

Housing Department Work Plan: FY 22-23

Summary	2
Housing Management	
Rules, Regulations, LDRs	4
Housing Management Data Collection & Maintenance	5
Compliance/Enforcement	6
Sales & Rentals	7
Education & Outreach	8
Housing Supply	
Capital Projects – Public-Private Partnerships (PPP)	9
Capital Programs	11
Housing Policy & Long-Range Planning	12
Data Collection & Analysis	13
Housing Supply Outreach, Education, & Coordination	14
Housing Supply Board Management	15
Housing Department Administration	16



Summary

The Jackson/Teton County Housing Department was created in 2016 as part of the adoption of the Workforce Housing Action Plan. Its mission is to create healthy housing solutions so that our workforce can live, spend, and volunteer locally, maintaining the community character we all cherish. The department achieves this through partnerships to create new Affordable and Workforce homes, preservation of existing homes for the workforce, and management of the over 1,000 units in the Affordable and Workforce housing programs.

Since 2016, the department:

- has invested over \$35m to create 246 permanently protected deed restricted units for the local workforce, leveraging over \$100m in other sources of capital, this includes projects that are complete, under construction, or will break ground in 2022.
- has served 164 new households and over 430 total households through its Affordable and Workforce housing programs
- created a Compliance Specialist position and actively conducts annual compliance on the over 1,000 units under its management

The Jackson/Teton County Affordable Housing Department's annual work plan is informed by the Workforce Housing Action Plan (2015) and the Jackson/Teton County Comprehensive Plan (2020) and is broken out into three categories of work:

1) Housing Management. This work includes Rules, Regulations review and updates; Data Collection & Maintenance; Compliance/Enforcement; Sales & Rentals; Education and Outreach. Throughout this document a teal label indicates a task falls under Housing Management.

2) Housing Supply. This work includes Public-Private Partnerships; Deed Restricted Housing Production; Housing Preservation; LDR review; New Development Review; and Outreach & Education. Throughout this document a purple label indicates a task falls under Housing Supply.

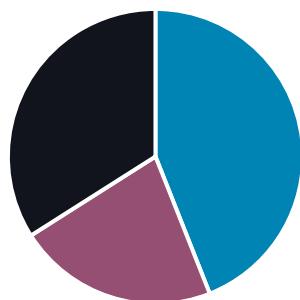
3) Housing Department Administration. This work includes Housing Authority Management, Professional Development, Daily Department Operations. Vacation & holiday hours are included here. Throughout this document a navy label indicates a task falls under Housing Administration.



Housing Department Work Plan: Staff & Budget Allocation by Work Area

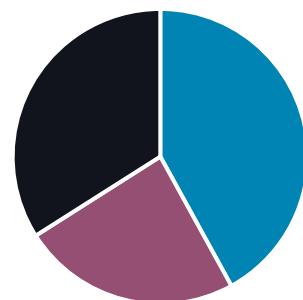
Task	Staff Time	Operating Budget	Capital Budget
Housing Management	44% (5,735 hours)	42% (\$354,261)	0%
Rules, Regulations, LDRs	2% (245 hours)		
Data Collection & Maintenance	2% (260 hours)		
Compliance/Enforcement	14% (1,860 hours)		
Sales & Rentals	21% (2,695 hours)		
Education & Outreach	5% (685 hours)		
Housing Supply	22% (2,865 hours)	24% (\$199,162)	100%
Capital Projects	6% (790 hours)		
Capital Programs	4% (540 hours)		
Housing Policy & Long-Range Planning	6% (825 hours)		
Public Outreach & Engagement	4% (527 hours)		
Data Collection & Analysis	1% (105 hours)		
Housing Supply Board Management	1% (115 hours)		
Housing Department Administration	34% (4,507 hours)	34% (\$289,203)	0%

Staff Allocation



- Housing Management
- Housing Supply
- Housing Dept. Admin

Budget Allocation



- Housing Management
- Housing Supply
- Housing Dept. Admin



Rules, Regulations, LDRs

- Housing Rules & Regulations Annual Update
- Deed Restriction Template Updates
- Exceptions, Special Requests

Housing Rules & Regulations Annual Update – Annually the Housing Department staff brings any clean up or other updates to the Housing Authority Board and then to the Council and Board to consider. These changes could be a simple reorganization of information or a policy change.

Council & Board Topic I.D.	March
Housing Authority Board consideration	June
Council & Board consideration	July
Final Adoption	September

Deed Restriction Template Updates – Annually the Housing Department will bring needed updates for deed restriction templates at the same time as Housing Rules and Regulations Clean-Up.

Council & Board Topic I.D.	March
Housing Authority Board consideration	June
Council & Board consideration	July
Final Adoption	September

Exceptions, Special Requests – Staff reviews and considers requests for exceptions or special requests related to the Housing Rules & Regulations. These requests could range from an exception to requests for capital improvement credit or requests to rent. This work is ongoing throughout the year.

Total Staff Hours: 245

- Manager: 155
- Director: 50
- Supply Spec.: 15
- Sales: 5
- Compliance: 10
- Analyst: 10

Housing Action Plan Initiatives

- 3B: Consistent review of new restrictions.

Comprehensive Plan Policies

- 5.1.a: House at least 65% of the workforce locally
- 5.1.b: Focus housing subsidies on full-time, year-round workers
- 5.1.c: Prioritize housing for critical service providers
- 5.4.a: Implement the Workforce Housing Action Plan

Exceptions and Special Requests Received in 2021: 71



Housing Management Data Collection & Maintenance

- Online Database Maintenance and Upgrades
- Access Database Integration

Online Database Maintenance and Upgrades – Staff continues to work with Greenwood Mapping to improve and streamline the online Intake Form, online Weighted Drawing process, and to create a new platform for online Compliance record delivery. This includes better reporting functions and easier, more protected upload options. This work is ongoing throughout the year.

Access Database Integration – Staff continues to work with Greenwood Mapping to improve integration between the online Intake Form and the Access Database. This work will update database capability and create better reporting functionality, which is a longer-term goal for the department as we upgrade/update existing systems.

Total Staff Hours: 260

- Manager: 100
- Supply Spec.: 45
- Analyst: 50
- Director: 25
- Sales: 20
- Compliance: 20

Housing Action Plan Initiatives

- 2F: Coordinate outreach on housing.
- 3C: Coordinate access to housing opportunities.
- 4B: Monitor need to determine funding strategies.

Comprehensive Plan Policies

- 5.4.a: Implement the Workforce Housing Action Plan
- 5.4.c: Promote cooperative efforts to provide workforce housing.



Compliance/Enforcement

- Annual Verification: Affordable & Workforce Rentals
- Annual Verification: Workforce Ownership
- Annual Check-In: Affordable Ownership
- Active Compliance
- Existing Development Assistance
- Housing Compliance Public Engagement, Presentations

Annual Verification: Affordable & Workforce Rentals – Verify all Affordable and Workforce rental housing units comply with the requirements of their recorded restriction. Total units: 593 units plus 241 dorm beds. This work is ongoing throughout the year.

Annual Verification: Workforce Ownership – Verify that owners of Workforce units are complying with the requirements of their recorded restriction. Total units: 65.

Annual Requalification
Complete

Annual Check-In: Affordable Ownership – Owners of Affordable housing units built or purchased after June 4, 2018 receive annual verification requests for employment, occupancy and use of the unit. Total units: 21.

Annual Check-In
Complete

Active Compliance – Staff investigates complaints received about homeowners or tenants. This work is ongoing throughout the year.

Existing Development Assistance – Staff assists homeowners and HOA boards when needed so that they can understand their CCRs, deed restrictions, ground leases, and Housing Rules & Regulations. This work is ongoing throughout the year.

[Housing Compliance Public Engagement, Presentations](#) –
Several times throughout the year the Compliance Specialist presents to businesses and organizations to explain the work she does and how it fits in with the Housing Department programs.

Total Staff Hours: 1855

- Compliance: 1545
- Manager: 220
- Director: 60
- Analyst: 20
- Sales: 5
- Supply Spec.: 5

Housing Action Plan Initiatives

- 3A: Coordinate consistent enforcement of existing restrictions.

Comprehensive Plan

- Policy 5.4.a: Implement the Workforce Housing Action Plan

Compliance Rates for 2021*

- Affordable Rentals: 86%
- Workforce Rentals: 93%
- Workforce Ownership: 99%
- Affordable Ownership: 100%

Total # of Defaults in 2021*:

- # Cured: 120
- # in Process: 59
- # Forced to Sell: 2

*The Compliance Specialist position was vacant from September to December 2021. The annual compliance check for privately-owned Affordable rental units was in process during this time and the position vacancy caused a delay in communication around missing documentation for some units, leading to a lower than usual compliance rate for 2021. All of the defaults are in the process of being cured per the specific restriction recorded on each property.



Sales & Rentals

- Town/County Employee Rental Program
- Grove Phase 1 Rentals
- Weighted Drawings: Sales & Rentals
- Sales Facilitation
- Preservation Program Qualifications
- Housing Programs Public Engagement, Presentations

Town/County Employee Rental Program – Staff manages the drawings, leases, walk-throughs, and ongoing daily management of the County employee rental program. Staff manages walk-throughs, move ins/outs and assists the Town with ongoing daily management of the Town employee rental program. This work is ongoing throughout the year.

Grove Phase 1 Rentals – Staff executes annual lease renewals and qualifications for residential tenants. Staff works closely with the property management company on maintenance, inspections, tenant issues, bill payment, etc. Staff performs bi-annual inspections of the units.

Weighted Drawings: Sales & Rentals – When homes are available to lease or purchase, staff runs a two-week Weighted Drawing. This includes email and text message alerts, creating ads on the website and in the newspaper (Workforce only), answering client questions, reviewing Weighted Drawing entries, and generating the Weighted Drawing through the database to submit to the outside firm who performs the drawing. This work happens throughout the year as homes become available.

Sales Facilitation – Staff facilitates sales with buyers and sellers and facilitates the move-out/move-in process for tenants. This work happens throughout the year as homes become available.

Preservation Program Qualifications – Staff reviews Preservation Program applications to qualify households for the program. This is ongoing as applications are received.

Housing Programs Public Engagement, Presentations – Several times each year the Sales Coordinator provides presentations to businesses and organizations to explain the Housing Department rental and ownership programs.

Total Staff Hours: 2690

- Sales Coordinator: 1645
- Analyst: 505
- Manager: 490
- Director: 40
- Supply Spec.: 10

Housing Action Plan Initiatives

- 2E: Lead by example by housing public employees.
- 3A: Coordinate consistent enforcement of existing restrictions.

Comprehensive Plan

- Policy 5.1.a: House at least 65% of the workforce locally
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

In 2021:

- 6 Ownership Weighted Drawings
- 18 Grove I Rentals Renewed
- 1 Rental Weighted Drawings
- 16 County Employee Leases
- 53 Town Employee Leases

Households who purchased homes in Housing Department programs in 2021:

Sarah Bochicchio + 2 children, Kris Greenville & Gena Calagari + 1 child, Wendy Martinez & Elizabeth Martinez, Keith & Socorro Florence, Elizabeth Higgins & Johnson Whipple, Colby & Lucy Stevens + 3 children, Olga Baeva Johnson + 1 child, Anthony & Jenny Swentosky + 2 children, Jessica & Jason Moore + 1 child, Ilya Rosikhin & Jessica Rush + 3 children, Brian McGeogh & Vanessa Sulzer, Heather Smith + 1 child.



Education & Outreach

- Spanish Language Outreach & Coordination
- Homeowner Spotlights

Spanish Language Outreach & Coordination – Bilingual staff provides Spanish language assistance to clients and community members daily. Staff is implementing Spanish language outreach that includes translation of all documents, Spanish language events, and collaboration with community partners (One22 Resource Center, Voices JH, TC Library) to better engage non-native English speaking community members. This work is ongoing throughout the year.

Homeowner Spotlights – Staff works with homeowners and tenants to coordinate the creation of homeowner spotlights. These include photos, videos, and testimonials about how the program has affected the household's life/lives. This work is ongoing throughout the year.

Total Staff Hours: 685

- Analyst: 540
- Compliance: 100
- Director: 20
- Supply Spec.: 20
- Manager: 5

Housing Action Plan Initiatives

- 2F: Coordinate outreach on housing.

Comprehensive Plan

- Policy 5.4.a: Implement the Workforce Housing Action Plan
- Strategy 5.1.S.2: Seek opportunities to improve the public perception of workforce housing through education about the value of workforce housing.

In 2021:

- Created videos for two ground breakings (Mercill Condos, Kelly Place Condos)
- Began creating homeowner spotlight videos



Capital Projects – Public-Private Partnerships (PPP)

- **RFP/RFQ Public-Private Partnerships: 3 Current Projects, 90 Units; 2 Proposed, TBD Units**
 - Kelly Place Condos Partnership with Roller Development and Studio Tack
 - Mercill Condos Partnership with Mercill Partners
 - Flat Creek Apartments Partnership with BlueLine Development & Flat Creek Partners
- **Nonprofit Developer Projects: 1 Current Project, 18 Units; 1 Pending Project, TBD Units**
 - 445 E. Kelly Avenue Partners with Habitat for Humanity
 - TBD Partnership Project with Jackson Hole Community Housing Trust
- **Opportunity Public-Private Partnerships: 1 Current Project, 57 Units; 1 Proposed Project, 12 Units**
 - Jackson Street Apartments Partnership with Cumming Foundation
 - Simon & Smith Lane Partnership

Kelly Place Condos

- RFP Project
- Partnership with Roller Development & Studio Tack
- 12 Workforce Ownership Condos
- Public investment (land): \$141,951/unit
- 4 Town Employee Rights of First Purchase
- Estimated completion: September 2022

Mercill Condos

- RFP Project
- Partnership with Mercill Partners
- 30 Workforce Ownership Condos
- Public investment (land + site prep): \$74,333/unit
- 5 County Employee Rights of First Purchase
- Estimated completion: December 2022

Flat Creek Apartments

- RFP Project
- Partnership with BlueLine Development & Flat Creek Partners
- 48 Affordable Rental Apartments
- Public investment (land + cash): \$125,000/unit
- 5 Town Employee Rights of First Rental
- Estimated groundbreaking: Fall 2022

445 E. Kelly Avenue “Brown Property”

- Nonprofit Developer Project
- Partnership with Habitat for Humanity
- 18 Affordable Ownership Townhomes
- Public investment (land + horizontal infrastructure): \$183,000/unit
- Estimate groundbreaking: Summer 2022

Total Staff Hours: 790

- Director: 350
- Supply Spec.: 440

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2B: Provide land as a public subsidy and build development partnerships.
- 2D: Provide public technical assistance to developers.
- 2E: Lead by example by housing public employees.
- 4B: Monitor need to determine funding strategies.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.
- Principle 5.4: Use a balanced set of tools to meet our housing goals.



Jackson Street Apartments

- Opportunity Project
- Partnership with Cumming Foundation
- 43 Affordable Rental Apartments
- 14 Workforce Rental Apartments
- Public investment (land + cash): \$186,000/unit
- 15 County Employee Rights of First Rental
- Estimate groundbreaking: Summer 2022

Simon & Smith Lane

- Opportunity Project
- Partnership with Figure 9 Real Estate
- 8 Affordable Ownership Condos
- 4 Workforce Rental Condos
- Public investment (land + cash): \$225,000/unit
- 6-8 Town Employee Rights of First Purchase

Nonprofit Partnership Project

- Nonprofit Developer Project
- Partnership with Jackson Hole Community Housing Trust
- Affordable Ownership homes
- Public investment & location TBD

RFP Partnership Project

- RFP Project
- Affordable Ownership homes
- Public investment & location TBD
- Employee Rights of First Purchase if using Town or County Land

Land Acquisition and PPP Development

- RFP Project
- Affordable Ownership homes
- Public investment & location TBD

PPP units complete in July 2021-June 2022:

- Grove III – PPP with Teton Habitat
 - 8 Affordable Ownership Units
 - 24 *Total Units*
- King Street Condos – PPP with JHCHT
 - 24 Ownership Units

Total PPP Units, 2016-present:

- In Development: 117
- In Pre-Development/Planning: 64
- Complete: 76

2017 – 2021:

- RFP/RFQs released: 6
- RFP/RFQs awarded: 6
- Properties purchased for PPP Development: 3
- Anticipated 2022 RFP/RFQs: 1
- Anticipated property purchase: 1

Total New Deed Restricted Units:

- 2016 – 34 units
- 2017 – 12 units
- 2018 – 81 units
- 2019 – 62 units
- 2020 – 83 units
- 2021: 85 units
- 2022: anticipated 85 units + 15 dorms



Capital Programs

Capital Programs

- Accessory Residential Unit Program
- Housing Preservation Program
- Future Program Development

Accessory Residential Unit Program – Accessory Residential Units (ARUs) provide an opportunity to create workforce housing in the Town of Jackson with limited public investment. However, the complexity of the planning and building application process and costs to construct the units are impediments to ARU production. This program facilitates private production of ARUs by providing technical assistance that includes a comprehensive guide providing information about the planning and building process, contact information for companies creating modular or pre-fabricated ARUs that meet local and international building code requirements, landlord resources, and clear explanation of the rules around renting an ARU.

Housing Preservation Program – Permanent protection of existing housing stock for the local workforce through down payment assistance to new homebuyers, deed restriction purchase from existing homeowners, or funding to employers or other entities purchasing Workforce Rental units.

Future Program Development – These potential programs are being vetted by the Housing Supply Board and if approved will begin in FY23.

- Temporary RV/RPT Campground – This program will identify potential locations for temporary “flex” space as workforce RV campgrounds and will review and propose suggested regulatory revisions to enable implementation.
- Nonconforming Lodging Conversion – This program will identify locations of non-conforming lodging and create redevelopment plans for rapid, low-investment conversion to long-term affordable workforce housing.

Total Staff Hours: 540

- Director: 100
- Supply Spec.: 440

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2B: Provide land as a public subsidy and build development partnerships.
- 2C: Preserve existing workforce housing stock.
- 2D: Provide technical assistance to developers.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5A: Allow for supply of workforce housing by removing barriers.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Preservation Program: 2021

- 3 restrictions purchased, 1 restriction pending



Housing Policy & Long-Range Planning

- Funding for Housing – Strategy, Policy, Implementation, Grant Writing
- New Development Review, Livability Standards
- Housing Supply Plan Annual Update
- Collaborative Community Housing Strategy
- LDR Review and Policy Recommendations

Funding for Housing – Staff continues to seek funding sources for housing through creative partnerships, grants, loans, etc. This work is ongoing throughout the year.

New Development Review, Livability Standards – Staff reviews new development applications to ensure the Housing Rules & Regulations are being met. This work includes educating developers about the Livability Standards and Compliance. This work is ongoing throughout the year.

Housing Supply Plan Annual Update – Annually the Housing Supply Plan is updated to provide policy makers and the community with a five-year vision for housing supply.

Plan Development January – March 2023
Plan Approval April 2023

Collaborative Community Housing Strategy – This collective resourcing process will be informed by the Regional Housing Needs Assessment and Housing Nexus Study work and will include a series of facilitated meetings with community stakeholders to write an initial Community Housing Strategy. This work will begin in late summer/early fall. Housing staff will be involved as participants.

LDR Review and Policy Recommendations

Housing staff frequently collaborates with Planning staff on long-range policy items that affect current and future affordable workforce housing. These include stable and transitional neighborhoods in the Town and revisions to County zoning.

Total Staff Hours: 785

- Supply Spec.: 440
- Director: 330
- Manager: 15

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2D: Provide technical assistance to developers.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5A: Allow for supply of workforce housing by removing barriers.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.

New Development Applications Reviewed in 2021: 108

Data Collection & Analysis

- Rental Data Collection & Analysis
- Intake Form Data Collection & Analysis

Rental Data Collection & Analysis – Quarterly, staff collects rental data from the larger apartment complexes and tracks the trends over time. Additionally, annually staff collects reports from the newer apartments (built under 2018 LDRs) and provides an annual update mid-year.

Intake Form Data Collection & Analysis – Quarterly, staff reviews the Intake Form data and reports this information publicly. Annually, as part of the Housing Supply Plan, staff aggregates and analyzes the Intake Form data and uses this information to inform future housing projects and programs.

Total Staff Hours: 105

- Supply Spec.: 40
- Analyst: 40
- Director: 25

Housing Action Plan Initiatives

- 3A: Coordinate consistent enforcement of existing restrictions.
- 3D: Ensure adequate standards of housing.
- 4B: Monitor need to determine funding strategies.
- 5C: Require mitigation of employees generated by growth that cannot afford housing.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Intake Form Data as of January 2022:

- 1,507 Total households looking for housing (3,016 people)
- Half of all households earn less than \$74,000 per year
- 74% of all households are one or two people

Market Rentals, Q1 2022:

- Town of Jackson vacancy rate at 0%
- Average 2-bedroom apartment costs \$2,932/month



Housing Supply Outreach, Education, & Coordination

- Community Housing Supply Coordination
- SPET Education
- Monthly E-Newsletters
- General Education & Outreach
- Social Media, Radio, Newspaper

Community Housing Supply Coordination – This includes outreach to potential partner organizations, real estate professionals, nonprofit collaborators, employers, civic organizations, employees, and landowners about the Housing Supply Program. This work is ongoing throughout the year.

SPET Education – Staff will provide educational presentations related to SPET ballot proposals for funding for community housing programs administered by the Housing Authority and/or Town and County via the Housing Department.

General Education & Outreach – This includes public presentations, individual outreach and education, and participation in academic studies and research.

Social Media, Radio, Newspaper – The Housing Department will regularly communicate with the community via social media platforms, radio advertising and outreach, and newspaper advertising and outreach.

Total Staff Hours: 505

- Director: 310
- Supply Specialist: 152
- Analyst: 29
- Manager: 10
- Sales: 2
- Compliance: 2

Housing Action Plan Initiatives

- 2D: Provide public technical assistance for developers.
- 2F: Coordinate outreach on housing.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

In 2022, the Housing Department, Pathways, Public Works, and Planning will be participating in the *GNARly Challenges, GNARly Solutions Study: Integrated housing, transportation, and land use challenge and strategies* as a case study community.

Aspen, CO; Whitefish, MT; Moab, UT; Tahoe, CA; Vail, CO; and Springdale, UT are other participating communities. This project provides opportunities for shared learning and networking amongst the participating communities and will create tools and policy recommendations to assist gateway communities and the regions around them in responding to current and emerging challenges and opportunities.



Housing Supply Board Management

This Housing Supply Board meets monthly to review project and programs related to housing supply. Staff provides meeting packets and information to this board and participates on all board sub-committees. This work is ongoing throughout the year.

2022 Committees:

Opportunities – This committee evaluates current and potential opportunities, including projects, changes to codes or policies, and partnerships.

- Matt Faupel
- Carrie Kruse
- Fred Arbuckle
- Larry Thal

Finance – This committee reviews financial tools to create housing, including tax-exempt bonds, program-related investments, below-market debt, etc.

- Fred Arbuckle
- Carrie Kruse
- Steve Kaness

Funding Opportunities – This committee will evaluate funding policies that can create a revenue stream for housing.

- Kari Cooper
- Matt Faupel
- Clare Stumpf
- Anna Olson

Communications – This committee will create a strategic communications plan for the Housing Supply Program.

- Kari Cooper
- Clare Stumpf
- Fred Arbuckle

Total Staff Hours: 140

- Director: 100
- Supply Specialist: 40

Housing Action Plan

- Chapter 2: Housing Supply

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Housing Supply Board Members:

- Fred Arbuckle, Vice-Chair
- Laura Bonich, Chair
- Kari Cooper
- Matt Faupel, Clerk
- Carrie Kruse
- Clare Stumpf
- Larry Thal

Housing Supply Board Meets the second Tuesday of each month, 3-5pm at 320 S. King Street and via Zoom.



Housing Department Administration

- 260 W. Broadway Management (JTCHA)
- Housing Authority Board Management (JTCHA)
- Professional Development
- Department Management
- Department Administration
- Vacation + Holidays

260 W. Broadway Management (JTCHA) – Staff conducts building and tenant management for this property.

Housing Authority Board Management (JTCHA) – The JTCHA advises on management of the Housing Authority owned properties, approves or denies Critical Services Provider applications, hears appeals of decisions made by the Housing Manager, and makes recommendations to the Board and Council concerning Housing Department policies (Rules and Regulations). They also review and approve or deny Preservation Program applications. Staff manages the board including staffing monthly meetings and special meetings when necessary.

Professional Development – Each staff member has identified the professional development in which she is interested and will participate.

Department Management – This includes day-to-day management of staff, regular team building activities, annual budget and work plan, annual reviews, weekly staff meetings, annual staff retreat, and onboarding new staff.

Housing Director only: weekly Town Senior Staff meetings, bi-weekly County Department Director meetings, quarterly Elected Official/Department Director meetings, bi-weekly meetings with the Town Manager, monthly meetings with the County Administrator, and annual retreats for the Council, Board, County Dept. Directors, and Town Sr. Staff.

Department Administration – This includes day-to-day administration of the department, including vouchers, deposits, post office, preparing payroll, digitizing legacy files, general office organization, budget performance tracking, scanning and uploading records of all transactions, serving walk-ins, answering phones/emails, and website updates.

Vacation + Holidays – These hours represent 11 paid holidays (88 hours) + two to four weeks paid vacation, depending on the employee's tenure with the County.

Total Staff Hours: 4507

- Manager: 1328
- Director: 1013
- Analyst: 886
- Supply Spec.: 474
- Sales: 403
- Compliance: 403

Housing Action Plan Initiatives

- 2C: Preserve existing workforce housing stock to avoid leakage.
- Chapter 3: Housing Management Plan
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Housing Authority Board Members:

- Annie Kent Droppert
- Justin Henry
- Estela Torres

Did You Know:

- JTCHA is a three-person board. One seat is appointed by the Town Council, one seat by the County Commission, and one seat by the other two members.
- JTCHA owns The Grove I, 260 W. Broadway, and the land on which 5-2-5 Hall, Millward Redevelopment, Mountain View Meadows, Wilson Meadows, and Wilson Park neighborhoods exist.

The Housing Authority Board meets the first Wednesday of each month at 2 PM via Zoom.

