



Date: Tuesday, May 13, 2025

Honorable Mayor and Council Members:

Author and title: Hilary Hobbs, Assistant to the Town Manager and Nicole Casey, Administrative Services Director

Title: **Authorize Two Intern Positions for Housing & Sustainability**

Jen Callaway, Town Manager

Recommended Action: Retroactively authorize the addition of two temporary intern positions as of April 30, 2025, one for Housing and one for Sustainability, following the termination of the CivicSpark Americorp Fellowship Program.

Discussion: As part of the Fiscal Year 24/25 budget, the Town Council approved \$62,000 to fund two CivicSpark Fellow positions, one in the Keep Truckee Green division and one supporting the Housing and Inclusion, Diversity, Equity, and Accessibility (IDEA) programs. On August 13, 2024, Council authorized the execution of a contract with the Public Health Institute, the current fiscal sponsor of the CivicSpark program, for these two positions for a service year lasting from September 2024 through August 2025.

On Friday, April 25, 2025, \$400 million in AmeriCorps grants were terminated by the Department of Government Efficiency review process with no advance notice. On Sunday, April 27, 2025, Town staff were notified that all CivicSpark Fellows (Fellows) were likely to be exited from the program as the individuals would lose their AmeriCorps status. On Monday, April 28, 2025, the Town's Fellows were notified via email that the program had received a Stop Work Order and their service was paused pending further notification. On Tuesday, April 29, 2025, the Executive Director of the CivicSpark program alerted the Town that all Fellows had been furloughed. While the CivicSpark program avoided officially exiting Fellows at this time to allow for exploration of options allowing AmeriCorps members to resume service, there is no anticipated timeline for these alternatives, and no guarantee that Fellows will ultimately be able to resume service. The Public Health Institute is required to exit Fellows from the AmeriCorps program within 30 days of the furlough notice – by May 24, 2025 – unless the decision to terminate the AmeriCorps grants is reversed or the program finds an alternative means to continue. The Public Health Institute is supportive of partner organizations providing temporary employment to Fellows during this furlough, or for the remainder of the service year in the likely event that the program is officially terminated.

In light of these rapid changes, Town staff proactively identified the opportunity to hire the Fellows on as interns to allow them to finish up the critical work they have been completing for the Town. As the Fellows had nearly four months left in their 11-month service year at the time they were placed on furlough, this unexpected suspension of the program leaves many unfinished projects for the Keep Truckee Green, Housing, and IDEA programs in both FY 24/25 and 25/26.

Town staff is asking Council to authorize the addition of two temporary intern positions retroactively effective to Wednesday, April 30, 2025, with a term ending on August 30, 2025. Should the AmeriCorps grants be reinstated within the next 30 days or the CivicSpark program otherwise be allowed to resume, the Fellows could return to their official AmeriCorps service for the remainder of their service year.

Priority:

<input 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 total fiscal impact could be as high as \$44,500, with \$22,000 potentially needed for fiscal year 2024/25.

\$11,000 for fiscal year 2024/25 would come from the Housing Division budget. Staff have identified savings in the professional services budget to cover this additional expense, and no budget amendment is needed for the Housing internship position.

The remaining \$11,000 for fiscal year 2024/25 would come from the Keep Truckee Green Division's Sustainability program budget. Staff estimate that there will, likewise, be savings in the professional services budget to cover this additional position expense, and no budget amendment would be needed for the Sustainability internship position.

The costs for work in fiscal year 2025/26 will be added to the draft budget which will be presented to Council on Tuesday, May 27, 2025.

The Town paid the Public Health Institute \$31,000 per CivicSpark Fellow, totaling \$62,000. Due to the suspension of the CivicSpark Fellowship program, the Town may be eligible to receive a prorated refund for the portion of the program that did not occur. The Public Health Institute has indicated that it is currently evaluating the potential for reimbursements; however, no estimate has been provided at this time. Refunds will depend on the outcome of ongoing efforts to reinstate the AmeriCorps programs.

Public Communication: Agenda posting.

Attachments: None