

# MEMORANDUM

DATE: January 5, 2016

TO: Honorable Board of Supervisors

FROM: Michael J. Johnson, AICP  
Agency Director

BY: Crystal Jacobsen, Principal Planner

SUBJECT: North Tahoe Housing Needs Assessment - Budget Revision and Funding Agreement

## Action Requested

1. Approve a Budget Revision to increase the Planning Services Division FY15-16 budget from Appropriation 10070 (Community and Agency Support) in the amount of \$50,000 to augment existing funds (\$26,000) already allocated for the preparation of a new North Tahoe Housing Needs Assessment. Total funding to be allocated to the preparation of the North Tahoe Housing Needs Assessment is \$76,000.
2. Authorize the Community Development Resource Agency Director to execute a funding agreement for the North Tahoe Housing Needs Assessment not to exceed \$76,000, subject to the approval of Risk Management and County Counsel.

## Background

The Planning Services Division continues efforts to implement the County's Housing Element, and staff is currently working with the Town of Truckee, the County of Nevada, the Workforce Housing Association of Tahoe Truckee, and the Tahoe Truckee Community Foundation to prepare a North Tahoe Housing Needs Assessment for the North Tahoe Region ("Participants"). The Tahoe Truckee Community Foundation will serve as the "lead" in this effort and will be contracting with a consultant to prepare the Assessment. The Assessment will include the review of existing local housing market conditions in the North Tahoe Region and will identify affordable housing needs in the Region. The Assessment is intended to focus on workforce housing needs of year-round workforce households in the region, including the Town of Truckee and surrounding areas of eastern Placer County (from the Town boundary to North Lake Tahoe, west to Crystal Bay, east to Tahoe City, and south to Tahoma, as well as communities within Donner Summit).

The Assessment will cost approximately \$172,000 and it is proposed that it be funded by Participants with the following financial allocations: Placer County (\$76,000), the Town of Truckee (\$76,000), the County of Nevada (\$10,000), the Workforce Housing Association of Tahoe Truckee (\$10,000), and the Tahoe Truckee Community Foundation (in-kind contribution \$7,500). Funding values were determined by each participating partner's geographic range within the region, need for housing, and ability to

contribute. Preparation of the Assessment will be managed by the Tahoe Truckee Community Foundation and will be organized so that resulting information will be useable by all partners for affordable housing planning purposes in each respective jurisdiction.

In the Planning Services FY15-16 budget, \$26,000 has already been allocated to the preparation of the North Tahoe Housing Needs Assessment. With the Board's approval of the requested \$50,000 Budget Revision, the County will commit to providing total funding of \$76,000 for the preparation of the North Tahoe Housing Needs Assessment. The Funding Agreement will be executed by the Community Development Resource Agency Director and will memorialize contributions from and outline roles and responsibilities of all funding partners. The Board's action today is to consider a budget revision of \$50,000 to help fund the North Tahoe Housing Needs Assessment.

The scope of work for the Needs Assessment is attached. The Needs Assessment is expected to be finalized in July 2016. The Tahoe Truckee Community Foundation will act as the Assessment program administrator and will oversee preparation of the assessment, the meetings and community outreach. Funding obligations of the Participants will be transmitted in two equal installments with a not to exceed total contract value of \$172,000. The funding agreement will be structured based on the scope of work attached and will require prior review and approval by County Counsel and Risk Management before execution. The Board's action today is to authorize the Community Development Resource Agency Director to execute the funding agreement. No funds will be disbursed or expended until the agreement is executed. A copy the Scope of Work for the North Tahoe Housing Needs Assessment is included in Attachment 1.

#### **Fiscal Impact**

The total cost associated with the County's commitment to help fund the North Tahoe Housing Needs Assessment is \$76,000. Of that amount, \$26,000 is currently allocated in the Planning Services FY15-16 budget. Therefore, to fully fund the County's commitment of \$76,000 the amount of the budget revision for the Planning Services FY15-16 budget is \$50,000. The requested budget revision of \$50,000 would be new General Fund revenues to be apportioned to the Planning Services FY15-16 budget.

Attachment 1: Budget Revision

Attachment 2: Scope of Work for the North Tahoe Housing Needs Assessment

cc: Donna Kirkpatrick, CDRA  
Paul Thompson, CDRA  
James Importante, County Executive Office  
Sara Schrichte, Tahoe Truckee Community Foundation

PLACER COUNTY  
BUDGET REVISION

PAS DOCUMENT NO.  
\_\_\_\_\_

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
6	BR	100,000.00	2

Cash Transfer Required  
 Reserve Cancellation Required  
 Establish Reserve Required

11/18/15

Auditor-Controller  
 County Executive  
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
06	006		100		APHOPE		8779			50,000.00	06	014		100		APHOPE		2555			50,000.00
<b>TOTAL</b>										50,000.00	<b>TOTAL</b>										50,000.00

REASON FOR REVISION: TO APPROPRIATE FY2015-16 FUNDING FOR NORTH TAHOE REGIONAL AFFORDABLE HOUSING NEEDS ASSESSMENT.

THE FUNDS WILL BE REIMBURSED BY COMMUNITY AND AGENCY SUPPORT BUDGET (APPN 10070). ORIGINALLY APPROVED & APPROPRIATED 3/10/15 - BR201796

Department Head repreed by Donna Kirkpatrick Ext 3038  
 Board of Supervisors \_\_\_\_\_

Date: 11/19/15

Page: \_\_\_\_\_

Budget Revision # \_\_\_\_\_ FOR INDIVIDUAL DEPT USE

Distribution: ORIGINAL ONLY to Auditor

## North Tahoe Housing Needs Assessment

### Scope of Work

---

#### BUDGET DETAIL

##### **CONSULTING SERVICES: \$116,500**

Task One: Review Background Materials, Assess Local Housing Market Conditions, and Estimate Future Housing Supply.

\$43,000

Task Two: Employee/Employer Surveys

\$23,000

Task Three: Estimate Workforce Housing Needs

\$36,000

Task Four: Prepare and Draft Final Report

\$14,500

##### **COMMUNITY OUTREACH: \$31,700**

###### **FAMILY RESOURCE CENTER COLLABORATION - \$10,000**

Collaborate to help coordinate 2 community forums with BAE by:

- Promoting the events (English and Spanish) by flyers, email, announcements at community gatherings, through promotora network and other forms of outreach
- Identify outspoken leaders to attend forums to ensure the voice of different constituents are included
- Attend gathering to support information sharing and facilitation
- Support 1-2 other interactive/information seeking experiences to support the work of the study

###### **BUILD A COMMUNITY SCORE CARD/ ISSUE BRIEF - \$2500**

Utilize the Community Collaborative of Tahoe Truckee's on-line community data management system to track and report on certain indicators that align with the BAE and community efforts

around Affordable Housing. Product includes an area on the Results Based Accountability database for affordable housing indicators as well as a one-page Issue Brief.

**ENGAGE MEDIA AND COMMUNITY STORYTELLING PLATFORMS - \$7500**

**TV & VIDEO - \$3000**

Explore a partnership with the local community access channel to capture a Community Collaborative of Tahoe Truckee to attend three community gathering and document through video to be shown on cable television and the web:

Gathering 1: CCTT Resource Sharing Meeting - Topic: What's happening around the region around affordable housing?

Gathering 2: Community Forum #1

Gathering 3: Community Forum #2

**RESOURCE LIST - \$500**

A result of this will include a listing of all service providers that offer support and programs on this topic. This list will be promoted on CCTT's website and included along with the printed issue brief.

**PRINT COVERAGE - \$1000**

TTCF will devote a 4 part series that captures some of the complexities of the housing study and the processes being used to better understand. These will be shared in the Sierra Sun.

-Kick off Story

-Resource Sharing Story

-Community Engagement & storytelling Story

-Completion of Needs Assessment Story

**COMMUNITY ENGAGEMENT IN STORYTELLING - \$3000**

Engage Elevate Tahoe partners, a creative collaborative made up of Moonshine Ink, SBS Media House and Tahoe Truckee Community Foundation, to play a role in capturing community solution focused stories that can be found in this region. Borrowing from the "StoryCorp" model of National Public Radio, Elevate Tahoe will create an opportunity for

voices of community members who have created solutions around the housing situation to be captured and shared.

OTHER COMMUNITY OUTREACH

-Presentations to local business networks such as Truckee Tomorrow, and Tuesday Morning Breakfast Club

-Support outreach efforts with Town of Truckee with use of Flashvote application as needed

**PROGRAM COORDINATION \$11,700 (15 HOURS PER WEEK FOR 6 MONTHS)**

-Technical Advisory Committee Coordination

-Engaging FRC's

-Coordinating with Community Television and Elevate Tahoe

-Working with TTCF writer to produce stories series

**MANAGEMENT FEE \$14,820**

TTCF's standard management fee is 10% of the Project cost. The total Project costs are projected at \$148,200.

**CONTINGENCY \$8,980**

TTCF will retain a contingency to meet fluctuations in Project costs and to ensure completion of final deliverables.

# WORK PLAN

		Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	7/2016	Aug-16	Sep-16	Partners
Review background	Review Background materials												
	Review existing local housing market cond'ns												
Assess market conditions	Compile information on planned future housing supply												
	Prepare inventory of vacant land available for housing development												
	Prepare overview of workforce housing requirements and project results												
	Prepare profile study region household population												
Local Employer and Employee Surveys	Develop employer and employee surveys												
	Develop employer contact database												
	Distribute Employee and Employer surveys												
	Send out survey reminders to Employers												
	Tabulate and analyze survey results												
	(Optional) Assessment of investor decisions												
Estimate workforce housing needs	Public information workshops												CCTT, FRC
	Estimate workforce housing demand												
	Conduct employee housing preferences focus group sessions												
	Review existing programs in similar resort communities												
	Meeting with TAG to review preliminary findings												All
Prepare and present draft and final reports	Prepare draft report												
	Present draft report												
	Prepare and present final report												
<b>Community Outreach Tasks</b>		Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Partners
	Elevate Tahoe videos												Elevate Tahoe
	CCTT Resource Sharing Meeting												CCTT
	Community Forum #2												FRC, CCTT
	Community Forum #3												FRC, CCTT
	Housing Report Card & Issue Brief												CCTT
	Resource List												CCTT, FRC
<b>Deliverables</b>		Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Partners
	Videos												Elevate Tahoe
	Community Forum #1 (Resource Sharing meeting)												FRC, CCTT, Elevate Tahoe, TTCF
	Print Media Series												FRC, CCTT
	Community Forum #2												FRC, CCTT
	Community Forum #3												FRC, CCTT
	Report Card												CCTT
	BAE Final report												
	BAE database												
	Issue Brief												CCTT
	Resource List												CCTT

