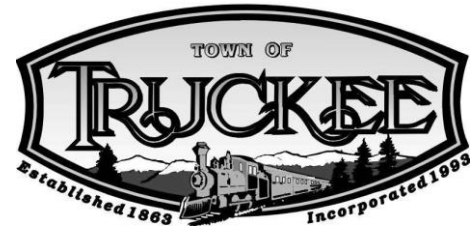


AGENDA ITEM _____

July 19, 2022

Honorable Mayor and Council Members

Jen Callaway, Town Manager



Title: Receive Fiscal Year 2021-23 Town Council Priorities and Work Plan Quarterly Update for the Period Ending June 30, 2022

APPROVED BY:
Manager

Jen Callaway, Town






RECOMMENDATION: Staff recommends the Council Receive the quarterly update on the Town Priorities and work plan progress from April 1, 2022, through June 30, 2022.

BACKGROUND: The Town Council and Leadership team held the annual two-day retreat, via zoom, February 1-2, 2021. The retreat, professionally facilitated by Management Partners, provided an opportunity for the Council to identify priorities, which will guide staff work for the next two years and chart a course for the Town as a whole. Based on these discussions the Council identified five major priorities that reflect the concerns and desires of the community, and are as follows:

1. Actively support the development of workforce housing.
2. Reduce greenhouse gas emissions and become a leader in environmental sustainability.
3. Enhance communication and public outreach to facilitate community cohesion.
4. Invest in key infrastructure and community connectivity, including the new library, bike trails, and transit alternatives.
5. Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation.

With Council identification of these five priorities, Town staff developed an achievable 2021-23 work plan. The work plan includes a series of goals and corresponding action items which, if implemented, would help bring the Council priorities into reality. The Council formally adopted the Council Priorities and Work Plan on March 23, 2021, and reaffirmed the two year priorities in February 2022 along with the commitment to the FY 2021-23 workplan.

Council reviewed the first quarterly report on July 13, 2021, for the period March – June 30, 2021. At this time Council directed to advance task items to include a feasibility study for a partner Biomass Facility and action items related to emergency housing measures. In addition, recognizing that the five Council priorities are interrelated and connected in many ways, Council asked that goals and task items include an indicator of related council priorities to serve as a reminder and reference point. With this direction in mind, staff included an additional column in the priority's matrix titled "Related Council Priority" and included graphics to represent the council priorities referenced. Therefore, in addition to the priority that the task item is specifically included under, goals and task items are identified as being related to one of the other four priorities with graphics as indicated below:

Graphic Representation	Priority
	Actively support the development of workforce housing
	Reduce greenhouse gas emissions and become a leader in environmental sustainability
	Enhance communication and public outreach to facilitate community cohesion
	Invest in key infrastructure and community connectivity, including the new library, bike trails, and transit alternatives
	Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation

At the February 2022 Council retreat, a discussion of the quarter ending December 31, 2021, workplan review occurred. At this time, Council identified that many of the task items are on-going in nature. To capture this, items that are on-going in nature but have been substantially complete are recorded as “Complete – on-going” to recognize the work done on these items but also the continued staff work that will carry forward. Staff will continue to provide updates as to related work in these areas in future reports.

DISCUSSION: Town staff committed to providing quarterly updates to the Town Council regarding progress of these priorities and action items and this report serves as the second update to the Town Council on the 2021-23 Council Priorities.

Update on 2021-23 Council Priorities and Action Items

The Town has made progress on several action items. The attached spreadsheet demonstrates completed action items (highlighted in green), items with significant progress completed, being defined for this report as 50% complete or greater, (highlighted in blue) and items that are in progress (less than 50% complete) or on-going in nature are (highlighted in yellow).

The following action items are action items that have been completed between April 1, 2022 and June 30, 2022 (including the items that are on-going in nature). Completed task items highlighted in green on Attachment 1 are for the entire period April 2021 – June 30, 2022:

Priority - Actively support the development of workforce housing:

Goal 3 – Implement programs to increase the production and creation of housing for the local workforce.

- Expand consultant support for housing program administration. (Task 3.7) – Complete: On-Going. Hired Housing Inc as program administrators for Below Market Rate program. Renewed Landing Locals contract for FY 22/23 for Lease to Locals program. BAE currently working on STR Token Program valuation.

Priority – Reduce greenhouse gas emissions and become a leader in environmental sustainability:

Goal 1 – Adopt Climate Action Element as part of the 2040 General Plan to reflect progress to date and prioritize focus areas for the next three years.

- Vehicle Miles Traveled (VMT) Thresholds (Task 1.2) - Complete. Town Council adopted a VMT Thresholds policy on April 12, 2022.

Goal 3 – Waste Reduction Efforts

- Tahoe Forest Hospital (TFH) cafeteria reusable (Task 3.4) - Complete. No additional action items related to this item as the hospital has indicated that they are not interested in the green box program but has added reusable plates to the cafeteria.

Goal 10 – Establish and Maintain Regional Community Partnerships

- Climate Transformation Alliance (CTA) (formerly referred to as Carbon Zero Truckee Tahoe) (Task 10.13) – Complete: On-Going. CTA and seventeen founding members launched on July 15, 2022.

Priority - Enhance communication and public outreach to facilitate community cohesion:

Goal 5 – Regional Partnerships

- Regional GIS users Group (Task 5.2) – Complete: Host semiannual regional GIS meetings where GIS and emergency preparedness folks meet to: share information and discuss future projects and collaborative opportunities.

Priority - Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation:

Goal 2 – Vegetation Removal and Fuels Reduction

- Town right-of-way fuels reduction (Task 2.1) – Project complete. Work completed in Prosser Lakeview and along Alder Creek Rd completed in first week of July to close out this project.

Goal 4 – Establish and Maintain Regional Community Partnerships

- GIS Support for Fire District Partnership Efforts (Task 4.2a). Complete – on-going: On-going support provided as needed.
- Partnership with Nevada and Placer County OES's for seamless response during a major incident (Task 4.5). Complete – on-going: There is still strong support for this as evidenced by recent COAD (volunteer group locally) where the OES functions are supporting and helping build the group to assist us in EOC operations. We continue to have strong partnerships with both county OES sections. We have developed several programs and collaborated on the area Emergency Manager's semi-annual meeting

The following action items have moved into the substantially complete, at least 50% complete, category within this three-month reporting period from April – June 2022 (all substantially complete items are highlighted in blue on Attachment 1):

Priority - Actively support the development of workforce housing:

Goal 3 – Implement programs to increase the production and creation of housing for the local workforce.

- Housing resources page for Town of Truckee current and potential employees. (Task 3.8) - 60% Complete. Staff has rolled out resources (in partnership with TTWHA) to Town employees and perspective employees. Working on crafting the website. Estimated completion date 10/1/22.

Priority – Reduce greenhouse gas emissions and become a leader in environmental sustainability:

Goal 1 – Adopt Climate Action Element as part of the 2040 General Plan to reflect progress to date and prioritize focus areas for the next three years.

- Establish real-time municipal GHG tracking dashboard (Task 1.4) - 50% Complete. Staff have worked with the consultant over the past few months to establish data collection links for necessary municipal energy use data. Dashboard development is in progress with anticipated initial launch of public dashboard this fall.

Goal 5 – Explore Bike, Micro-Mobility and Micro-Transit Feasibility Options

- Explore employee bike-at-work program feasibility (Task 5.3) - 50% Complete. While the Town-wide E-bike Share Program is delayed until 2023, the Town has been provided 5 E-bikes by the vendor for demo and use. Staff is working with the vendor to obtain concurrence that these bikes can be made available to Town staff in the interim for summer and fall 2022

Goal 7 – Community Incentive Programs for Sustainable Practices

- Housing Retrofit Pilot Program (Task 7.2) - 50% Complete. Council approved initial home energy efficiency retrofit incentive program. Staff are working with TDPUD and Liberty to launch this program, with anticipated launch in August. Staff are continuing to research and discuss with TDPUD incentive expansion options and will bring an update to Town Council approximately 6 months after the initial program is launched (early 2023).

Goal 9 – Sustainable Communities Certification

- Research Requirements (Task 9.1) - 50% Complete. Staff held kick-off meeting with VTT and their consultant to discuss certification process and requirements.

Priority - Invest in key infrastructure and community connectivity, including the new library, bike trails, and transit alternatives:

Goal 2 – Support Friends of the Library in New Library Project

- Negotiation with Truckee Sanitary District regarding in-kind price and terms for library land parcel in regional park (Task 2.1a) - 75% Complete. We have a draft Safety Element that has been reviewed internally by Town staff and TFPD. The Element will be reviewed by the GPAC in June and the Town Council and Planning Commission on July 12th.
- Town Involvement in JPA consideration and formation process (Task 2.2A) – 50% Complete. Ongoing. Staff have participated in two joint meetings with all partners and a individual meeting with consultants. The consultant process is anticipated to wrap up this fall, resulting in a work plan of next steps to facilitate JPA formation and Council consideration.

Goal 3 – Support Connectivity Through Infrastructure Development that Promotes Alternative Forms of Transportation

- Transit Center Relocation Land Acquisition and Planning (Task 43.15) - 90% Complete. Purchase Sale Agreement in final form for both buyer and seller. This has taken longer than anticipated as additional land was made available to the Town for support parking as well as snow storage and other Railyard District utility. Project is proceeding to 60% design with final 100% Plans, Specifications, and Estimate (PS&E) for Phase 1 on track for November deliverable.

Priority - Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation:

Goal 2 – Vegetation Removal and Fuels Reduction

- Explore potential partnership with existing biomass opportunities for vegetation removal projects (Task 2.2) - 50% Complete. Scoping study completed and presented to Council. Contract executed with Wildephor to complete full feasibility study of two biomass options, to be completed in mid-2023.

Goal 3 – Disaster Preparedness/Evacuation

- Update/Redo Town Emergency Operation Plan (EOP) including a Threat and Hazard Identification and Risk Analysis (THIRA) (Task 3.3 and 3.3a) - 75% Complete. We have completed the rough drafts of Base EOP (Parts 1 and 2) and required Muni Code updates. We are socializing with our public safety partners, employees, and community. We conduct a presentation for Council and then complete final edits. We are looking to take the base plan and Muni Code edits to Council in September.
- Ensure all Town Supervisors and Managers have required additional FEMA training (Task 3.7b) – 50% Complete. ICS 200 is required for all first line supervisors and above. It can be completed on-line or in-person. ICS 300 is

required for managers who may be assigned to the EOC and is an in-person, small group format course.

Goal 5– Emergency Communications Enhancements

- Establish a communications plan for emergencies (Task 5.1) - 50% Complete. This will likely be a part of the Alert and Warning Annex of the EOP with a separate document for the Town PIO (playbook).

Many other action items have had some work completed and/or are on-going in nature and work is expected to continue throughout the year. Staff continues to work diligently on these items. New action items that have been initiated this quarter and are in progress or less than 50% complete are highlighted below and captured in Attachment I. All projects in process, on-going and/or less than 50% complete are highlighted in yellow in Attachment I.

- Continue to work with special district partners on agenda monitor project to provide a wider distribution of agenda and packets without physical printing nor distribution (Climate Priority Task 4.8) – 10% Complete. Town staff is working with new staff at TDPUD to implement this solution.
- Contract with consultant to support town sustainability goals and initiatives (Climate Task 10.11) – 10% Complete. Contract underway with ID360 to support reach code project and NZero to support real-time GHG dashboard.
- Art Commission Work Plan and Opportunity Site Prioritization (Communications Priority New Task 6.4) 5% Complete. Art Commission to being re-initiate opportunity site discussions in August.
- West River Street Site Redevelopment (Infrastructure Priority Task 3.2) – Initial Design Complete. Land appraisal being updated. Council site visit occurred on July 6. Design to be reinitiated in next quarter.
- Pioneer Trail & Bridge Street Extension (egress rd) Feasibility Analysis (Emergency Preparedness Priority Task 3.2) – 20% Complete. Project has been delayed due to workload. Draft VMT analysis complete and under review by Engineering staff.
- Update Local Hazard Mitigation Plan (LHMP) in conjunction with County Office of Emergency Services (Emergency Preparedness Priority Task 3.5) – 25% Complete. We have submitted the RFI proposal (early 2022) for funding. Cal-OES has reviewed the proposal and a sub-application has been submitted. Cal-OES has reviewed the sub-application and is forwarding to FEMA for next level review. Nevad County is potentially going to have to conduct their own LHMP update as FEMA has not provided funding. If that is the case, the Town may have to move forward on its own. The

current LHMP expires in 2023.

New Items:

Two new items have been added to the workplan per staff's work efforts. Item 6.4 under the Town's Community Cohesion and Communications priority to work with the Art Commission to develop a work plan and opportunity site prioritization, and task item 6.3 under the Emergency Preparedness priority for High Frequency Communications Equipment Radio Grant.

Bike Rack:

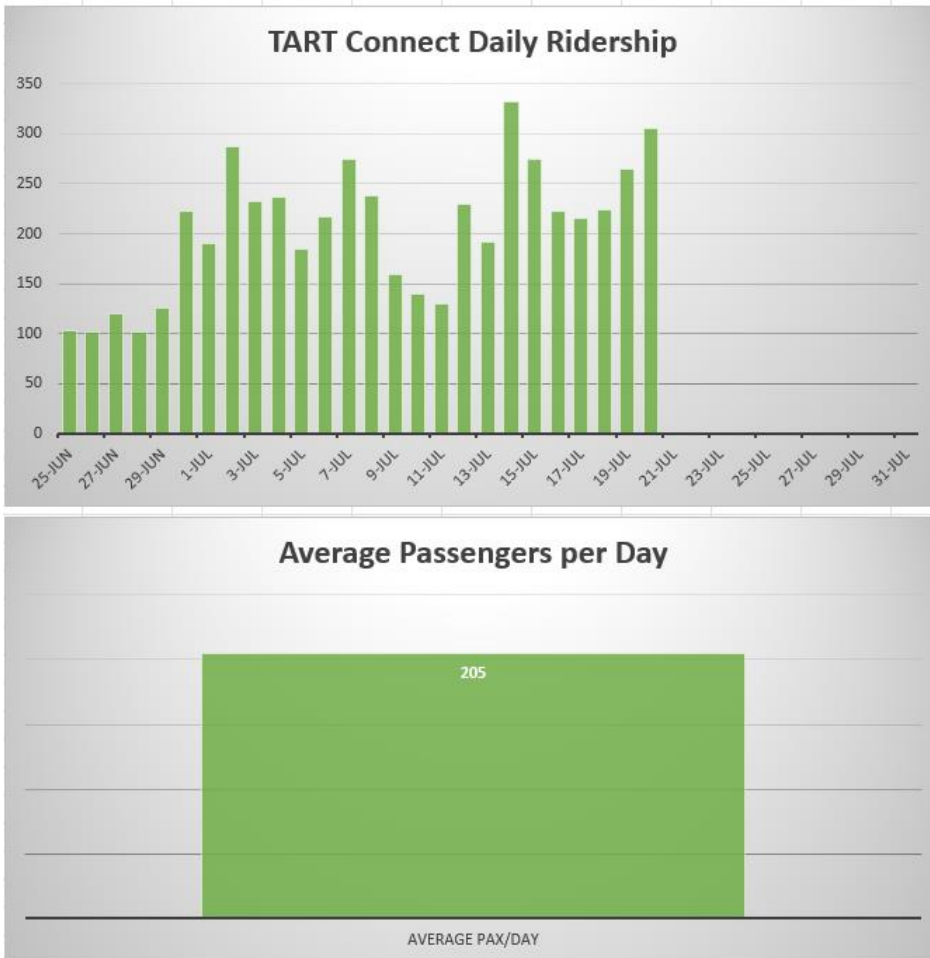
Lastly, a bike rack of action items is also maintained as open work items that, while not being addressed currently, could be advanced in lieu of another adopted work plan item given changing needs or circumstances.

No items have been added to the bike rack but Council has discussed the idea of a Climate Incentives/Initiatives Working Group. This item could be added to the bike rack however staff would note that there is no staff capacity at this time to facilitate this working group.

Other updates:

During the quarter Town staff and Town Council have made noteworthy progress on many task items, most notably the items below:

- General Plan: The Council, Planning Commission and Staff have held several General Plan meetings with community participation and engagement, including a Coffee Chat and social media videos. There are three draft elements left for review as well as the draft Environmental Impact Report.
- Microtransit: The TART Connect Microtransit Pilot Program was initiated on June 25th and is on day 26 at the time of preparing this report. Initial ridership shows strong and consistent utilization of the service with approximate 5,236 trips provided to date and an average ridership of approximately 205 passengers per day. This equates to approximately 17 passengers/hr in terms of transit "productivity."



Staff will be presenting more detailed data analysis and findings in the month of September and at the conclusion of the pilot. In advance of that, staff would like to highlight the following information as well:

- % of rides shared: 15%
- Average wait time: 7 minutes
- Average ride time: 9 minutes
- Average experience rating: 4.9 out of 5
- % of rides more than 5 min late to pickup: 2%
- % of rides with less than 45 min trip duration: 100%
- Ridership by Zone
 - Glenshire: 8%
 - Tahoe Donner: 23%
 - Hospital: 2%
 - Lake: 3%
 - Downtown: 64%

Over the course of the pilot staff will continue to receive daily ridership reports and continue with aggressive and strategic outreach and marketing that is informed by the ridership reports.

- E-bike: BCycle has delayed program launch to the spring of 2023 due to a number of issues, including staffing, supply chain and operational partnership availability. BCycle has had difficulty finding an operational partner to procure necessary storage and charging facilities that are required by BCycle. BCycle has asked to begin conversations with the Town of Truckee to see what kind of partnerships could be formed in which BCycle might rent space from the town. Staff will work with BCycle on this.

CONCLUSION:

The workplan update for the quarter ending June 30, 2022, is provided for council review and input. Staff and Council continues to be very busy and working towards completing many work items for the community.

PRIORITY:

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

Public Communication: This staff report.

ATTACHMENTS:

- Attachment 1 – Council Priorities 2021-23 Work Plan
- Attachment 2 - Other Significant Operational or Strategic Priorities
- Attachment 3 – Bike Rack of Items