



Date: December 9, 2025

Honorable Mayor and Council Members:

Author and title: Kelly Carpenter, Town Clerk

Title: **Clean-Up Portions of Truckee Municipal Code**

Jen Callaway, Town Manager

Recommended Action: That Council introduce Ordinance 2025-08 to clean up portions of the Truckee Municipal Code, specifically Chapter 1.04; Section 2.06.030, 7.03.010, 7.03.020, 7.06.020; Chapter 9.12; and Section 10.07.020; and amend Chapter 2.20 to enact a new Section 2.20.040.

Discussion: In support of the Council's 2025-2027 strategic plan and focus area to enhance communication and public outreach, Town staff contracted with CivicPlus to republish and maintain the Truckee Municipal Code on the Town's website to make the Municipal Code easier to search, more user friendly and codified on a regular schedule.

During the initial review process with CivicPlus, Town staff identified errors and inconsistencies in certain portions of the Truckee Municipal Code that require correction and recodification by the Town Council. The following is a list of the chapters and sections of the Truckee Municipal Code to be rectified and/or updated:

- Update Chapter 1.04 to include the new updated Town logo;
- Update Section 2.06.030 to amend the qualifications for members of Town appointed boards and commissions to allow participation on more than one board or commission at a time;
- Amend Chapter 2.20 to enact a new Section 2.20.040 to clarify the scope of the Town Engineer's authority under certain requirements of California law;
- Correctly codify Sections 7.03.010, 7.03.020, and 7.06.020 of the Municipal Code in accordance with Ordinances 2001-13 and 2016-05, replacing the existing text that includes codification errors;
- Renumber the only section of Chapter 9.12 to 9.12.010 for consistency with the beginning numbering of other chapters of the Truckee Municipal Code; and
- Correctly codify Section 10.07.020 to include a list of one-way Town streets and alleys.

Once Ordinance 2025-08 takes effect (30 days after adoption), these corrections will be codified by CivicPlus during its next quarterly supplication in March 2026.

Priority:

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

Fiscal Impact: The contract with CivicPlus for the initial term is \$4,604.86; renewal for year two is \$3,175.00.

Public Communication: This staff report.

Attachments:

Attachment 1: Ordinance 2025-08

Attachment 2: Redline edits to portions of Truckee Municipal Code