

## Project Charter: Board Objective: Fiscal Stability & Core Services

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**Project Sponsor:** Erin Mettler, Trisha Tillotson

### BACKGROUND AND PROJECT JUSTIFICATION

This charter is focused on the Core Services Component of this Board Objective. Core Services represents approximately 90% of the County budgeted revenue and expenses. The Core Service definition is reviewed and adopted by the Board of Supervisors. Here's the definition for 2025:

A core service is that which is fundamental to the mission of departments and the County to meet mandated and essential community services. Areas funded by the County in this category include state mandates, emergencies, and services that support community health and safety such as County infrastructure, roads, jail, justice, and basic public/mental health services and other social services.

At the 2025 Board Workshop, discussion occurred around a few priority projects in the Core Services arena that may be considered for potential allocation of Board Priority Assignment dollars to advance the projects described below:

- Capital Project Financing
- Community Spay & Neuter pilot program
- Community Wellness
- Environmental Health/Abandoned mines
- Donner Pass Snow Removal
- MicroTransit in Eastern Nevada County
- Code Compliance – Code Violation Case Compliance Tools

### PROJECT SCOPE AND TIMELINE

Generally, the projects discussed below are a small subset of the total core services delivered by the County, those which the Board has directed additional staff work on and which may require GF Board Priority assignment funding consideration.

- **Capital Project Financing.**

Review list of capital projects in context of opportunity to finance through issuance of debt to deliver a greater volume of projects in a specific timeline. Work with Municipal Consultant to identify and recommend best options for the County to both achieve project delivery and maintain fiscal stability.

- **Community Spay & Neuter Pilot Program.**

Provide citizens of Nevada County with affordable options to spay and neuter their pets and/or feral cats, based on their economic capabilities. This initiative aims to reduce the number of unwanted litters of kittens and puppies that are overwhelming local animal

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shelters. In 2024 alone, the Nevada County Animal Shelter (operated by Sammie's Friends) took in 435 kittens and 227 puppies from unexpected litters. With spay and neuter costs ranging from \$275 to \$750, many local community members are unable to afford these services, preventing them from taking steps to reduce future litters and creating a healthier pet population in Nevada County.

- **Community Wellness.** Representative from Public Health with support from CEO office will participate in a collective of local partners to create a healthier and more sustainable future for Nevada County. This will be accomplished by scaling effective solutions, and focusing on activities that will promote health, the initiative works to reduce healthcare disparities and improve quality of life for all residents. This project aims to transform the health of the region and serve as a model for other communities.
- **Environmental Health/Abandoned Mines.** Exploration to minimize gaps in natural resource protection, proactively address environmental threats, and improve tracking and monitoring of both our natural resources in the County (environmental, unique ecosystems, threatened botanical and wildlife species) and environmental threats (mine impacts, etc.). The Ad Hoc Committee has agreed to focus proposed solutions on mines and their features.
- **Donner Pass Snow Removal.** Department of Public Works staff will coordinate with key stakeholders (e.g. CHP, Sugar Bowl, Town of Truckee), to analyze snow removal activities and challenges on Donner Pass Road, between the visitor Center and Town of Truckee (the gated section), and provide recommendations and cost estimates in June/July 2025 for the Board's consideration with the goal of minimizing road closures in the winter of 2025/26.
- **MicroTransit in Eastern Nevada County.** Transit Services staff will coordinate with key stakeholders (i.e. Town of Truckee, Sugar Bowl, Donner Ski Ranch, Truckee North Tahoe Transportation Management Agency (TNT-TMA) and NCTC), to review and analyze any potential gaps in current services. Additionally, staff will work with key partners to evaluate the effectiveness of the current Sugar Bowl Summit Shuttle service to identify the potential for additional services. Summit services will be included in the FY24-26 Comprehensive Operations Analysis for analysis and evaluation. See separate charter.
- **Code Compliance Division – Code Violation Case Compliance Tools** – The Code Compliance Division, based on direction received from the 2025 Board Workshop, will maintain a complaint-driven approach, while striving for voluntary compliance in resolving Code Violation Cases. To enhance and streamline this process, the Division will also continue to implement the following actions:
  - Revise Notice of Violation Letters to limit appeals to administrative citations and issue a single warning letter before citations to expedite compliance.
  - Focus on resolving longstanding Code Violation Cases.
  - Utilize small claims court to address the resolution of Code Violation Cases and to recover costs associated with compliance efforts.

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- Utilize Temporary Restraining Orders / Injunctions, in extreme cases, where administrative enforcement efforts have not been sufficient. This will allow the Division to utilize court orders to achieve compliance to prevent ongoing or severe violations that pose significant health and safety risks.
- Continue to employ two or three Receiverships and Abatements per year for complex cases where property conditions require significant intervention to restore compliance and safety.
- **Ongoing**
  - **Noise Ordinance** – Staff work began around this effort in early 2025 and will continue in FY 2025/26.
  - **Litter Abatement (Western Nevada County)** - In FY 24/25, litter abatement began in western Nevada County under the Core Services Charter (eastern county litter abatement is under the Climate Charter). \$50k in funding is proposed to continue this work at the same level of service.

## COMMUNICATIONS PLAN

As these projects reach a level needing communication to external stakeholders, the County's PIO team will be engaged to assist in identifying appropriate messaging content, media type, and timelines.

## SUMMARY BUDGET

The majority of the projects identified in this Charter are financially supported through operating budget allocations and existing staff time. As projects develop additional details and cost estimates, they will be brought forward to the Budget Subcommittee for funding recommendations and then come before the full Board of Supervisors for allocation authorization as needed.

For the FY 2025/26 General Fund request, the Spay and Neuter Pilot Program is requesting \$100,000 each year for up to two years as seed funding to establish a program.

## WORKGROUP MEMBERS

### Major Stakeholders:

Major county departmental stakeholders are included in the Workgroup Member listing above. There are additional stakeholders for the various projects:

### Capital Project Financing:

Team Member Name	Department	Roles/Responsibility
Heidi Hall	Supervisor	Project Sponsor / Ad-Hoc
Lisa Swarthout	Supervisor	Project Sponsor / Ad-Hoc
Erin Mettler	CEO	Project Manager
Craig Griesbach	IGS	Project Sponsor

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Barry Anderson	CEO	Budget/Fiscal Analyst
Justin Drinkwater	IGS/Facilities	Project Contributor
Josh White	IGS/Facilities	Project Contributor
Elise Strickler	IGS	Budget/Fiscal Contributor

- **Community Wellness:** With Supervisor Swarthout, Kathy Cahill from Public Health will be the lead to ensure integration to our current focal areas for community public health outreach.
- **Community Spay & Neuter Pilot Program.**

Team Member Name	Department	Roles/Responsibility
Craig Griesbach	IGS/OES	Project Manager
Lorie Hennessey	OES/IGS	Project Team Lead
Anabella Funk	Contractor OES	Communications Representative
Elise Strickler	IGS Administration	Budget/Fiscal analyst
Paul Cummings	OES/IGS	Project Contributor
Stefanie Geckler	Animal Control	Project Contributor
Cassandra Triplett	Animal Control	Project Contributor
Supervisor Swarthout	BOS	Project Stakeholder

- **Environmental Health/Abandoned Mines research.**

Team Member Name	Department	Roles/Responsibility
Alex Keeble-Toll	IGS - OES	Project Manager
Heidi Hall	Supervisor	Project Sponsor / Ad-Hoc
Robb Tucker	Supervisor	Project Sponsor / Ad-Hoc
Craig Griesbach	IGS	Project Sponsor
Trisha Tillotson	CDA	Project Sponsor
Erin Mettler	CEO	<i>Budget/Fiscal Analyst</i>

- **Donner Pass Snow Removal.**
  - California Highway Patrol (CHP) (Responsible for closing highway 80 and Donner Pass Road for safety)
  - Town of Truckee (Communities along Donner Lake are impacted by Traffic on Donner Lake Road and the Truckee Police Department is responsible for public safety)
  - Sugar Bowl Resort (Currently responsible for plowing Donner Pass Road, between the visitor Center and Town of Truckee, i.e. the gated section)
- **MicroTransit in Eastern Nevada County.**
  - Town of Truckee (Currently providing microtransit services within Town limits)

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- Sugar Bowl Resort (Currently providing summit shuttle services)
  - Donner Ski Ranch (Local partner and recipient of Summit shuttle services)
  - Nevada County Transportation Commission (NCTC) (Administrator of State and Federal funding)
  - Truckee North Tahoe Transportation Management Agency (TNT-TMA) (Responsible for coordinating marketing and local funding in Truckee/Noth Lake Tahoe)
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- **Environmental Health Ordinances**
  - **Noise Ordinance** - Planning will coordinate the preparation of a draft ordinance and the Sheriff's Department and Code Compliance Department are major stakeholders.
  - **Code Compliance Division – Code Violation Case Compliance Tools** – Community Development Agency Departments, Health and Human Services Agency, Sheriff's Department, Office of Emergency Services, Western and Eastern Nevada County property owners are major stakeholders.

Approved by (Project Sponsor): \_\_\_\_\_ Date: \_\_\_\_\_