

Review of District Community Program Policies with Staff Recommendations

Fact Sheet – September 16, 2019

Objective: This is a review of the District’s current community program policies related to sponsorships, partnerships, community engagement, land use related construction funding assistance, discounted rent for non-profits, public non-profit storage, use of meeting rooms, non-profit public events, and public agency use of airport property. Attached to this Fact Sheet and Staff Recommendations are copies of these policies for Board review. ACAT has also provided some recommendations regarding these policies on a separate attachment.

- **Policy Instruction (PI) 311 – Community Sponsorships and Agency Partnerships.** Adopted Dec. 2, 2015, last revised March 27, 2019.
Description: This policy establishes guidelines and process for the Sponsoring of local community events (usually less than \$3000) as well as partnerships with other public agencies and non-profits. (Typically more than \$3000). ACAT has provided some guidance and considerations for the Board on the Attached ACAT Community Programs Recommendations.
Staff Recommendations: Staff recommends the Board review the attached summary of ACAT Findings and Recommendations on this policy. Staff has two recommendations on this Policy Instruction:
 1. A clear definition of recency of public agency funding to qualify as a public agency contribution. An applicant has inquired if public agency funding contributed a few years

earlier on the same project would qualify under this requirement.

2. Staff suggests the Board consider making all agency partnerships directly with a local public agencies within the District. Working with non-profits would still be considered but only when that non-profit is working directly with another public agency. All agency partnership payments would go directly to the public agency working with the non-profit. Staff feels making payment directly to a second public agency insures a higher level of oversight and financial controls as well as fills the spirit of the agency partnership model much clearer. It also may help certify that our common constituents are benefiting from the contribution of public funds. Again, non-profits can still be active in this process but they would need to be coupled with a fellow public agency at a higher level then some are now.

- **PI 312 – Funding Assistance – Comprehensive Airport Land Use Plan.** Adopted Dec. 4, 2014.

Description: This policy sets forth a procedure for the District to participate at the Districts discretion in funding public projects when the Airport Land use Compatibility Plan may affect construction costs. This was last implemented with the construction of the TDRPD swimming pool project.

Staff Recommendations: This policy is functioning well. Staff does not recommend any changes.

- **PI 503 – Temporary Use of Truckee Tahoe Airport Land and Facilities.** Adopted Nov. 15, 1984, last revised Sept. 2, 2011.

Description: This policy is used to permit non-profit and public agency use of District facilities primarily for emergency

management however the District does allow other public agency use such as boat inspections, police and fire agency use, use by the School District, and some non-profit fundraising events.

Staff Recommendations: This policy is functioning well. Staff may want to look at adding language for non-profit fundraising events, storage, and other public agency gatherings as well as transit park and ride facilities.

- **PI 505 – Use of Truckee Tahoe Airport District Meeting Rooms.**

Adopted Aug. 21, 1990, last revised Sept. 27, 2012.

Description: This policy allows non-profit and public agency use of District meetings rooms.

Staff Recommendations: This policy is functioning well. Staff does not recommend any changes.

- **PI 507 – Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement and Lease Process.** Adopted Oct. 26, 2018.

Description: This PI sets policy for the selection of appropriate community benefit uses for vacant warehouse space.

Staff Recommendations: This is a new policy and staff feels it functions as intended and does not recommend any modifications at this time. Staff did receive some Board input regarding concern over public lobbying that can occur from non-profits competing for the space. Some felt the policy as written may create an unfair playing field if a given non-profit cannot muster large groups of people to attend meetings. Other Board Members commented that it was great to have all the non-profits and public interacting with us as a result of this process. The Board may want to discuss public vetting and meeting process associated with this policy.

- **Contracts/Agreements for Service by Non-Profits:** There is no specific Policy Instruction for Agreements or Contracts. It has been

observed by some that our Contracts for Services can be confused with PI-311 sponsorships and partnerships. Currently the District contracts with various public agencies and non-profits to provide specific services in return for a fee for programs like transit, airshow, ARFF, children and youth education programs, etc. Board and staff may want to discuss if a Policy Instruction is necessary for these types of contracts or agreements. In the last revision of PI-311 we did add some clarifying language explaining the difference between an agency partnership and contract for service.

Summary: There are essentially 5 current policies that encompass our community programs and policies. Staff feels overall these function pretty well and that we are having a positive impact on our community. There is no question that tweaks and modifications to these policies can help to improve the process. While staff feels the changes and clarifications made in March 2019 have assisted greatly we support the concept that additional clarity and organization may help the public understand our programs better.