



# COMMUNITY DEVELOPMENT AGENCY

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May 4, 2021

Board of Supervisors  
County of Marin  
3501 Civic Center Drive, Room 329  
San Rafael, CA 94903



**SUBJECT:** Measure W Community Housing Fund Tax Revenue, Funding Priorities, and Working Group.

Dear Board Members:

**RECOMMENDATIONS:**

1. Accept informational report on the Measure W Community Housing Fund.
2. Authorize extending Board of Supervisors approved funding priorities for the use of the Measure W Community Housing Fund.

**SUMMARY:** On December 10, 2019, your Board approved funding priorities for the allocation of tax revenues available through the Measure W Community Housing Fund. This report provides an update and staff recommendation to renew these established priorities through 2021.

**DISCUSSION:** On November 6, 2018, the voters of West Marin passed Measure W to establish the West Marin Transient Occupancy Tax area. In recognition of the impacts of visitors to the area, the increase in the transient occupancy tax approved by the measure provides increased funding for enhanced fire/emergency services and long-term community housing. Through the authorizing language of the measure, the Marin County Community Development Agency (CDA) appointed an ad-hoc working group to help inform funding priorities. Throughout the fall of 2019, the nine member Working Group conducted outreach, gathered feedback, and attended community meetings to inform a set of priorities subsequently approved by your Board in December 2019 (Attachment 1). Shortly after the approval of these priorities, staff developed and opened a rolling application for the allocation of these funds. To date, eight grants have been issued totaling \$354,810 (Attachment 2). These funds have contributed towards the acquisition of new deed restricted affordable housing, rehabilitation of existing deed restricted affordable housing, and rental assistance to stabilize households impacted by COVID-19. As of April 22, 2021, the Measure W TOT has generated \$1,119,225 for the Measure W Community Housing Fund.

Due to the COVID-19 pandemic, many of the undertakings envisioned under the current set of priorities have been delayed, including the West Marin Housing Needs Assessment. In addition, work by staff to convene and conduct additional recruitment for the Working Group was put on hold as staff assisted with the County's response to the pandemic by serving in the Emergency Operation Center and as Disaster Service Workers.

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Given these circumstances, staff request your Boards approval to maintain the current Measure W Community Housing priorities through 2021.

As Marin County’s work to increase vaccinations and lift restrictions progresses, staff anticipate that projects previously envisioned will be restarted. With the improved circumstances, staff will conduct an application process for the Working Group in Summer 2021. This Working Group will convene in Fall of 2021 to assess community needs and make recommendations to your Board for continuing or updating priorities.

**FISCAL IMPACT:** There is no impact to the General Fund net County costs as a result of your Board’s action. Funds are available in the FY 2019-20 and FY 2020-21 baseline budget in the Measure W Community Housing Fund #3450. This baseline budget will be allocated based on the priorities established by the Working Group and the process described in the attached report.

For all funding recommendations consistent with the Board approved Measure W priorities, contract approval for commitments of \$50,000 or less, shall be delegated to the County Administrator, or their designee. This is consistent with approval authority for Professional Services as described in the Countywide Procurement Manual, effective February 2018.

**REVIEWED BY:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> County Administrator | <input type="checkbox"/> N/A            |
| <input type="checkbox"/> Department of Finance           | <input checked="" type="checkbox"/> N/A |
| <input type="checkbox"/> County Counsel                  | <input checked="" type="checkbox"/> N/A |
| <input type="checkbox"/> Human Resources                 | <input checked="" type="checkbox"/> N/A |

Respectfully submitted,



Molly Kron  
Planner



Leelee Thomas  
Planning Manager

**ATTACHMENTS:**

1. Funding priorities for the use of Measure W community housing funds originally adopted by your Board on December 19, 2019
2. Projects funded with Measure W funds (January 2020 to April 2021)





# Measure W Community Housing

## Measure W - Working Group on Fund Expenditures for Community Housing

### Members

The Measure W - Working Group on Fund Expenditures for Community Housing (Working Group) is made up of up to nine (9) members who live and or work in the West Marin Measure W tax area. The Working Group recommends priorities for expending Measure W Community Housing funds annually.

- Patrick Brown - lives in Stinson Beach
- Arianne Dar - lives and works in Bolinas
- Scott Hochstrasser - lives in Tomales
- Elizabeth Hollis - lives in Marshall and works in Point Reyes
- Kit Krauss - lives and works in San Geronimo
- Ben Lowrance - lives in Stinson Beach and works in Bolinas
- Socorro Romo - works in Point Reyes
- Melinda Stone - lives and works in Bolinas
- Kim Thompson - lives in Inverness and works in Point Reyes

### Identified Priorities for Calendar Year 2020

The Working Group recommends the following priorities through community engagement and discussion:

- Measure W Community Housing fund distribution should be based on where projects are moving forward regardless of location, with a goal of equitable distribution across the Measure W Tax Area.
- Each priority category should be allocated a percentage of Measure W Community Housing funds. These percentages should be used as a guide in order to retain flexibility.

### Funding Priorities

- Housing needs study (10%) – *A study of the Measure W Tax Area establishing a baseline understanding of housing market conditions and needs.*
- Housing production (70%) – *Funding to support the development of housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities, and housing for seniors. Funding is available across the full spectrum of housing development and allowable for:*
  - *Permanent rental*
  - *Homeownership*
  - *Transitional/temporary rental*
- Rental assistance and security deposit assistance (15%) – *Funding to help stabilize West Marin families and individuals at risk of losing current housing and in need of support to acquire new housing.*
- Set aside for future larger projects (5%) – *Funding to be accrued for larger housing projects in the future.*







## Application Process

- The application will be open continually and available on the Measure W [website](#).
- Community Development Agency staff (Staff) will track all applications received whether funding is approved or not.
- Completed applications received by Staff will be posted on the Measure W [website](#) and Working Group members will be able to provide comments to staff on funding applications.
- Applications being recommended for \$50,000 or less which are consistent with the priorities recommended by the Working Group and approved by the Board of Supervisors will go through the following process:
  - Staff process and evaluate applications
  - CDA Director provides initial approval
  - County Administrator issues final approval, consistent with approval authority for Professional Services as described in the Countywide Procurement Manual.
- Applications being recommended for more than \$50,000 which are consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors, will go through the following process:
  - Staff process and evaluate applications
  - CDA Director provides initial approval
  - Board of Supervisors issue final approval
- Applications being recommended for funding at any level which are not consistent with the priorities recommended by the Working Group and accepted by the Board of Supervisors, will go through the following process:
  - Staff process and evaluate applications
  - CDA Director provides initial approval
  - Board of Supervisors issue final approval
- When evaluating applications, staff will consider the priorities recommended by the Working Group and accepted by the Board of Supervisors, along with project viability, feasibility, and likelihood to provide community housing in the West Marin Transient Occupancy Tax Area, including, but not limited to, housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities, and housing for seniors.





# Measure W Community Housing Funded Projects

Organization	Project	Description	Area(s) served	Funding
Bolinas Community Land Trust	3755 Shoreline	Purchase 5 Units of Housing to Preserve as Affordable	Stinson	50,000
Bolinas Community Land Trust	430 Aspen	Remodel of ADU to Convert to Affordable Housing	Bolinas	150,000
Bolinas Community Land Trust	Aging in Place	Pilot for Subsidy for Seniors to Remain in Their Homes	Bolinas	10,000
Bolinas Community Land Trust	COVID-19 Rental Assistance	Emergency Rental Assistance	Bolinas, Muir Beach, Stinson	31,000
San Geronimo Valley Affordable Housing Association	Sage Lane	Heat Pump Water Heaters and Heat Pump HVAC	San Geronimo	21,810
San Geronimo Valley Affordable Housing Association	625 San Geronimo Valley Rd.	Two-Bird Café Acquisition Predevelopment	San Geronimo	23,000
San Geronimo Valley Community Center	COVID-19 Rental Assistance	Emergency Rental Assistance	San Geronimo Valley, Lagunitas, Forest Knolls, Woodacre, Nicasio	32,000
West Marin Community Services	COVID-19 Rental Assistance	Emergency Rental Assistance	Point Reyes Station, Inverness, Dillon Beach, Tomales, Marshall, Olema	37,000
<b>TOTAL</b>				<b>\$354,810</b>

