



Date: 11/14/2023

Honorable Mayor and Council Members:

Author and title: Melanie Conti, Program Analyst I

Title: **Grant Deadline Extension for Reusable Foodware Grant**

Jen Callaway, Town Manager

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**Recommended Action:** Extend the grant deadline for applications of the Reusable Foodware Grant program to March 1, 2024. Allow the Town's fees for permitting of dishwasher installation as an additional eligible expense under the grant funds.

**Discussion:**

On November 8, 2022, Town Council approved a Single-use Foodware Reduction Ordinance (Ordinance 2022-09) that, among other things, requires restaurants to provide reusable foodware for customers dining on-site, effective January 1, 2024. On December 13, 2022, Town Council approved program guidelines for grants to provide businesses up to \$1,500 to assist with transitioning to reusable foodware. Businesses are eligible for up to \$1,000 for procurement or installation of new or upgraded dishwashing equipment, and up to \$500 for procurement of reusable foodware, bulk dispensers for accessory foodware items, and dishwashing chemicals, with an application deadline of December 1, 2024. Since that time, staff and the consultant team have conducted business outreach on the ordinance requirements and funding opportunity, provided one-on-one technical assistance to all limited-service food vendors, and hosted business workshops to provide additional information to business owners.

As of October 30, two businesses have submitted applications for the reusable foodware grant, each for \$1,500, one of which has been provided funding and the other is pending submittal of reimbursement documents. The CIP fund (C2309: Single-Use Foodware Reduction) has \$40,000 set aside for business grants as part of this program. Staff anticipates that this funding will not be exhausted even with the application deadline extension.

Staff have worked with the Nevada County Environmental Health Department and the Town of Truckee Building Department to provide information on the permitting process for installing new or upgraded commercial dishwashers. Permit fees are currently an eligible expense for reimbursement as part of the \$1,000 available to prepared food vendors in Truckee to cover expenses for installation of dishwashing equipment. The estimated Nevada County Environmental Health permit review fee is about \$110. Depending on the complexity of the installation, Town Building Department permit review fees can cost upwards of \$200-\$400 for installations that require plumbing and electrical work. This is an over-the-counter permit review and is estimated to be a 24-hour turnaround for simple installations, and 3-5 days for complex installations.

Given that County and Town permit fees would otherwise cost up to 50% of the total grant funds available for dishwashing equipment installation, staff propose allowing for coverage of Town permit fees an eligible expense under the grant in addition to, rather than as part of, the \$1,000 for dishwashing equipment. This would effectively "waive" the Town's permit fees for installation of dishwashing

equipment for eligible food vendors participating in this grant program and allow more of the funding to be available to offset equipment costs.

To provide additional time for food vendors to complete the permitting process, and to provide more businesses with the opportunity for funding, staff recommend extending the deadline for businesses to apply for the grant program until March 1, 2024. If approved, the extension would be for the grant application deadline only and would not change the January 1, 2024 effective date of the ordinance measures. Staff are aware that a handful of restaurants are planning to install a new dishwasher and still need to go through the permitting and grant application process. In addition, the Town's outreach consultant visited limited-service restaurants in-person November 6-10 to remind them of the upcoming deadline. Additional grant applications are expected following those scheduled in-person reminders.

**Priority:**

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

**Fiscal Impact:** Funding for coverage of the Town's permit fees would come from the \$40,000 allocated to CIP 2309 for the business grant program as part of the approved FY 23/24 budget.

**Public Communication:** Agenda posting. If the deadline is extended, staff will provide outreach to eligible businesses.

**Attachments:**

1. Revised Grant Guidelines