



Date: June 10, 2025

Honorable Mayor and Council Members:

Author and title: Kelly Carpenter, Town Clerk

Title: **Posting Council-Related Calendar Events to Town Website and Lobby Television at Town Hall**

Jen Callaway, Town Manager

Recommended Action: That Council approve the use of the lobby TV at Town Hall and the Town's website calendar to display meetings related to Council, Council-directed meeting bodies or regional committees upon which Council members serve that occur at Town Hall only.

Discussion: The Town's website calendar and the lobby TV at Town Hall are great tools to communicate with the public about the dates of the Town's public meetings. To support Council's priority to enhance communication and public outreach, staff is recommending that the following meetings be regularly displayed on the Town's website calendar and the lobby TV at Town Hall (**bold** indicates meetings that have been consistently been displayed on these two platforms; *italics* indicates additional meetings that staff recommends be included on the platforms):

- **Town Council Meetings**
- **Planning Commission Meetings**
- **Public Art Commission of Truckee Meetings**
- **Historic Preservation Advisory Commission Meetings**
- **River Revitalization Steering Committee Meetings**
 - Including Meetings for River Health and Access Action Team
 - Including Meetings for Community Economic Vitality Action Team
 - Including Meetings for Receiver Site Subcommittee
- **Truckee Library Joint Powers Authority Meetings**
- **Zoning Administrator Meetings**
- **Truckee Tax Measure Citizen's Oversight Board Meetings**
- *Nevada County Transportation Commission Meetings (when delegate will appear virtually from Town Hall)*
- *Chamber of Commerce Board Meetings*

Considering the amount of content space available on the lobby TV and the time needed to maintain and update the Town's website calendar, staff recommend that only public meetings be displayed on these two platforms. This would include meetings of Town Council, meetings of committees or commissions under Council's direction, and meetings of regional committees upon which Council members serve, if the meetings take place at Town Hall (i.e., Nevada County Transportation Commission and Truckee Chamber of Commerce meetings).

In the future, should Council take action to form additional committees or commissions in which public meetings would take place at Town Hall, staff would include the meetings on the website calendar and lobby TV.

Priority:

<input checked="checked" type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="checked" type="checkbox"/> Core Service

Fiscal Impact: No additional impact.

Public Communication: This staff report.

Attachments: None.