











**Priority: Housing Our Workforce**  
Increase the inventory of homes so that those who work here can afford to rent and/or buy






























Task	Goal	Lead Departments	Target Date	Related Council Priorities	Budget Reference Number (CIP or Ops)	Notes			
1	Policy: Update Land Use Documents to ensure they provide objective standards as required by State Law while maintaining maximum Town discretion and create conditions to increase the supply and diversity of workforce housing	Community Development/Housing	Fiscal Year 2022/23				Progress (Indicated complete, in-progress (percent complete) or not started) July 1, 2021 - June 30, 2022	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1.1	Update the General Plan	Planning	22-Nov		C1903	Includes any additional changes to the 2019-2027 Housing Element that come out of the General Plan Update.	In Progress (85%)	Draft General Plan released June 8, 2022. Joint TC/PC hearings ongoing throughout the summer.	Joint TC/PC meetings have been occurring during August-October. Final revisions to the draft GP are underway. Final adoption hearings are slated for early 2023.
1.2	Innovate Gateway	Planning	Jan-22		C1917	Land use planning process to study new housing, economic development strategies, and sustainable mobility opportunities within the Gateway Area. This project builds from the recent Envision DPR work and provides an opportunity for the community to discuss the look, feel, character and types of uses that are most desired and appropriate for the Gateway Area.	In Progress (95%)	Almost complete. Certain aspects of the Innovate Gateway strategy have been incorporated into the draft General Plan and Development Code Amendments have been made.	Final changes will be incorporated into the GPU which will be considered in early 2023.
1.3	Housing Density Site Analysis (SB2)	Planning + Housing	Nov-22		C1918	SB2 Consultant is working on CROA document (General Plan EIR) for selected sites: High Altitude Fitness - 8 units, Tahoe Truckee Lumber - 50 units with 0.2 FAR for commercial (DMU zone district), Jibboom - 60 units and 10K of commercial, Gateway - High Density LUA, CHP site - 40 units	In Progress (85%)	No further change, incorporated into the general plan process.	The SB 2 sites will be included in the final GPU and adoption hearings are scheduled for early 2023. They have also been analyzed in the draft EIR.
1.4	Objective Design Standards for Multi-Family	Planning	Jul-05		C1903	Request for Proposal (RFP) out for consultant. LEAP Grant Funded	In Progress (65%)	The consultants have created draft objective design standards; we've worked with a stakeholder group to review, and the Town will be reviewing the document in the coming weeks with a community workshop anticipated in fall.	Staff is still reviewing the draft objective design standards and working with the consultant on refinements. The outreach process has been pushed out due to delays associated with the GPU. The public process is expected to occur in early 2023.
1.5	Joerger Ranch Specific Plan Revisions (Housing Related)	Planning	Currently underway			Specific Plan amendments to address inclusionary / workforce housing, broken into two phases—Phase I focused on more clean-up type amendments and Phase II focused on more comprehensive amendments.	In Progress (50%)	No progress.	No progress/on hold pending completion of the GPU.
1.6	Review current affordable housing policies; potential updates	Planning + Housing	2022			Staff to conduct audit of existing affordable housing policy (potentially expanding policies to serve higher-AMI levels). Potentially hire a consultant to review existing affordable housing policies and provide recommendations. Will also be included in the Mountain Housing—Council (MHC) Regional Housing Implementation Plan effort.	In Progress (50%)		
1.6A	Review current Multi-Family and affordable housing policies; consider potential updates and incentives	Planning + Housing	FY22-23			Staff to conduct audit of existing multi-family housing policies (including affordable housing). Potentially hire a consultant to review existing policies and provide recommendations. The idea to broaden this effort to include all multi-family came out of the development of the BMR Housing Program. Through review and potential update of policies and consideration of new incentive opportunities, there is an opportunity to create a menu of incentives to help drive the types of workforce housing produce that best aligns with the Council's established housing priorities.	5%	Anticipated General Plan/Housing Element action item.	Anticipated General Plan/Housing Element action item. (to occur following adoption of GPU)
2	Collaborate with regional and State/Federal partners to develop policies, funding strategies and approaches to increase housing for local workforce	Housing /Community Development							
2.2	Coordinate and partner to create housing on public agency owned land	TMO, Housing, PLN	Jun-23		CIP 2013	Exploring opportunities to partner and develop housing on land owned by local public agencies and state agencies.	In Progress (50%)	The Planning Division has included the USFS Public Service Center property in the General Plan and EIR to allow consideration of a new land use designation and zone district which would allow housing.	This will be evaluated during adoption hearings for the GPU and EIR. If approved, Planning Division staff will then need to process a rezone for the property.
3	Implement programs to increase the production + creation of housing for the local workforce	Housing /Community Development/Administrative Services	Jun-21						
3.2A	Implement new Below Market Rate housing program to purchase deed restriction as a tool to help fulltime resident have access housing inventory and to ensure long-term preservation of workforce housing inventory	Housing	FY22-23		C2014	3.2A is a new work plan item added as the next step following task 3.2: understanding the feasibility of a BMR program. Implementation and administration of this program will likely require additional consultant support from a specialized program administrator.	90% Complete	Hired consultants Housing Inc as Below Market Rate program administrator. Target program launch September 2022.	Council approved updated program guidelines, including name change to Truckee Home Access Program. Have developed program application, updated website, scheduled workshops, and created marketing materials. Program will launch October 2022.
3.4	Develop housing on Town owned land (High Altitude Fitness Site 5 acres (edited)	Housing + Planning	2022		CIP 2013	See 2.2 for description—work with regional partners, potentially via the IPA, to hire a developer to create for-sale, deed restricted housing on public agency owned land. Research includes building off of Town site analysis work (SB2) as well as additional due diligence and financial feasibility work.	30% (see task 3.2)	Same update from March.	No progress/on hold pending completion of the GPU.

3.5	Included a dedicated 1.0 FTE Senior Planner position to add capacity to housing program	Planning	9/30/2021		Ops Budget	Expand capacity of Housing Program through the addition of staffing--specifically 50% time from a Senior Planner who can focus on policy and land use planning side of work.	In Progress (10%)	The Planning Division has not been able to fill this position after 3 rounds of recruitment. We are now exploring other options, including trying to hire a land use consultant.	The Planning Division has not been able to fill this position after 3 rounds of recruitment. We are now considering using a recruitment firm to assist with the hiring process.
4	Implement programs to increase energy efficient housing + decrease costs	Housing/KTG							
4.1	Evaluate current deed restricted housing monitoring program	Housing + Contractor (JoAnn)	2022		CIP 2014	Currently the Town monitors 417 deed restricted housing units. This number is expected to grow by 200-300 in the next 3 years. Program currently includes annual monitoring of deed restricted housing by outside contractor. In 2021, staff will begin monitoring ADU deed restrictions. Staff plans to explore opportunities to expand current monitoring program based on research from other communities.	15%		

<div>  <div> <b>Priority: Housing Our Workforce</b>            Increase the inventory of homes so that those who work here can afford to rent and/or buy         </div>  </div>									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	Budget Reference Number (CIP or Ops)	Notes	Progress (Indicated complete, in-progress (percent complete) or not started) July 1, 2021 - June 30, 2022	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1	Policy: Update Land Use Documents to ensure they provide objective standards as required by State Law while maintaining maximum Town discretion and create conditions to increase the supply and diversity of workforce housing	Community Development/Housing	Fiscal Year 2022/23				Progress (Indicated complete, in-progress (percent complete) or not started) July 1, 2021 - June 30, 2022	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1.7	Short Term Rental (STR) Ordinance updates	STR division; Town Manager's Office	1/1/2022- 10/30/2022			The Town committed to reviewing the progress of STR enforcement after the first year of ordinance implementation (January 2022) to determine if additional changes are needed. If updates to the ordinance are desired, a future community engagement process could take place in 2022. This process could consider whether or not there is a goal of proactively managing community visitation patterns or housing through limitations on the number or usage of STRs	1	Ordinance took effect on schedule and applications opened for new registration and waitlist.	
2	Collaborate with regional and State/Federal partners to develop policies, funding strategies and approaches to increase housing for local workforce	Housing /Community Development							
2.1	Commitment to working with regional housing coalitions	Housing, Town Manager's Office, Planning	On-going (3 years)		CIP 1814	Town continues to work on regional housing solutions with various partners and funding regional partnership and coalition efforts. Benefits include creating housing throughout the region to serve workforce housing needs. CIP funding includes a three year membership commitment to Mountain Housing Council (MHC) and a potential new membership position with the employer-focused housing entity.	Complete - on-going		Ongoing
2.1a	Work with MHC to develop Regional Housing Implementation Plan and update Regional (and Town of Truckee) Housing Needs Data	Housing, Town Manager, Planning	June 2021–Updated Housing Needs Data. 2022 for Regional Housing Implementation Plan		CIP 1814	2.0 is working on updating housing needs, developing regional housing implementation plan, connecting housing funds, community outreach, etc.	Complete		Working with MHC in an advisory role to do an updated 2023 Housing Needs Assessment.
2.1b	Explore potential membership in the Tahoe Truckee Workforce Housing Agency IPA. Conduct Town of Truckee Employee Housing Survey to understand needs and how IPA can assist with ToT employee programs	Housing, Town Manager, Administrative Services/HR	Jul-21		CIP 1814	Exploring membership in Tahoe Truckee Workforce Housing Agency Spring 2021 (IPA). Membership benefits of being in the IPA include: housing concierge services for staff, development on agency owned sites. Priority housing will be for-sale housing (e.g. Townhomes) serving the workforce (moderate and above moderate levels). Conducting Town of Truckee Employee Housing Survey to understand needs as part of IPA membership exploration. (Spring 2021)–hired consultant to conduct survey.	Complete	Joined Tahoe Truckee Workforce Housing IPA as of September 2021	TTWHA launched partnership with Landed, Inc. in August 2022 for downpayment assistance, which is currently on hold. Town shares IPA communications, including available housing with Town staff. Staff participating in TTWHA strategic planning process.
2.3	Collaborate and partner with regional stakeholders to accelerate solutions to housing for a range of income levels	TMO, Housing, Keep Truckee Green, PLN	On-going			Includes on-going coordination with MHC, Truckee Tahoe Workforce Housing Agency (TTWHA), Sierra Community House (SCH), Homeless Coalition of Tahoe Truckee, CATT, TSBOR, HOA's, State, Placer and Nevada Counties, etc.	Complete - on-going		Ongoing
2.4	Coordinated Legislative Advocacy with MHC and Nevada County on State Housing Bills	Town Manager's Office + Housing	On-going		CIP 1814	Staff working to align policy platforms between Town, MHC, Nevada and Placer County on housing bills to strengthen results	Complete - on-going		Ongoing participation on MHC policy committee, including October 2022 planning workshop.
3	Implement programs to increase the production + creation of housing for the local workforce	Housing /Community Development/Administrative Services	Jun-21						
3.1	Implement an Accessory Dwelling Units (ADU) program to increase the production of new ADUs and permitting of existing units	Housing + Planning + Building	On-going		CIP 2011	Continue implementing ADU Program to create 25 new ADUs per year of which, 9 would be deed restricted for moderate to low income employees. Loans and grants offered for deed restricted units.	Complete - on-going	Ongoing. 17 individuals have inquired about ADU funding. We have received 7 applications for the existing unpermitted mini grant and 1 application for the PLHA \$50,000 loan for new construction. One mini grant project has been completed, and a second is waiting on the certificate of occupancy.	Ongoing. 26+ individuals have inquired about ADU funding. We have received 9 applications for the existing unpermitted mini grant and 2 applications for the PLHA \$50,000 loan for new construction. Two mini grant projects have been completed and the grants distributed. One mini grant recipient rented to a local worker through Lease to Locals.
3.2	Understand feasibility of expanding deed restriction program to include purchasing deed restrictions from local workforce home buyers (Below Market Rate Housing Program)	Housing	2022		CIP 2014	Feasibility of Deed Restriction program would provide funding (e.g. \$60K per home ) to homeowner purchasing new homes. Helps with down payment and preserves home for long-term affordability. Placer just approved a similar program—Housing Preservation Program. Staff to research and engage outside legal opinion as part of research and development.	Complete	Ongoing. Working on Short Term Rental Token Program for STR certificate as deed restriction incentive.	See 3.2A
3.3	Continue Long-Term Rental grant program to unlock long-term rentals from existing housing units	Housing + Town Clerk + Administrative Services + Lending Locals contract	On-going		CIP 2013	Continue to implement long-term rental grant program—offering homeowners \$3K to long term rent their homes to local employees making no more than 120% AMI (change to 150% AMI). Goal is to unlock 25 new long-term rentals per year. Created a new goal for Year 2: Serve 100 employees per year	Complete	Ongoing. 73 units converted to long term rentals since program inception, housing 113 workforce members and 17 children, total of 140 people housed. Fifteen homeowners from pilot program renewed long term lease.	Ongoing. 96 units converted to long term rentals since program inception, housing 155 workforce members and 36 children, total of 191 people housed. Sixteen homeowners from pilot program renewed long term lease.
3.3a	Expand LTR Grant Program to include response to more immediate housing needs				CIP 2013 + additional TBD	Program Expansion: proposal to include rooms, shorter leases, increase grant amount, shift to grants based on employees served vs. homes, etc.	Complete		
3.6	Successfully apply for a Civic Sparks Fellow to support Housing initiatives	Housing	9/30/2021		Ops Budget	Expand capacity of Housing Program with addition of a Civic Sparks Fellow for 11 months starting in Sept. 2021. Fellow will focus on research and outreach.	Complete		Despite lengthy recruitment process, CivicSpark fellow was not hired for 2022-23. Housing division is exploring utilizing contractors as needed to add capacity, and working with CivicSpark staff to improve recruitment for 2023-24









NEW 3.7	Expand consultant support for housing program administration	Housing	5/1/2022		Ops Budget, C2014	Expand capacity of Housing Program through additional specialized consultant support. This will likely include program administration for the new Below Market Rate program (workshop item 3.2A) and consideration of multi-family housing policies and incentives (1.7A).	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.	Housing Inc is serving as Program Administrators for THAP, Landing Locals continuing for FY 22/23 Lease to Locals, BAE completed draft memo for STR Token Program valuation. Renewed contract with Gina Jones as Program Administrator for ADU Loan Program.
NEW 3.8	Housing resources page for Town of Truckee current and potential employees	Human Resources/PIO	7/1/2022		Ops Budget	Create a reference page under the Human Resources page that consolidates all the resources available to current and prospective employees.	Complete	We have rolled out resources (in partnership with TTWHA) to Town employees and perspective employees. Working on crafting the website. Estimated completion date 10/1/22. Target completion by September 30, 2022.	Complete.
4	<b>Implement programs to increase energy efficient housing + decrease costs</b>	Housing/KTG							
4.2	Research Housing Retrofit Pilot and Energy Efficiency Grant Program	Keep Truckee Green + Housing	Fiscal Year 21/22-Fiscal Year 23/24		C1510	Program will provide incentives for home owners to implement home improvements to reduce costs + energy use within existing homes. Research grants or other incentives for homes implementing beyond Title 24 requirements for energy and water savings. Research and development will take place Fiscal Year 21/22 with pilot program anticipated Fiscal Year 22/23.	Complete		Initial program approved by Town Council and launched in partnership with TDPUD in October 2022. Staff will track program interest and results and will bring update to Council after 6 months, with possible program expansion.

<div>  <div>Reduce Greenhouse Gas Emissions and become a Leader in Environmental Sustainability</div>  </div>									
Task	Goal	Lead Departments	Target Date	Initiated Council Priorities	CP Reference Number	Notes	Progress (indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1	Adopt Climate Action Element as part of the 2040 General Plan to reflect progress to date and prioritize focus areas for the next <b>three years</b> .	Community Development	Fiscal Year 2022/23						
1.1	General Plan update	Planning	Mar-23		C1903	includes creation of a Climate Action Element with goals, policies and actions.	In progress, 85% complete (specific to the draft Climate Action Element)		Adoption scheduled for early 2023
1.1	GHG Re-inventory	Keep Truckee Green	Fiscal Year 22/23-23/24		C1904	Completed approximately every 6 years to inventory municipal and community-wide GHG emissions	In progress - <10% complete		
1.4	Establish real-time municipal GHG tracking dashboard	Keep Truckee Green	FY21/22-22/23		C1510	Implement a real-time tracking dashboard to identify opportunities for improving municipal building energy efficiency and GHG reduction.	In Progress 75% 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.	Public Portal launched Oct 2022 including Scope 1, 2 and 3 emissions from municipal operations. Now, Zero is performing further data analysis to support identification of Town building/operations GHG reduction strategies.
2	Preservation of Donner Lake	Police/Public Works							
2.1	Partnership with Truckee Donner Recreation and Park District (TDPRD) on Aquatic Invasive Species (AIS) Grant	Police	On-going			N/A for CP. Notes: Fiscal Year 21/22 - TDPRD will be awarded a grant specifically for improving lake accessibility. Examples of the improvements are: improvements to the boat launch, public piers, boat launch parking, bathroom, staff lock. Fiscal Year 22/23 - Truckee Police Department (TPD) will research gate software, which will include advanced technology for lake access. TPD will research agencies that can update our AIS mitigation plan. This plan was last updated in 2011. TDPRD to continue construction on improvements. TPD to update the AIS mitigation plan, and have approved by the State scientist.	Fiscal Year 22/24 Continued - TPD & Truckee Donner Recreation and Park District (TDPRD) to hold public workshops for public input on installing a gate at the public boat launch. In 2016, two public workshops were held and two public surveys were administered regarding the installation of a gate at the public boat launch. At that time, it was decided not to install a gate due to public comment and the lack of community support. Fiscal Year 24/25 - Installation of a gate at the public boat launch if decided upon. Vessel testing will be completed annually. As well as continued public outreach and education. TPD works collaboratively with Tahoe Donner Homeowners Association (TDHA) and Donner Lake Property Owners Association (DLPOA) to ensure all vessels launching at their ramps have a current Donner Lake sticker.	In progress <10% complete.	Fiscal Year 23/24 - Truckee Police Department (TPD) will research gate software, which will include advanced technology for lake access. TPD will research agencies that can update our AIS mitigation plan. This plan was last updated in 2011. TDPRD to continue construction on improvements. TPD to update the AIS mitigation plan, and have approved by the State scientist.
2.2	Update Development Code Donner Lake docks / piers standards	Planning	Fiscal Year 21/22			Since the settlement agreement with State Lands Commission, more oversight has been shifted to the Town and the Town does not have adequate regulations.	Not Started		Not started
3	Waste Reduction Efforts	Keep Truckee Green							
3.1	Single Use Ordinance	Keep Truckee Green	Fiscal Year 21/22			Resume development of single-use food waste reduction ordinance. This will begin by initiating a stakeholder group and identifying business assistance opportunities as policies are developed.	85% complete.	The Single-Use Foodware Reduction Working Group completed its final meeting in June 2022. The working group provided three policy recommendations. Staff are gathering public feedback via a community survey (400 responses received) and a business survey. Staff will present ordinance recommendations to Council in Summer/Fall of 2022.	Stakeholder group recommendations, business and community survey feedback and staff recommendations were presented to Council in August 2022 and Council accepted recommendations and directed staff to draft ordinance. Ordinance first reading completed October 25, 2022. Second reading scheduled for November 8.
3.3	School Cafeteria reusable	Keep Truckee Green	Fiscal Year 22/23			Collaborate with TTHS food services to expand reusable items in school cafeterias.	20% complete	Staff have discussed reintroducing cafeteria reusable with TTHS/TTUSD staff for the 22/23 school year. Staff are working to identify a timeline, but will likely coincide with January 2023.	
3.5	Expansion of green box program	Keep Truckee Green	On-going			Resume use of green boxes and reach out to new businesses to participate in the program. Increase promotion of green boxes. Continue collaborating with regional partners to assist in providing start-up information for emerging basin programs.	40% complete	Staff added an additional restaurant (Bist Pic) to the green box program and continue to reach out to new businesses.	
4	Reconcile sustainable practices into Town policies and	Keep Truckee Green/Public Works	Fiscal Year 21/22						
4.1a	Administrative Services Staff collaboration to implement sustainable purchasing practices	Administrative Services/Keep Truckee Green				Create specific guides for purchasing staff within each department. Centralize purchase of recycled content paper for Town as organization. Develop & implement ongoing training for staff.	75% complete		All departments are coding paper purchases to a project in New World. Purchases for copy paper had to move from 100% to 30% recycle due to supply chain.
4.3	Conversion to Renewable Diesel and providing access to renewable diesel for other agencies	Public Works	Fiscal Year 21/22-22/23		C2021	Memorandum of Understanding (MOUs) in place with TPD and TDPRD for use of Town fueling facilities. Construction/installation of additional storage tank in 2021.	In progress - Design is 80% Complete. Fuel Tank will be construction in 2022.	No work completed last quarter. Waiting to bid in fall/winter.	Now using 100% NETE renewable diesel for Town vehicles, which we can use for all diesel vehicles all year round. Last year we received the wrong product, which was unusable in the cold. Waiting to bid in winter for fuel tank.
4.5	Explore options to reduce employee VMT from commuting	KTD	6/30/2022				20% Complete	Work from home on Friday pilot program has continued this summer and staff are currently evaluating this pilot program.	E-bikes now available at Town Hall for short trips during breaks, lunch, and after work to promote use of transit to work and carpooling so employees have access to alternative transportation without their car at work.
4.6	Initiative to reduce paper checks (move to primarily Electronic Fund Transfer (EFT)/Purchasing (PCards))	Administrative Services	On-going			When we create a new vendor we will send them our ACH Setup form. We will conduct an audit once a year to reach out to our established vendors to encourage them to setup direct deposit. When we request updated W-9s we will send them our ACH Setup form. We will setup all of our ACH accounts on auto pay with the PCard, in the last year we sent out on average 20 checks a month.	On-going, the ACH portion is about 15% complete.		
4.7	Continue to explore technology to reduce paper use and distribution (i.e. Electronic Agenda Packets, DocuSign, electronic Forms, TPOC electronic document filing system and Electronic Document Management System (EDMS) implementation)	Clerk/Communications and Planning	On-going				on-going		
4.8	Continue to work with agencies on distribution of agendas - consider options to provide a wider distribution of agendas - packets without physical printing or distribution (digital-only - dedicated email distribution list)	Clerk/Communications and Planning	Fiscal Year 22/23		C1906				
5	Explore bike, micro-mobility and micro-transit feasibility options	Keep Truckee Green/Community Development							
5.1	Research feasibility and appropriateness of micro-mobility (e-bike/scooter) use on paved trails	Keep Truckee Green/Transit	Fiscal Year 21/22-22/23			Explore implications of alternative transportation modes on Town trails	In Progress - 50%		E-bike technology has transitioned from emerging technology to being common state of practice technology. In recognition of this, Town staff continue to monitor and evaluate and promote e-bike etiquette and "rules of the road" working with Truckee Trails Foundation, Tahoe Fund, and other local entities.
5.2	Explore bike share program feasibility	Planning/transit	Fiscal Year 21/22-22/23			Exploration of options to provide a town or regional bike share program	80% Complete	Feasibility process was streamlined in the Request for Proposal process and staff's previous experience which resulted in the selection of a qualified vendor in Bicycle. Site Planning was conducted during winter and spring of 2022 with Phase 1 site selected for a Summer 2022 launch. However due to the following reasons cited by the vendor launch has been delayed until Summer 2023. The following is an update of those issues. A several overseas e-bike production facilities have delayed delivery of e-bikes until later this summer due to factory shutdowns due to Covid controls that were put in place.	Town sponsored E-bike Share Program scheduled for launch in Summer 2023. Bicycle was onsite for a fall visit to formalize plans for Summer 2023 launch and evaluate opportunities for administrative and maintenance space. One such opportunity that exists that would benefit both parties is utilization of the former Carp Trail at Riverview. This would potentially serve as the bike assembly location, daily maintenance, and battery charging.
5.4	Micro-transit feasibility study	Transit	Fiscal Year 21/22			Exploration for options on expanded dial-a-ride/shuttle micro-transit service in collaboration with Nevada County Transportation Commission (NCTC)	75% Complete	# The 3.0 docks are reliant on a micro-chip that controls the functionality of the dock and its communication to the AC web admin platform. This component remains in beta. Microtransit Pilot is launched as of June 25 and ridership has been robust and outperforming existing Truckee TART services by a factor of approximately 2.1. This pilot is scheduled to conclude on September 5th after which time the formal Feasibility Study will be ramped up as information collected as part of the pilot will be utilized to inform the study and evaluated against current and planned services in adopted Short Range Transit Plan. This will assist in determining the overall feasibility and financial viability of Town-wide Microtransit.	Summer Pilot concluded on September 5th and resulted in approx. 20,000 passenger trips and 273 passengers per day. This resulted in a 130% increase in overall transit ridership system-wide. A Summer Pilot Summary Report has been prepared that includes both qualitative and quantitative data related to trip purpose, trip length, experience, and feedback on future transit system design. Given the success of the Summer Pilot, staff is planning and pursuing a Winter Pilot with similar funding sources and associated commitments. Securing these approvals and endorsements will have to be extremely expeditious to meet the schedule for planning, marketing/outreach, and launch. Winter Pilot Service is proposed from December 15 - April 2nd from 8AM - 10PM and again, would complement existing Truckee TART fixed route and Dial-a-ride services. In addition to the pilot services, the Feasibility Analysis is continues to evaluate and determine a redesign of the Truckee TART system focused on the Microtransit Model.
6	Support connectivity through Infrastructure Development that promotes alternatives forms of transportation	Public Works							















6.1	Truckee River Legacy Trail Phase 4	Public Works/Engineering	Design underway. Construction in Fiscal Year 22/23		C0702	Partially unfunded. Includes Measure R and funding partnership with Truckee Donner Land Trust (TDLT).	Construction started in July 2022.	Construction underway with completion in 2023. Truckee River bridge alternative is being evaluated.	Construction underway with completion in 2023. Truckee River bridge alternative is being evaluated.
6.2	Pioneer Trail & Bridge St. Extension	Public Works/Engineering	Design initiated in Fiscal Year 22/22		C1503	Construction is unfunded.	In progress. 20% complete.	Project has been delayed due to workload. Work will re-initiate this fall/winter.	Project has been delayed due to workload. Work will re-initiate this winter.
6.3	Church Street Extension/Trout Creek	Public Works/Engineering	Construction in Fiscal Year 21/22		C1804	\$3.3 million in grant funds.	Construction started in May 2022. 40% complete.	Construction underway with a current planned completion of 2023.	Restoration of creek is nearly complete. The extension of Church Street, the roundabout at Church Street/Glenhaven, and plant establishment along the creek will occur during the summer of 2023.
6.4	Streetscape Improvement Projects	Public Works/Engineering	West River Construction in Fiscal Year 22/23		C1703, C1806, C1807	Bridge/Ribbon design partially funded in Fiscal Year 22/23 and Church Street unfunded.	Not started.		Work has not started.
6.5	Transit Center Relocation	Public Works/Transit	Fiscal year 22/23+		C1820	Feasibility study completed. Pursue land acquisition for new site. Construction is largely unfunded.	In Progress - Phase 1 - 80%, Phase 2 - 30%	Phase 1 site design is now 30% design on the preferred alternative. This project will be constructed in two phases with Phase consisting of civil site improvements and minor passenger amenities such as shelters, benches, shade structures, trash cans, and landscape improvements. All utilities will be incorporated and accommodated in Phase 1 to support Phase which will include construction of Transit Center. The phase approach is necessary to accommodate funding strategy and expend current funds that have 2023 timeline.	Phase 1 of the Transit Center Relocation Project is at 100% Plans, Specification, and Estimate (PS&E) and ready to bid. Staff is currently working through some final permitting associated with the federal National Environmental Policy Act (NEPA) clearance to make the project eligible for current and future federal funding. FTA Region 9 and Caltrans are supporting this effort with advertisement schedule for late winter/early spring. Lastly, staff is working to re-imagine the Transit Center in the form of a "Truckee Railroad Mobility Hub" in light of findings from the Microtransit Pilot Project as well as other micromobility initiatives associated with E-Bike Share that support both local and regional mobility and connectivity. Finally, the Purchase Sale Agreement with Truckee Development Associates has been finalized and is under final review by TDA representatives.
6.6	Ribbon Street Sidewalk Feasibility Study	Public Works/Engineering	Design Complete Fiscal Year 22/23		C1824	Construction is unfunded.	In progress. 20% complete.	Project on hold due to workload.	Project on hold due to workload.
6.7	Church Street Extension/Trout Creek restoration	Public Works/Engineering	Fiscal Year 22/23		C1804	\$4.3 million in grant funds for creek portion of work. Road portion of work to be funded with locally raised funds.	On hold due to workload.		
7	Community Incentive Programs for Sustainable Practices	Community Development	on-going						
7.1	Woodstove Replacement Program	Planning - Keep Truckee Green	on-going		C1509	Provide financial incentives to homeowners to replace non-compliant woodstoves with new non-wood heating sources or Environmental Protection Agency (EPA) certified woodstoves. This program is funded through air quality mitigation fees.	In Progress (75%)		Ongoing implementation through Planning Division
7.2	Housing Retrofit Pilot Program	Keep Truckee Green - Housing	Fiscal Year 21/22-Fiscal Year 23/24		C1510	Program will provide incentives for home owners to implement home improvements to reduce energy use within existing homes. Research and development will take place Fiscal Year 21/22 including exploration of partnership opportunities with existing TDPUD rebate programs. Pilot program anticipated Fiscal Year 22/23.	Research phase and partnership exploration. In progress. 50%	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).	Contract is officially in place with TDPUD as of October 20th, 2022. Due to legal requirements that restrict TDPUD's use of their software, Liberty will not participate in this phase of the program. The first phase expands TDPUD's existing rebate to all TDPUD customers, regardless of fuel source (which were previously only available to those with electric heating). Staff are now entering the outreach and implementation phase. After 6 months there will be a program review, with opportunity to alter the incentives.
7.3	Explore building reach codes	Keep Truckee Green/ CDD	Fiscal Year 21/22-Fiscal Year 22/23		C1510	Research and consider adoption of local building energy code that "reaches" beyond the state minimum requirements for energy use in building design and construction. Research will take place Fiscal Year 21/22-22/23	25% Complete	Staff worked with ID860 to hold a kick-off meeting, policy meeting, and establish a stakeholder advisory committee. Committee held first meeting in June and plans three additional meetings in addition to two community engagement meetings to inform reach code recommendations.	Staff and ID860 are still in the research and outreach phase as we wait for final cost-effectiveness data from the State. Three stakeholder meetings and two community meetings have been held. Two more stakeholder meetings are planned with one more tentative community meeting once the Stakeholder Committee has finalized recommendations. Concurrently, there will be a community survey to provide feedback on the recommendations. TRC has projected that their custom Truckee cost-effectiveness analysis will be completed in January 2023, after which the Stakeholder and Community meeting will follow.
7.4	Explore feasibility of business sustainability grant program	Keep Truckee Green	Fiscal Year 22/23		C1510	Partnership to support implementation of sustainability initiatives.	25% Complete	Business grants to support implementation of new single use foodware policies were discussed with the working group and will be considered as part of the single use foodware policy implementation. Additional business sustainability grant programs will be considered following implementation of this program.	Business grant program to support implementation of single use foodware policies will be developed in December 2022, following second reading of single use ordinance.
8	After, Recycle, Green, waste and Compost Programs	Keep Truckee Green							
8.1	Source separated public recycling containers	Keep Truckee Green	Fiscal Year 20/21-21/22		C1822	Purchase and install additional solar trash/recycling compactors	In progress, 75% complete	All cans are modified and still in testing through Summer 2022 before purchasing more cans.	Cans were tested through summer peak season and performed well. Locations have been finalized with TOMA, can color will be finalized with SHMC this fall, and new cans should be ordered before end of calendar year.
8.2	Study green waste disposal incentive	Keep Truckee Green				Understand behavior of material flow to determine Town's diversion rate			
8.4	Exploration of commercial/business garbage collection improvements	Keep Truckee Green	Fiscal year 21/22-22/23			Survey businesses and coordinate participation in consolidated recycling and/or trash service for Commercial flow alley	Ongoing - 20% complete		Staff have engaged in some discussions and conversations with businesses.
9	Sustainable Communities Certification	Keep Truckee Green/Town Manager's Office							
9.3	Collaborate with VTT and community partners to apply for sustainable communities certification		Fiscal Year 22/23-23/24			This initiative will sequentially follow the General Plan update and Short Term Rental (STR) ordinance review/ potential update process.		Per discussion with VTT and their consultant, this process will sequentially follow the General Plan public engagement process, in 2023	
	Explore incorporation of additional sustainable tourism aspects into the Town's special events permit process		Fiscal Year 22/23					Bike valet program piloted at Truckee Thursdays and Music in the Park events this summer. Staff will discuss viability of program expansion to other events with TTP following summer season.	Both 2022 Special Event Shuttles and Microtransit operated during the summer event season with Truckee Thursdays being the highest days of average ridership and the highest single day ridership at 187 passengers. One of the primary reasons noted for using Microtransit was to avoid looking and/or pay for parking which is at capacity and at a premium during events. As part of the Special Events process, staff has convened an Internal TAC to re-evaluate the current Special Events Policy and permitting process to improve processes, including planning and operations and evaluate opportunities to further mitigate community and environmental impacts of events. Per previous Council comments, Council may wish to discuss de-prioritizing discussion of special event single use foodware requirements in order to prioritize consideration of a water bottle ban.
10	Establish and Maintain Regional Community Partnerships	Keep Truckee Green/Town Manager's Office/Public Works							

Task items in Section 10 are all complete
















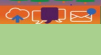

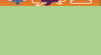

Reduce Greenhouse Gas Emissions and become a Leader in Environmental Sustainability									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CP Reference Number	Notes	Progress (indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
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	Community Development	Fiscal Year 2022/23						
3.2	Vehicle Miles Traveled (VMT) Thresholds 2.0	Planning / Engineering	2023			Review current VMT thresholds to determine if changes are needed.	Complete	Town Council adopted a VMT Thresholds policy on April 12, 2022.	
1.4	Establish real-time municipal GHG tracking dashboard	Keep Truckee Green	FY21/22-22/23		C1310	Implement a real-time tracking dashboard to identify opportunities for improving municipal building energy efficiency and GHG reduction.	In-Progress 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.	Public Portal launched Oct 2022 including Scope 1, 2 and 3 emissions from municipal operations. Now, n2ire is performing further data analysis to support identification of Town building/operations GHG reduction strategies.
2	Preservation of Donner Lake	Police/Public Works							
2.3	Partnership with Donner Lake Environmental Stewardship Group	Keep Truckee Green/Public Works/Public Works	Fiscal Year 22/23		E19 Project Code created to track staff time.	Focus on recreational impacts. Hope to have plan recommendations in Fiscal Year 21/22.	Complete - On Going	Donner Lake Interagency Partnership for Stewardship (DIPS) is working on draft policy and action items document. Update presentation to Council planned for August.	On August 9, 2022 Council approved \$3,400 in funding towards 2022 State of the Lake monitoring this was in addition to \$16,400 for Clean Up the Lakes Contracts. The Donner Lake Interagency Partnership for Stewardship (DIPS) is working on finalizing a charter and year one Stewardship Plan. This is planned to be presented to Council for approval by the end of 2023.
2.3a	GIS mapping to support Donner Lake stewardship efforts	GIS	Fiscal Year 21/22			Mapping of impact areas to assist with planning and monitoring changes over time.	Complete - On Going	No additional work has been identified.	
3	Waste Reduction Efforts	Keep Truckee Green					complete		
3.2a	Work with Tier 1 generators of edible food waste (i.e. largest generators) to ensure each business has a plan in place to comply with 1383 Tier 1 generator edible food diversion requirements	Keep Truckee Green	FY21/22-22/23						All 5 Tier 1 generators in Truckee are in compliance. KTG staff worked with 4 grocery store generators to ensure each has an agreement in place with Sierra Community House to divert food donations. Truckee Courthouse has program in pilot through Feed Truckee volunteer program to comply.  To comply with 1383, Truckee's Tier 2 generators will be required to have plans for edible food diversion by January 2024. Staff anticipate that supporting Tier 2 business compliance will be a work item in the next work plan.
3.4	Tahoe Forest Hospital (TFH) cafeteria reusable	Keep Truckee Green	Fiscal Year 21/22			Collaborate with TTUSD food services to expand reusable items in hospital cafeteria.	Complete	No additional work has been identified.	
4	Integrate sustainable practices into Town policies and operations	Keep Truckee Green/Public Works							
4.1	Sustainable Purchasing Guides	Keep Truckee Green/Sustainability Committee	Jun-21			Update sustainable purchasing guidelines with recommendations, best practices, and organic procurement minimums as required by SB 1383.	100% complete		
4.1b	Fleet Purchasing Policy	Keep Truckee Green	Fiscal Year 21/22			Update fleet purchasing policy to prioritize purchase of alternative fuel vehicles when feasible.	100% complete		
4.2	Energy Efficiency Initiatives	Public Works/Keep Truckee Green	Fiscal Year 20/21		C1810	Lighting retrofit in Town Facilities to convert from fluorescent to LED lighting, and improvements in lighting controls to install occupancy sensors as needed.	100% Complete		
4.4	Town Hall Electric Vehicle (EV) Charging Stations	Keep Truckee Green	Jan-22		C2017	Station will provide public and municipal EV charging. Project includes repurposes of one Town staff "space"	Complete		
5	Explore bike, micro-mobility and micro-transit feasibility options	Keep Truckee Green/Community Development							
5.3	Explore employee bike-at-work program feasibility	Keep Truckee Green/Admin	Fiscal year 22/23			Consider feasibility of a program to utilize Town-owned bike or e-bikes for in-town employee transit.	100% - Complete	While the Town-wide E-bike Share Program is delayed until 2023, the Town has been provided 3 E-bikes by the vendor for demo and use. Staff is working with the vendor to obtain concurrence that this bikes can be made available to Town staff in the interim for summer and fall 2022.	E-bike E-bikes are now available for Town Employee use at Town Hall for short trips to improve human health, work place satisfaction, and reduce VMT. Staff has developed a QR code and associated dashboard to track use including trip purpose, trip length, and trip location to monitor utilization and determine program effectiveness. This program will continue as weather cooperates with permanent station installation occurring as part of Town-Wide E-Bike Share Program.
6	Support connectivity through Infrastructure Development that promotes alternatives forms of transportation	Public Works							
8	Litter, Recycling, Green waste and Compost Programs	Keep Truckee Green							
8.2a	Support long-term partnership for regional biomass facility	Keep Truckee Green	on-going		C1510	C1510 earmark funding to contribute to a feasibility study of regional partners support allows	Scoping study 100% Complete. We have moved on to the next phase of completing a feasibility study	Scoping study completed and presented to Council. Contract executed with Wildophor to complete full feasibility study of two biomass options.	Feasibility study is in process and completion expected spring 2023.
8.3	Expansion of community compost drop-off	Keep Truckee Green	Fiscal Year 21/22			Explore new partners for community drop-off program.	100% complete; ongoing for additional expansion		
8.5	Regional collaboration on litter mitigation efforts and communication	Keep Truckee Green	on-going			Collaborate with Take Care Tahoe, Tahoe Blue Crews, Donner Lake Stewardship Group	100% complete; ongoing for other programs		
8.6	Community-led litter reduction efforts	Keep Truckee Green	on-going			Increase Grab-a-Bag participants and look to increase frequency of Truckee Litter Consents.	Complete - on-going		
8.6a	GIS support for litter reporting and mapping tools	Engineering/GIS	on-going				Complete - on-going	Complete. Training given to staff waiting for feedback on needs from KTG	Complete. Training given to staff waiting for feedback on needs from KTG
9	Sustainable Communities Certification	Keep Truckee Green/Town Manager's Office							
9.1	Research requirements		Fiscal Year 21/22				Complete	Staff held kick-off meeting with VTT and their consultant to discuss certification process and requirements.	Staff participating in certification process webinar series in early November.
9.2	Collaborate with Visit Truckee Tahoe (VTT) Sustainable Tourism initiatives		on-going				Complete - on-going	Bike valet and trailhead ambassador program ongoing	VTT served as Microtransit Summer Pilot sponsor to the tune of \$92,000 and formally voted on support to continuing to contribute to a Winter Pilot to the tune of \$88,000. Town and VTT partnered on trail ambassadors and bike valet program during summer peak season.
10	Establish and Maintain Regional Community Partnerships	Keep Truckee Green/Town Manager's Office/Public Works							
10.1	Explore partnership with Truckee Donner Public Utility District (TDPUD)	Public Works				Partner on 100% renewable energy goal and exploring clean local energy	Complete - on-going	Collaboration has continued to energy efficiency retrofit program and biomass.	Town TDPUD pilot partnership on residential energy efficiency retrofit incentives launches October 2022
10.2	Explore regional Partnership with South Lake Tahoe, Placer County/Nevada County	Keep Truckee Green/Town Manager's Office	Fiscal Year 22/23			Explore feasibility of regional biomass partnership	Complete - on-going	Staff participate in monthly North Tahoe-Truckee Biomass Task Force meetings to coordinate regional biomass efforts between Truckee, Northstar and Placer projects. KTG staff meet monthly with South Lake Tahoe staff to check in on reach code and other sustainability projects.	Ongoing biomass partnership; monthly coordination with South Lake Tahoe sustainability staff on Reach Codes, 1383 compliance, and other sustainability topics
10.3	Coordinated Legislative Advocacy	Keep Truckee Green/Town Manager's Office					Complete - on-going	Ongoing. Staff and Councilmembers participated in site visit with Assemblymember Duhls, Nevada County, Placer County, and other regional partners.	
10.4	Explore partnership with Ski Resorts - Northstar, Palisades Alpine	Keep Truckee Green	on-going			Explore feasibility of regional biomass partnership and micro transit partnership	Complete - on-going	Staff are exploring partnership with Northstar sustainability staff.	
10.5	Tahoe Area Regional Transit (TART)	Public Works/Transit	on-going				Complete - on-going	Town Transit staff meets, communicates, and collaborates monthly if not weekly with Placer TART Team Members including Deputy Public Works Director. Coordination of services and marketing materials and overall outreach is highly coordinated and resources leveraged to reduce costs while increasing awareness of services, including connections to regional services.	While all planning, outreach, and day to day operations are routinely coordinated between the Town and Placer County, focused efforts are underway to develop and issue a regional Microtransit Request for Proposal that will include consideration of both Placer County and Town Microtransit current and future Microtransit operations. This would provide a comprehensive operating plan and contracting mechanism as both entities are operating under pilot programs and associated short term contracts. In addition to Microtransit, Placer County and Town staff have planned and designed winter regional service for the SR 207 and SR 89 Corridor that will transition to winter hours of operation on December 15 and operate until 11:30 PM
10.6	Explore partnership Tahoe Donner Association/Glenhaven Homeowners Associations (HOA)	Keep Truckee Green + Housing	On-going				Complete - on-going	Both Tahoe Donner and Glenhaven HOA's have been engaged in the Town's Microtransit Pilot Programs as demonstrated by both their participation on the Microtransit Working Group and their formal commitment in supporting use of Truckee Special Service Area #1 and #5, respectively, to fund both summer and winter Microtransit Pilot programs. The HOA's also continue to be actively engaged and supportive of the locating of E-Bike Share stations in the neighborhoods including HOA owned and managed property. Final locations are tentative and will be finalized in spring.	



10.7	Take Care Partners (including Tahoe Fund, League to Save Lake Tahoe, Truckee River Watershed District)	Keep Truckee Green				Coordinate on regional litter and community maintenance initiatives.	Complete - on-going	Summer Trailhead Ambassadors were hired through partnership with Truckee Trails.	
10.8	Explore partnership with Sierra Community House	Keep Truckee Green + Housing	Fiscal Year 22/23			Collaborate on food recovery program expansion	Complete - on-going	Received CalRecycle SB 1383 assistance grant. Contract with SCH is executed to provide grant funding for edible food recovery supplies.	
10.9	Explore partnership with Community Collaborative of Truckee Tahoe	Keep Truckee Green + Housing				Participate in equity & inclusivity conversations	Complete - on-going	Staff continue to participate in DEI committee and attend Community Collaborative monthly meetings.	
10.10	Explore partnership with Truckee Tahoe Airport District	Transit	on-going			Transit funding partnership	Complete - on-going	There has been a recent transition in general managers. As such, PW/Transit staff took the opportunity to meet with the new GM to discuss current agreements and ongoing support from the TTAD as it relates to ground transportation as well as e-bike site locations. New GM is highly supportive of providing ongoing support as it relates to event shuttles and fare free services, including night services, as well as the potential for ongoing Microtransit service. Transit Staff also took the opportunity to facilitate subsequent meetings with the Tahoe Chamber, Placer County, and Truckee Downtown Merchants Association to coordinate discussion on existing and future transportation alternatives.	PW Director and Transit Manager continue to meet with TTAD General Manager to discuss current and future commitments to local and regional transit services. This commitment continues with TTAD funding free fares, regional night service, and Truckee Thursday event shuttles. Additionally, TTAD GM has acknowledged that funding at current levels will be proposed to the TTAD Board as part of their FY 22/23 Budget that goes into effect January 1, 2023. TTAD General Manager is also supportive current and future flexibility of those funds to be used for Microtransit which was proposed as part of the Winter Pilot Program
10.11	Contract with consultant to support town sustainability goals and initiatives		44561					Contract underway with 10360 to support reach code project and NZero to support real-time GHG dashboard.	Contracts underway with 10360 to support reach code project and nZero to support real-time GHG dashboard. nZero public dashboard launched Oct 2022 - now, nZero providing support to identify and implement municipal GHG reduction strategies. Contract in place with TDPUID to administer home energy efficiency incentives, and contract underway with Sierra Business Council to administer CA Green Business Network certification program.
10.12	Explore partnership with Sierra Business Council or other partners to implement green business certification program	Keep Truckee Green	Fiscal Year 22/23				Complete	Sierra Business Council has begun administering certification program. This has been a soft launch so far due to SRC capacity. Staff are coordinating with SRC to offer support as necessary to help expand the program.	Sierra Business Council continue to administer program and have presented program at Council meeting, CTA meeting, and other forums to increase awareness. Town contract to help fund Truckee program is in process.
10.13 New Item	Climate Transformation Alliance(CTA) (formerly referred to as Carbon Zero Truckee Tahoe)	KTG/TMO	FY 21/22			New Item: Moved from the bike rack. Being facilitated by SRC, the Town, Airport District and Truckee Downer Public Utility District are collaborating.	Complete - on-going	Initial kick-off with new members was held on July 15.	Second all-member meeting held 10/14/22
10.13A New Item	CTA branding	KTG/TMO	44651			Keep Truckee Green managing branding for new CTA partnership as a next step to support CTA's public outreach efforts.	Complete		









<div>  <div> <b>Priority: Infrastructure and Community Connectivity</b>  <b>Invest in Key Infrastructure and Community Connectivity, including the New Library, Bike Trails and Transit Alternatives</b> </div>  </div>									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CIP Reference Number	Notes	Progress (indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1	Update General Plan to ensure objective standards are provided as required by State Law while maintaining maximum Town discretion	Community Development	Fiscal Year 2022/23						
1.1	General Plan	Community Development	Nov-22				In Progress (85%)	Draft General Plan released June 8, 2022. Joint TC/PC hearings scheduled throughout the summer.	Adoption slated for early 2023
1.2	Innovate Gateway	Community Development	Jan-22		C1917		In Progress (95%)	Almost complete. Certain aspects of the Innovate Gateway strategy have been incorporated into the draft General Plan and Development Code Amendments have been made.	Included in GPU, adoption slated for early 2023.
2	Support Friends of the Library in New Library Project	Town Manager/Attorney	Jun-21		C2110	New CIP proposed. Number not yet assigned			
2.2A	Town involvement in JPA consideration and formation process	TMO	Fiscal Year 21/22 - Fiscal Year 22/23			The Town will have a significant role in the JPA consideration process, and ultimately in JPA formation, is approved. This process is anticipated to address critical questions including consideration of each JPA member's role, building and land ownership structure, and each member's contribution of resources to facilitate the construction of the new library.	In-progress - 60% Complete-expected timeline through end of 2023 to complete formation next steps	Ongoing. Staff have participated in two joint meetings with all partners and an 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.	JPA consultant process completed in September and formation points of agreement, outstanding issues, and next steps memo brought to Council for adoption 10/25
2.3	Contribute towards facilitator funding.	TMO.	6/30/2021 - FY21/22				Not started.		
2.4	Facilitate towards polling and feasibility studies	TMO	FY22/23				5%	Funding is included in CIP budget. The timing of polling and feasibility studies is a topic of discussion as part of the JPA process.	JPA polling contract approved by Council 10/25; stakeholder committee will convene around December to inform polling, which will take place in early 2023 (timing pushed back to avoid voter confusion with November 2022 election)
2.5	Building and Impact Fee subsidy	TMO	Fiscal Year 21/22 - Fiscal Year 22/23				Not started because no building or impact fees have been incurred	No additional update	No additional update
3	Support connectivity through Infrastructure Development that promotes alternative forms of transportation	Public Works/IT/Economic Development							
3.1	Truckee River Legacy Trail Phase 4	Public Works/Engineering	Design underway. Construction in Fiscal Year 22/23		C0702	Partially unfunded. Includes Measure R and funding partnership with TDLT.	Construction started in July 2022.	Construction underway with completion in 2023. Truckee River bridge alternative is being evaluated.	Construction underway with completion in 2023. Truckee River bridge alternative is being evaluated.
3.2	West River Street Site Redevelopment	Economic Development/Engineering	Fiscal Year 22/23-23/24		C1817	Development of downtown riverfront park including streetscape and trail connections between the West River Streetscape project and the planned pedestrian bridge to the Legacy Trail.	Initial design complete.	Land appraisal being updated. Council site visit occurred on July 6. Design to be reinitiated in next quarter.	Design consultant is working to update a scope of work and schedule. Staff has reengaged with potential development partners.
3.6	Pioneer Trail & Bridge St. Extension	Public Works/Engineering	Design initiated Fiscal Year 21/22		C1503	Construction is unfunded.	In progress. 20% complete.	Project has been delayed due to workload. Work will re-initiate this fall/winter.	Project has been delayed due to workload. Work will re-initiate this winter.
3.8	Church Street Extension/Trout Creek	Public Works/Engineering	Fiscal Year 21/22		C1804	\$3.3 million in grant funds for creek portion of work. Roadway portion of work funded from traffic impact fees.	Construction started in May 2022. 40% complete.	Construction underway with a current planned completion of 2022.	Restoration of creek is nearly complete. The extension of Church Street, the roundabout at Church Street/Glenshire, and plant establishment along the creek will occur during the summer of 2023.
3.9	Envision DPR Corridor Improvement	Public Works/Engineering	Initiate design Fiscal Year 21/22		C2006	Some planning funds are provided in FY 21/22.	Not started.	Based on current Engineering workload, the earliest start for an Envision DPR Eastern segment RFP is Spring 2023.	Based on current Engineering workload, the earliest start for an Envision DPR Eastern segment RFP is Spring 2023.
3.10	West River Streetscape Improvement	Public Works/Engineering	West River Construction in Fiscal Year 22/23		C1703		In Progress. 60% designs are complete.	Public workshop held on May 25, 2022. Assessment District formation documents are drafted. Council site visit occurred on July 6, 2022	Project planned to go to bid this year (2022). Assessment District formation process has been initiated with votes being tallied at the November 8, 2022 meeting. Construction planned to start in 2023 with completion in 2024.
3.11	Railyard Development Agreement Implementation	Public Works/Engineering	Ongoing		C1711	Represents Town's investment. Future expenditures are tied to the theater.	In progress/ on hold. Only the items related to the Theater remain to be implemented.		Staff has successfully negotiated and finalized Purchase Sales Agreement for North Balloon Parcel for future home of Railyard Transit Center, also known as Truckee Railyard Mobility Hub. This will include the acquisition of additional property to support snow removal, storage, and stormwater treatment as well as electric vehicle charging.
3.12	Jibboom & Bridge Streetscape Improvements Project	Public Works/Engineering	Design in Fiscal Year 22/23		C1806	Construction is unfunded.	Not started.	Not started.	Not started.
2-13	Envision DPR (repeated above)	Public Works/Engineering	Initiate design Fiscal Year 23/24		C2006	Construction partially unfunded.	See item 3-8 above		




[illegible]


<div>  <div> <b>Priority: Infrastructure and Community Connectivity</b>  <b>Invest in Key Infrastructure and Community Connectivity, including the New Library, Bike Trails and Transit Alternatives</b> </div>  </div>										
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	
1	Update General Plan to ensure objective standards are provided as required by State Law while maintaining maximum Town discretion	Community Development	Fiscal Year 2022/23							
2	Support Friends of the Library in New Library Project	Town Manager/Attorney	Jun-21		C2110	New CIP proposed. Number not yet assigned				
	2.1 Memorandum of Understanding (MOU)	TMO/Attorney	Fiscal Year 20/21-21/22			MOU with agency partners agreeing to the steps and deal points necessary to secure the location for a new Truckee Library.	N/A - a MOU is no longer anticipated (see items 2.1a and 2.1b)			
ew Item	Negotiation with Truckee Sanitary District regarding in-kind price and terms for library land parcel in Regional Park	TMO	FY21/22				100%	Staff have continued to work with TSD, TDRPD, TDPUD and Friends of the library to determine the best path forward on the land parcel. The current plan is for TSD, TDRPD and TDPUD to execute lot line adjustments so that the library will be located on one parcel owned by TDRPD. The Town is not a party to this agreement but staff are helping to facilitate.	See item 2.1b. The Town's role facilitating this process is complete and survey work is in process.	
ew Item	Contribute towards land surveying and planning process to establish new library parcel	TMO	FY21/22-22/23			This task item is intended to replace task item 2.3. If TSD and the Town agree to terms for a land team, there is a need to fund and manage the process necessary to survey and establish a new parcel for the library.	100%	To be completed following partner approval of the deal points.	Town staff helped facilitate coordination between partners, including TDPUD, TSD, TDRPD, and Friends of the Library and survey work is contracted and in process. The Town is no longer planned to be a party to the land deal, and TDPUD and FOTL agreed to fund the survey work so that Town could fund polling work described in item 2.4	
ew Item	Draft Option Agreement	Attorney and TMO	FY21/22-22/23			If TSD and the Town agree to terms for a land team, there is a need to draft an option agreement regarding the library milestones required before the land will transfer.	The is no longer anticipated as part of work plan because Town is not a party to the land deal	No longer required because the Town is no longer anticipated to be a party to the land deal between partners.	n/a	
	2.2 Provide Staff support in meetings with County and regional partners	TMO	Fiscal Year 21/22 - Fiscal Year 22/23			Contribute to collaborative planning for design, organizational structure, and financing of a new Truckee Library	In progress, ongoing	Ongoing participation in coordination meetings. Town staff are taking the lead on coordinating a site visit with the State Librarian in July to support this project.	Ongoing participation in numerous strategy meetings regarding IPA process, exploration of bonding options, polling process, exploration of additional IPA members, and grant funding opportunities, among other topics. Town coordinated all-day site visit with state librarian in July.	
3	Support connectivity through Infrastructure Development that promotes alternative forms of transportation	Public Works/IT/Economic Development								
	3.3 Aerial Mapping	GIS	Fiscal Year 21/22			Provides updated pavement, structures, hydrology and the primary reference layer for all infrastructure (Town and Special Districts). Allows new projects to be georeferenced and spatial stored for public and staff reference. Allows public to utilize data in private development applications. GIS maintains and continuously updates these datasets.	100% complete			
	3.4 Truckee Springs Land acquisition	Public Works/Engineering	Fiscal Year 20/21		C2015	Acquisition may occur this Fiscal Year	Complete.			
	3.5 Paving and Drainage projects	Public Works/Engineering	Annual		C2102, C2202, C2302, C2402, C2502		Complete	Construction underway and complete this summer (2022).	Complete for the season.	
	3.7 Donner Pass Rd/Coldstream Rd Roundabout	Public Works/Engineering	Fiscal Year 21/22		C1712	Complete Construction in 22/23	Construction started in 2021.	Construction underway and complete this summer (2022).	Project substantially complete.	
	3.18 Brockway Road Trail	Public Works/ Engineering	Summer 2021		C2107		Complete			
ber 2022)	Coldstream Trail/Phase 5 Truckee River Legacy Trail	Public Works/ Engineering	Summer 2022				Complete		Engineering staff worked with Coldstream Specific Plan developer to provide oversight of the construction of a paved trail that connects SR89 to the Coldstream development, nearly completing Phase 5 of the Truckee River Legacy Trail. A new bridge across Cold Creek is anticipated to be built in 2023.	
4	Support Town infrastructure and facilities in being energy efficient	Public Works/Keep Truckee Green								
	4.2 Electric Vehicle (EV) Charging Stations Install at Town Hall		Fiscal Year 20/21		C2017		Complete.			
	4.3 e-waste recycle and Upcycle	Keep Truckee Green/Information Technology	ongoing			Upcycling/ recycling for highest and best use.	Complete & on-going			
5	Regional Partnerships	Public Works								
	5.1 Ongoing coordination with United States Department of Agriculture (USDA) National Forest Service for trails planning	Engineering	ongoing				Complete & on-going		Staff continue to work with our local partners to plan for trails that offer connectivity and can serve as shaded fuel breaks for fire preparedness.	
	5.2 Truckee Trails Foundation (TTF) Coordination and feasibility of Continuation of Trails funding measure	Transit	Determine appropriate time to renew trails funding measure by Fall of 2021		C2108		Complete - 100%	Measure U (formally Measure R) ballot language was drafted and presented to Council for approval. This was approved by Council and placed on the June 7th Primary Ballot and subsequently passed at a voter approval rate in excess of the required 2/3rd majority and was passed at a rate of 1/2% vs the current 1/4%. This rate will go into effect in 2024 and will be in place until repelled by voters.		
6	Downtown Infrastructure	Community Development/Economic Development								

7	Public Transit Operations								
7.1	Existing Transit Operations	Public Works/Transit	Ongoing			<p>Existing Truckee TART operations includes the Truckee Local Route operating on hourly headways over 12 hours per day seven days per week including all holidays. Night Service is provided year-round between Truckee and the Northstar and Squaw Valley Resorts. These Fixed Routes connect to Regional TART providing a full regional connection between North Lake Tahoe and Truckee from 7am-11pm in Summer/Winter ending one hour earlier in Spring/Fall. Complementary paratransit service required under the ADA guidelines is provided through the general public Dial-A-Ride with priority service to ADA certified riders. This service is provided the same days and hours as the Fixed Routes and provides service to all residential neighborhoods and commercial centers within Truckee. Community shuttles are provided to events, such as Truckee Thursdays, to reduce traffic and parking impacts. The Town has a fleet of seven buses and 12 bus shelters. Transit is funded through Transportation Development Act funds (50%), grants (25%) and partnership funding (25%).</p>	Complete - on-going	<p>Fixed Route ridership is comprised of the Local Route operating within Truckee, and Night Service operating between Truckee and Palisades Tahoe and Northstar Resorts. Night service was suspended on October 31st and resumed on June 30th. In June, Fixed Route ridership was up 3.79% over the prior year, and Dial-a-Ride ridership decreased slightly, just under 10% from the prior year. Year-to-Date overall ridership is up nearly 26% over last year. The TART Connect pilot program launched on June 25th and the ridership numbers are promising. There were 776 passengers over the 6 days of operation, averaging about 129 passengers per day.</p> <p>Driver shortages have been addressed by Transit Staff, HR, and the Contractor working aggressively and collaboratively to solicit and recruit drivers through numerous media and outreach channels accessible to the Town. This provided highly effective and has allowed Night Service to begin which was previously suspended.</p> <p>Staff has submitted all FY 22/23 local, state, and federal grant applications for TDA5, LCTOP, FTA 5311 and FTA 5311 funding, respectively and received notice of intent to award all funding as requested.</p> <p>Nevada County has funding programmed to update the Eastern NV County Short Range Transit Plan which will be informed by the Microtransit Feasibility Study.</p>	<p>Staff successfully closed out all FY 21/22 state and federal operating grants including FTA 5311, FTA 5310, Low Carbon Transit Operations Program (LCTOP), Transportation Development Act funds, State of Good Repair funds, and private/special service district funding agreements and received reimbursement. Existing Truckee TART Services continue to rebound to pre-COVID levels with 31,134 in FY 21/22 vs. 25, 319 in FY 20/21. Staff has submitted all State and Federal funding requests for FY 22/23 and has received approval from all anticipated funding sources. Going into winter the Contractor has been diligent and successful in maintaining necessary staffing levels required to operate all peak and non-peak services. This is and will continue to be an ongoing issue and Transit Manager meets weekly with Contractor to discuss all operating success and constraints which includes recruitment, hiring and retention. Market and outreach are also an ongoing effort under transit's "Continuous Improvement Program" with the Transit Manager outlining strategies to improve outreach to underserved, vulnerable, and underrepresented communities and populations through collaboration with the newly hired Diversity, Equity and Inclusion Program Manager. Finally Summer Microtransit funding as secured and supported with the program launching on June 25th and concluding on September 5th. Staff worked strategically and diligently to line up and secure support for additional funding to operate a Winter Pilot which is scheduled to operate from December 15 - April 2nd from 8 AM - 10 PM. Over the course of the next several months staff will evaluate the feasibility of a redesign of the Truckee TART system including the development of a formal Feasibility Report for review and consideration by Council and public as well as operating and funding partners.</p>

<div>  <b>Priority: Communications and Community Cohesion</b> </div> <div> <b>Enhance Communications and Public Outreach to facilitate Community Cohesion</b>  </div>									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1	Implement enhancements to the Town's website that improves ease of access to information, increases engagement, and establishes an ongoing maintenance plan	Town Manager/Public Information Officer/Clerk	Jun-21					Website projects are delayed based on a staff shortage in the Clerk's Office	
1.1	Ensure all current website pages are up to date in all departments and those responsible for updating the website are properly trained and website is ADA compliance	Communications Team	on-going				40% Complete - On-going	Website projects are delayed based on a staff shortage in the Clerk's Office	Ongoing. Staff continues to update website pages with new information continuously.
1.3	Develop a new Town website that is compliant with legal requirements, ADA requirements and reflects the character of our community	Clerk/PIO	12/31/2022			Research what other towns/cities are doing to share information (e.g. Dashboards, tracking toward goals—e.g. # of trail miles built, homes built, carbon saved, etc.)	in progress - 10% complete	Website projects are delayed based on a staff shortage in the Clerk's Office	Pending 1.3b completion
1.3a	Assess Town branding and branding guidelines	Clerk/PIO	12/31/2021 update to 12/31/2022				Not started		
1.3b	Research new website platforms and pick appropriate vendor that meets Town needs	Clerk/PIO	6/30/2021 update to 12/31/2021				The process is about 10% complete.		The Town needs are being finalized through the Discovery process and each division has met with the consultant to discuss their needs, vision, preferences, audiences and important information. As part of this process, divisions have put forward some examples of platforms that speak to their needs for the consultant to consider in the Discovery.
1.3c	Website Discovery with third party design support and monthly division participation and input	Clerk/PIO	12/31/2021				50% Complete	Website projects are delayed based on a staff shortage in the Clerk's Office	Consultant is in discovery phase and expects to complete the work by the end of November 2022. The initial website town team created a list of requirements and desired tools to consider in the website RFP. The consultant and PIO has since met with every division head to discuss their website needs. A second meeting will be taking place this month. Surveys and discussions with Truckee Town Council members also took place. The PIO and consultant will meet to finalize the message and present this to the website team for final review.
1.3d	Development, testing, and switch over from current website to new website, including internal training	Clerk/PIO	12/31/2022 update to 06/31/2021				Not started	Website projects are delayed based on a staff shortage in the Clerk's Office	Pending 1.3b completion
1.3e	Implement branding and workflow into website forms	Clerk/PIO	12/31/2022			Build consistency between departments for customers (e.g. Branding of forms)	Not started	Staff started with the public comment forms and the 2040 comment forms to apply workflow. Branding will be addressed with the new website.	An outreach plan has been discussed with the PIO and DEI Manager for community input on branding. It has been determined that the task will be a focus in 2023 in line with the completion of the new website.
1.4	Explore integration of "Virtual Town Hall" services into website	Clerk/PIO	12/31/2022			Virtual Town Hall would allow additional services to be performed by the community through the website	Not started	On hold until the new website is created. Staff is working on training on the new Laserfiche platform that will provide additional resources for creating a virtual town hall.	Pending 1.3b completion
2	Continue to improve relationships among residents, Town Council, Town Staff and local media with expansion of communication methods and engagement	Town Manager/Public Information Officer/Keep Truckee Green/Housing							
2.4a	Develop bilingual translation implementation plan.	PIO	12/31/2021				Not started		
2.5a	Develop a Diversity, Equity and inclusion Action Plan	Assistant to TM	6/30/2023	housing, climate, infrastructure, partnerships		Development of a Diversity, Equity & Inclusion Action Plan would assess how to best serve the community at large, including the populations not currently being reached (i.e. Latino, low-income, senior citizens, etc.). This would identify current gaps, how we	in progress - 10% complete		The new DEI program manager is meeting with Division and Department Heads during Oct-Nov to help inform the direction of the DEI Action Plan. Staff are exploring long-term partnerships to improve Veterans hiring practices.
2.5c	Evaluate the need for a Translation Program. Position for in-house translation services.	TM/D	6/30/2023			Existing incentive program for bilingual employees.			
2.5d	Identify and provide opportunity for submission of public comment in Spanish.	Public Information Officer	on-going				On-hold		This will be evaluated as part of the DEI Action Plan (Action 2.5a)
2.6	Citizen's Police Academy	Police	Fiscal Year 22/23			Discussions have started regarding creating a Citizen's Police Academy in 2022.			on-hold due to staffing shortages
2.9	1-day Public Budget Academy	Administrative Services	Fiscal Year 22/23 budget				40%	Staff is working with the summer intern who is also working with Bron to complete a budget brief for social media to help break down the budget to increase communication with the community. Since the Budget is now adopted we are thinking a budget academy next year once new staff has had a chance to	on-hold due to staffing shortages
2.10	Full page of financial trends information on Administrative Services Page to increase accessibility and transparency of information	Administrative Services	6/30/2022				In progress - 45%	Staff is working with the summer intern to complete this before he goes back to school in early August.	Due to staffing challenges this was put on hold.
2.13	Develop and implement a Bike Safety Campaign	Engineering	Spring 2023			Work with local and regional community stakeholders to develop and implement bike safety messaging with a focus on paved trails.	0%		Town has entered into a contract with Take Care/Tahoe Fund to convene stakeholders, develop messaging, and devise an implementation plan.
3	Implement tools for obtaining public feedback	Town Manager/Public Information Officer/Police							
3.6	Council Chambers CIP Create zoom room	Clerks/Information Technology	Jun-23		C1505	Upgrade Council Chambers technology: TV replacement and Suddenlink loop	In Progress, 5%	Completion date moved out based on contractor availability. Contract is in process. The Contractor will put us on the schedule.	No new update
4	Town wide Communications Plan/Policy	Public Information Officer							





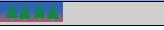

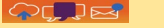

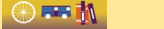





4.2	Update Town's Social Media Policy	PIO	Dec-21			Public outreach to promote the different Town tools that are available for information notification, social media, Request Truckee, sustainability dashboard, Truckee S11, different websites	In progress 70%		Policy is currently in draft format
4.3	Create Communication Protocols identifying the appropriate flow of information, organizational chart, appropriate contacts with media.	PIO	12/31/2021 to 06/31/22				In progress 20%		
4.4	Town wide Communications Strategy which speaks to the Truckee way and resonates our core town values and beliefs that are embodied in the Truckee Way	PIO	12/31/2021				In progress 50%		The PIO has met with department and division heads to assess their communication needs, current strategies, priorities and audiences. Discussions have taken place with council members and some community stakeholder. A number of additional discussions are planned with specific groups to understand how we can utilize our external stakeholders to increase meaningful engagement for specific audiences and projects. The DEI Manager has been incorporated into the discussions and the DEI Action Plan will drive some of the overall goals and strategies in the final Communications Plan. The next priority for the Communications Plan is a community survey and in-person outreach events to gather public input on Town current communications, gaps, and preferences. This is being planned between the PIO and DEI Manager.
4.4a	Communications Plan to address community cohesion and inclusion	PIO					on-hold pending DEI Position		Incorporated into 4.4
4.4b	Review of the Town's Mission statement to address being an inclusive community	TMO/PIO					on-hold pending DEI Position		
4.4c	Communications Plan which speaks to environmental stewardship and business stewardship	PIO/KCIG					In progress - 10% Complete		Incorporated into 4.4
4.5	Communications and Media training plan development for Council and staff	PIO	Jun-23				Not Started		
4.6	Build photo and video assets library for all Town use	PIO	Jun-23				Not Started		
4.7	Explore different methods to engage difficult-to-reach-populations	Public Information Officer	Fiscal Year 21/22			Specific plan of how to approach this	10% Complete	Recruitment for new DEI position is underway with position likely to start by early fall.	DEI program manager has met with Promotoras program and has plans to meet with stakeholder groups including mobile home property managers, senior center staff, Sierra Community House, KidZone staff and others. Staff is currently working with T&T Connect winter pilot to identify ways to engage Latino population, disabled community members and seniors to increase utilization of the service. This will be explored as part of DEI Action Plan (2.5A).
4.7a	Explore the possibility of adding Spanish specific social media pages- Facebook & Instagram	PIO	12/1/2021				In-progress		This will be explored as part of DEI Action Plan (2.5A).
5	Regional Partnerships	Public Information Officer/Police							
5.1	Continue to work with special district partners on the agenda monitor project to provide a wider distribution of agenda and packets without physical printing nor distribution	Clerk/Communications and Planning	Fiscal Year 21/22		C1908		10% Complete	Awaiting Truckee Donner Public Utility District IT staff availability.	TDRPD and Town IT staff have meet to discuss process. Will reengage with each of the special districts to assess interest.
NEW 5.3	Truckee Community Project (Diversion)	Police	Fiscal Year 22/23			Initial stages, MOU drafted, diversion program targeted to address low level infractions and quality of life calls for service. Partnering with District Attorney's Office, Sierra Community House, Nevada County	In Progress - 50% Complete		New project initiated by the Nevada County District Attorney's Office, Public Defender's Office, and local non-profit groups to develop a diversion program to address low-level crimes and infractions outside of the court. MOU drafted and pending approval by all involved parties.
6	Implement Public Art Master Plan	Engineering/Assistant to the Town Manager							
6.1	Develop procedures for developing and implementing public art projects	Engineering/Assistant to the Town Manager	Fall 2021				60% (design still being developed)	Working with artist for Brockway Road Wall to finalize design for presentation to the Art Commission in July or August.	Art commission will reconsider approach with next project, using lessons learned from the Brockway Road and Donner Lake litter projects.
6.2	Complete first commission-led public art project	Engineering/Assistant to the Town Manager	Summer 2023		C2308		60% (design still being developed)	Working with artist for Brockway Road Wall to finalize design for presentation to the Art Commission in July or August.	Working with artist to revise concept within budget. Revised concept to be presented to the Public Art Commission in November 2022. Art installation has been delayed until 2023.
6.4	Art Commission Work Plan and Opportunity Site Prioritization	Engineering/Assistant to the Town Manager	Jul-05				20%	An Commission to bring re-initiate opportunity site discussions in August.	Art Commission plans to present a review a draft opportunity site and prioritization list at their January meeting.
6.5 (added October 2022)	Donner Lake Education Art Installation	Engineering	Summer 2023		C2308	Art installation using litter collected from Donner Lake by Clean Up the Lake.	5%		Staff is working with Building 180 and their artists to develop a scope of work for concepts. Currently focusing on sites along Donner Lake, and specifically the TDRPD boat ramp.

<div>  <b>Priority: Communications and Community Cohesion</b>  <b>Enhance Communications and Public Outreach to facilitate Community Cohesion</b>  </div>									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete -	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1	Implement enhancements to the Town's website that improves ease of access to information, increases engagement, and establishes an ongoing maintenance plan	Town Manager/Public Information Officer/Clerk	Jun-21						
1.2	Establish town-wide communications team to coordinate website maintenance, new site development and consistent communications strategy	Clerk/PIO	44377				Complete	Website projects are delayed based on a staff shortage in the Clerk's Office	Website upgrades are awaiting the completion of the Discovery but remain the responsibility of each Department. The PIO will be working with the Department Head team in the next month to finalize the appropriate staff who can join the long term Communications Committee in order to represent their divisions projects and initiatives for outreach opportunities.
1.5	Cyber Incident recovery	Clerk	6/30/2022			Working with website platform provider Granicus to get links repaired	Complete		
2	Continue to improve relationships among residents, Town Council, Town Staff and local media with expansion of communication methods and engagement	Town Manager/Public Information Officer/Keep Truckee Green /Housing							
2.1	Identify neighborhood engagement meeting opportunities and community events with a focus on community connection, emergency preparedness, recreational access, housing, and Town projects that appropriate staff can host or attend	PIO	12/31/2021				Complete - on-going		The PIO continues to build on neighborhood engagement opportunities that are appropriate for specific projects- such as the microtransit pilot, weatherization or THAP. Communications continue to take place with a number of property managers and HOAs. Support is being sought from the DEI Manager for a more robust, meaningful engagement plan.
2.2	Continue to use social media platforms to highlight Council decisions, Town services, projects, upcoming event, staff accomplishments, community collaborations, and opportunities for community input	PIO	on-going				Complete - on-going		Continues to be a focus for the PIO, with ongoing monitoring and assessment of the best aspects of the platforms to use for the most reach (Stories/reels/posts/events/advertisement).
2.3	Utilize and foster local media relationships to promote Town services, projects, events, goals and brand. Regularly share information with them and pay for advertising where appropriate in 101.5FM, Moonshine Ink, Sierra Sun.	PIO/Clerk	on-going			Contract with 101.5FM has been established	Complete - on-going		The PIO is regularly sharing information with our media partners and has met with a number of them on multiple occasions in the last quarter to discuss projects, town news and strategies to work most efficiently with these media partners. A meeting with 101.5FM is set up for November and advertising through 101.5FM, Moonshine Ink and Sierra Sun is being utilized where appropriate.
2.3a	Create contract with 101.5FM and Truckee Tahoe Media and identify appropriate schedule for messages	PIO	7/1/2021				Complete		
2.4	Host Community Chat Series with Town leadership meeting in community public spaces	PIO	12/31/2021			COVID dependent or modified for online engagement	Complete		
2.5	Bilingual translation Services	PIO					Complete - on-going		These services have and continue to be utilized for outreach and marketing for Truckee TART Transit services including route changes, modifications, suspension of services, and annual Unmet Transit Needs Hearings. DEI program manager staff is coordinating TART Connect winter pilot outreach.
















2.5b	Expand contract for translation services	PIO	6/30/2022				Complete		Increased translation services have expanded and staff will continue to evaluate as part of DEI Action Plan (Action 2.5a)
2.5c	Evaluate the need for a Diversity, Equity & Inclusion Program Position	Assistant to TM	44743			This position would develop and implement Equity and Inclusion Action Plan to ensure a strategic	Complete		DEI Program Manager was hired and began work on October 1, 2022.
2.7	Initiate a Chief's Advisory Committee	PIO	Fiscal Year 21/22				100% Complete		
2.8	PD Community Policing	Police	On-going			PD developed and launched a new website; PD Quarterly Newsletters are distributed on all PD social media platforms; platforms include Facebook, Twitter, Instagram, Nextdoor; PD emergency platform is Nixle; PD posts include disaster preparedness, police services, support services, animal services	Complete - on-going		2023 has new outreach ideas, and will continued participation with Big Brothers/Big Sisters, TT-FWDD, Sierra Community House to name a couple. These goals will increase public engagement. 2022 PD introduced new K9 Outreach Dog, Captain Mugshot. He has involved in all community events and outreach efforts. On-going training for him to become a certified therapy dog.
2.11	Public outreach associated with CIP Projects	PIO/Public Works/Engineering/Clerks	on-going		Various		Complete - on-going		Public outreach continues for CIP Projects with continued updates through to the ribbon cutting events. The plan is for the DEI Manager to be included in outreach planning for future opportunities to ensure we are not missing opportunities to engage all community members.
2.12	Utilize Big Truck Day to host the Grand Opening of the New Public Works/PD/Transit building	Clerk/ Public Works	10/1/2021 Grand openings Date for Big Truck Day is not set yet.				Complete	Big Truck Day scheduled for October 22, 2022	Big Truck Day took place with large turn out and participation by Public Works, Clerks, and PIO staff with community partners.
3	Implement tools for obtaining public feedback	Town Manager/Public Information Officer/Police							
3.1	Assess implementation of Town Survey tool	Clerk	7/1/2021				Complete		
3.7	New interactive public engagement software	Planning	21/22			Subscribe to new software/cloud tools such as Konveio or Mural for interactive on-line engagement.	Complete - on-going		Both platform options used in the last year or so of GPU meetings. No decisions made on which option to pursue. Ongoing internal discussions.
4	Town wide Communications Plan/Policy	Public Information Officer							
4.1	Full-time Town Public Information Officer	TMO	1/1/2022				Complete		







4.7b	Explore partnership with Community Collaborative to participate in living room chat initiative with Latinx community to encourage engagement and what tools would be useful for them	Police/Public Information Officer	Chief's Advisory Committee Fiscal Year 21/22				Complete - on-going		DEI program manager is a member of the Community Collaborative DEI Committee and will present this partnership to the group at November committee meeting.
5	Regional Partnerships	Public Information Officer/Police							
5.2	Regional GIS users group	GIS	Complete - On-going			Host semiannual regional GIS meetings where GIS and emergency preparedness folks meet to: share information and	Complete - On-going	Next meeting scheduled for mid-August; supporting Fire District with GIS Data Hub hosting.	no updates
6	Implement Public Art Master Plan	Engineering/Assistant to the Town Manager							
6.3	GIS support for public art program	Engineering/Assistant to the Town Manager	on-going			GIS maintains a map of existing public art locations and maintains data related to art installations	Complete - on-going	Art inventory storyboard complete. Plan to update webpage and promote inventory in next quarter.	Plan to update webpage and promote inventory in next quarter.

<div>  <div> <b>Priority: Enhance Partnerships and Investment For Emergency Preparedness Including Wildfire Readiness and Mitigation</b> </div> </div>										<div>  </div>
Task	Goal	Lead Departments	Target Date	Related Council Priority	CP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Notes
1	Update Land Use Documents to ensure they provide objective standards as required by State Law while maintaining maximum Town discretion	Community Development	Fiscal Year 22/23							
1.1	General Plan Update	Planning	4/8/27			Includes an updated Safety Element with wildfire preparedness and evacuation goals, policies and actions	In Progress ( 85% for the Safety Element)	Reviewed by TC and PC on July 12th. Feedback will be incorporated into next iteration.	GPU adoption scheduled for early 2023. Board of Forestry review of Safety and Noise element scheduled for November 1st.	
2	Vegetation Removal and Fuel Reduction	Public Works/ Keep Truckee Green								
All Task Items Complete under this Goal										
3	Disaster Preparedness/Evacuation	Police								
3.1	High Frequency Communications Equipment Radio Grant	Emergency Management	8/1/2023			This grant was awarded in April 2023 and is for the procurement of a HF Frequency (Ham Radio Band) desktop and mobile radio. These radios will provide 'fail-safe' radio communications in the event of a complete loss of cellular, internet, and Land Mobile Radio (LMR). This system is able to not only use voice communications, but it can send packet (text / email) and uses military grade encryption. With this system the Town will be able to communicate with Cal OES, Nevada County OES and any other HF user in the world. Grant amount is for \$44,627	10%	Grant has been awarded and the procurement process has been started.	We are working with a vendor to ensure correct capabilities with antennas. Expected to bring a funding request (will be fully reimbursed) to Council in November 2023	
3.1a	Police Department Radio Upgrade	Emergency Management / Police Department	FY 23/24			Nevada County Sheriff is upgrading their radio system to allow for better coverage, better officer safety capabilities (man-down notifications), and encryption as required by new state legislation. These upgrades will require the Police Department to also work on our radio system to be compliant also. We are currently scoping what will be required to maintain interoperability with Nevada County Regional Dispatch Center.	10%		We are working with our radio service to ensure correct capabilities. Depending on needs, this may become a full-scale Motorola led project.	This is likely a multi-year project that will require significant time investment. Funding is unknown at this time.
3.2	Pioneer Trail & Bridge Street Extension (Bypass Rd) Feasibility analysis	Public Works	Fiscal Year 21/22		C1509	Target design initiation with financial feasibility analysis in fall of 2022.	In progress. 20% complete.	Project has been delayed due to workload. Work will re-initiate this fall/winter.	Project has been delayed due to workload. Work will re-initiate this winter.	
3.3	Update / redo Town Emergency Operations Plan (EOP) including a Threat and Hazard Identification and Risk Analysis (THIRA)	Emergency Management			C1913	In Fiscal Year 20-21 Capital Improvement Project	75%	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, customers and community. We conduct a consultation for Private and then see above	EOP Base Plan and EOC Management sections are complete and awaiting final review	
3.3a	Develop updated Emergency Operations Center (EOC) format and position matrix with job aids for each position	Emergency Management				Done in conjunction with 3.3	50%		The job matrix is complete (part of the EOC Management documents). We are working to redo the infrastructure in the EOC (tables and chairs). We are also working IT to update video and computer capabilities in the room	
3.4	Update EOP Annexes and Continuity of Operations Plan (COOP)	Emergency Management	12/31/2021		C1913	In Fiscal Year 20-21 Capital Improvement Project	25%	The Alert and Warning Annex is ready to be socialized (waiting for the Base Plan to be done). Evacuation, Continuity of Government and Continuity of Operations should be available in late 2022.	At the direction of Council after a request by ESC Womack, the A&W and Evac annexes have been pulled back for a review by APN community, OES, and Cal OES. We are also adding the Sheltering Annex to this review as it is part of the major APN component.	
3.4a	Develop a pathway forward for improving early alert and warning systems including redundant platforms and software	Emergency Management/Information Technology	Fiscal Year 21/22			Consider disaster preparedness redundancy for communications platforms. May involve consultant services	10%	We continue to work on this. ATT FirstNET has proven reliable and we are continuing to test for partial use (MOTV). We are looking at potential ATT FirstNET deployable cell on wheels and potential building IT back-up. We have also been working with Nevada County SAR on potential shared resources utilizing the SparkLink system.	ESC Womack has been appointed to the Cal OES Alert and Warning Committee for Inland Region as the chair. This help to improve alert and warning capabilities into the future.	
3.4b	Animal, Recovery, and Damage Annexes	Emergency Management	8/1/23			After reviewing the State EOP plans, it was determined the Town will need to add Animal, Recovery, and Damage Annexes to the EOP as a path forward in the event of a significant event resulting in damage to the Town.	10%		This is a brand new item. We will be able to source from other agencies, however there will be time requirements to complete.	
3.4c	EOC Infrastructure Update	Emergency Management	8/1/23			The EOC has not been updated in several years and is in need of updating to remain functional. This will include new furniture, upgrade video equipment, and upgraded IT equipment. This will be done in partnership with IT and the Clerk's Office.	10%		This is a new item. It was expected we would need to complete this once the EOP was approved and after discussing with IT the technology needs.	
3.5a	GIS mapping for LHMP	GIS	Fiscal Year 22/23			Produce spatial data layers for use within the LHMP for the Truckee area of the County-wide Plan.	26% Complete		No updates. Awaiting direction from ESC.	
3.7a	Send Administrative Services rep through FEMA training for Emergency Finance Representative for EOC issues.	Administrative Services				Provide training to a new employee to resume administrative aspects of the Emergency Operations Center (EOC).	0%	The training opportunity was cancelled we will continue to look for training opportunities in the fall of 2022.	With new personnel in the Finance Section, we will need to update this training. Goal is to complete it in the Spring of 2023	

3.7b	Ensure all Town Supervisors and managers have required additional FEMA training	Emergency Management					50%	PD Law Supervisors have completed ICS 300 course. Support Services Manager to attend ICS 300 by end of 2022. Sgts will be assigned ICS 200 in the Fall of 2022.	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.	
3.7c	Provide Council and Policy Group Senior Level FEMA training	Emergency Management					0%	Will attempt to provide shortened training to Council in this fiscal year. Working on training for Department Heads on how EOC will function and their role in the ICS / EOC mobile	A separate shortened ICS course is available for Council and Policy Group personnel.	
3.7d	Develop and train Incident Support Team (IST)	Emergency Management				This concept is a group of managers and supervisors from AS/Public Information Office/Public Works/ Emergency Management that can respond to an incident and support Incident Command (IC) staff directly	75% team structure needs - update training to occur next year	This is static. Team has responded to incidents. We will likely be adding a transit component this fall / winter. Animal Services has several agreements in place and has completed training of shelter staff.		
4	Establish and Maintain Regional Community Partnerships	Police/Town Manager's Office								
4.3	Partnership with Fire District for evacuation planning and preparedness	Emergency Management	on-going with Fire Dist. and County				In Progress - 60% Complete	No change. TYPD is using Measure T money to pay for an annual subscription for evacuation modeling with a local start-up company. We have worked with the company for Beta testing and received a considerable discount. We are also working with the Planning Division to start figuring out the role of EOC in reviewing planning documents and the need for evacuation planning triggers with GP 2040 update.	We have a subscription for 3 years paid for by Measure T funds that allows us to run evacuation timing and modeling scenarios. We are in the process of developing ways to better estimate car counts and actual numbers per residence in subdivisions. This is needed to accurately model evacuation times.	
4.10	Ongoing partnership with TDPUD regarding utility undergrounding projects	Engineering	on-going			MOU regarding utility improvements, relocations, and utility undergrounding is under development expected in FY21/22	In Progress, 25% complete.	No work completed this quarter. Further discussions with TDPUD planned in upcoming quarter.	Shared funding agreement is being implemented on the Church Street Extension/Trout Creek Restoration project and a similar agreement (and potential undergrounding agreement template) is being initiated for review for the West River Streetscape project.	
5	Emergency Communications Enhancements	Police/Town Manager's Office/Public Information Officer/Communications								
5.1	Establish a communications plan for emergencies	Emergency Management	6/30/22				50%	This will likely be a part of the Alert and Warning Annex of the EOP with a separate document for the Town PD (in progress).		
5.2	Emergency Management Grants	Emergency Management	12/31/22				50% Complete			For current HMAP funds, we are eligible because of the River Fire in western Nevada County in summer 2021
5.3	Protect local shelter facilities with generators	Emergency Management	12/31/22				75% complete	We have identified a local TDPUD building and we are working with TDPUD and TDPUD to equip the building with a Transfer Switch for the generator we have available from American Red Cross.		

<div>  <b>Priority: Enhance Partnerships and Investment For Emergency Preparedness Including Wildfire Readiness and Mitigation</b>  </div>									
Task	Goal	Lead Departments	Target Date	Related Council Priority	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of June 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work	Update as of September 30, 2022 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work
1	Update Land Use Documents to ensure they provide objective standards as required by State Law while maintaining maximum Town discretion	Community Development	Fiscal Year 22/23						
1.2	Aerial Mapping	GIS	Fiscal Year 21/22			Aerial Mapping data can be used to identify land use changes and determine urban structure density (density designations "intermix" and "interface" within the Wild Land Urban Interface). Identifying areas using the above designations have potential fiscal implications as they may trigger availability of federal grant funds.	Complete	100% complete	100% complete
2	Vegetation Removal and Fuels Reduction	Public Works/ Keep Truckee Green							
2.1	Town right-of-way fuels reduction	Public Works	Fiscal Year 21/22		C2018	Partnership with Truckee Fire. Includes Prosser Lakeview, Sierra Meadows, and Glenshire neighborhoods as well as Tahoe Donner access roads.	Complete	Work completed first week of July.	
2.1a	Brushing and chipping project GIS mapping	GIS	Fiscal Year 21/22			GIS mapping for project areas well as ongoing maintenance of field surveys and real-time public information map	100% - in progress	100% complete; mapping services are now shared with the Fire District.	100% complete; mapping services are now shared with the Fire District.
2.2	Explore potential partnership with existing biomass opportunities for vegetation removal projects	Keep Truckee Green	Fiscal Year 21/22				Scoping study 100% Complete; We have moved on to the next phase of completing a feasibility study	Scoping study completed and presented to Council. Contract executed with Wildexphor to complete full feasibility study of two biomass options, to be completed in mid-2023.	Feasibility study is in process and completion expected spring 2023.
3	Disaster Preparedness/Evacuation	Police							
3.6	Zone based Evacuation Plans Implementation	Police / Emergency Management	6/30/21			Funded by County grant for Fiscal Year 21-22 & Fiscal Year 22-23	100% complete on implementation - now will start into updating	Updates completed for 2022. System continues to grow with new additions that will require updating and tweaking for our area.	Next steps are to continue to build out the mapping layers in partnership with Town GIS and Zonehaven to better identify critical infrastructure locations for 1st responder use during an event. We will also need to continue to push the program out to the community in an effort to reach as large of a population base locally as possible. This will be an ongoing effort to keep the platform updated and current.
3.6a	GIS mapping for zone based evacuation plans	GIS	Complete & on-going			GIS plays critical role in providing at-risk infrastructure, critical intersection information, routing information, zone delineation, and structure density information for evacuation planning	Complete - on-going assistance will continue.	Complete	Zonehaven: critical intersection layers will be updated
3.7	Ensure all Town Employees have basic FEMA required training	Emergency Management					All employees as of July 2022 have received the basic required training		The basic SEMS course is required of all employees and is an on-line course. FEMA grants require this course be completed by all employees. All employees have this training however staff will continue to monitor this to ensure new employees receive training.
4	Establish and Maintain Regional Community Partnerships	Police/Town Manager's Office							
4.1	Partnership with Fire District for tax measure support						Complete		
4.2a	GIS support for Fire District partnership efforts	Engineering/GIS	Complete & on-going			Produce maps related to fuels mitigation projects, maintains fire hydrant data and communicates with the districts Forester regarding fuels treatments	Complete - On-going	On-going. Fire District Hub has been created for private use by the Vegetation management Team. Critical infrastructure mapping shared with the Fire District. Field applications are being created.	On-going support of spatial data
4.3	Ongoing coordination with United States Department of Agriculture (USDA) National Forest Service for trails planning and fuels reduction efforts	Engineering	Complete & on-going				Complete & on-going		Town staff coordinates regularly with all of our local, state and federal partners on trail planning and fuels reduction efforts. This is an ongoing task with particular attention is now being paid to trails serving as shaded fuel breaks for fire preparedness.
4.4	Maintain annual contract with Cal Fire for wildland fire suppression	Town Manager's Office					Complete		
4.5	Partnership with Nevada and Placer County OES's for seamless response during a major incident	Emergency Management	Complete & on-going				Complete - On-going		We worked with Nevada and Placer Counties and the Lake Tahoe Fire Chiefs, along with CHP, during the Mosquito Fire to prepare for a potential evacuation of Truckee or the west shore of Lake Tahoe. We continue to strengthen partnerships with local agencies, including Reno and Washoe County in the event of a large scale incident.
4.6	Hold bi-annual regional emergency manager's meeting	Emergency Management	June and December annually				Complete - meetings will continue biannually		Winter meeting scheduled for 12/05/2022

4.7	Partnership with Fire District for fire safety inspections on STRs	STR Staff	on-going				100% Complete		
4.7a	GIS support for STR fire inspection efforts	GIS	on-going				Complete	Complete. No further work required	Complete. No further work required
4.8	Partnership with Reno National Weather Service (NWS) on Weather Ready Nation (WRN) Ambassador program for summer weather awareness (Red Flag and Lightning)	Emergency Management	in-process - by June 1st			Bring to Council for presentation	Partnership is complete		
4.9	Hold Town Hall style presentations for Home Owners Associations (HOA) and civic groups	Emergency Management	by July 1st			This repeats yearly each Spring and Summer	Complete for 2021 - will restart circuit in 2022		