

Non-Town Related Services

California Highway Patrol
Suddenlink Connections (Cable Television)
Dial-A-Ride/Truckee Transit
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

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.

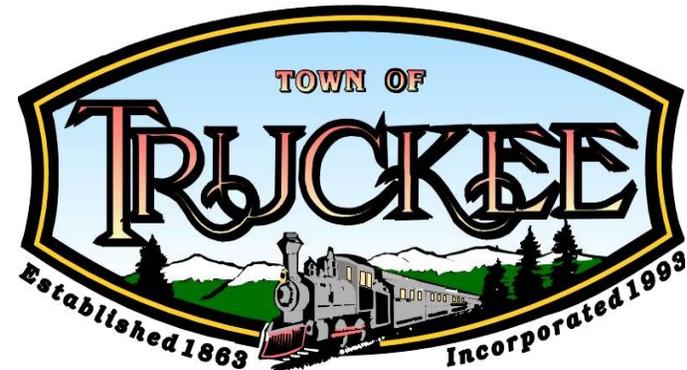
Our professional values are a commitment to ourselves, to each other, and to the community. In achieving our mission, we equally value:

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.

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believes its role is to reach out and actively engage all parts of the community in considering and, if possible, dealing successfully with that concern using the techniques that are outlined below. Exactly what concerns may arise in the future and the ability of the Town to assist in resolving them cannot be known or predicted. It is the commitment to do so whenever the need arises that distinguishes Truckee.

Non Adversarial Decision Making - All governmental agencies have a decision making style ranging from autocrat to paralysis by analysis. The Truckee Way largely uses a decision making process modeled on the book “Getting to Yes” by Roger Fischer and William Ury of the Harvard Negotiation Project.

Truckee’s adaptation of those principles means the typical decision making protocols on significant issues goes something like this:

- ◆ An individual or team is created to research the issue, develop an understanding of it, and see if other organizations have or are currently facing the same issues.
- ◆ Once the boundaries of the issue have been determined, the likely interested parties are identified and contact is made to determine their point of view and interest in seeking solutions.
- ◆ If Town Council approval is legally required before a decision can be made the Town Council is briefed on the issue and approval is sought to begin an issue resolution process. At that point a decision is made whether this issue is, or should be, a priority to which Town resources should be devoted and what the impact of the decision will be on other already established priorities.

When the issue resolution process is begun, the participants must agree to:

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 have taken - the process will not have a win/lose outcome.
3. Invent options for mutual gain – initially nothing is off the table or will not be considered.
4. Use objective criteria to create and measure potential options and solutions – emotions and previous baggage must be left at the door for the process to succeed.
5. Seek first to understand, then speak to be understood – listen actively, communicate openly and transparently.

Solutions are built upon establishing trust and working relationships between interested (and sometimes hostile) participants.

As with any dispute resolution mechanism, applying these principles does not always work. It is, however, to be generally preferred over the other alternatives available to the Town. Applying the Truckee Way is not easy and requires constant commitment and effort. The rewards to date for both the Town and the community have proven well worth the cost. The purpose of this guide is to keep the memory and techniques of that success alive for future Council members, Commissioners, and Town Employees.

The Truckee Way

Many governmental agencies have mission or values statements. Few actually use them once created, only a very few actually apply them on a daily basis. Truckee is one of the few, an accomplishment of which it can be justifiably proud.

In the fourteen years since the voters of Truckee brought the Town to life a set of operating principles known colloquially as “The Truckee Way” has evolved. It is against these principles that the Town measures the effectiveness of its operations and evaluates success or failure in dealing with everyday issues and challenges.

The Truckee Mission Statement can be summarized as:

Creating the best future for our community requires the highest level of public service – every day. We will accomplish that in partnership with the Town’s citizens and our fellow governmental agencies.

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.

Mission statements are, of course, much easier to write than to apply on a daily basis. Implementing and embedding them as organizational values is the overriding challenge. Doing so often proves impossible for some governmental organizations. Why has Truckee (at least so far) succeeded where many have failed? Some, but certainly not all, of the reasons are:

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 voters made it clear that they desired a different approach to roads, law enforcement, and land use planning. A lot of hard work and an expanding economic base have combined to fulfill those priorities. That record of accomplishment, although certainly not without its difficult moments, has created an organization and community which believes it can accomplish what it sets out to do.

The establishment of clear priorities continues today, with annual Council workshops and an aggressive ongoing community outreach and communication effort.

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 and Involvement – Although it may be a cliché to some, the Town views itself as part of a larger family which makes up the community. Beyond the customary Town duties, when a significant community concern exists the Town

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.

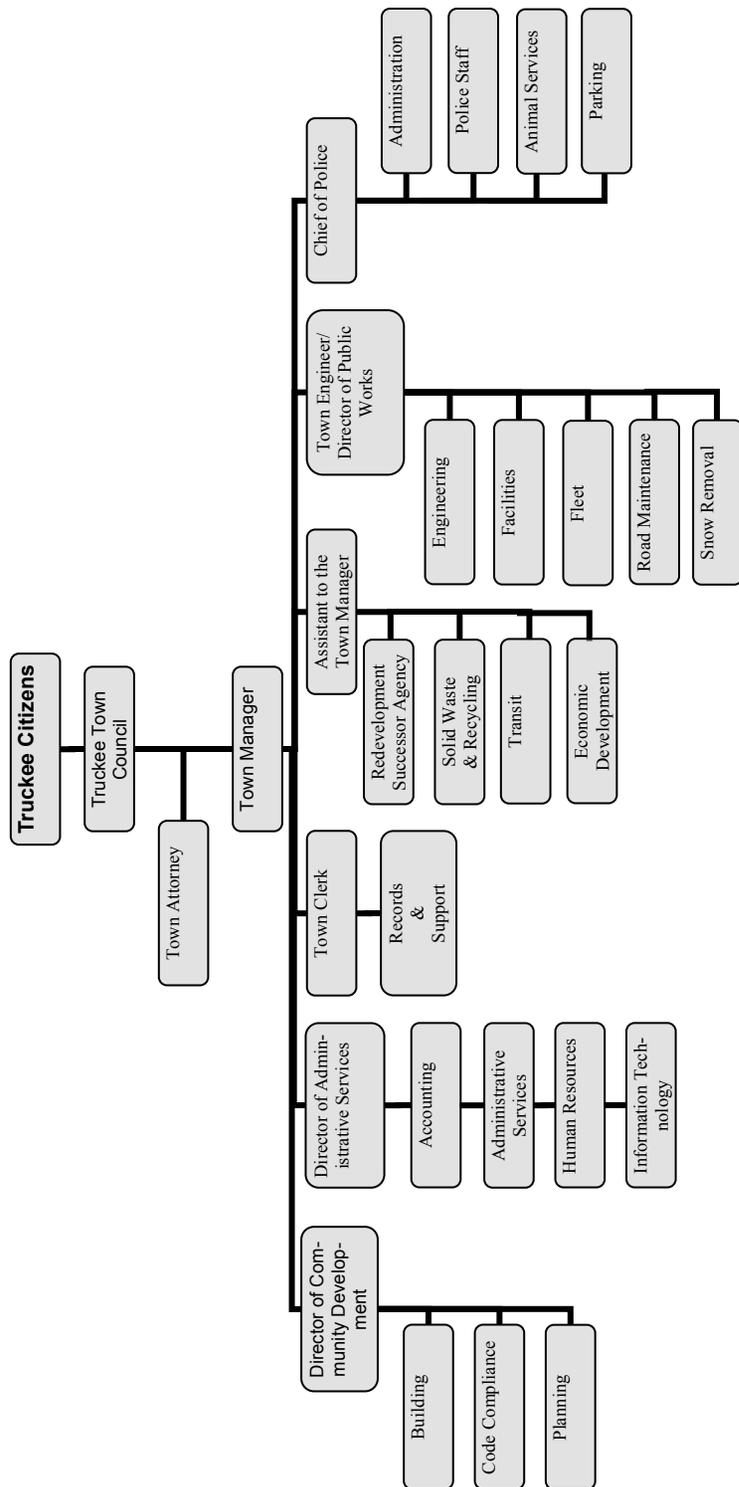
As a principle of incorporation, the Town is committed to working hand-in-hand with community members to plan for the future, and address pressing infrastructure and service demands. Active community involvement has produced a vision for our future that promotes investment and improvement in the Downtown core including the Truckee River corridor, while ensuring that the strong 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-upping the tax in 2008) to address our crumbling road infrastructure which suffered from decades of deferred maintenance. The Truckee Town Council continues to be committed to meaningful public outreach and community involvement.

Truckee takes pride in pursuing innovative 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.

Sincerely,

Tony Lashbrook
Town Manager

Tony Lashbrook	Town Manager	tlashbrook@townoftruckee.com	582-2901
Alex Terrazas	Assistant Town Manager	aterrazas@townoftruckee.com	582-2914
Dan Wilkins	Public Works Director/Town Engineer	dwilkins@townoftruckee.com	582-2902
John McLaughlin	Community Development Director	jmclaughlin@townoftruckee.com	582-2900
Adam McGill	Chief of Police	amcgill@townoftruckee.com	550-2329
Kim Szcurek	Administrative Services Director	kszcurek@townoftruckee.com	582-2913
Judy Price	Town Clerk	jprice@townoftruckee.com	582-2924



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 member in a minority on a particular issue has the responsibility to vote his or her beliefs.

While the Council is in session, the members must preserve order and decorum; and members shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb any member while speaking, or refuse to obey the order of the Council or its Presiding Officer. (Resolution 93-15)

Any person using profane, vulgar, loud, or boisterous language at any meeting, or otherwise interrupting the proceedings, refuses to be seated or keep quiet when ordered to do so by the Mayor or other presiding officer of the Council, is guilty of a misdemeanor. (Municipal Code 2.04.030)

Council Actions

Ordinances

An Ordinance is a law enacted by the Town Council. Ordinances are the laws of a municipality. An Ordinance is introduced at one meeting, considered for adoption at a second meeting, and then published at least once in a newspaper of general circulation which is published and circulated within the Town of Truckee. The Ordinance becomes effective 30 days after adoption unless Town Council declares the Ordinance an urgency. It is subject to referendum by the public. An Ordinance can be repealed or amended by a subsequent Ordinance. It is the most binding form of action taken by the Town Council.

Resolutions

A Resolution may be passed expressing the policy of the Town Council or directing certain types of procedural or administrative actions. They are generally used for approving agreements, procedures, or fund appropriations. It requires only one reading and may be changed by a subsequent Resolution. It becomes effective immediately upon adoption.

Motions

A Motion requires majority Council approval for a procedural or administrative action. Motions are usually used for disposition of business items on the Agenda. When the Town Council is not prepared to take a definite action, or when further study or information is needed, the Town Council may refer the matter to Staff, an advisory body, or a citizens' group for study or report.

Procedures

Parliamentary

The Town of Truckee follows *Roberts 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

The regular Truckee Town Council Meetings are held on the first and third Thursday of each month at 6:00 p.m. at Town Hall, 10183 Truckee Airport Road, Truckee. 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

Closed sessions may be held to discuss certain matters 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

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

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.

Town History and Information

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

The Town of Truckee is located in the eastern Sierra along Interstate 80 and the Union Pacific Railway. 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. The county seat is located in Nevada City.

General Facts:

- ◇ Demographics:
 - ◆ Population: 15,918 – 2013 California Department of Finance Estimate
 - ◆ Estimate of total housing units: 12,845—2012 Department of Finance Estimate

- ◇ 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

Council Meetings

Agenda

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 Thursday prior to each regular meeting and a minimum of 72 hours prior to special meetings or workshops.

For the public, agendas are required to be posted in accordance with the Brown Act and shall be posted in a location “freely accessible to members of the public.” The packets are available at various locations throughout Town and through a link on the front page of the Town website at www.townoftruckee.com.

Overview

Items are placed on the agenda in sections. Issues 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.
- ◇ 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 including Staff Reports, Public Hearings and Council Priority items—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 6:00 p.m. Roll Call is taken by the Town Clerk, followed by the Pledge of Allegiance. The Council will then go through 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.

Gifts, Honoraria, and Campaign Contributions

Gifts

Gifts are not only something that someone gives to you for free; they also include rebates, discounts, and other items given to you because of your position as a public official. If you receive a gift with a fair market value of \$50 or more from a single source, it must be disclosed on the Fair Political Practices Commission Form 700. Gifts totaling more than \$360 from a single source during a calendar year are strictly prohibited. Public officials must disqualify themselves from governmental decisions that affect the source of gifts totaling \$360 over the past 12 months.

Honoraria

Items that are covered under the Honoraria ban include acceptance of payments, either cash or in-kind, for speeches, attending meetings, participation in panels, writing, being identified as an author of or doing more than secretarial type work in connection with non-fiction, published articles because of your position as a public official.

This ban does not include reimbursement for travel expenses, receiving payment for writing books, plays or screenplays, and income received for speaking or writing as a part of private employment.

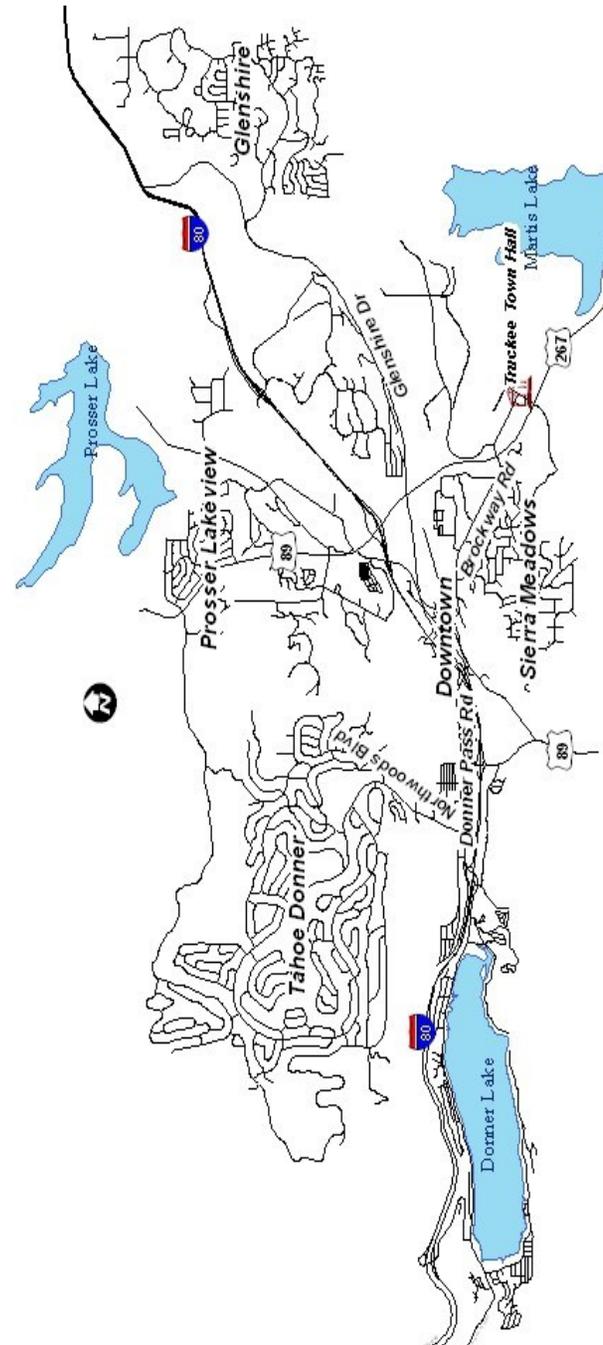
Campaign Contributions

Restrictions on Contributions

If a contribution of \$100 or more is received from a single source in a calendar year, the source must be identified on the Fair Political Practices Commission Form 460. If a contribution is received through an intermediary, both the intermediary and the true source must be identified. All monetary contributions of \$100 or more must be made by written instrument, such as a check. Contributions of \$100 or more made by cash, money order, cashier's check, or traveler's cheque are prohibited and must be returned to the contributor. Anonymous contributions are prohibited. Please see the Fair Political Practices Commission website (www.fppc.ca.gov) for more information on restrictions.

Use of Campaign Funds

Expenditure of campaign funds must be reasonably related to a political, legislative, or governmental purpose. Expenditures must be directly related to a political, legislative, or governmental purpose if it bestows a substantial personal benefit on the candidate or elected official, a member of their household, or any individual authorized to approve campaign expenditures. These rules ensure that campaign funds are not used for personal benefit. Please see the Fair Political Practices Commission website (www.fppc.ca.gov) for more information on use of campaign funds.



Truckee is located in the Sierra Nevada Mountains of California, just west of the Nevada state line. Donner Lake is located within the Town Limits and Donner Pass over the summit of the Sierra Nevada is just west of Town. Interstate 80, the major east-west trans-Sierra "all-weather" highway, passes through the Town on its way between California and Nevada.

About the Council

Truckee is governed by a Council – Manager form of government. Citizens elect five local individuals to serve as our Town Council. They serve four year, overlapping terms. Newly elected Council Members are seated at the first regular Council meeting in December.

The Town Council appoints the Town Manager and the Town Attorney. The Town Manager serves the Town like a CEO serves a private corporation. The Town Manager is responsible for all of the employees; and the Manager, 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. It can also include speed limits, leash laws, building codes, boating restrictions, trash rates, transit routes, and other topics. The Council also adopts the Town Budget – an expenditure plan for the community each year. The 2013-2014 General Fund budget totaled \$17.4 million. Additionally, the Council does significant long range planning for land use (through the General Plan) and financially (through 5 Year Capital Plans, Road Maintenance Plans, and Equipment Replacement Plans).

Each year during the first regular meeting in December, the Council selects a member among them to serve as Mayor. The Mayor runs 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., but has the same authority as all other Council Members. A Vice-Mayor, or Mayor Pro-tempore, is also selected by the Council during this meeting. 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.



Town Codes

The Municipal code is the policy and procedures in which the Town operates under.

Compensation and Travel Expenses

Pursuant to Government Code Section 36516(a), each member of the Town Council shall receive Three Hundred Dollars (\$300.00) 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 Expense 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, and not influence anyone.

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 effect?
- ◇ Is your economic interest substantially likely or reasonably foreseeable?
- ◇ Is the public generally going to gain?
- ◇ 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.

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 April, cover the previous calendar year, or from the last filing period, as required. The Town Clerk will notice the obligation, and you will file with the Town Clerk's Office.

Form 460/470 – Financial Campaign Statement

You will file these forms 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.

Council Goals

Each year, the Council and the Town's Department Heads hold a workshop to establish the Council's Goals for the upcoming year. The Council Priorities are derived from the Goals. The Goals and Priorities give the Town's staff their focus for the year.

2015 Council Mission Statement

Protect and enhance Truckee's quality of life by ensuring that growth and our capital investments enhance our environmental, social and cultural character and ensure long-term economic viability.

2015 Council Goals

- Supporting revitalization of the downtown core and the Truckee River through strategic partnerships leveraging public and private resources.
- Expanding bicycle and pedestrian infrastructure with a focus on connectivity, through prioritization of existing resources, partnerships and new initiatives to enhance available resources.
- Facilitating communication, collaboration and cooperation among all government entities providing services in Truckee.
- Embracing the use of technology to actively involve the broader Truckee community in key decisions that affect the future of our community.
- Promoting the retention and expansion of existing businesses and the establishment of new business through strategic partnerships and by ensuring the availability of housing opportunities targeted to the local workforce.
- Actively seeking efficiencies in provision of services to improve Truckee's quality of life and free up resources for use on strategic initiatives.

Council Roles and Responsibilities

Expectations

Bi-monthly meetings:

- ◇ Two regular meetings monthly on the second and fourth Tuesday.

Typical Annual meetings:

- ◇ 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.

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 anytime 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. The Planning Commission 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 Committee

Most Advisory Committees are appointed by a majority of Council either by personal qualifications or in 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

Ethics training is required by state law, for all local and appointed officials, including employees designated by the Town, 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.

Ethics training is offered once a year by Town Attorney, Dennis Crabb. Self study materials are also available at www.ca.ilg.org/ab1234compliance.

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.

