale prices of Residences in Program
 - d. Owner or renter occupancy
 - e. Changes to workforce population in East Placer
 - f. Changes to percentage of owner-occupied properties in East Placer
- II. The Program Administrator will also present Program updates to the Board of Supervisors on an annual basis. The Program Administrator will evaluate that data to gauge effectiveness of the Program and adapt and update the Program on an as-needed basis, with Board of Supervisors approval.

Draft 2021-22 Fiscal Year Budget

Meeting Date: March 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Consider Approval of Draft 2021-22 Fiscal Year Budget

BOARD REQUEST:

Approve the current draft of the Fiscal Year 2021-22 Budget. Provide direction for final approval at the May 19, 2021 board meeting.

BACKGROUND:

Attached you will find the following updated draft budget spreadsheets:

- FY2021-22 Budget – Founding Members Only
- FY2021-22 Budget – Founding Members + 3 New Members

Staff incorporated the February 17, 2021 recommendations of the Board of Directors and the annual fee calculation recommendations from Municipal Resource Group to develop these updated draft budget spreadsheets.

Updates Since the February 17 Meeting of the Board of Directors

- Updated calculations based on annually budgeted member agency employee counts
- Updated calculations for new member agency fees (explanations included below)
- Increase in the insurance budget line item, to account for unknowns with master leasing and development activities
- Increase in part-time staff by \$5,000 to account for possible employee structure vs. independent contractor

Assumptions and Considerations When Reviewing Budgets

Agency Revenue

- Retained funds are not included in budget worksheets, though at this time there may be up to \$60,000 in 2020-21 retained funds (Dependent on development activities)
- Calculations are assuming new member fees WILL subsidize founding member fees
- Operations and housing member fee estimates were calculated using each agency’s budgeted employee count for the current accounting year:

Employer	# of Employees
TFHD	1108
TTUSD	590
TDPUD	73
TTAD	30
Truckee	151
Nevada	35
Placer	150

Agency Expenses

- Executive Director salary is based on a 32-hour work week
- Part-time staff is based on a 10-hour work week
- Employee benefits through TFHD are estimated at 32% of gross salary

Housing Program Expenses

- Development Activities: Expense to cover site studies and unknown expenses leading to site selection
- Housing Match Program: Expense to cover an incentive program to increase the number of existing homes unlocked for member agency employee use
- Pathway to Ownership: Expense to cover programming
- Master leasing, short-term housing, and down-payment assistance programs will be ‘opt-in’ programs for member agencies, which will require a separate budget and program outline. The proposed annual budget assumes staff-time only will be required to develop these programs
- All other housing programs will be developed and managed by staff, and expenses are accounted for through payroll and employee benefits

Staff is requesting board discussion and direction on the following items:

- Annual employee count calculations: through the current budget creation, it was found that member agencies calculate annual employee counts differently (FTE only vs. all staff vs. variations due to changes in business structure). How do we ensure each agency is accounting for all employees that will have access to our services?

SAMPLE MOTION/S:

Option 1: I move to approve the proposed draft 2021-22 Fiscal Year Budget as presented and direct staff to engage member agency boards to confirm support, with board approval of the final budget at the May 19, 2021 board meeting.

Option 2: I move to approve the proposed draft 2021-22 Fiscal Year Budget, with the following amendments: (list) and direct staff to engage member agency boards to confirm support, with board approval of the final budget at the May 19, 2021 board meeting.

Option 3: I move to continue the item / take no action

ATTACHMENTS:

2021-22 Housing Work Plan + Timeline
FY2021-22 Budget – Founding Members Only
FY2021-22 Budget – Founding Members + 3 New Members

TTWHA Housing Work Plan 2021-2025

			Year	Employees Served %	# Served
FOCUS AREAS	1. Lease/Develop Workforce Housing 2. Expand Housing Programs and Services 3. Develop Non-housing-related Programs to Ease the Burden of Housing Costs	TARGETS	2021	1.00%	17
			2022	1.50%	25
			2023	2.50%	42
			2024	5.00%	83
			2025	10.00%	167
			Total	0.20	333

Activity	Goal	Timeframe	Status Towards Targets	Lead/Support	% of Staff Time	2021-22 Budget
Focus Area 1: Lease/Develop Workforce Housing - 40%						
Master Leasing Program	Secure member agency-leased units to increase access and affordability for employees	March Start Program launch September 2021		ED / Agency Staff / Regional Partners	20	
Development of Workforce Housing	Develop housing on member agency-owned land	January Start First project under const. Dec 2025		ED / Member Agency Ad-hoc	20	
Focus Area 2: Expand Housing Programs and Services - 40%						
Employee Concierge for Housing	Support employees in their search for housing	Ongoing Hire PT support staff late 2021	Ongoing	ED / Support Staff (2022)	10	
Housing Match	Unlock existing units for long-term lease	Ongoing Launched July 1, 2020	7 Placements (01/13/21)	ED / Landing Locals	5	
Short-term Housing	Master lease units for emergency / new hire needs	See Master Leasing Units leased by Winter 2021-22		ED / Member Agency Ad-hoc	5	
Pathway to Ownership	Increase # of employees buying homes in the region through education and funding	April Start		ED / Realtors/Lenders	10	
Existing Homeowner Support	Provide education/tools to existing homeowners to upgrade their homes	May Start		ED / TDPUD	5	
Reduce Insurance Barriers / Expenses	Provide insurance access and affordability by combining member agency resources	March Start		Member Agencies / ED	5	
Focus Area 3: Develop Non-housing Related Programs to Ease Burden of Employee Housing Costs - 20%						
Transit-related Incentives and Education	Increase awareness and education around transit opportunities for employees	August Start		Member Agencies / ED	10	
Child-care Partnerships and Offerings	Explore resource-sharing to increase child-care access / affordability	October Start		Member Agencies / ED	10	

**# of Employees Served = Employees that were able to access housing and/or housing programs through agency support / offerings*

2021 Timeline	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Development of Workforce Housing*	RFP: Land Mapping GIS / Analysis of Agency-owned Parcels	Land Mapping	Land Mapping	Land Mapping	RFP: Parcel Analysis	Parcel Analysis	Parcel Analysis	Parcel Analysis	Parcel Analysis	• Parcel Analysis • Community Engagement	Community Engagement	Site Identification	Site Identification
Master Leasing Program*			• Determine funding structure	• Determine funding structure • Develop rates/processes	• Determine funding structure • Develop rates/processes • Determine maintenance/service structure	• Develop rates/processes • Determine maintenance/service structure • Engage prop managers/developers	• Develop rates/processes • Determine maintenance/service structure • Engage prop managers/developers	• Develop rates/processes • Determine maintenance/service structure • Engage prop managers/developers	• Engage prop managers/developers	Program Execution			
Short-term Housing								• Member Agency Needs Assess / Funding Structure • Property Manager/ Developer Outreach	• Member Agency Needs Assess / Funding Structure • Property Manager/ Developer Outreach	Secure Properties	Secure leases	Short-term Leases Commencement	
Employee Concierge for Housing	Ongoing Offering: Website, Phone, Email Support		Development of Educational Materials		Website Upgrades					Increased capacity for program execution (New part-time hire or increase in ED hours)			
Housing Match	Existing Program (Services to Continue Through 2021)												
Pathway to Ownership				Realtor/Lender Partnerships	• Realtor/Lender Partnerships • Regional Programs: Website	• Realtor/Lender Partnerships • Financial Counseling • Financing Opportunities: Website	• Financial Counseling	• Financial Counseling	• Financial Counseling	• Financial Counseling • First Time Homebuyer Workshop	• Financial Counseling • Down Payment Assistance Program Dev	• Financial Counseling • Down Payment Assistance Program Dev	• Financial Counseling • Down Payment Assistance Program Dev
Existing Homeowner Support					• Lender Partnerships • Research		• Upgrade/Maint. Opportunities: Website • Rebate Programs: Website			Low-interest Home Refinance Opportunities			
Transit-related Incentives and Education*								• Member Agency Mtng • Research	• JPA transit partnership and offerings exploration • Regional Transit offerings: website				
Child-care Partnerships and Offerings*										• Member Agency Mtng • Research	• JPA partnership exploration • Regional child care offerings: website		
Reduce Insurance Barriers / Expenses*			• Member Agency Mtng • Research	• Member Agency Mtng • Research						Offerings available (Dependent on results of research/efforts)			

*Member-agency led - with staff support

Truckee Tahoe Workforce Housing Agency		
DRAFT		
2021-22 Budget		
07/01/2021 - 06/30/2022		
REVENUE		
MEMBER FEES	Operations	Housing
Tahoe Forest Hospital District	\$150,727	\$95,358
Tahoe Truckee Unified School District	\$80,261	\$50,777
Truckee Donner Public Utility District	\$9,931	\$6,283
Truckee Tahoe Airport District	\$4,081	\$2,582
Total Member Funding	\$245,000	\$155,000
TOTAL MEMBER FEES / REVENUE		\$400,000
EXPENSE		
PAYROLL AND EMPLOYEE BENEFITS		
Executive Director		\$110,000
Part-time Housing Program Support Staff		\$15,000
Employee Benefits		\$40,200
Training & Continuing Education		\$1,500
Total Payroll and Employee Benefits		\$166,700
OPERATING, GENERAL, AND ADMINISTRATIVE		
Insurance		\$15,000
Dues & Subscriptions		\$700
Office Equipment		\$1,000
Office Space		\$0
Office Phone		\$200
Office Supplies		\$1,000
Computer Software		\$2,200
Bank Service Charges		\$300
Total Operating, General, and Administrative		\$20,400
MARKETING + ADVERTISING / COMMUNITY OUTREACH		
Marketing and Advertising		\$3,500
Community Engagement / Business Development		\$1,500
Total Marketing+Advertising / Community Outreach		\$5,000
PROFESSIONAL SERVICES		
Accounting & Audit		\$25,000
Legal		\$25,000
Website		\$2,500
Total Professional Services		\$52,500
HOUSING PROGRAMS		
Development Activities		\$75,000
Master Leasing		\$0
Housing Match Program		\$75,000
Employee Concierge		\$0
Short-term Housing		\$0
Pathway to Ownership		\$5,000
Down Payment Assistance		\$0
Homeowner Support		\$0
Remove Barriers to Home Insurance Coverage		\$0
Total Housing Programs		\$155,000
NON-HOUSING PROGRAMS		
Transit		\$0
Child Care		\$0
TOTAL REVENUE		\$400,000
TOTAL EXPENSE		\$399,600
TOTAL REMAINING FUNDS		\$400
ASSUMPTIONS		
Executive Director is employed at 32 hours per week and support staff at 10 hours per week		
Employee benefits through TFHD are estimated at 32% of gross salary		
Office space and phone provided by Tahoe Forest		
Computer Software		
Gsuite Email Operating System		\$500
Quickbooks		\$1,000
Adobe Acrobat		\$700
Dues & Subscriptions		
Truckee Chamber of Commerce		\$200
Others - TBD		\$500
Marketing + Advertising / Community Outreach		
Advertising		\$1,000
Marketing Materials (ad design, postcard mailers)		\$2,000
Business Cards		\$100
Website Domain		\$300

Truckee Tahoe Workforce Housing Agency		
DRAFT		
2021-22 Budget		
07/01/2021 - 06/30/2022		
REVENUE		
MEMBER FEES	Operations	Housing
Tahoe Forest Hospital District	\$127,029	\$80,365
Tahoe Truckee Unified School District	\$67,642	\$42,794
Truckee Donner Public Utility District	\$8,369	\$5,295
Truckee Tahoe Airport District	\$3,439	\$2,176
Total Member Funding	\$206,479	\$130,629
NEW MEMBER FEES: Budget Contributions		
Town of Truckee	\$17,312	\$10,952
Nevada County	\$4,013	\$2,539
Placer County	\$17,197	\$10,880
Total New Member Fees: Budget Contribution	\$38,521	\$24,371
NEW MEMBER FEES: Founding Contributions		
Town of Truckee		\$18,478
Nevada County		\$18,478
Placer County		\$18,478
TOTAL NEW MEMBER FEES: Founding Contributions		\$55,433
TOTAL MEMBER FEES / REVENUE		\$455,433
EXPENSE		
PAYROLL AND EMPLOYEE BENEFITS		
Executive Director		\$110,000
Part-time Housing Program Support Staff		\$15,000
Employee Benefits		\$40,200
Training & Continuing Education		\$1,500
Total Payroll and Employee Benefits		\$166,700
OPERATING, GENERAL, AND ADMINISTRATIVE		
Insurance		\$15,000
Dues & Subscriptions		\$700
Office Equipment		\$1,000
Office Space		\$0
Office Phone		\$200
Office Supplies		\$1,000
Computer Software		\$2,200
Bank Service Charges		\$300
Total Operating, General, and Administrative		\$20,400
MARKETING + ADVERTISING / COMMUNITY OUTREACH		
Marketing and Advertising		\$3,500
Community Engagement / Business Development		\$1,500
Total Marketing+Advertising / Community Outreach		\$5,000
PROFESSIONAL SERVICES		
Accounting & Audit		\$25,000
Legal		\$25,000
Website		\$2,500
Total Professional Services		\$52,500
HOUSING PROGRAMS		
Development Activities		\$75,000
Master Leasing		\$0
Housing Match Program		\$75,000
Employee Concierge		\$0
Short-term Housing		\$0
Pathway to Ownership		\$5,000
Down Payment Assistance		\$0
Homeowner Support		\$0
Remove Barriers to Home Insurance Coverage		\$0
Total Housing Programs		\$155,000
NON-HOUSING PROGRAMS		
Transit		\$0
Child Care		\$0
TOTAL REVENUE		\$455,433
TOTAL EXPENSE		\$399,600
TOTAL REMAINING FUNDS		\$55,833
ASSUMPTIONS		
Executive Director is employed at 32 hours per week and support staff at 10 hours per week		
Employee benefits through TFHD are estimated at 32% of gross salary		
Office space and phone provided by Tahoe Forest		
Computer Software		
Gsuite Email Operating System		\$500
Quickbooks		\$1,000
Adobe Acrobat		\$700
Dues & Subscriptions		
Truckee Chamber of Commerce		\$200
Others - TBD		\$500
Marketing + Advertising / Community Outreach		
Advertising		\$1,000
Marketing Materials (ad design, postcard mailers)		\$2,000
Business Cards		\$100
Website Domain		\$300

Housing Opportunity at 11500 Donner Pass Road

Meeting Date: March 17, 2021
Prepared By: Emily Vitas, Executive Director
Agenda Item: Consider Action Regarding Housing Opportunity at 11500 Donner Pass Road

BOARD REQUEST:

Consider the housing opportunity at 11500 Donner Pass Road, with possible action directing staff to engage with the property owner to discuss a partnership.

BACKGROUND:

In January 2021, staff engaged with Bill Greeno, the owner of Quality Automotive in Truckee, on a commercial space he has in Truckee that could be available for workforce housing. The space is located at 11500 Donner Pass Road, in front of Quality Automotive's new shop, and is currently zoned and designed for commercial use. TTWHA staff directed Mr. Greeno to connect with Director Poncelet and the Truckee Donner PUD to discuss the opportunity, given the PUD's proximity to the building. Mr. Greeno informed staff that he was already in touch with the PUD and discussions had begun on a possible partnership.

In March, through PUD staff negotiations with the Greeno's, the item was analyzed in-depth. The space would need to be re-zoned and extensive tenant improvements would need to be made to transition 3,000 square feet of space into a proposed three units of workforce housing living space. The Greeno's proposal included a request of ~\$7,000/month in rent, with a 10-year lease of the property, though they were open to further negotiation. Furthermore, the Greeno's are open to a public and private partnership which could have the potential to expand the building to a second story for more ADU's. Of notable interest is the parking constraints on the site; the parking lot cannot be expanded for ADU usage.

Due to the housing survey and current TTWHA needs, TDPUD staff thought other public-private partnership opportunities could be beneficial to utilize the space for workforce housing. PUD staff approached TTWHA to determine whether there is interest in pursuing this opportunity on behalf of any of our member agencies.

SAMPLE MOTIONS:

Option 1: I move to approve that staff engage the property owner in further discussion / negotiations.

Option 2: I move to approve that staff engage the property owner in further discussion / negotiations, with the following amendments:

Option 3: I move to continue the item / take no action.

ATTACHMENTS:

None