



Council Handbook

Updated: July 2024

TOWN'S MISSION STATEMENT

The mission of our organization is to create the best future for our community by providing the highest level of public service. The quality of life and success of Truckee are dependent upon the partnership of the Town and the community.

Our professional values are a commitment to ourselves, to each other, and to the community. In achieving our mission, we equally value:

SERVICE

We are dedicated to service through our responsiveness to the needs of the community. We are committed to providing high quality, efficient and cost effective services.

PEOPLE

We respect the cultural and professional diversity of our community and workforce, recognizing that it is the combination of diverse talents and skills that is essential to the community's success. We acknowledge the contributions of all and take pride in consistently treating everyone with courtesy and fairness.

EXCELLENCE

We adhere to a high degree of ethical/moral conduct and are dedicated to the ideals of honor and integrity. We encourage flexibility in meeting new challenges with creativity and innovation, and we exercise the highest ethical standards of professional conduct.

COMMUNICATION

We encourage the open exchange of ideas and information. We believe that open and honest communications and non-adversarial conflict resolution are the beginnings of effective community and employee involvement.

TEAMWORK

We are united in our efforts to provide a positive, respectful, and participative work environment. We are dedicated to the support and encouragement of individual talents and contributions that are directed toward our mutual goals.

Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member
Courtney Henderson, Council Member
Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager
Andy Morris, Town Attorney
Danny Renfrow, Chief of Police
Kelly Carpenter, Town Clerk
Hilary Hobbs, Assistant to the Town Manager
Nicole Casey, Administrative Services Director
Daniel Wilkins, Public Works Director/Town Engineer
Denyelle Nishimori, Community Development Director

Welcome to the Town of Truckee

Although the Truckee community has existed for over 150 years, the Town incorporated as a municipality by a vote of the people in 1993. The incorporated boundaries of nearly 34 square miles range in elevation from 5500 feet at the Town’s eastern boundary to 7500 feet in the northwestern corner. Historic Downtown Truckee is the core of the community, both geographically and culturally, supported by the older neighborhoods of Gateway and Donner Lake. During the late 1960’s and early 1970’s, Truckee expanded dramatically with the addition of the Tahoe Donner, Glenshire, Prosser Lake View, and Sierra Meadows neighborhoods. Truckee is working hard to retain its vitality as residential and economic hub for the region, while its popularity as a vacation destination and second home community continues to grow.

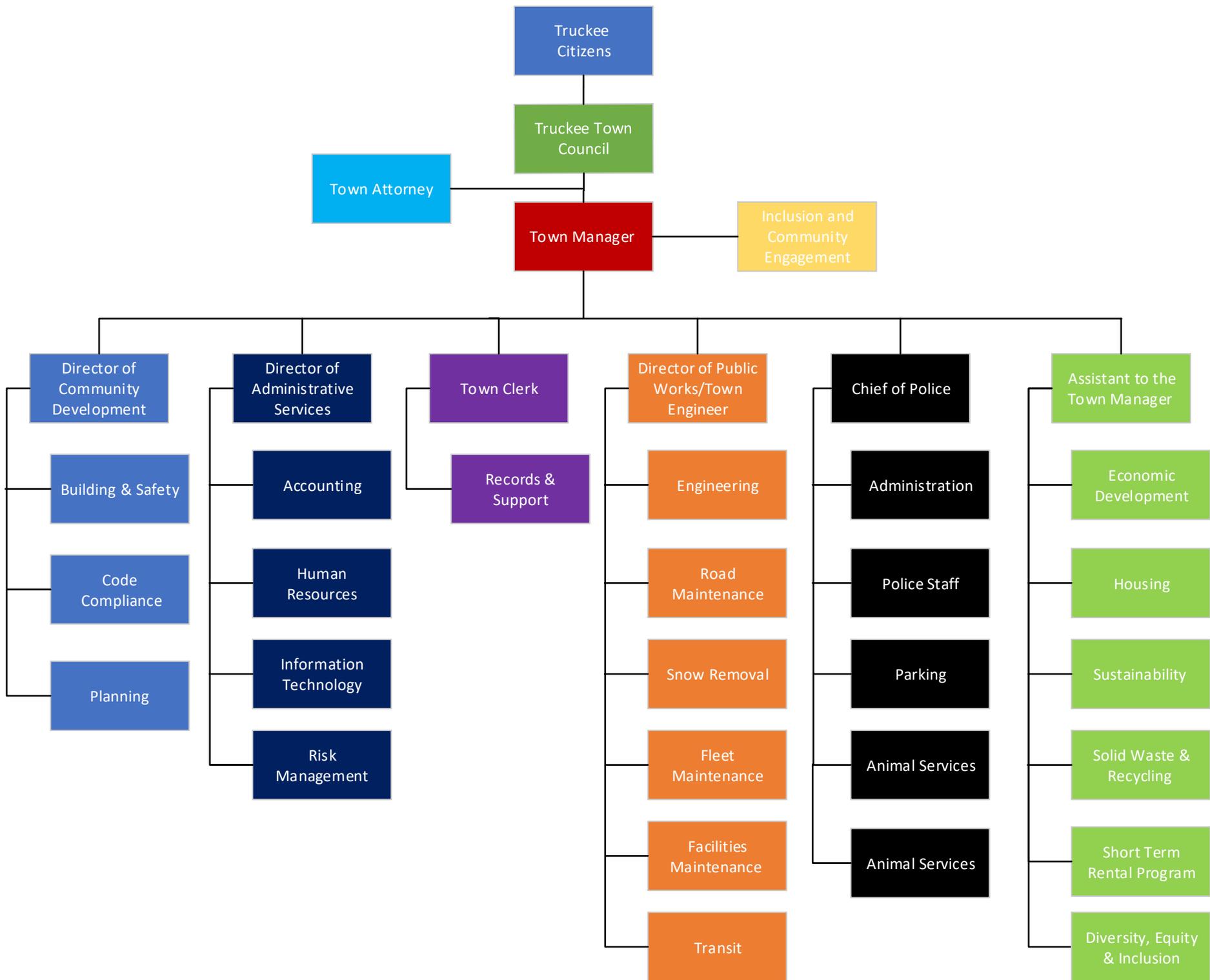
As a principle of incorporation, the Town is committed to working hand-in-hand with community members to plan for the future, and address pressing infrastructure and service demands, environmental issues, and community character. Active community involvement has produced a vision for our future that promotes investment and improvement in the Downtown core including the Truckee River corridor, while ensuring that the development pressure in outlying areas result in new neighborhoods and services that benefit the Truckee community. Another community process resulted in Truckee voters enacting a ½ cent sales tax in 1998 (and re-enacted the tax in 2008) to address our crumbling road infrastructure which suffered from decades of deferred maintenance; and in 2014 a ¼ cent sales tax was enacted for trails maintenance and construction. The Truckee Town Council continues to be committed to meaningful public outreach and community involvement for all issues. An upcoming example is an update to the Town’s comprehensive General Plan, which has now been initiated.

Truckee takes pride in pursuing innovative policies, programs, and solutions that may be “outside the box” of conventional thinking. I am honored to work with an outstanding staff that is committed to excellence. All Town employees are accessible to you and responsive. I would encourage you to contact them whenever you have an idea, question or concern.

Jen Callaway	Town Manager	jcallaway@townoftruckee.com	582-2901
Dan Wilkins	Public Works Director/Town Engineer	dwilkins@townoftruckee.com	582-2902
Denyelle Nishimori	Community Development Director	dnishimori@townoftruckee.com	582-2900
Danny Renfrow	Acting Chief of Police	drenfrow@townoftruckee.com	550-2339
Nicole Casey	Administrative Services Director	ncasey@townoftruckee.com	582-2913
Kelly Carpenter	Town Clerk	kcarpenter@townoftruckee.com	582-2924
Andy Morris	Town Attorney	amorris@townoftruckee.com	582-5098
Hilary Hobbs	Assistant to the Town Manager	hhobbs@townoftruckee.com	582-2914

Sincerely,

Jen Callaway
Town Manager



Town History

The Town of Truckee was first settled in the mid 1800's. It was originally called Coburn's Station. In 1868, the people in the community changed the name to Truckee, named after a Paiute Indian Chief who helped thousands of emigrants in their migration west.

The voters of Truckee approved its incorporation in 1993. Truckee joined a select group of communities which have chosen to be known as a Town, rather than a City. While there were many reasons to vote for incorporation, the most discussed issues were a desire for road improvements, a strong locally based land use planning process, and improved law enforcement.

There are two types of cities in California: general law, and charter. Truckee originally incorporated as a general law city. General law cities can, for the most part, do only those things which state law allows. There is little independent local authority. Recognizing that, in 1995, Truckee voters chose to become a charter city. A charter is the equivalent of a local constitution by which the voters grant the Town Council authority to act independently of the state on purely local issues (called "municipal affairs"). That power is not absolute and can be preempted by action of the state legislature on issues of statewide concern. The Town Council has used the authority granted by the voters to reduce the costs of public projects, enact regulations to address local issues, and promote the construction of affordable housing.

Only the voters can change or amend the charter. If the Town Council or interested citizens follow the appropriate procedures, a measure can be placed on an election ballot for voter consideration and approved by majority vote.



General Information

Truckee is located in the Sierra Nevada Mountains of California, just west of the Nevada state line along Interstate 80 and the Union Pacific Railway. Interstate 80, the major east-west trans-Sierra "all-weather" highway, passes through the Town on its way between California and Nevada. Sacramento is 100 miles to the west and Reno is 40 miles to the east.

Truckee is in the 5th Supervisory District of Nevada County, and the county seat is located in Nevada City, California. Donner Lake is located within the Town Limits and Donner Pass which runs over the summit of the Sierra Nevada, is just west of the Town limits.

Demographics:

- **Population** (Figures Based on 2022 California Department of Finance Estimates):
 - 17,100
- **Total Housing Units** (Figures based on 2022 Community Development Report):
 - 13,636

Elevation:

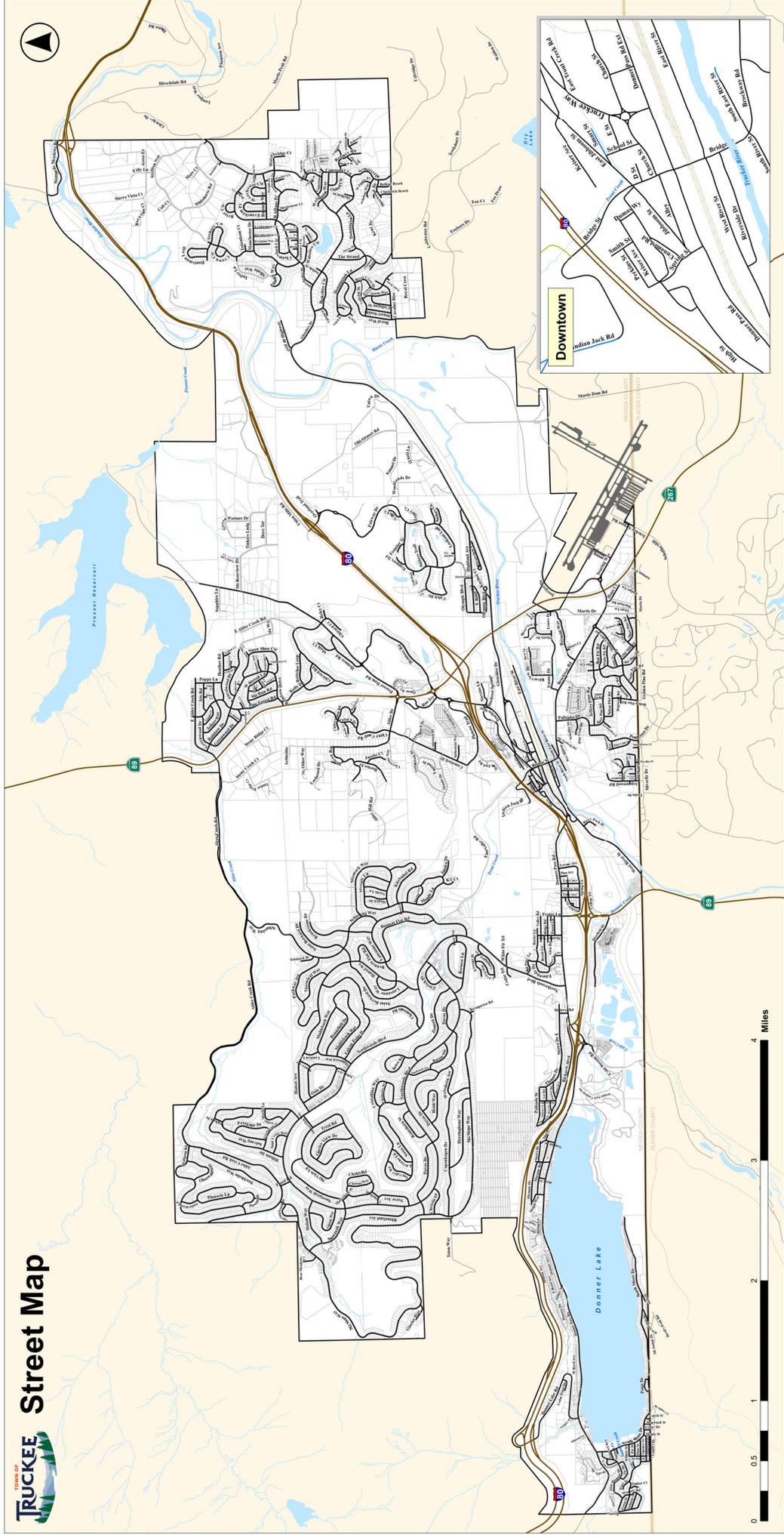
- Downtown Truckee: 5,980 feet
- Highest point in Town boundary: 7,500 feet
- Donner Summit: 7,239 feet
- Donner Peak: 8,019 feet
- Mount Judah: 8,243 feet

Climate:

- **Average Summer Temperature:**
 - Low – 42 degrees Fahrenheit
 - High – 87 degrees Fahrenheit
- **Average Winter Temperature:**
 - Low – 16 degrees Fahrenheit
 - High – 40 degrees Fahrenheit
- **Average Annual Total Snowfall:**
 - 206 inches
- **Average Annual Total Precipitation:**
 - 31 inches



Street Map



About the Council

Truckee is governed by a Council – Manager form of government. Citizens elect five local individuals to serve as our Town Council who will serve four year, overlapping terms. Newly elected Council Members are seated at the first regular Council meeting in December, which is also when the Council selects a member among them to serve as Mayor and Vice Mayor.

The Mayor presides over the Council meetings, signs documents on behalf of the Council, and typically handles ceremonial tasks for the Council such as attending ribbon cutting ceremonies, groundbreaking celebrations, etc.

The Vice Mayor acts for the Mayor in the Mayor's absence. All Council decisions require a majority vote, so members must work together, and sometimes compromise, to achieve community goals. With few exceptions authorized by state law, Council decisions must be made in public meetings so that citizens can see and participate in the public decision making process.

The Town Council appoints the Town Manager and the Town Attorney. The Town Manager serves the Town like a Chief Executive Officer (CEO) serves a private corporation. The Town Manager is responsible for all of the employees, and through Town staff, carries out the policy direction of the Town Council.

The Council's primary responsibility is to set Town policy and to ensure it is carried out by Town staff. Policies set by the Council include land use and zoning on all properties in Town. Other Policies may also include:

- Speed Limits
- Leash Laws
- Building Codes
- Boating Restrictions
- Waste Service Rates
- Transit Operations

The Council participates in budget planning, and adopts the Town's Annual Operating Budget each year. The Fiscal Year 2021-2022 General Fund budget totals \$32.0 million. In addition to annual planning, the Council provides significant long range planning for land use, as well as financial planning through the General Plan, and the 5 Year Capital Improvement Plans, Road Maintenance Plans, and Equipment Replacement Plans.

Council Roles and Responsibilities

Meeting Attendance Expectations

Council Meetings:

- Council Meetings are scheduled on the second and fourth Tuesday of every month.

Aside from the regularly scheduled Council meetings, there are Annual meetings as follows:

- Two four-hour budget workshops - held over two days.
- One two-hour Capital Improvement Program Budget Workshop.
- Two eight-hour priority setting and teambuilding workshops held offsite in Truckee over two days.

Special meetings may be set by the Council on topical issues as needed.

Redevelopment Successor Agency

The Council also serves as the Redevelopment Successor Agency Board. The Redevelopment Successor Agency typically meets immediately following regular Council meetings, as necessary. Council also serves as the Truckee Finance Authority, which typically meets immediately following regular Council meetings as required.

Commissions and Committees

Appointment to a committee as a Council representative

At the second meeting in December, Council considers appointments among themselves to serve on any number of committees and liaison groups.

If at any time during the year new committees are formed or changes become necessary, Council may reconsider the appointments. Each committee carries a commitment to attend meetings and serve the community's interest.

Appointment of Committee members for standing committees

Planning Commission:

Each Council Member selects a single Planning Commissioner to sit on the Planning Commission. Planning Commissioners' terms run from the beginning of March of every odd year, and coincide with Council Elections. Planning Commissioners serve at the will of the appointing Council Member.

Advisory Committees:

Most Advisory Committee appointments are made through a vote of the Council based on personal qualifications or as an at-large capacity.

Training, Seminars, and Conferences

The League of California Cities offers Training Courses to Council Members on a variety of levels and subjects. The conferences are usually two to three days in length and held in various cities throughout California. Below are some of the Training Courses offered by the League:

- Annual Conference & Exposition
- City Council – City Manager Leadership Team Workshop
- Mayors & Council Members Academy
- A series of courses held throughout the year

State law requires ethics training. For all local and appointed officials, including employees designated by the Town, training must be taken every two years. Newly elected and appointed officials must receive their first ethics training within one year of assuming office, then every two years thereafter.

Town Attorney, Andrew Morris, offers ethics training once a year. Alternatively, self-study materials are available here: [Local Officials Ethics Training Course](#).

Throughout the year, other seminars are held for various committees that a Council Member may be a member of.

For reimbursement for training, seminars, and conferences, please refer to the Compensation and Travel Expenses section of this guide.

Statutory Requirements and Regulations

The Brown Act

The purpose of the Brown Act is to ensure that almost all aspects of the decision-making process of legislative bodies of local agencies are conducted in public and open to public scrutiny. For additional information on the Brown Act, please contact the Town Clerk.

Political Reform Act

The major purpose of the Political Reform Act is that state and local governments should serve the needs and respond to the wishes of all citizens equally, without regard to their wealth. Public officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them.

Fair Political Practices Commission (FPPC) Filing Requirements

- [Form 700 - Statement of Economic Interest](#)

Annual filings, due in the beginning of April, cover the previous calendar year, or from the last filing period, as required. The FPPC will notice the obligation, and you will file online directly with the FPPC.

- [Form 460/470 – Financial Campaign Statement](#)

These forms are filed annually (470) in July; or semi-annually (460) in January and July, as required by the FPPC. The Town Clerk will notice the obligation, and you will file with the Town Clerk's Office.

Public Records Act

Every person has a right to inspect public records of any state or local agency. The purpose is to provide access to information concerning the conduct of the people's business as a fundamental and necessary right of every person in this state. For additional information on the Public Records Act, please contact the Town Clerk.

Public records include any written documents containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

Town Codes

The Municipal Code outlines the policies and procedures under which the Town operates.

Compensation and Travel Expenses

Pursuant to Government Code Section 36516(a), each member of the Town Council shall receive eight hundred fifty-one dollars (\$851.00) per month as compensation.

Each member shall receive reimbursement for actual and necessary expenses incurred in the performance of official duties for the Town. Receipts and other necessary back up must be submitted to Accounts Payable with a Travel Requisition form. Mileage and meal per-diem are reimbursed in accordance with IRS guidelines.

Conflict of Interest

Conflict of interest applies to financial conflicts and economic interests. These can be either direct or indirect. If a Council Member has a conflict of interest on a particular matter, they must publicly disclose the interest, recuse themselves, leave Council Chambers during any discussion and vote, as to not influence the decision-making process.

There are eight steps to determine disqualifying conflict. Each step needs to be examined individually:

- Are you a public official?
- Are you a part of the decision?
- Do you have an economic interest?
- Are you directly or indirectly involved?
- Is there a material financial impact?
- Is your economic interest substantially likely or reasonably foreseeable?
- Is the public generally going to be impacted by the decision?
- Are you legally required to participate in the decision?

Annually, all elected officials, appointed officials, and designated employees must file Form 700 – Statement of Economic Interest, to disclose all investments; interests in real property (except personal residence); all sources of income including gifts, loans, and travel payments; and all business positions. For additional information regarding conflicts of interest, please contact the California Fair Political Practices Commission at 866-ASK-FPPC.

Gifts, Honoraria, and Campaign Contributions

Council Members are subject to certain reporting requirements including, but not limited to, the following:

- Gifts
- Honoraria
- Campaign Contributions

Please refer to the Fair Political Practices Commission website (www.fppc.ca.gov) for information about reporting requirements.

Council Meetings

Agenda

Agenda Packet Distribution:

Council agenda packets include the agenda, staff reports, supporting documents, and public comments (if available). The agenda packets are distributed to Council Members via electronic means the Thursday prior to each regular meeting - a minimum of 72 hours prior to the scheduled meeting or workshop.

In accordance with Brown Act requirements, agendas are posted publically in a location “freely accessible to members of the public.” The packets are available at Town Hall, at the Truckee library and through a link on the front page of the Town website at <http://www.townoftruckee.gov>.

Overview:

Items are placed on the agenda in sections and are considered by the Town Council in the following order:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Public Comment
 - This time is set aside for the public to address the Council on any matter that is *not* on the agenda for up to three minutes per comment.
- Presentations
- Consent Calendar
 - These are typically operational items, which can be reasonably expected to have no discussion required by members of the Council, Town staff, or interested persons in the audience.
- Discussion Items
 - This may include Staff Reports, Public Hearings and Council Priority items. These are items that require discussion and consideration by Council.
- Council Reports
- Closed Session
 - These are items regarding personnel, litigation, or other matters authorized by state law.
- Adjournment

Flow of Meeting

The Mayor will call the meeting to order promptly at 5:00 p.m. The Town Clerk will ask for the roll call, and the Pledge of Allegiance will follow. Council will then review each agenda item, ask any questions they may have for staff, open each item for public comment, and take action as necessary. When all items have been taken up for consideration and disposition, the meeting is adjourned.

Procedures

Parliamentary:

The Town of Truckee follows Robert's Rules of Order for the procedures and conduct of meetings.

Types of Actions:

- Motion
 - Approve, accept, or reject staff recommendations.
- Tabling
 - Table an item for further discussion.
- Continue
 - Continue an item to a specific meeting for a specific purpose.
- Staff Direction
 - Council gives staff direction on how to proceed, make changes, further research, etc.

Types of Meetings

Regular Meeting:

The regular Truckee Town Council Meetings are held on the second and fourth Tuesday of each month at 5:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee, CA 96161. If a regular meeting falls on a holiday, the Council can either cancel the meeting or choose another day to hold the meeting. Regular meetings are open to the public.

Closed Session:

Closed sessions may only be held to discuss certain matters as specified by law, including personnel matters, labor negotiations, and pending litigation.

Closed sessions are attended by the Town Council, Town Manager, Town Attorney, and appropriate management staff, if necessary. Matters discussed during closed session are confidential and are not to be discussed with anyone outside of the closed session. Closed sessions are not open to the public, but Council may be required to report on the votes and actions taken.

Special Meeting:

A special meeting may be ordered at any time by the Mayor whenever the public business may require it, or upon the written request of any three members of the Council. No other business shall be considered during special meetings by the Council. Special meetings must be noticed and posted at least twenty-four hours before the time of such meeting. Special meetings are open to the public.

Emergency Meeting:

Emergency meetings may be called by the Town Council for certain emergency situations with one-hour notice to the Council Members and local news media. The Council may not meet in closed session during an emergency meeting. All other requirements for emergency meetings are the same as special meetings. Emergency meetings are open to the public.

Workshops:

Workshops are study sessions. They are usually informal and give the Council the opportunity to review items that require more in-depth study than time allows during regular meetings and to receive informational reports and studies that require no formal action. Workshops are open to the public.

Conduct

As a Council Member, your actions are subject to public scrutiny. You are a director of a municipal corporation where every citizen in the town is a stockholder and is entitled to be heard and to scrutinize your public, and possibly your private, conduct.

The Council operates as a unit. However, ultimately, each Council Member may not agree on the best approach to a particular issue. A Council Member in a minority on a particular issue has the responsibility to voice his or her beliefs.

While Council is in session, Council Members must preserve order and decorum, and shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Council, disturb any member of Council while they are speaking, or refuse to obey the order of the Council or its presiding officer (Resolution 93-15).

Any person who engages in disorderly behavior that actually disrupts, disturbs or otherwise impedes the orderly conduct of any meeting of the Town Council or any other commission or body shall, upon an order by the presiding officer or a majority of the Town Council or other commission or body, be barred from further audience before the Town Council or other commission or body during that meeting, pursuant to the provisions of subsection (c), below. For additional information, see full Municipal Code 2.04.030.

Council Actions

Ordinances

Ordinances are the laws of a municipality. As such, Council may enact local laws based upon Ordinances presented for deliberation at Council Meetings. Ordinances are introduced at one meeting, and considered for adoption at a second meeting. A summary of the ordinance (introduction and adoption) must be published in a newspaper of general circulation within the Town of Truckee.

An ordinance becomes effective 30 days after Council adoption, unless Council declares the ordinance an urgency. Ordinances are subject to referendum by the public. An ordinance can be repealed or amended by a subsequent ordinance.

Ordinance adoption is the most binding form of action taken by the Town Council.

Resolutions

Resolutions may be passed to express the policy of the Town Council or to direct certain types of procedural or administrative actions. Resolutions are generally used for approving agreements, procedures, or fund appropriations. Resolutions may be changed by a subsequent resolution adoption.

Resolutions become effective immediately upon adoption by Council.

Motions

Motions require a majority approval by Council for a procedural or administrative action. Motions are generally used for disposition of business items on an agenda. When the Town Council is not prepared to take definitive action, or when further study or information is required, Council may refer the matter to staff, an advisory body, or a citizens' group for further study and/or report.

Proclamations

Proclamations are given by the Mayor to proclaim or express recognition for the intended purpose. Proclamations are generally presented for items that the Mayor deems worthy of recognition.

Proclamations are strictly ceremonial, and are not adopted or acted upon by Council.

The Truckee Way

Since incorporation, the Town of Truckee staff and decision-makers have embraced a set of operating principles known colloquially as “The Truckee Way.” The following provides the essence of this philosophy.

We will treat everyone, and their point of view, with respect, courtesy, and fairness. We will approach issues with creativity and innovation. We will conduct ourselves, and the Town’s business, according to high ethical standards. We will encourage the free exchange of ideas and information by open and honest communication. We believe that non-adversarial dispute resolution results in effective community and employee involvement in the Town and its future.

Core Values

- **Sense of Place**

The Town and the community it serves are united in the desire to protect and preserve the historic downtown as the heart and soul of a special place. They are equally united in the desire to preserve and protect the environment and quality of life which makes Truckee an attractive place to live and visit. These shared values shape, and frequently control the establishment of Town policies and their related actions.

- **Clear Priorities**

When the Town incorporated, the citizens made it clear that their priorities included roads, snow removal, law enforcement, and land use planning and building. Considerable efforts over many years have combined to fulfill those priorities. While the Town’s priorities have expanded over time to include services like bike paths and trails, solid waste and transit support, establishing clear priorities continues today, with an annual Council priority-setting retreat, transparent budget workshops and robust community participation, outreach and communication efforts.

- **No Surprises**

Everyone working for the Town is committed to a “No Surprises” policy. An early warning of potential problems or upcoming crisis is mandatory.

- **Community Outreach, Involvement and Transparency**

The Town views itself as part of a larger family which makes up the community. When a community concern arises, the Town believes its role is to reach out and actively engage all segments of the community in an open and transparent dialogue.

- **Non-Adversarial Decision Making**

The Truckee Way relies on a consensus-seeking decision-making process modeled on the concept of interest-based negotiation, developed some years ago by Roger Fischer and William Ury of the Harvard Negotiation Project. Interest-based policy negotiations relies on six fundamental principles:

1. Separate the people from the problem – no personal attacks or assignment of blame.
2. Focus on the interests of those involved, not positions they may take - the process looks for a “wise” outcome that tries to meet multiple interests.
3. Invent options for mutual gain – many options will be considered to solve the problem or develop the policy.
4. Use objective criteria to create and measure potential options and solutions –entrenched positions, inaccurate or misleading information and simply the “loudest voices” will not be the basis for decisions.
5. First, listen carefully to understand; then speak to be understood – listen actively, communicate openly and transparently.
6. Solutions are built upon establishing trust and working relationships between interested (and sometimes opposing) participants.

As with any dispute resolution mechanism, applying these principles is not a panacea. It is, however, preferred over the other alternatives available to the Town. Applying the Truckee Way requires constant re-commitment, effort and learning. The rewards to date for both the Town and the community have proven well worth the cost.

Non-Town Related Service Providers

- California Highway Patrol
- Optimum (Cable/Internet provider)
- Tahoe Truckee Area Regional Transit (TART)
- Humane Society of Truckee-Tahoe
- Nevada County Sheriff
- Placer County Sheriff
- Sierra Pacific Power
- Tahoe Forest Hospital District
- Tahoe Truckee Sanitation Agency
- Tahoe Truckee Unified School District
- Truckee Donner Chamber of Commerce
- Truckee Donner Historical Society
- Truckee Donner Public Utilities District
- Truckee Donner Recreation & Park District
- Truckee Fire Protection District
- Truckee Sanitation District
- Truckee Tahoe Airport
- Truckee Tahoe Community Foundation