

Meeting Date: March 2, 2023
 Prepared By: Emily Vitas, Executive Director
 Agenda Item: 9a. Consider Approval of 2023-24 Agency Budget

BOARD REQUEST:

Approve 2023-24 agency budget, as proposed by staff.

BACKGROUND:

2024-23 Budget Overview

Staff is recommending a 6.7% increase in budget over 2022-23 and will discuss proposed increases with the board. Staff is requesting feedback on budget items and a proposed revised member fee calculation.

Request to Revise Member Fee Structure

In 2022, staff introduced a proposed new member fee structure in an attempt to recognize the shift in the organization’s model that serves in a bigger way than the traditional employee count model. Because the new model was introduced in April, board members asked that staff return with this request earlier in the 2023-24 budgeting cycle for further consideration.

Staff is requesting that the board once again consider this revised fee structure. The revision would require member agencies to contribute a \$15,000 operational fee each year (roughly 25% of the budget, or the component of the budget outside staff and consultant fees). The budget beyond the operational fee will continue to be calculated based on annual employee counts. Assigning a component of the budget to all seven member agencies equally recognizes the agency’s shift to more significant, all-serving solutions.

2023-24 Member Fees	Budget Traditional	Employee Count Fee	Operations Fee	2023-24 Fee	Delta
Tahoe Forest Hospital District	\$236,973	\$179,107	\$15,000	\$194,107	\$42,865
Tahoe Truckee Unified School District	\$110,513	\$83,527	\$15,000	\$98,527	\$11,986
Placer County	\$27,814	\$21,022	\$15,000	\$36,022	(\$8,208)
Town of Truckee	\$25,959	\$19,621	\$15,000	\$34,621	(\$8,661)
Truckee Donner Public Utility District	\$14,092	\$10,651	\$15,000	\$25,651	(\$11,559)
Nevada County	\$8,900	\$6,727	\$15,000	\$21,727	(\$12,827)
Truckee Tahoe Airport District	\$5,748	\$4,345	\$15,000	\$19,345	(\$13,596)
Total All-agency Funding	\$430,000			\$430,000	
Operations			\$105,000		
Employee Count Calculation		\$325,000			

Assumptions and Considerations

Agency Revenue

- Member fees will continue to fund agency operations, through the following counts:

Nevada County	48
Placer County	150
Tahoe Forest Hospital District	1278
Tahoe Truckee Unified School District	596
Truckee Donner Public Utility District	76
Truckee Tahoe Airport District	31
Town of Truckee	140

Salaries and Benefits

- Two full-time, fully benefitted staff members
- One part-time staff member, funded equally through TTWHA and the Workforce Housing Fund
- Employee taxes and benefits through TFHD are estimated at 42%

Programming / Other Professional Services

- Development of Public Land: Funds will be transferred from the Housing Reserve Fund to pursue development on the top-identified member owned parcels. Funds will be used to contract with an expert in land use / planning / development activities to work with the agency towards an RFP / RFPs for development.
- Programming: Home rental program: short-term and long-term
- Member Programming: For programs that are being administered for individual member agencies, such as Down Payment Assistance. Administration fees will be paid directly from the agencies benefitting from the services. These fees will be split between agency staff time and consultant supporting administration.

Expansion Related to the Strategic Plan

The creation of the 501c3 is a separate budget, being funded through the TTWHA reserve fund, as approved by the board at the February 2, 2023 board meeting. TTWHA reserve funds used for 501c3 founding will be 'reimbursed' through the Fund once operable.

Activities that fall under the structure of the 501c3 Workforce Housing Fund, once founded, will be funded through administrative fees tied to fund contributions and will be associated with a separate budget. Staff is not requesting funds for 501c3 operations under this proposed budget.

SAMPLE MOTION/S:

I move to approve the 2023-24 agency budget, as presented.

I move to approve the 2023-24 agency budget, with the following changes:

ATTACHMENTS:

Proposed 2023-24 Agency Budget

**Truckee Tahoe Workforce Housing Agency
2023-24 DRAFT Budget**

Revenue	2023-24 TTWHA	2022-23 Budget
2022-23 Contributions	\$ 430,000	\$ 400,000
<i>Tahoe Forest Hospital District</i>	\$194,107	\$ 220,440
<i>Tahoe Truckee Unified School District</i>	\$98,527	\$ 102,803
<i>Placer County</i>	\$36,022	\$ 25,873
<i>Town of Truckee</i>	\$34,621	\$ 24,148
<i>Truckee Donner Public Utility District</i>	\$25,651	\$ 13,109
<i>Nevada County</i>	\$21,727	\$ 8,279
<i>Truckee Tahoe Airport District</i>	\$19,345	\$ 5,347
Total Administrative Fees - Member-specific Programming	\$ 20,000	
Total Reserve Fund Transfer (Development-related Activities)	\$ 60,000	
Total Revenue	\$ 510,000	\$ 400,000
<i>Reserve Fund Balance 02/24/23</i>	\$ 336,611	
Expenses	2023-24 TTWHA	2022-23 Budget
8000 Salaries & Benefits		
8010 Wages	\$ 233,225	\$ 178,240
8010 Benefits	\$ 97,955	\$ 69,514
8015 Continuing Education	\$ 1,500	\$ 1,500
Total 8000 Salaries & Benefits	\$ 332,680	\$ 249,254
8100 Professional & Outsourced Svcs		
8110 Accounting & Audit	\$ 25,000	\$ 20,000
8115 Website Design	\$ 2,500	\$ 2,500
8130 Legal	\$ 15,000	\$ 15,000
8150 Other Professional Services	\$ 110,000	\$ 95,000
<i>Development on Public Land</i>	\$ 50,000	
<i>Programming</i>	\$ 50,000	
<i>Member Programming</i>	\$ 10,000	
Total 8100 Professional & Outsourced Svcs	\$ 152,500	\$ 132,500
8200 Sales & Marketing_Community Outreach		
Board Meetings and Workshops	\$ 1,000	
8220 Community Engagement / Business Development	\$ 1,500	\$ 1,000
8250 Marketing & Advertising	\$ 3,500	\$ 1,000
Total 8200 Sales & Marketing_Community Outreach	\$ 5,000	\$ 2,000
8400 Facility Costs		
8410 Rent Expense	\$ 3,000	\$ 3,000
8460 Telephone & Internet	\$ 750	\$ 500
Total 8400 Facility Costs	\$ 3,750	\$ 3,500
8500 Other G&A		
8510 Office Supplies	\$ 500	\$ 1,000
8540 Office Equipment (non cap)	\$ 1,500	\$ 1,000
8550 Software & Subscription Svcs	\$ 5,000	\$ 3,000
8560 Memberships & Dues	\$ 750	\$ 500
8600 Bank Service Charges	\$ 500	\$ 250
8620 Insurance Expense	\$ 7,500	\$ 6,500
Total 8500 Other G&A	\$ 15,750	\$ 12,250
Total Expenses	\$ 509,680	\$ 399,504
Total Revenue	\$ 510,000	\$ 400,000
Total Remaining Funds	\$ 321	\$ 496

Assumptions

Admin Fees for Member-specific Programs will fund 8150 Member Programming and a % of 8550 Software / Subscriptions

8010 Wages: Executive Director, Housing Program Manager, Part-time Admin

8010 Benefits: Assumes employee taxes and benefits at 42%

8250 Marketing and Advertising - increase supports more graphic design, in-person interactions, and hard-copy materials