



Date: August 13, 2024

Honorable Mayor and Council Members:

Author and title: Lynn Baumgartner, Program Analyst II

Title: **Approval of Contract with Public Health Institute for CivicSpark Fellows for the 24-25 Service Year**

Jen Callaway, Town Manager

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**Recommended Action:** Authorize the Town Manager to execute a contract with Public Health Institute in the amount of \$62,000 for two (2) CivicSpark Fellows to provide professional services for the Keep Truckee Green, Community Engagement, and Housing Divisions.

**Discussion:**

CivicSpark is an AmeriCorps program dedicated to building capacity for public agencies to address emerging environmental and social equity resilience challenges such as climate change, water resource management, affordable housing, and mobility. In prior years, CivicWell has been the program’s fiscal sponsor and has administered the CivicSpark program, recruiting and hiring Fellows and facilitating their placement with partner organizations such as the Town of Truckee.

In addition to providing capacity building and program support to partner organizations, the CivicSpark program provides valuable training and career experience to Fellows related to climate change, affordable housing, and other CivicSpark program areas. The fiscal sponsor provides Fellows with professional development support through training, statewide networking, and mentorship from a regional coordinator.

The CivicSpark program has been a valuable resource for the Town to support sustainability and housing programs. The Town has previously hosted 7 CivicSpark Fellows. On March 26, 2024, Council authorized the Town Manager to execute a contract with CivicWell in the amount of \$62,000 for the 2024-25 service year (Attachment 1). The Town has been approved to host two Fellows. Staff has made offers for both positions and the offers have been accepted.

In the summer of 2024, CivicWell announced that the CivicSpark Program was being transferred to another fiscal sponsor, Public Health Institute. Therefore, the contract for two CivicSpark Fellows for Service Year 2024-25 will be with Public Health Institute, not CivicWell. The timeline, positions, and goals for the CivicSpark Fellows will remain unchanged under the new fiscal sponsor.

Staff recommends that Council authorizes the Town Manager to execute a contract with Public Health Institute in the amount of \$62,000 for two CivicSpark Fellows to provide professional services for the Keep Truckee Green, Community Engagement, and Housing Divisions.

**Priority:**

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

**Fiscal Impact:** The cost of two fellows is \$62,000, which would be split between the Keep Truckee Green, Housing, and Community Engagement Division budgets, according to the projects assigned to each fellow. The costs will be allocated as follows: \$18,600 from the Housing Division Budget, \$12,400 from the Community Engagement Division Budget, \$15,500 from the Sustainability budget, and \$15,500 from the Solid Waste Fund. These costs have been included in the approved FY 24/25 budget.

**Public Communication:** This staff report.

**Attachments:**

Attachment 1: Staff Report – Approval of Contract with CivicWell for CivicSpark Fellows for the 24-25 Service Year - <https://portal.laserfiche.com/Portal/DocView.aspx?id=59708009&repo=r-6a91ddbc>