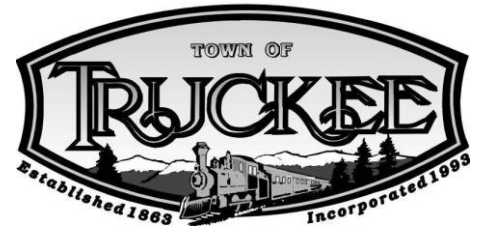


November 8, 2022

Honorable Mayor and Council Members

Jen Callaway, Town Manager



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

APPROVED BY:  
Manager

Jen Callaway, Town

---






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

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

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

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

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

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

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

This quarter, staff has separated out completed task items to facilitate easier review of the existing workplan items that are in progress or yet to be started. The workplan runs through June 30, 2023.

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

### ***Update on 2021-23 Council Priorities and Action Items***

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

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

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

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

- Explore Employee Bike-at-Work Program Feasibility (Task 5.3) – Complete. Bcycle 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 the weather cooperates with permanent station installation occurring as part of Town-Wide E-Bike Share Program

**Priority – Infrastructure and Community Connectivity: Invest in Key Infrastructure and Community Connectivity, including the New Library, Bike Trails and Transit Alternatives**

Goal 3 – Support Connectivity through Infrastructure Development that promotes alternative forms of transportation

- Paving and Drainage Projects (Task 3.5) – Complete: 2022 project has been completed.

Goal 5 – Regional Partnerships

- Ongoing coordination with United States Department of Agriculture (USDA) National Forest Service for Trails Planning (Task 5.1) – Complete and 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.

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

Goal 2 – Continue to improve relationships among residents, Town Council, Town Staff and local media with expansion of communication methods and engagement.

- Expand contract for translation services (Task 2.5b) – Complete: Increased translation services have expanded, and staff will continue to evaluate as part of DEI Action Plan (Action 2.5a)
- Utilize Big Truck Day to host the Grand opening of the New Public Works/PD/Transit Building (Task 2.12) – Complete. Big Truck Day took place with a large turn out and participation by Public Works, Clerks, and PIO staff with community partners.

Goal 4 – Townwide Communications Plan/Policy

- Explore partnerships with Community Collaborative to participate in living room chat initiative with Latinx community to encourage engagement and what tools would be useful for them (Task 4.7b) – Complete and 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.

Goal 5 – Regional Partnerships

- Regional GIS User Group (Task 5.2) – Complete and On-Going: Group is established and meeting regularly.

Goal 6 – Implement Public Art Master Plan

- GIS Support for Public Art Program (Task 6.3) – Complete: Art inventory and storyboard complete.

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

Goal 3 – Disaster Preparedness/Evacuation

- Ensure all Town Employees have basic FEMA required training (Task 3.7) – Complete & on-going. 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.

Goal 4 – Establish and Maintain Regional Community Partnerships

- Ongoing coordination with United States Department of Agriculture (USDA) National Forest Service for trails planning and fuels reduction efforts (Task 4.3). 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.

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

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

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

- Town involvement in JPA consideration and formation process (Task 2.2a) - 60% Complete. We have a draft Safety Element that has been reviewed internally by Town staff and TFPD. The Element will be reviewed by the GPAC in June and the Town Council and Planning Commission on July 12th.
- Town Involvement in JPA consideration and formation process (Task 2.2A) – 50% Complete. JPA consultant process completed in September and formation points of agreement, outstanding issues, and next steps memo brought to Council for adoption 10/25

### Goal 6 – Downtown Infrastructure

- Visitor Center/Transit Information Plan (Task 6.1) - 50% Complete. Staff meets routinely with Truckee Chamber representatives to discuss and strategize on transit information as well as accessibility and operations of existing services, including special events. Staff established a Working Group to focus on Microtransit Facility and pilots as well as overall transit operations which has included frequent and routine participation by Truckee Chamber staff to ensure timely and accurate distribution of transit materials of local and regional services as well as Microtransit. Coordination on these and future transit services is expected to increase with the design and construction of the Truckee Transit Center/Mobility Hub which is anticipated to affect how all existing services (Placer TART, Truckee TART, Amtrak, Greyhound, resorts, etc.) access and serve the Town and especially Downtown.

### **Priority – Communications and Community Cohesion: Enhance Communications and Public Outreach to Facilitate Community Cohesion.**

### Goal 5 – Regional Partnerships

- Truckee Community Project (Diversion) (new Task 5.3) - 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.

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

- Exploration of commercial row business garbage collection improvements (Climate Priority Task 8.4) – 20% complete. Staff have engaged in some discussions and conversations with businesses.
- 
- Facilitate towards polling and feasibility studies (Infrastructure Priority Task 2.4) – 5% Complete. 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).
- West River Street Site Redevelopment (Infrastructure Task 3.2) – Initial Design Complete. The design consultant is working to update a scope of work and schedule. Staff has reengaged with potential development partners.

- Develop a Diversity, Equity and Inclusion Action Plan (Communications Priority 2.5a) 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.
- Develop and implement a bike safety campaign (Communications Priority New Task 2.1) – 5% Complete. Town has entered into a contract with Take Care/Tahoe Fund to convene stakeholders, develop messaging, and devise an implementation plan.
- Explore different methods to engage difficult-to-reach populations (Communications Priority Task 4.7) – 10% Complete. 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 TART Connect winter pilot to identify ways to engage Latinx population, disabled community members and seniors to increase utilization of the service. This will be explored as part of DEI Action Plan (2.5A)
- 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 (Communications Priority 5.1) -10% Complete. TDPUD and Town IT staff have met to discuss process. Will reengage with each of the special districts to assess interest.
- Donner Lake Education Art Installation (Communications Priority New Task 6.5) – 5% Complete. 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.
- High Frequency Communications Equipment Radio Grant (Emergency Preparedness Priority Task 3.1) – 10% Complete. 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.
- Police Department Radio Upgrade (Emergency Preparedness Priority New Task 3.1a) – 10% Complete. We are working with our radio service to ensure correct capabilities. Depending on needs, this may become a full-scale Motorola led project.
- Pioneer Trail & Bridge Street Extension (Egress Rd) Feasibility Analysis (Emergency Preparedness Priority Task 3.2) – 20% Complete. Project has been delayed due to workload. Work will re-initiate this winter.
- Animal, Recovery, and Damages Annexes (Emergency Preparedness Priority New Task Item 3.4b) – 10% Complete. This is a brand-new item. We will be able to source from other agencies, however there will be time requirements to complete.
- EOC Infrastructure Update (Emergency Preparedness Priority New Task item

3.4c) – 10% Complete. 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.

### **New Items:**

New items added to the workplan by staff based on needs, previous council direction, organizational need and/or new opportunities presented during the quarter include:

- Work with Tier 1 Generators of Edible Food Waste to ensure each business has a plan in place to comply with 1383 Tier 1 generator edible food diversion requirements (Climate Task item 3.2a)
- Develop and implement a bike safety campaign (Communications task item 2.13)
- Truckee Community Project (Communications task item 5.3)
- Donner Lake Education Art Installation (Communications task item 6.5)
- Police Department Radio Upgrades (Emergency Preparedness task item 3.1a)
- Animal, Recovery, and Damages Annexes (Emergency Preparedness Task Item 3.4b)
- EOC Infrastructure Update (Emergency Preparedness Priority Task item 3.4c)

### **Bike Rack:**

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

Items added to the bike rack this quarter include:

- Bike and Trail safety
- Explore implementation of a youth Council
- Explore implementation of a plastic water bottle ban

### ***Explore Implementation of a Plastic Water Bottle Ban:***

At the October 25th Council meeting first reading of the single use foodware ordinance, council members indicated that there was interest in exploring a plastic water bottle ban as a next waste reduction policy, following South Lake Tahoe's recent adoption of a plastic water bottle ordinance. While banning sale of certain disposable water bottle products may initially appear relatively straight forward, there are dozens of different options for such a policy and the policy would touch on several important community issues that would need to be addressed. These issues include:

- Equity: What groups could be disproportionately impacted by policy, and how could the Town address this in the planning process?
- Emergency preparedness and response: How could the Town ensure that sufficient safe drinking water is available if an emergency disrupts water supply?

- Greenhouse gas emissions: What are the alternatives to single use plastic water bottles and what are the lifecycle GHG emissions from these alternatives?
- Businesses and special events: What would the rollout and implementation timeline look like to provide businesses and special events ample time to prepare for this change?

In order to address the above issues and ensure opportunities for stakeholder input to inform such a policy, at a minimum staff would recommend convening one stakeholder group, consisting of representatives of the grocery industry, retail industry, a special event organizer, Town staff, including the Town's Emergency Operations Coordinator and Diversity, Equity and Inclusion Program Manager, and the two Council representatives that worked on the single use foodware stakeholder group, Mayor Henderson and Councilmember Klovstad, holding one community workshop and conducting two surveys, one for the general public and the other for businesses and special event organizers. In addition to these steps, staff would conduct outreach to other jurisdictions that have fully implemented such a policy to understand best practices and lessons learned and would review studies that may be available regarding GHG impacts of water bottle bans. Keep Truckee Green staff would also work closely with the Diversity Equity and Inclusion Program Manager and Emergency Services Coordinator to full vet equity and emergency preparedness considerations.

**Timeline:** With the above steps in mind, staff anticipate that an item could be brought back to council for discussion and direction, based on feedback received from the community, in March 2023 with an amendment to the ordinance following. The timeline for implementation would need to be considered as part of the development process. For example, South Lake Tahoe's recently-adopted ordinance provided seven months lead time before a ban on small plastic water bottles in municipal facilities and special events, and an additional year before the policy would apply to vendors. In addition to the timeline for ordinance adoption, significant additional staff time would be anticipated following ordinance adoption to complete outreach to impacted businesses, event organizers, and the public about the ban. It should be noted that in South Lake Tahoe, The League to Save Lake Tahoe is taking a significant role in the outreach effort, reducing the workload on city staff. Absent an obvious partner to lead the Truckee outreach effort, staff anticipate that Keep Truckee Green staff would be responsible for this effort, reducing staff time available for other Keep Truckee Green projects. There may be an opportunity to add some of the outreach work to the scope of a consultant conducting outreach on single-use foodware ordinance implementation.

**Workplan implications:** If Council provides direction to prioritize development and implementation of a water bottle ban, staff would recommend pausing exploration of additional sustainability requirements for special events and additional business sustainability grant and rebate programs (beyond the Single Use Foodware implementation grant program) until 2024.

### ***Diversity, Equity and Inclusion Update:***

The DEI Program Manager was hired this fall and started on October 1, 2022. This role will work to achieve the Council's community cohesion and enhanced communications priority, by increasing community engagement with historically underserved populations such as the Spanish-speaking population, seniors, youth, low-income, unhoused, veterans and others. Staff is currently meeting with Town leadership and key partner stakeholders to gather baseline information to help inform the strategic development of a DEI Action plan. Staff is working



closely with the Communications Program Manager to coordinate efforts on a broad-reaching, town survey to ensure we are reaching all parts of our community. Other near-term projects include involvement in the TART Connect winter pilot to provide equitable access by increasing outreach material to have bilingual access and expansion of service areas to capture multi-family housing complexes.

Additional continuing work includes a veteran's hiring program and a potential youth council. Staff has connected with Nevada County Veterans Hiring Program and veterans program partners. Staff are continuing to work on this process to enroll the Town into the established hiring programs, which entail a vetting process. The development of a Youth Council was added to the bike rack. Staff's intention would be to begin to engage with the School District to understand their interest in supporting the development of a Youth Council as well as other community partners.

### ***Bike and Trail Safety:***

Staff has recorded the Bike Safety Campaign in the work plan that is a collaborative process currently underway. In addition, staff is reviewing the Town's ordinance and considering bringing forward clarifying language for Council to consider in the near future. Therefore, staff recommends further discussion of this item during the Town Council's priority setting session in January/February

### **Other Significant Workload Items:**

It is important to note that during the quarter staff spent a significant amount of time working on Measure V related issues, either participation in the County's Chief Executive Officer (CEO)'s Roundtable Discussions, other group discussions, contract negotiations, Council discussions and preparation, etc. This item was not on the workplan but did encompass a great deal of staff time.

In addition, staff wrapped up the Compensation and Classification study which was an extensive process. During this process staff completed negotiations with the Town's Police Officers Association and is currently engaged in negotiations with the Town's Mid-Manager's Group and General Employee's Association. Compensation and Classification study and negotiations all consume significant amount of staff resources.

The Town continues to be in a hiring phase, filling vacant positions. The full recruitment and onboarding process takes several months - from posting the job announcements, reviewing applications, completing 2 rounds of interviews, and finally onboarding new employees. Following this, while the training period can vary, it typically takes new employees about a year to be fully trained in Town practices, policies, etc. Staff transitions limit workload and capacity.

Lastly, it is important to highlight and note the work of staff, the Town Council, Town Planning Commission and community with respect to the general plan update process. While this has been a long process, this past quarter included a significant number of workshops that the Town Council, Town Planning Commission, staff and community participated in to move the general plan update forward. We are targeted to adopt the General Plan update in March 2023.

### **CONCLUSION:**

The workplan update for the quarter ending September 30, 2022, is provided for council review

and input. Staff and Council continue to be very busy and working towards completing many work items for the community. This quarter, staff separated out completed items for ease of review. The Town staff have completed an impressive number of workplan items on behalf of the community, and it is important to note that these workplan items that address Council priorities are completed in addition to providing the Town's core services. As of September 30, 2022, Town staff have completed approximately 100 of the work plan task items.

**PRIORITY:**

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

**Public Communication:** This staff report.

**ATTACHMENTS:**

Attachment 1 – Council Priorities 2021-23 Work Plan

Attachment 2 - Other Significant Operational or Strategic Priorities

Attachment 3 – Bike Rack of Items