

# Town of Truckee

## Strategic Workplan

Fiscal Years: 2023/24 – 2024/25





## KEY INFRASTRUCTURE & CONNECTIVITY

Goal 1: Policy – General Plan Implementation.

Goal 2: New Library – Partner with Nevada County, Friends of the Library, and regional partners to advance the development of a new, modern Truckee Library.

Goal 3: Mode Shift – Support Connectivity through Infrastructure Development that Promotes Alternative Forms of Transportation.

Goal 4: Downtown Infrastructure.

Goal 5: Public Transportation.

Goal 6: West River Revitalization.

Goal 7: Community Serving Infrastructure

Goal 8: Cybersecurity Posture and Operational Risk



## EMERGENCY PREPAREDNESS

Goal 1: Policy – General Plan Implementation.

Goal 2: Vegetation Removal – Fuels Management.

Goal 3: Disaster Preparedness and Evacuation.

Goal 4: Regional Collaboration – Establish and Maintain Regional Community Partnerships.



## WORKFORCE HOUSING

Goal 1: Policy – General Plan Implementation.

Goal 2: Increase staffing Capacity.

Goal 3: Collaborate with Regional and State/Federal Partners to Develop Policies, Funding Strategies and Approaches to Increase Housing for Local Workforce.

Goal 4: Workforce Housing – Develop Workforce Housing Units.

Goal 5: Develop new programs to increase the production, creation, and preservation of housing for the local workforce.

Goals 6: Support and enhance existing Town Housing programs.

Goal 7: Support Housing Solutions for Unhoused.



## ENVIRONMENTAL SUSTAINABILITY

Goal 1: Policy – General Plan Implementation.

Goal 2: Preservation of Donner Lake.

Goal 3: Waste Reduction Efforts.

Goal 4: Town Policies and Practices – Incorporate sustainable practices into Town policies and practices.

Goal 5: Mode Shift Programs – Explore bike, micro-mobility, and micro-transit options.

Goal 6: Greenhouse Gas Emissions Reduction – Reduce GHG Emissions from Buildings.

Goal 7: Destination Stewardship Plan.

Goal 8: Biomass – support efforts to explore biomass plant viability.



## COMMUNICATION & PUBLIC OUTREACH

Goal 1: New Town website that improves ease of access to information and increase engagement.

Goal 2: Re-envision Town Branding.

Goal 3: Community engagement around priority initiatives.

Goal 4: Build relationship and enhance engagement with target populations.

Goal 5: Town wide Communications Plan.

Goal 6: Staff and Council training to support community engagement.

Goal 7: Public Art Master Plan Implementation.

Goal 8: Evaluate Downtown Visitor Services.

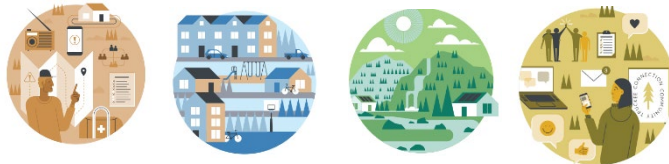
Goal 9: Special Events.



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

### Goal 1: Policy – General Plan Implementation

#### Related Goals:



#### ✓ Task 1.1 – General Plan Adoption

*Description: Comprehensive 2025 General Plan Update including the creation of a Climate Action Element, an update of the Truckee Downtown Specific Plan, preparation of a Final Environmental Impact Report and changes in support of SB2 housing site rezones.*

**Target Date:** Spring 2023

**Status:** 100% Complete

**Lead:** Planning

**Supporting:** All



Project Update June 30, 2023: Complete - The Town Council unanimously adopted the Truckee 2040 General Plan on May 9, 2023. The FY 2023/24 – FY 2024/25 strategic plan progresses over 70 policies and action items outlined in the 2040 General Plan.



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

**Goal 2: Partner with Nevada County, Friends of the Library and Regional Partners to Advocate for the Development of a New, Modern Truckee Library**

### Related Goals:



### Task 2.1 – Town Involvement in Joint Powers Authority (JPA) Formation Process

*Description: **2040 General Plan Community Character Element Action Item CC-6.1** - The Town will continue to have a significant role in the JPA formation process, including working with Nevada County, Friends of the Library, and other partners to address the "outstanding issues" identified in the JPA formation study, develop a JPA agreement and JPA roadmap. Town Council consideration of JPA agreement and roadmap adoption is anticipated in December 2023.*

Project Update: Staff have continued actively working with partners including the following:

- Ongoing bi-weekly coordination meetings with partners on the steps toward developing a JPA.
- Met with Nevada county, Friends of the Library (FOTL) and Placer County to discuss potential Placer County participation in polling and/or ongoing operational partnership for library services.
- Meetings with Nevada County and FOTL to develop charter for library design advisory group, which will advise JPA board on design process.
- Participation on new library grant committee, including development of one new grant letter of interest and consideration of potential grants.
- Town and County Counsel have met several times to draft a JPA agreement. This agreement is anticipated to be presented to the Town Council and the Board of Supervisors to consideration before the end of the calendar year.
- The Town and County have developed a draft MOU between the jurisdictions and Friends of the Truckee Library, which is intended to recognize FOTL's important role in the library project.

**Target Date:** FY 2023/24 - expected timeline through end of 2023 to complete formation next steps.

**Status:** In Progress – 95% Complete

**Lead:** Town Manager's Office & Assistant to the Town Manager

**Supporting:** Town Attorney

**September 30, 2023: Draft JPA has been completed and was approved by Town and County at the staff/ legal review level in November 2023. The agreement has not yet been presented to the Town Council and Nevada County Board of Supervisors for consideration and approval.**



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

**Goal 2: Partner with Nevada County, Friends of the Library and Regional Partners to Advocate for the Development of a New, Modern Truckee Library**

### Related Goals:



### ✓ Task 2.2 – Complete Initial Polling for a Library Revenue Measure

*Description: 2040 General Plan Community Character Element Action Item CC-6.1 - Town is funding and contracting for initial polling, which is a partnership effort between Town, FOTL, Nevada County and Placer County.*

Project Update June 30, 2023: Polling stakeholder group convened in early January, including Town consultants, FOTL, Nevada County, Placer County, Town, and community representative. Polling was complete in spring 2023 and results were presented to and accepted by the Town Council on May 23, 2023.

**Target Date:** 6/30/2023

**Status:** 100% Complete



**Lead:** Town Manager's Office & Assistant to the Town Manager

**Supporting:** Town Attorney

### Task 2.3 – Building Impact Fee Subsidy

*Description: 2040 General Plan Community Character Element Action Item CC-6.1 - Funding is identified in CIP 2110. Fee subsidy timing will coincide with when fees are incurred.*

Project Update: Not started because no building or impact fees have been incurred.

**Target Date:** FY 2024/25

**Status:**

**Lead:** Town Manager & Assistant to the Town Manager

**Supporting:**



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

**Goal 2: Partner with Nevada County, Friends of the Library and Regional Partners to Advocate for the Development of a New, Modern Truckee Library**

### Related Goals:



#### Task 2.4 – Collaborate with Partners to Develop Library Partnership Communication Plan

*Description: **2040 General Plan Community Character Element Action Item CC-6.1** - Communications plan is intended to inform the community about the project, project benefits, and regional partnership efforts that are supporting this project.*

Project Update:

**September 30, 2023: Town funded Library awareness video in late summer 2023. Communication efforts are anticipated to ramp up as design progresses.**

**Target Date:** 12/31/23

**Status:** In Progress –65%

**Lead:** Town Manager & Assistant to the Town Manager

**Supporting:** Community Engagement

#### Task 2.5 – Support Lot Line Adjustment Process to Create New Library Parcel

*Description: **2040 General Plan Community Character Element Action Item CC-6.1** - Land underlying the library site is owned by three agencies (TDPUD, TSD and TDRPD). The agencies have agreed to a lot line adjustment to create one parcel owned by TDRPD. TDPUD is leading this effort, and the Town is supporting the process as necessary.*

Project Update:

**September 30, 2023: In process with TDPUD as the lead on the lot line adjustment.**

**Target Date:** 06/30/2024

**Status:** In Progress – 75% Complete

**Lead:** Engineering

**Supporting:** Planning





## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

**Goal 2: Partner with Nevada County, Friends of the Library and Regional Partners to Advocate for the Development of a New, Modern Truckee Library**

### Related Goals:



### Task 2.6 – Participate in Library Design Group

**Description:** **2040 General Plan Community Character Element Action Item CC-6.1** - The library design group will serve as an advisory subcommittee to the JPA to provide input on library design issues. The Town's Economic Development Analyst will be a member of this subcommittee and technical staff will participate as necessary throughout the process.

**Project Update:** Design group charter drafted. Work is anticipated to commence once an architecture design contract is awarded.

**September 30, 2023:** Nevada County Architectural Services RFP for the project was released in October and Public Works Director, Dan Wilkins, worked closely with library partners to develop RFP. Design group work is anticipated to commence following architect selection in early 2024.

**Target Date:** 06/30/2025

**Status:** In Progress – 15% Complete

**Lead:** Economic Development

**Supporting:** Engineering & Planning



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

#### Related Goals:



#### Task 3.1 – Truckee River Legacy Trail Phase 4A

*Description: **2040 General Plan Mobility Element Action Item M-2.G** - This project includes the eastern end of Phase 4 of the Truckee River Trail (connecting Cottonwood to the southern Town Boundary with a connection over the Truckee River to West River Street and a trailhead accessible via South River Street. The trail construction should be substantially complete by the fall of 2023 but the bridge over the Truckee River will be delayed until 2024.*

Project Update: Construction re-initiated in May 2023. Work on bridge contract change order is under way.

**September 30, 2023: Project is ongoing. A majority of the project has been completed, with the setting of the bridge across the Truckee River and associated connections to be completed in summer 2024. The trail will not be open this winter.**

**Target Date:** Summer 2024

**Status:** Construction 80% Complete with completion to occur in 2024.

**Lead:** Engineering

**Supporting:** Community Engagement





## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.2 – West River Streetscape Improvement

*Description: **2040 General Plan Mobility Element Action Item M-2.J** - Design and construction of streetscape improvements (curb, gutter, sidewalk, landscaping, utility undergrounding, parking improvements) on West River Street from Bridge Street to Mill Street/Riverside Drive intersection. The Project has four components including: undergrounding utilities from the Truckee Tire to 10083 East River Street; Jax Diner parking lot improvements; north side sidewalk; and south side sidewalk. Construction includes one pedestrian median island. Some underground utility work is occurring during this project for Reimagine Bridge Street.*

Project Update: Construction contract was awarded in January 2023. Construction initiated in May 2023 with completion by September 2024, although there are financial incentives for the contractor if they complete the contract early.

**September 30, 2023:** Project is ongoing. Sidewalk has been set on the north side and a portion of the south side of West River. Storm drain was installed and upgraded, and some joint trench was installed. The project is scheduled to be completed by September 2024 with additional sidewalk, median, and utility undergrounding work to occur in 2024.

**Target Date:** FY 22/23 – FY 23/24

**Status:** Construction 60% Complete with completion to occur in 2024.

**Lead:** Engineering

**Supporting:** Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.3 – Church Street Extension/Trout Creek Restoration

*Description: **2040 General Plan Mobility Element Action Item M-2. J** - Planning, design, and construction of the Town's portion of the extension of Church Street from the balloon track in the Railyard development to Glenshire Drive. Project includes the restoration of Trout Creek, a bridge over Trout Creek and a roundabout at the Glenshire Drive/Church Street Extension intersection.*

Project Update: Construction was put on hold over winter. Work on Church Street/Glenshire Drive roundabout commenced in June 2023.

**September 30, 2023: Construction is substantially complete. Additional work includes project closeout, grant close out, and three years of restoration monitoring.**

**Target Date:** FY 23/24

**Status:** In Progress – 95% Complete

**Lead:** Engineering

**Supporting:** Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

#### Related Goals:



#### Task 3.4 – ~~Transit Center Relocation~~/Truckee Railyard Mobility Hub Implementation – Phase 1, 2a and 2b

*Description: Feasibility study completed. Pursue land acquisition for new site. In October 2020 the Town completed the "Truckee Transit Center Relocation Feasibility Study" which conducted an alternatives analysis to consider replacing or augmenting the existing Transit Center located at the Truckee Depot. A grant has been acquired by one of the Town's project partners for up to \$1 million for construction of Phase 1 which consists of bus bays, passenger shelters, landscaping, and other passenger amenities. Phase 2 will consist of the construction of the climate-controlled transit center and adjacent parking lot and electric vehicle charging. Collectively this Project will provide numerous multi-modal options and has been rebranded as the "Truckee Railyard Mobility Hub."*

Project Update: National Environmental Policy Act (NEPA) analysis is under way including the updating of specialist reports (cultural, biological, environmental justice, noise) previously completed for CEQA clearance. NEPA Categorical Exclusion anticipated in March 2023 with bid advertisement for Phase 1 (bus bays and circulation, shelters, curb and gutter and pedestrian circulation, snow storage area and stormwater basin, utilities, landscaping) shortly thereafter. Staff are currently pursuing additional state and federal funding to construct Phase 2 (climate-controlled Transit Center, charging infrastructure, final amenities, and landscaping) in summer 2024.

**Target Date:** FY 2024/25 +

**Status:** Phase 1 Design: Complete

Phase 1 Construction: 90%

Phase 2s Design: 60% Complete

Phase 2b Design: 10% Complete

**Lead:** Transportation

**September 30, 2023:** Phase 1 of the Mobility Hub commenced construction in July 2023 which includes 3 bus bays for 40' transit vehicles operated by regional partners and staging for an additional 6-8 transit vehicles including those operated by the Town as well as Amtrak and Greyhound. Additional project elements include 3 passenger waiting structures, streetscape furniture, bike racks and fix-it-stations, pedestrian internal pedestrian circulation, space for future public art, snow storage and stormwater treatment improvements, and subsurface hydronic and electric conduit to support future snowmelt system and electric vehicle charging, including Truckee and regional partner fleets. Phase 1 is scheduled for completion in November 2023 and will be served at the commencement beginning in December 2023. Phase 2a, which will include parking and electric charging infrastructure will begin design in November 2023 with construction scheduled for summer 2024. Phase 2b, which will include construction of the climate control passenger waiting facility, commencing design in 2024/25.



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.5 – West River Street Redevelopment

**Description:** *2040 General Plan Mobility Element Action Item M-2. J; Land Use Element LU-9.1, LU-9.2, LU-9.9 - 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. Design and construction of a riverfront open space park (site work, landscaping, hard-scaping, and site fixtures) at the site of former Nevada County Corp Yard. The site will include a mix of riparian restoration, riverfront park, and river-oriented commercial development. Commercial development construction is anticipated to be financed and constructed by commercial developers.*

**Project Update:** Updated design contract executed February 2023. Construction start is planned for 2024 with the project going out to bid in November 2023.

**September 30, 2023:** Project final design is nearing completion, and the project will be reviewed by the Planning Commission in November. Depending on the feedback, the project will likely go out to bid in December. The Town has received a preliminary application for the west commercial development site. Staff is working on terms for a purchase and sale agreement for both commercial sites.

**Target Date:** FY 2024/25

**Status:** In Progress – 95% Design Complete; Construction to start in 2024

**Lead:** Engineering

**Supporting:** Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.6 – Jibboom Street Sidewalk Feasibility Study

*Description: **2040 General Plan Mobility Element Action Item M-2.J** - Prepare a study to evaluate potential pedestrian/bicycle improvements on Jibboom Street between Bridge Street and the Stoneridge Development, including several alternatives such as widening, the conversion to a one-way street, and improvements to the Keiser Avenue/Jibboom Street intersection. Preferred alternative has yet to be determined.*

Project Update: Work has resumed to re-engage design consultant. Construction timing will depend on selected alternative and funding.

**Target Date:** FY 2025/26

**Status:** In Progress – 25% Complete

**Lead:** Engineering

**Supporting:** Community Engagement

**September 30, 2023:** Consultants working to finalize preliminary layouts and cost estimates for three main alternatives. Staff will be meeting with affected property owners (including Caltrans and TDPUD) over the winter. Project schedule may be slowed due to resource constraints (work on private development and other CIPs).



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.7 – Reimagine Bridge Street

*Description: **2040 General Plan Mobility Element Action Item M-7. A** - Evaluation, design and construction of improvements to the Bridge Street/Donner Pass Road and Bridge Street/West River Street intersections. Improvements are anticipated to include traffic signals, sidewalks, crosswalks, pre-emption infrastructure, utility undergrounding, and railroad gates. Project goals consider traffic capacity, pedestrian/bicycle facilities, safety, aesthetics, and ability to implement a Union Pacific Railroad "Quiet Zone".*

Project Update: Continuing to work with Union Pacific Railroad (UPRR) on design. The Town continues to pursue funding sources and the project was recently recommended to receive a \$250,000 grant.

**September 30, 2023: Project is still in the design phase, approximately 85% plans. We have come to an agreement between UPRR and CPUC for the crossing configuration. The Town was recently awarded \$1,000,000 in grant funding for the crossing.**

**Target Date:** FY 2024/25

**Status:** 85% Design Plans

**Lead:** Engineering

**Supporting:** Community Engagement

### Task 3.8 – Pioneer Trail and Bridge Street Extension

*Description: Construction of a new access road linking Tahoe Donner to SR 89 north/SR 267 via an extension of Pioneer Trail as well as a connection to Downtown Truckee via a Bridge Street extension using the Trout Creek I-80.*

Project Update: Project was reinitiated by staff at the end of December. Work on finalizing the traffic analysis, alternatives analysis, and fiscal analysis is underway. Update to Town Council is planned for fall 2023.

**September 30, 2023: Staff has been working with consultants to finalize the environmental, traffic, emergency access and funding strategies. A summary of the work done date will be presented to the Town Council in December for feedback and direction.**

**Target Date:** TBD

**Status:** In Progress – 25% Complete

**Lead:** Engineering

**Supporting:** Community Engagement





## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.9 – Truckee River Legacy Trail Phase 4B

*Description: **2040 General Plan Mobility Element Action Item M-2. G** - Construction of the portion of the Truckee River Legacy Trail Phase 4 project located in Placer County. The work is anticipated to include the continuation of the trail to a bridge across the Truckee River and a trailhead parking lot at the corner of West River Street and Highway 89 South. This portion of the trail is mostly located in Placer County and the Town anticipates sharing some construction costs with Placer County for the completion of this trail. Initiate final design in FY 23/24. Construction timing would depend on construction funding but may occur as soon as 2025.*

Project Update: Project temporarily on hold due to workload issues but work on potential alignments, funding partnerships, and right of way requirements will commence late summer/early fall.

**September 30, 2023: No work was completed last quarter and work will be delayed until there is adequate staff capacity.**

**Target Date:** FY 2024/25

**Status:**

**Lead:** Engineering

**Supporting:** Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.10 – Railyard Development Agreement Discussion

*Description: **2040 General Plan Community Character Element Action Item CC-3.1** - This project includes the Town's financial commitments associated with the implementation of the 2017 Railyard Master Plan Development Agreement. It includes the Town's financial obligations associated with a loan for the Artist Housing, the construction of a roundabout at the intersection of Donner Pass Road and Church Street, the development of a theatre, and the construction of a streetscape improvement associated with the Railyard Phase 1 infrastructure. Future expenditures are tied to the theater. Removal of the theater would require revisions to the Development Agreement.*

Project Update:

**Target Date:** FY 2023/24

**Status:** On Hold – Only items related to the theatre remain to be implemented

**Lead:** Engineering

**Supporting:** Planning & Town Attorney

### Task 3.11 – Update Trails and Bikeways Master/Active Transportation Plan

*Description: **2040 General Plan Mobility Element Action Item M-2. A** - Update the Truckee Trails and Bikeways Master Plan. This will require significant public outreach and engagement and an advisory committee.*

Project Update: Staff would begin work on this project in FY 2023/2024.

**Target Date:** FY 2024/25

**Status:**

**Lead:** Engineering & Transportation

**Supporting:** Community Engagement

**September 30, 2023: No work was completed last quarter, but staff plans to initiate an RFP in early 2024.**



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

#### Related Goals:



#### Task 3.12 – Joerger Drive – Riverview Sports Park Trail Connection

*Description: **2040 General Plan Mobility Element Action Item M-2. G** - Design and construct a Class I paved trail connecting Phase 2 of the Truckee River Legacy Trail to Joerger Drive by the Riverview Sports Park.*

Project Update: Project concept was reviewed at the March 2023 Truckee Sanitation District (TSD) Board meeting. TSD is supportive if some of the driveway crossing safety concerns can be addressed. Staff submitted a Recreational Trails Program grant application in June 2023 and will initiate design summer 2023.

**September 30, 2023: Additional design work was not initiated in 2023 as originally planned. However, staff worked with the California Natural Resource Agency to provide additional information on a Recreational Trails Program grant, including a site visit from the grant administrators. Staff expect award announcements in December. If successful, the Town would have several years to implement the project. Staff intends to initiate design this winter.**

**Target Date:** FY 2023/24

**Status:** In Progress – 5% Complete

**Lead:** Engineering & Transportation

**Supporting:** Community Engagement

#### Task 3.13 – Mogule Lane/Pioneer Trail Connector Trail

*Description: **2040 General Plan Mobility Element Action Item M-2. G** - This project would include design and construction of approximately 1.5 miles of Class I paved trail connecting the Trout Creek Trail to Pioneer Trail and Mogule Lane near its intersection with Basel Place.*

Project Update: Design work will not initiate until Fiscal Year 24/25 at the earliest.

**Target Date:** Design Work: FY 2024/25.

**Status:**

**Lead:** Engineering & Transportation

**Supporting:** Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

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

### Related Goals:



### Task 3.14 – Parking Strategic Plan

*Description: The current plan was completed in November 2019 and this task works towards implementation of that plan to address enforcement, infrastructure, and parking pricing policies as well as reducing Vehicle Miles Traveled.*

Project Update: The focus of parking management has evolved from inventory, asset management and code enforcement to the role parking inventory, pricing, and management plays in behavioral change. Effective parking management can support reductions in single occupancy vehicles and overall reliance on the private automobile while improving accessibility and economic vitality. Beginning in calendar year 2023, PD Admin Mgr and Transportation Mgr began transition of the program including redefining Parking Division roles and responsibilities related to policy vs. enforcement and administration. Initial focus will be on immediate opportunities to improve user experience and clarity for residents, visitors, and employees as well exploring pricing and permit scenarios and alternatives. The timing of comprehensive parking policy changes, including rate structure, are not anticipated to begin in earnest until FY 24/25.

**Target Date:** FY 2024/25

**Status:**

**Lead:** Transportation & Police

**Supporting:** Community Engagement, Town Manager

**September 30, 2023:** An assessment has begun on equipment and infrastructure with existing stations to be replaced in two phases with the first phase consisting of the replacement of 15 priority meters which are in order. The staff is also working on policy changes associated with Truckee Artist Lofts parking to improve convenience and accessibility for these residents with a focus on policy equity as many are low-income and/or mobility impaired. Next quarter staff will be working transition out old meters with new ones and increase awareness of the pay by app options as well as look to implement pay-by-text. Outreach and engagement will be critical and ongoing as well as time intensive as the Program transitions from PD to PD and Engineering/Transportation. Consistent with the Parking Plan, Program Priorities over the next 1-2 years will be focused on Compliance, Technology, and Customer Service and Experience.



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

### Goal 4: Downtown Infrastructure

#### Related Goals:

#### Task 4.1 – Sidewalk Vending Permit Development

*Description: Develop permit program to regulate street vending.*

Project Update: Town staff is in the early stages of developing a Sidewalk Vending Ordinance. Research is underway and staff is coordinating with Nevada County Environmental Health.

**September 30, 2023: Research is continuing, and staff will be working to develop a draft ordinance over the next several months.**

**Target Date:** FY 2023/24

**Status:** In Progress – 25% Complete

**Lead:** Planning

**Supporting:** Community  
Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

### Goal 5: Public Transit Operations

#### Related Goals:



#### Task 5.1 – Evaluate Local Funding Mechanism to Support Existing Transit Operations and Expansion

*Description: **2040 General Plan Mobility Element Action Item M-3.C** - In order to continue the successful micro transit pilot programs, the Town will need to identify new sources of local revenue to continue this program. A focused public opinion survey focused on transit will be conducted in Q1 and Q2 of FY23/24.*

Project Update:

**September 30, 2023:** Public opinion surveys were complete in September 2023 to determine the viability of a sales tax initiative that would contemplate a status quo renewal of Measure V as well as a potential increase that would go towards funding transportation/mobility programs and services. This information has been reviewed by staff and Working Group members and various paths toward a future tax measure are under consideration as is renewal of Measure V as is prior to 2028 expiration.

**Target Date:** FY 2023/24

**Status:** 75%

**Lead:** Transportation

**Supporting:** Town Manager, Town Clerk, Town Attorney and Community Engagement

#### Task 5.2 – Transit Fleet Conversion and Expansion

*Description: **2040 General Plan Mobility Element Action Item M-3. O** - As the Town seeks to improve and expand transit, transit fleet replacement and even fleet expansion will be required. Staff will seek to replace vehicles with the best available technology that supports and balances Community Connectivity as well as Climate goals.*

Project Update:

**September 30, 2023:** In FY 22/23, Staff successfully applied and received state grant for approx. \$4.4 million to support implementation of the Railyard Mobility Hub as well as funding for 7 expansion electric transit vehicles and 2 replacement vehicles that will also be electric. Staff submitted an allocation request to Caltrans in August 2023 to encumber funds to purchase 6 of the new vehicles. This is scheduled to go to the California Transportation Commission in October after which the procurement process will commence.

**Target Date:** FY 2025/26

**Status:** In Progress – 15% Complete

**Lead:** Transportation

**Supporting:** Fleet





## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

### Goal 5: Public Transit Operations

#### Related Goals:



#### Task 5.3 – Transit Maintenance and Storage Facility Expansion at Public Service Center

*Description: Staff proposes to complete final phases of the Public Services Center that were not constructed as part of the last phase. These final phases and buildings will serve to provide dedicated maintenance and storage facilities for current and future Truckee TART transit operations.*

Project Update:

**September 30, 2023:** Following adoption of the FY23/24 Budget staff initiated a needs assessment to inform preliminary engineering and design related to space needs, electric charging needs, and access and circulation. Following completion of Phase 1 of the Mobility Hub, staff will advance preliminary engineering and design to evaluate opportunities and constraints with the site, which is north of the existing more northern building at the Public Service Center located on Stevens Lane.

**Target Date:** FY 2025/26

**Status:** 5% Complete

**Lead:** Transportation & Engineering

**Supporting:** Fleet

#### Task 5.4 – Update Eastern Nevada County Short Range Transit Plan

*Description: 2040 General Plan Mobility Element Action Item M-3. A - The current Eastern Nevada Short Range Transit Plan (S RTP) was completed in 2018. This plan has a 5-year planning horizon and is due for an update to be led by Nevada County Transportation Commission. The Micro transit Feasibility Report completed in 2023 will serve to inform the S RTP and the future of transit in Truckee.*

Project Update:

**September 30, 2023:** The S RTP Update is being managed and funded by NCTC but developed in close coordination with the Town. NCTC has contracted with LSC Transportation Consultants to complete this effort and has completed Stakeholder interviews and collected and analyzed data from the Town to complete the Existing Conditions Task in the Scope of Work. A "pop-up" event was held at the weekly Farmers Market with additional pop-ups scheduled this fall/winter. The Existing Conditions Report is scheduled to be complete in November with overall Plan completion scheduled for Summer 2024.

**Target Date:** FY 2024/25

**Status:** 5%

**Lead:** Transportation

**Supporting:** Fleet & Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance Quality of Life for Everyone

**Goal 6: Downtown River Revitalization:** Incentivize revitalization of East and West River Streets to enhance and activate the Truckee River

### Related Goals:



### Task 6.1 – Form a Stakeholder Advisory Committee

**Description:** **2040 General Plan Land Use Element LU-9. A & Conservation and Open Space Element Action Item COS-5.B** - Form a stakeholder advisory committee to include members such as Truckee Chamber, property owners, business owner, TDMA, Truckee River Legacy Foundation, members at large and Council Members to inform a recommendation to address relocation opportunities and appropriate incentives.

**Project Update:** At the May 23<sup>rd</sup> Town Council meeting, the Council provided direction to form the River Revitalization Steering Committee. Staff continue to work toward finalizing committee membership and look toward arranging the first committee meeting this summer.

**September 30, 2023:** A sixteen-member River Revitalization Steering Committee (R2SC) was convened in July 2023 and has met four times with meetings scheduled monthly. Additionally, two subcommittees were formed. The RFP Subcommittee worked with staff to develop an RFP, interview, and provide input on consultant selection for a consultant to lead the development of the River Revitalization Action Plan. The Business and Property Owner Subcommittee is working to inventory and develop a comprehensive contact list for business and property owners in the project area to support outreach and engagement.

**Target Date:** 06/30/2023

**Status:** 100% Complete



**Lead:** Economic Development

**Supporting:** Community Engagement





## Invest in Key Infrastructure & Community Connectivity to Enhance Quality of Life for Everyone

**Goal 6: Downtown River Revitalization:** Incentivize revitalization of East and West River Streets to enhance and activate the Truckee River

### Related Goals:



### Task 6.2 – Community Outreach

**Description:** **2040 General Plan Land Use Element LU-9.A & Conservation and Open Space Element Action Item COS-5.B**

- Conduct outreach to business owners, residents and landowners in the East & West River area to include meetings, events, interviews and door to door outreach. Additional outreach to Truckee residents including survey and community workshops.

**Project Update:** As part of the River Revitalization Steering Committee, a sub-committee will focus on identifying and confirming inventory of business owners and property owners for comprehensive project outreach and engagement.

**September 30, 2023:** As part of the River Revitalization Steering Committee, a Business and Property Owner Subcommittee was formed. The committee has worked with staff to develop a GIS map of all parcels in the project area and is working to identify and confirm a comprehensive inventory of business owners and property owners. This information will be used to facilitate comprehensive project outreach and engagement later in the project process.

The Town has contracted with East River PR to support public information regarding the project. A project landing page was created ([townoftruckee.com/river](http://townoftruckee.com/river)) which includes project FAQs, committee makeup, and links to agendas and minutes. Additionally, a press release was issued in October with an update on the project.

**Target Date:** 6/30/25 Outreach to be aligned with Phases of the project.

**Status:** 10%

**Lead:** Economic Development & R2SC

**Supporting:** Community Engagement



## Invest in Key Infrastructure & Community Connectivity to Enhance Quality of Life for Everyone

**Goal 6: Downtown River Revitalization:** Incentivize revitalization of East and West River Streets to enhance and activate the Truckee River

### Related Goals:



### Task 6.3 – Parcel Inventory

**Description:** *2040 General Plan Land Use Element LU-9.A & Conservation and Open Space Element Action Item COS-5.B - Identify and inventory current industrial uses along East & West River Streets.*

**Project Update:** As part of the River Revitalization Steering Committee, a sub-committee will focus on identifying and confirming inventory of business owners and property owners for comprehensive project outreach and engagement.

**September 30, 2023:** As part of the River Revitalization Steering Committee, a Business and Property Owner Subcommittee was formed. The committee has worked with staff to develop a GIS map of all parcels in the project area and is working to identify and confirm a comprehensive inventory of business owners and property owners.

**Target Date:** 12/31/23

**Status:** 50%

**Lead:** Economic Development & R2SC

**Supporting:** Planning



## Invest in Key Infrastructure & Community Connectivity to Enhance Quality of Life for Everyone

**Goal 6: Downtown River Revitalization:** Incentivize revitalization of East and West River Streets to enhance and activate the Truckee River

### Related Goals:



### Task 6.4 – Receiver Site Identification

*Description: 2040 General Plan Conservation and Open Space Element Action Item COS-5.B - Identify potential receiver sites within Town boundaries for industrial uses.*

Project Update: The River Revitalization Steering Committee's work will include identifying potential receiver sites.

**September 30, 2023: The River Revitalization Steering Committee's work will include identifying potential receiver sites for industrial businesses that are interested in relocation off the river. This work will begin once the Action Plan consultant is in place.**

**Staff have presented a project update to the Tahoe-Truckee Sanitation Agency and Truckee Donner Public Utility District Boards of Directors to begin initial conversations about potential public land opportunity sites. TTSA is completing a risk assessment this fall to find out if any of its land may be designated as surplus and considered for potential change in use.**

**Target Date:** 6/30/25

**Status:** 5%

**Lead:** Economic Development & R2SC

**Supporting:** Planning



## Invest in Key Infrastructure & Community Connectivity to Enhance Quality of Life for Everyone

**Goal 6: Downtown River Revitalization:** Incentivize revitalization of East and West River Streets to enhance and activate the Truckee River

### Related Goals:



### Task 6.5 – Incentive Development & Implementation

**Description:** *2040 General Plan Land Use Element LU-9.A & Conservation and Open Space Element Action Item COS-5.B - Building off the above steps, work to implement the appropriate incentives to encourage relocation of industrial uses off East & West River Streets to other more appropriate locations in Town and allow for the activation of the Truckee River.*

**Project Update:** The River Revitalization Steering Committee's work will include exploring potential costs and developing incentives needed to revitalization-in-place efforts and relocation for businesses that are interested in relocation off of the river. This work will begin once the Action Plan consultant is in place.

**Target Date:** FY 2024/25 +

**Status:** 0%

**Lead:** Economic Development & R2SC

**Supporting:** Building, Planning, Engineering & Community Engagement





## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

### Goal 7: Community Serving Infrastructure

#### Related Goals:



#### Task 7.1 – Hospital Master Plan

*Description: 2040 General Plan Land Use Element LU-8.C & Economic Development Element Action Item ED-1.E - Work with Tahoe Forest Hospital to develop a comprehensive hospital campus master plan that reduces its overall carbon footprint/greenhouse gas emissions, maximizes opportunities for denser development, employee housing on campus, trip reduction, trip sharing, structured parking, consolidation of jobs, and provision of “on-campus” services to reduce employee trips.*

Project Update:

**September 30, 2023: The Hospital District has withdrawn their request for a Master Plan. Periodic coordination is occurring (as needed) on a variety of hospital projects.**

**Target Date:** FY 2023/24 +

**Status:** 100% Complete

**Lead:** Planning

**Supporting:** Town Manager,  
Engineering, Town Attorney,  
Community Engagement





## Invest in Key Infrastructure & Community Connectivity to Enhance the Quality of Life for Everyone

### Goal 8: Cybersecurity Posture and Operational Risk

#### Related Goals:



#### Task 8.1 – Independent Security Risk Assessment

**Description:** Engage a specialized team for an Independent Security Assessment (ISA) post-infrastructure consolidation to reassess and fortify cybersecurity defenses. This includes vulnerability assessments, penetration testing, web and firewall assessments, and incident response evaluation to establish a robust security baseline and ensure comprehensive protection across all departments.

#### Project Update:

**September 30, 2023:** Secured commitment from the California Military Department's Cyber Network Defense Team and budget allocation.

**Target Date:** FY 2023/24

**Status:** 5% Complete

**Lead:** Information Technology

**Supporting:**



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 1: Policy – General Plan Implementation

#### Related Goals:



#### Task 1.1 – General Plan Update

*Description: Comprehensive 2025 General Plan Update including the creation of a Climate Action Element, an update of the Truckee Downtown Specific Plan, preparation of a Final Environmental Impact Report and changes in support of SB2 housing site rezones, Includes an updated Safety Element with wildfire preparedness and evacuation goals, policies, and actions*

**Project Update:** The Town Council unanimously adopted the Truckee 2040 General Plan on May 9, 2023. The FY 2023/24 through FY 2024/25 strategic work plan advances over 70 policy and action items identified in the Truckee 2040 General Plan. Of those, nine of the policies and action items included within the Safety and Noise Element are addressed in the two-year strategic workplan.

Target Date: April 2023

Status: **100% Complete**

Lead Dept: Planning

Supporting Departments: Emergency Management





## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 2: Vegetation Removal & Fuels Reduction & Wildfire Hazards

#### Related Goals:



#### Task 2.1 – 2024 Roadway Vegetation Management Project

*Description: **2040 General Plan Safety and Noise Element Action Item SN-2.B & SN-2.D** - Project consists of vegetation removal and chipping along various roadways in town. Funding Dependent*

Project Update:

Target Date: Summer 2025

Status:

Lead Dept: Public Works

Supporting Departments: Emergency Management

#### Task 2.2 – Fire-Adapted Landscaping and Revegetation Standards

*Description: **2040 General Plan Safety and Noise Element Action Item SN-2.E** - Update landscaping and revegetation standards to be fire-adapted, in coordination with the Truckee Fire Protection District, including requiring use of fire-resistant planting and prohibiting flammable landscaping plantings or materials storage in the structure ignition zone (e.g., within 0–5 feet of the structure). Amend Development Code landscaping standards to address vegetation maturity in the required number of initial plantings and vegetation location/spacing requirements. Include additional amendments to address long-term defensible space and wildfire protection for the life of the landscaping.*

Project Update:

Target Date: FY 2023/24

Status:

Lead Dept: Planning

Supporting Departments: Emergency Management



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.1 – High Frequency Communications Equipment Radio Grant

*Description: This grant was awarded in April 2022 and is for the procurement of a HF Frequency (Ham Radio Band) desktop and mobile radio. These radios will provide failsafe 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.*

**Target Date:** Summer 2023

**Status:** In Progress –90%

**Lead:** Emergency Management

**Supporting:** Facilities

Project Update: Radio equipment has been received and site survey completed. Installation should occur in Summer of 2023. Operational by Mid - Summer 2023.

**September 30, 2023: Final installation is in process. Making final network connections at Town Hall. Antenna is in place.**

#### Task 3.2 – Police Radio Upgrade

*Description: 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. We are currently scoping what will be required to maintain interoperability with Nevada County Regional Dispatch Center.*

**Target Date:** Fall 2024

**Status:** In Progress –10%

**Lead:** Emergency Management

**Supporting:**

Project Update: This is likely a multi-year project that will require significant time investment. Funding source is unknown at this time. We have applied for earmarks from Congressman Kiley and are looking for grant funding. A CIP for FY 24/25 was put in place if external funding is not located.

**September 30, 2023: June 2023 update continues however we have been working with the State of California on a complex potential buildout locally of their statewide radio interoperability plan (California Radio Interoperability System - CRIS). This could provide long-term benefits where the state radio service is managing critical radio infrastructure, and we have true interoperability with all public safety partners. Earmarks that were requested have been approved by Congressman Kiley's office but are stalled with the federal budget. This continues to take large amounts of time to scope exactly what we need going forward. Potential to affect radio system design for the next 10-15 years.**



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.3 – Update/Redo Town Emergency Operations Plan (EOP) with Annexes

*Description: 2040 General Plan Safety and Noise Element Action Item SN-6.A -Coordinate with other emergency response agencies to update the Emergency Operations Plan for Truckee by 2022 and every five years thereafter. Coordinate with agencies to implement measures, including response to fire, earthquake, blizzard, hazardous materials spills, and other disasters.*

Project Update: We brought this back in the Fall of 2023 to review the Access and Functional Needs (AFN) inclusion. Moving forward with expected adoption in late Summer 2023. We will return in the Fall of 2023 with an Evacuation Annex (there currently exists operational plans for evacuations and these just need to be placed in an Annex format).

**September 30, 2023: EOP is completed. AFN Annex is complete with review completed. Evacuation Annex is pending. Muni Code updates have been approved by the Town Attorney.**

**Target Date:** Spring 2023

**Status:** 80% Complete

**Lead:** Emergency Management

**Supporting:** Community Engagement

#### Task 3.4 – Develop updated Emergency Operations Center (EOC) format and position matrix with job aids for each position

*Description: Completed in Conjunction with Task 3.3*

Project Update: Project component is completed, awaiting adoption of entire EOP package.

**September 30, 2023: Scheduled to be presented to Town Council with recommendation for approval in January 2024.**

**Target Date:** Spring 2023

**Status:** 90% Complete

**Lead:** Emergency Management

**Supporting:**





## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.5 – Animal, Recovery and Damages Annexes (change completion date to Fall 2024)

*Description: 2040 General Plan Safety and Noise Element Action Item SN-6.E - After reviewing the State EOP plan, 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.*

Project Update: This project will likely start in 2024 after completion of the EOP, Alert and Warning Annex, and evacuation annexes are adopted.

**Target Date:** Spring 2024

**Status:** In Progress - 15% Complete

**Lead:** Emergency Management

**Supporting:**

#### Task 3.6 – Continuity of Operations Plan (COOP)

*Description: 2040 General Plan Safety and Noise Element Action Item SN-6.E – Develop a Continuity of Operations Plan in the event of a catastrophic event that renders the Town Hall unusable. This plan should also include a Business Continuity plan and a Continuity of Government plan in the event key officials are unable to perform their duties.*

Project Update: This project will start in 2025 after completion of the EOP and associated annexes are adopted.

**Target Date:** Spring 2025

**Status:** In Progress – 15% Complete

**Lead:** Emergency Management

**Supporting:**



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.7 – Develop a pathway forward for improving early alert and warning systems including redundant platforms and software

*Description: Consider redundancy for public communications platforms to include failover systems for internet connectivity at Town Hall and the identified back-up EOC and Town Hall locations. May involve consultant services.*

Project Update: This is an ongoing project requiring interface with ATT and other telecom vendors along with IT.

**September 30, 2023: Working with IT in Q4 to address these issues.**

**Target Date:** FY 23/24

**Status:** In Progress – 10% Complete

**Lead:** Emergency Management

**Supporting:** Information Technology

#### Task 3.8 – Nevada County to update the Local Hazard Mitigation Plan (LHMP) including all interfaces with Safety Element of the General Plan

*Description: **2040 General Plan Safety and Noise Element Action Item SN-6.B** - Update of 2017 Nevada County LHMP of which the Town is a supporting annex - will include working with the County to select a vendor for this project. This project will identify threats and hazards for the Town, possible mitigations, and priorities. This plan will be tied back to the General Plan (Safety Element) and will be the basis for future grant applications. While the County is the lead agency, the Town's annex stands alone and will be completed by assigned Town staff working with the County's consultant.*

Project Update: Grant Funded, vendor selection in-process.

**September 30, 2023: Vendor has been selected and we have started scoping the needed materials. Project is on track with County as lead agency.**

**Target Date:** Fall 2024

**Status:** In Progress – 20% Complete

**Lead:** Emergency Management

**Supporting:** Planning & GIS



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.9 – GIS Mapping for LHMP

*Description: 2040 General Plan Safety and Noise Element Action Item SN-6.B -Produce spatial data layers for use within the LHMP for the Truckee area of the County-wide Plan.*

Project Update: Waiting for County to complete RFP process.

**September 30, 2023: GIS has provided the requested materials. Ongoing requests are likely through end of 23/24**

**Target Date:** FY 23/24

**Status:** In Progress –75% Complete

**Lead:** GIS

**Supporting:** Emergency Management

#### Task 3.10 – Emergency Operations Center Infrastructure Update

*Description: The EOC has not been updated in several years and needs updating to remain functional. This will include new furniture, upgraded video equipment, and upgraded IT equipment. This will be done in partnership with IT and the Clerk's Office.*

Project Update: This project is slated to kick-off in April 2023 with requirements gathering sessions and vendor evaluations. This is a multi-departmental effort as that meeting space will be multifunctional. Emergency Management will also participate in the overall design.

**September 30, 2023: IT and OES are working with a vendor to obtain design specs and equipment. It is expected to have a cost by Jan 2024 and potential implementation in the Spring of 2024. Homeland Security funds from Nevada County have been approved for part of the cost.**

**Target Date:** Spring 2024

**Status:** In Progress – 35% Complete

**Lead:** Emergency Management

**Supporting:** Information Technology & Town Clerk



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.11 – Provide Training to Employees Assigned to EOC in each section (Section Chief training) for Operations, Planning, logistics, and Finance (FEMA Mandate)

*Description: Provide position specific training for each identified Section Chief in the EOC.*

Project Update: Temporary plan going forward is to use just in time and job matrix / position cards until formal training is completed.

**Target Date:** Winter 2024

**Status:** In Progress – 25% Complete  
(Operations Section Chief Trained)

**Lead:** Emergency Management

**Supporting:**

#### Task 3.12 – Send Administrative Services Rep through FEMA training as an EOC Finance Section Chief

*Description: Provide training to a new employee to resume finance aspects of the Emergency Operations Center (EOC). Will include training in Cal-OES / FEMA grant process.*

Project Update: Finance Manager hired. Scheduled for training during Winter 2024.

**Target Date:** Winter 2024

**Status:**

**Lead:** Administrative Services

**Supporting:**



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.13 – Provide Council and Policy Group Senior Level FEMA Training

*Description: Provide executive level training (G-402) for Council and Policy Group for emergency operations.*

Project Update: This continues to need to be completed but is contingent on Council and Dept Head scheduling.

**September 30, 2023: Potentially will be coupled with Spring Functional Exercise planned for April 2024 (see below for new work plan item).**

**Target Date:** Spring 2024

**Status:** Pending Scheduling

**Lead:** Emergency Management

**Supporting:**

#### Task 3.14 – Develop and Train Incident Management Assistance Team (IMAT)

*Description: This concept is a group of managers and supervisors from AS/Public Information Officer/Public Works/Emergency Management that can respond to an incident and support Incident Command (IC) Staff directly.*

Project Update: This is static for the time being. We need to revisit this concept going forward based on the EOC and EOP staffing plans.

**September 30, 2023: Spring of 2024 training planned.**

**Target Date:** Summer 2023

**Status:** In Progress – 75% Complete

**Lead:** Emergency Management

**Supporting:**

#### Task 3.15 – Truckee Fire Protection District Community Wildfire Protection Plan (CWPP)

*Description: Assist Truckee Fire Protection District with developing a CWPP that covers the Town of Truckee.*

Project Update: TFPD is in the information and design phase. We continue to support and advocate for projects that directly impact the safety of Truckee.

**September 30, 2023: OES is part of the working group for the TFPD CWPP and has provided input and attended meetings. GIS support has been given throughout the project.**

**Target Date:** Fall 2023

**Status:** In Progress – 70% Complete

**Lead:** Emergency Management

**Supporting:** Truckee Fire Protection District



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.16 – Prepare Succession Plan for the Emergency Services Coordinator

*Description: This is the process to recruit, select, and train an assistant emergency manager to provide redundancy and succession planning for EM position.*

Project Update: The draft FY24/25 budget includes funding for an Emergency Services Coordinator. An item was taken to Council to add the position to the Wage Matrix as part of the June 13, 2023, council meeting. Pending council approval, staff will begin flying for this position. It is hoped to get the position hired as soon as possible so that there is plenty of overlap between the current Emergency Services Manager and the Emergency Services Coordinator.

**September 30, 2023: Goal is to complete hiring process by Dec 1st, 2023, and start onboarding process soon after going forward.**

**Target Date:** FY 23/24

**Status:** In Progress – 90% Complete

**Lead:** Emergency Management

**Supporting:** Administrative Services

#### Task 3.17 – Meet AB 747 and AB 1409 Legislation Regarding Subdivision Egress Mapping

*Description: Work with Cal-Fire and State Fire Marshal's office to map "subdivisions" (using Cal-Fire definition) and review Cal-Fire / State Fire Marshal recommendations for subdivisions without 2 egress routes.*

Project Update: Waiting on Cal-Fire to complete mapping and enter comment period. There will likely be several subdivisions identified without 2 egress routes as their "subdivision" definition is any grouping of 30 or more residential parcels without 2 egress routes (not including emergency access routes).

**Target Date:** Fall 2023

**Status:** In Progress – 25% Complete

**Lead:** Emergency Management

**Supporting:** Cal Fire/State Fire Marshall



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.18 – Develop Evacuation Modeling for Each Subdivision (AB 901)

*Description: Legislation requires town to model evacuation routes from each subdivision including capacity, times, safety, and viability to selected evacuation locations.*

Project Update: Ladris software will assist with this, but we will likely need a consultant to complete the work.

**Target Date:** Fall 2024

**Status:** In Progress – 25% Complete

**Lead:** Emergency Management

**Supporting:** GIS

#### Task 3.19 – Address Cal-Fire/State Fire Marshall Requirements for Reflective Street and Address Signs (CCR Title 14)

*Description: Cal-Fire now requires all street and address signage to be reflective. Unclear at this time if this is a retroactive requirement or what not following the requirement subjects us to.*

Project Update: Need to review CCR, Title 14, Division 1.5, Chapter 7 under Subchapter 2

**Target Date:** Fall 2024

**Status:** In Progress – 10% Complete

**Lead:** Emergency Management

**Supporting:** Planning





## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.20 – Prepare Information Technology Specific Disaster Recovery Plan

*Description: An IT Disaster Recovery Plan is a comprehensive strategy that outlines the procedures and protocols required to quickly restore critical IT systems and infrastructure in the event of a disaster or disruption. The plan includes an assessment of potential risks, prioritization of critical business functions, backup and recovery procedures, system configuration and testing, and a review process to ensure relevance to changing IT environments.*

Project Update: The project to develop an IT Disaster Recovery Plan will begin the planning effort in Q1 of 2023. The project team's objective is to develop a comprehensive plan that allows for the swift recovery of critical IT systems and infrastructure during any unforeseen event or disturbance, which includes incorporating continuous failover testing to ensure the plan's effectiveness.

**Target Date:** FY 23/24

**Status:** In Progress – 15% Complete

**Lead:** Information Technology

**Supporting:** Emergency Management

**September 30, 2023:** Staff has explored products available for automated disaster recovery. After a thorough review of the market, staff have selected a product and plans to bring a staff report to Council to authorize the purchase. The implementation of this product will include the creation of a detailed disaster recovery plan as well as the development of an automated disaster recovery process. Additionally, staff completed the migration of the Police Domain into the Town's overall domain which will allow for networking mapping necessary for a true disaster recovery process.



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.21 – Functional Wildfire Evacuation Exercise (Spring 2024)

*Description: This is a functional level exercise designed to train and test our Incident Command teams, Emergency Operations Center personnel, and evacuation plans for a Truckee area location. This exercise will involve TPD, Town OES, Truckee Fire, Cal-Fire, TDPUD, TFH, Cal-Fire, CHP, Cal-Trans, Town Staff, Washoe County, NHP, Nevada Dept of Emergency Management and many others. Day 2 will involve the Town Dept Heads acting as the Policy Group making decisions about recovery efforts.*

Project Update:

**September 30, 2023:** Planning has started for this exercise with a core planning group. Team will develop Goals and Objectives, Exercise Manual, Exercise Plan, and Exercise Evaluation Guides. This involves local 1st responders, TFH staff, and State of Nevada personnel to make sure all parts of the process are included. After-Action Report to be developed with corrective actions identified as needed.

**Target Date:** FY 2023/24

**Status:** In Progress – 20% Complete

**Lead:** Emergency Management

**Supporting:**

#### Task 3.22 – FEMA Disaster Recovery Programs

*Description: Continue to work with FEMA and Cal-OES on disaster recovery programs for Covid, Winter Weather 2022 and Winter Weather 2023 storms.*

Project Update:

**September 30, 2023:** Initial damage estimates have been submitted, along with follow-up requests where needed. Covid -19 program has been finalized and we are awaiting payment. Winter Weather 2022 has been submitted to the State of California for reimbursement. Winter Weather 2023 is on hold pending determination of reimbursement for snow removal costs. Working with local COAD for eligible homeowners.

**Target Date:** FY 2023/24

**Status:** In Progress – 50% Complete

**Lead:** Emergency Management

**Supporting:**



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 3: Disaster Preparedness and Evacuation

#### Related Goals:



#### Task 3.23 – Streamlined Recovery System for Technology Emergencies

*Description: Implementing an automated disaster recovery solution to enhance resilience and emergency response. This system simplifies data management across hybrid environments, ensuring rapid recovery with minimal downtime. Key features include continuous data protection, instant recovery, and strong defenses against ransomware attacks.*

Project Update:

**September 30, 2023: Solution selected, contract executed, project kickoff in January 2024.**

**Target Date:** FY 23/24

**Status:** In progress – 25% Complete

**Lead:** Information Technology

**Supporting:** Emergency Management



#### Task 3.24 – Community Wildfire Forum

*Description: In partnership with local and regional entities, host community wildfire forum, in-person and streamed, with Spanish translation. Goal to provide opportunity for community to understand coordination between regional entities and ask questions.*

Project Update:

**September 30, 2023: Community wildfire forum hosted in the fall of 2023 with multiple partner agencies participating, including Cal Fire, Truckee Fire Protection District, Truckee School District, California Highway Patrol, Nevada County and Nevada County Sheriff, as well as 211 Connecting point and COAD services. Over 30 community members attended the forum and over 100 viewed the recorded meeting.**

**Target Date:** Fall 2023

**Status:** 100% Complete



**Lead:** Emergency Management

**Supporting:** Community Engagement & Police



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 4: Establish and Maintain Regional Community Partnerships

#### Related Goals:



#### Task 4.1 – Actively Participate in the Regional Information Technology Group to Collaborate on Best Practices in Cyber Security

*Description: The initiative aims to promote collaboration among members of the Truckee/North Tahoe Monthly Cybersecurity Collaboration Group to share and implement the most effective cyber security practices to safeguard their respective organizations' systems and data, preventing cyber threats from compromising their operations and assets. The group works together to stay updated on emerging cyber threats, assess risks, and implement measures to enhance the overall cyber resilience of their organizations.*

**Target Date:** on-going

**Status:** In Progress – 80% Complete

**Lead:** Information Technology

**Supporting:**

**Project Update:** The Truckee/North Tahoe Monthly Cybersecurity Collaboration Group was launched in November of 2022 to promote collaboration among various districts in the Truckee area. The group is working on implementing effective cybersecurity practices to safeguard their respective organizations' systems and data, assess risks, and stay updated on emerging cyber threats. The project includes several district IT leaders who are working together to enhance overall cyber resilience and prevent cyber threats from compromising their operations and assets.



#### Task 4.2 – Participate in California National Guard Cyber Dawn Training to Ensure that Town Staff are up to date on most recent Cyber Security Trends and Defenses

*Description: Participation in the California Nation Guard Cyber Dawn Training is crucial for IT staff to stay current on the latest trends and defenses in cyber security. The training provides a simulated, high-pressure environment for IT staff to learn and practice incident response procedures. By participating in Cyber Dawn, IT staff can develop and refine their skills, collaborate with other agencies, and be prepared to respond effectively to any cyber security incidents that may arise.*

**Target Date:** FY 23/24

**Status:** 100% Complete



**Lead:** Information Technology

**Supporting:**

**Project Update:** Logan McDonald and Chris Hardy, the network owners for the Town of Truckee, will represent the Town in the Cyber Dawn Training in June 2023.

**September 30, 2023:** Logan McDonald and Chris Hardy participated in the Cyber Dawn Training.



## Enhance Partnerships & Investment for Emergency Preparedness Including Wildfire Readiness & Mitigation

### Goal 4: Establish and Maintain Regional Community Partnerships

#### Related Goals:



#### Task 4.3 – Consolidation of Volunteers in Policing (VIPS) with the Certified Emergency Response Team (CERT) Volunteer Group

*Description: Truckee Fire and Truckee PD are working to develop a combined Community Emergency Response Team (CERT) that is a group of civilians trained to respond in the event of a large-scale disaster to provide basic emergency services until professional first responders can arrive on scene. They will also be available for staffing community events and winter weather incidents as needed.*

Project Update: A volunteer manager has been selected and we are in the process of developing an MOU between Truckee Fire (who had the original CERT team) and Truckee PD on overall management of the new CERT team.

**September 30, 2023: MOU has been reviewed by Town Attorney and forwarded to Truckee Fire Protection District for review.**

**Target Date:** FY 23/24

**Status:** In progress – 50% Complete

**Lead:** Emergency Management

**Supporting:**



## Actively Support the Development of Workforce Housing

### Goal 1: Policy - General Plan Implementation

#### Related Goals:



#### Task 1.1 – Update the General Plan

*Description: Comprehensive 2025 General Plan Update including the creation of a Climate Action Element, an update of the Truckee Downtown Specific Plan, preparation of a Final Environmental Impact Report and changes in support of SB2 housing site rezones.*

Project Update: The Town Council unanimously adopted the Truckee 2040 General Plan on May 9, 2023. The FY 2023/24 through FY 2024/25 strategic workplan advances over 70 policy and action items identified in the Truckee 2040 General Plan. Of those, 13 specific policies and action items are advancing housing.

**Target Date:** Spring 2023

**Status:** 100%

**Lead:** Planning

**Supporting:** All



#### Task 1.2 Development Code Updates

*Description: **General Plan Action Item: LU – 1.A: Development Code Updates for New Land Use Designations, Community Character CC-1.F.** Review and update the Development Code, including amendments to the Town's zoning to reflect land use designations established in this General Plan, including new mixed-use and business innovation designations; incorporating the density ranges of the land use designations; and strengthen the legal nonconforming uses ordinance to remove the allowances to reactivate legal nonconforming uses when the use has been abandoned.*

Project Update: Not started. Will initiate in FY 2023/24

**Target Date:** FY 2023/24 – FY 2024/25

**Status:** 20% Complete

**Lead:** Planning

**Supporting:** Town Attorney & Community Engagement

**September 30, 2023:** Staff has initiated work on amendments for 2040 General Plan land use designation consistency, including revisions to zoning and development standards. Staff anticipates bringing the first round of draft amendments to the Planning Commission over winter.



## Actively Support the Development of Workforce Housing

### Goal 1: Policy - General Plan Implementation

#### Related Goals:



#### Task 1.3 – Town of Truckee Density Bonus Incentive Program

*Description: **2040 General Plan Action Item LU-2.B.** Create a Town of Truckee-specific Affordable Housing density bonus program modeled after the State of California’s Density Bonus Law that offers additional housing density and financial incentives for the creation of workforce housing units in targeted infill areas that meet the affordability needs of Truckee’s local workforce.*

Project Update:

**September 30, 2023:** Background work and data collection has begun. Additional work on program development will occur after Development Code Updates for General Plan consistency have been reviewed by Council.

**Target Date:** Summer 2024

**Status:** 5%

**Lead:** Planning

**Supporting:** Town Attorney, Housing and Community Engagement



#### Task 1.4 – Analyze and Consider a Town Vacancy Tax

*Description: **2040 General Plan Action Item LU-12.E.** Explore a vacancy tax ballot measure to encourage owners of vacant housing units to provide the units as long-term rental housing and/or to support Town affordable housing initiatives. [Source: New action]*

Project Update: The Town has contracted with a consultant to complete a Vacancy Tax Options Analysis study, including exploration of potential tax structure options and projected revenue. This study will be presented to the Town Council in August 2023 for Council consideration. If the Council provides direction to continue to explore a vacancy tax following this study, next steps would include stakeholder and community outreach and ballot measure polling.

**September 30, 2023:** A Vacancy Tax Options Analysis study was completed and presented to Town Council on August 8, 2023. Council provided direction not to pursue a vacancy tax at this time and to continue to monitor the San Francisco vacancy tax legal challenge and other emerging examples in other jurisdictions for at least a year. The council may request to re-visit this discussion at a future date.

**Target Date:** Fall 2023

**Status:** 100% Complete

**Lead:** Housing

**Supporting:** Town Attorney and Community Engagement







## Actively Support the Development of Workforce Housing

### Goal 1: Policy - General Plan Implementation

#### Related Goals:



#### ✓ Task 1.5 – Housing Density Site Analysis (SB2)

*Description: SB2 Consultant is working on CEQA 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*

Project Update: Complete - The Council unanimously adopted the SB2 sites as part of the Truckee 2040 General Plan adoption on May 9, 2023.

**Target Date:** Spring 2023

**Status:** 100% Complete

**Lead:** Housing

**Supporting:** Town Attorney and  
Community Engagement



#### ✓ Task 1.6 – Objective Design Standards for Multi-Family

*Description: 2040 General Plan Action Item LU-9.B. Creation of objective design standards for multi-family residential development. Develop objective design standards for residential and nonresidential uses in the West River area to ensure compatibility between uses, protect the area's character, and feature the Truckee River. Standards shall include:*

- upper-story setbacks to protect viewsheds;
- screening of outdoor storage areas and other industrial uses visible from the public right-of-way and the Truckee River; and
- vegetation along the riverfront and street frontage, featuring native plants. LEAP Grant Funded.

Project Update: The outreach process has been initiated.

**September 30, 2023: Objective Design Standards were adopted on September 12, 2023**

**Target Date:** Summer 2023

**Status:** 100% Complete

**Lead:** Planning

**Supporting:** Community Engagement





## Actively Support the Development of Workforce Housing

### Goal 1: Policy - General Plan Implementation

#### Related Goals:



#### Task 1.7 – Joerger Ranch Specific Plan (JRSP) Revisions (Housing Related)

*Description: 2040 General Plan Action Item LU-7.A & LU-7.B. 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.*

Project Update: In mid-January, the Council provided direction to staff on a second round of amendments for the JRSP.

**September 30, 2023: No work has been initiated on this goal though staff is processing or has responded to several pre-applications/applications which include amendments to the JRSP.**

**Target Date:** Summer 2024

**Status:**

**Lead:** Planning

**Supporting:** Community Engagement and Town Attorney

#### Task 1.8 – Hilltop Master Plan Review and Revisions

*Description: 2040 General Plan Action Item CC-7.A. Work with property owners to implement the Hilltop Master Plan and, if needed, consider amending the plan to promote development consistent with community priorities and needs.*

Project Update:

**Target Date:** Summer 2024

**Status:**

**Lead:** Planning

**Supporting:** Community Engagement and Town Attorney



## Actively Support the Development of Workforce Housing

### Goal 1: Policy - General Plan Implementation

#### Related Goals:



#### Task 1.9 – Gateway District Overlay

*Description: **2040 General Plan Action Item LU-8.A.** Amend the Development Code to create an overlay for the Gateway District that establishes development expectations and incentives specifically applied to sites within the district. The overlay should provide flexibility to incentivize the development of affordable workforce, and senior housing.*

Project Update:

**September 30, 2023:** Staff has initiated work on amendments for 2040 General Plan land use designation consistency, including revisions to Gateway area zoning and associated development standards. Staff anticipates bringing the first round of draft Development Code amendments to the Planning Commission over winter.

**Target Date:** Summer 2024

**Status:** 20% Complete

**Lead:** Planning

**Supporting:** Community Engagement and Town Attorney

#### Task 1.10 – No Housing Loss in Downtown

*Description: **2040 General Plan Action Item LU-6.C.** Amend the Development Code to ensure no net loss of housing units in the Downtown.*

Project Update:

**Target Date:** Summer 202~~3~~<sup>4</sup>

**Status:**

**Lead:** Planning

**Supporting:** Community Engagement and Town Attorney



## Actively Support the Development of Workforce Housing

### Goal 2: Increase Staffing Capacity

#### Related Goals:



#### Task 2.1 – Hire a dedicated 1.0 Full Time Equivalent Senior Planner /Principal Planner Position to add Capacity to Housing Programs

*Description: Expand capacity of Housing Program through the addition of staffing--specifically 50% time from a Senior/Principal Planner who can focus on policy and land use planning side of work.*

Project Update: On June 13, 2023, Council approved a job description and salary range placement for a Principal Planner position. Staff are currently working with a recruiting firm and will advertise at both the Senior and Principal level to attract a highly qualified candidate and fill this vacant position as quickly as possible.

**Target Date:** Summer 2023

**Status:** 90% Complete

**Lead:** Planning

**Supporting:** Administrative Services,  
Housing and Community Engagement

**September 30, 2023:** The recruitment process has been underway for several months and is anticipated to wrap up by the end of November.



## Actively Support the Development of Workforce Housing

**Goal 3: Collaborate with Regional, State and Federal Partners to Develop Policies, Funding Strategies and Approaches to Increase Housing for Local Workforce**

### Related Goals:



### Task 3.1 – Coordinate and Partner to increase Housing on Public Agency Owned Land

*Description: **2040 General Plan Action Item LU-8.D.** Exploring opportunities to partner and develop housing on land owned by local public agencies and state agencies.*

Project Update: With approval of the General Plan on May 9, 2023, staff will process a rezone.

**September 30, 2023:** This goal is primarily being addressed through the Town's involvement in the Truckee Tahoe Workforce Housing Agency (TTWHA) on an on-going basis. Recent TTWHA work, in partnership with Nevada County, has focused on the Hobart Mills USFS site. Considering rezoning of is not in the Planning Division's near-term workplan and is anticipated to be considered in 2024-25.

**Target Date:** 6/30/23

**Status:** In Progress – 50% Complete

**Lead:** Housing & Planning

**Supporting:** Community Engagement



## Actively Support the Development of Workforce Housing

### Goal 4: Develop New Workforce Housing Units

#### Related Goals:



#### Task 4.1 – Develop Housing on Town Owned Land (High Altitude Fitness Site) 0.5 acres

*Description: Work with regional partners, potentially via the JPA, to hire a developer to create for-sale, deed restricted housing on public agency owned land. Research includes building off Town site analysis work (SB2) as well as additional due diligence and financial feasibility work.*

Project Update: Analysis of the High-Altitude site will be initiated during the summer of 2023 with the assistance of intern support.

**Target Date:** 06/30/2025

**Status:** 40% Complete

**Lead:** Housing & Planning

**Supporting:** Town Attorney & Community Engagement

**September 30, 2023:** Intern David Tirman presented three conceptual housing development options at the August 8, 2023, Council meeting. Following the meeting, staff have been working on the next steps for entitlement, developer interest and feasibility. Staff anticipates including an update on the December 12th Council meeting.

#### Task 4.2 – Identify Additional Site for Land Acquisition to Support New Public-Private Partnership for Housing Development Pilot to Address Housing Needs and Showcase Green Building Technology

*Description: A specific site for this project has not yet been identified. Project components will include site selection, land acquisition, development of sustainable development incentives, partner selection and development of partnership structure.*

Project Update:

**Target Date:** 06/30/2025

**Status:**

**Lead:** Housing & Planning

**Supporting:** Town Attorney & Community Engagement



## Actively Support the Development of Workforce Housing

**Goal 5: New Housing Programs – Develop New Programs to Increase the Production, Creation, and Preservation of Housing for the Local Workforce**

### Related Goals:



### Task 5.1 – Assess Accessory Dwelling Unit (ADU) Loan and Grant program and Recommend Program Changes

*Description: 2040 General Plan Action Item LU-2.F, 2.G- Reassess the strengths and weaknesses of current ADU loans and grants to determine what would best incentivize ADU development for workforce housing. Revise loan and grant programs. This action could include L.U. Action 2.F (special incentives for ADUs within target areas such as transit corridors and Gateway)*

Project Update:

**September 30, 2023: Complete.** During summer 2023, staff analyzed the existing ADU incentive options, and developed recommendations for Council based on applications to the programs, projects completed, and feedback from applicants and potential applicants. In August 2023, staff brought 3 new ADU incentive products to Council (Master Plan Reimbursement, New Construction Forgivable Loan, Unpermitted Forgivable Loan), recommended updates to one product (ADU Mini-Grant), and recommended not continuing one existing product (Unpermitted ADU \$15,000 Loan).

**Target Date:** 12/31/23

**Status:** 100% Complete

**Lead:** Housing

**Supporting:** Planning & Community Engagement



### Task 5.2 – Implement Revised ADU Program Options per Council Direction

*Description: 2040 General Plan Action Item LU-2.F, 2.G- As directed by Council implement revised ADU program options.*

Project Update:

**September 30, 2023: Council directed staff to develop guidelines for the four new and updated programs. Staff have been creating and updating all guidelines, and anticipate bringing the guidelines to Council on November 28, 2023 with launch shortly after approval.**

**Target Date:** 3/31/24

**Status:** 75% Complete

**Lead:** Housing

**Supporting:** Planning & Community Engagement





## Actively Support the Development of Workforce Housing

**Goal 5: New Housing Programs – Develop New Programs to Increase the Production, Creation, and Preservation of Housing for the Local Workforce**

### Related Goals:



### Task 5.3 – Implement Short-Term Workforce Housing Token Program Pilot

*Description: Market and launch Token Program RFP, review proposals, Council select applicants and allocate Tokens, and monitor program participants (ongoing).*

Project Update: Staff and consultant completed valuation framework and held stakeholder meeting in December 2022. Staff developed draft program framework and received Council feedback in January 2023. Program guidelines and RFP approved by Town Council in March 2023. RFP will be released in late March with proposals due this summer.

**September 30, 2023: The Token Program RFP closed at the end of FY 22/23. The Token Program received two applications from two applicants to deed restrict three ADUs as workforce housing units in exchange for 3 tokens. In August 2023, Council allocated the 3 tokens to the applicants. Construction has not been completed for the ADUs, so the tokens have not been distributed. The council further directed that the Token Program be kept open on an on-going basis. While on-going work will occur to support this program, the implementation of the program is considered complete.**

**Target Date:** 12/31/23

**Status:** 100% Complete

**Lead:** Housing

**Supporting:** Community Engagement



### Task 5.4 – Pre-Approved Modular Accessory Dwelling Units (ADUs)

*Description: In partnership with Building and Planning staff, identify and approve modular ADUs that can be installed in Truckee that meet all development and building code requirements. This project will require implementing a modified building inspection process for units constructed off-site.*

Project Update: Staff are currently working on this task, both in reviewing plans created by Nevada County and in looking for other kit options.

**September 30, 2023: The town is looking for a prefab or modular ADU that could be pre-approved for increased affordability and efficiency. The housing CivicSpark Fellow has compiled a list of potential businesses that could build ADUs that comply with the State building codes and are also able to handle the high snow load in Truckee. The Fellow has reached out to potential ADU vendors. Staff will have preliminary meetings with ADU companies to see if their product could be a fit for the needs of the town in the next quarter.**

**Target Date:** 06/30/2024

**Status:** In Progress – 25% Complete

**Lead:** Building & Planning

**Supporting:** Housing



## Actively Support the Development of Workforce Housing

**Goal 5: New Housing Programs – Develop New Programs to Increase the Production, Creation, and Preservation of Housing for the Local Workforce**

### Related Goals:



### Task 5.5 – Long-Term Rental Preservation Program

*Description: Proposed program to incentivize the long-term (5-10 years) preservation of long-term (1+ year lease) workforce rental housing through grants. This program would be complimentary to the Lease to Locals conversion program and may be operated in partnership with a third-party administrator.*

Project Update:

**September 30, 2023:** The Housing CivicSpark Fellow has begun the initial steps of developing the Town's new long-term rental preservation program. The Fellow has conducted background research to find out whether there were similar programs in other resort towns and contacted jurisdictions that had programs or were working on developing programs that align with the future program. Staff has developed a timeline for the program with a goal launch date by the end of FY 22/23. Staff will be speaking to representatives of these jurisdictions and drafting initial program guidelines in the next quarter.

**Target Date:** 06/30/2024

**Status:** In Progress – 5% Complete

**Lead:** Housing

**Supporting:** Community Engagement



## Actively Support the Development of Workforce Housing

### Goal 6: Support and Enhance Existing Town Housing Programs

#### Related Goals:



#### Task 6.1 – Housing Equity Framework

*Description:* Incorporate equity principles into existing and future housing programs. Principles should be appropriate for each program but aligned to an overall housing equity framework.

Project Update:

**Target Date:** 12/31/24

**Status:**

**Lead:** Housing

**Supporting:** Community  
Engagement

#### Task 6.2 – Evaluate Current Deed Restricted Housing Monitoring Program

*Description:* Currently the Town monitors 417 deed restricted housing units. This number is expected to grow by 200-300 in the next 3 years. The program currently includes annual monitoring of deed restricted housing by outside contractors. 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.

Project Update: Hired Housing Inc to be Program Administrators of the Truckee Home Access Program, including Deed Restriction monitoring. HI has expressed interest in expanding into other deed restriction monitoring for the Town in the future.

**Target Date:** 12/31/23

**Status:** In Progress – 75% Complete

**Lead:** Housing & Contractor Housing  
INC.

**Supporting:**

**September 30, 2023:** The contract with Housing Inc (THAP program administrators) was expanded to include developing an expanded Deed Restricted Monitoring Program. In August 2023, Housing Inc presented staff with the deed restriction monitoring plan. Housing Inc and housing staff are working with the Clerk's Department to create Laserfiche forms to streamline the monitoring process.



## Actively Support the Development of Workforce Housing

### Goal 6: Support and Enhance Existing Town Housing Programs

#### Related Goals:



#### Task 6.3 – Bed and Breakfast Regulations

*Description:* Bed and Breakfasts (including the hosted rental of a single bedroom) are not regulated by the STR requirements in the municipal code. These rentals pay TOT but do not have an annual registration certificate requirement. The council may wish to consider whether additional regulations on the operations of these rentals, such as an annual registration requirement and parking requirements is appropriate. This would provide the Town with more tools to address any challenges that arise.

Project Update:

**Target Date:** 2024

**Status:**

**Lead:** Short Term Rentals & Housing

**Supporting:** Planning & Town Attorney



## Actively Support the Development of Workforce Housing

### Goal 7: Support housing solutions for unhoused

#### Related Goals:



#### Task 7.1 – Support Winter Weather Emergency Warming Center Services

**Description:** **2040 General Plan Action Item CC-6.6** – In late fall 2023, the Town was notified that the weather triggered emergency warming center, operating out of the Church of the Mountains, would not be operational this winter. As such, a small steering committee was assembled, including Nevada and Placer County, Cathie Foley with AMI, Clare Novak, Agnew Beck consulting, Tahoe Forest Hospital District and the Town Manager and Police Chief. The committee was convened to facilitate finding a solution to cover the immediate need of shelter services this winter.

#### Project Update:

**September 30, 2023:** Multiple sites were identified to serve as the temporary shelter space, including discussion of the Church of the Mountains, other faith-based buildings (only allowable shelter space per Town Zoning), the Sheriff's substation located along Donner Pass Road, and others. The committee has been researching service providers and operational models.

**Target Date:** Winter 2023

**Status:** 75% Complete

**Lead:** Town Manager & Police

**Supporting:** Emergency Management

#### Task 7.1 – Support Homeless Advisory Committee

**Description:** **2040 General Plan Action Item CC-6.6** - Tahoe Truckee Community Foundation funded and selected Agnew Beck to facilitate a Tahoe Truckee Homeless Advisory Committee, comprised of regional partners, to coordinate, plan and facilitate for a 2-year period, to develop a shared vision, implementation strategies, and Homeless Services Action Plan for homeless in the Tahoe Truckee Region. The town was asked to participate in this committee.

#### Project Update:

**September 30, 2023:** Council member Zabriskie was appointed to serve as the Council representative to the Tahoe Truckee Homeless Advisory Committee. The Committee has met once with Councilmember Zabriskie serving as Co-chair, and participation from the Town Manager and Police Chief.

**Target Date:** FY 2023/24

**Status:** 15% Complete

**Lead:** Town Manager & Police

**Supporting:** Emergency Management



# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 1: Climate Action Planning

### Related Goals:



### Task 1.1 – General Plan Update

*Description: Includes creation of a Climate Action Element with goals, policies, and actions.*

Project Update: Complete - The Town Council unanimously adopted the Truckee 2040 General Plan, including Climate Action Plan, adopted on May 9, 2023. The FY 2023/24 through FY 2024/25 Strategic Workplan advances over 70 policies and action items from the Truckee 2040 General Plan. Of those, approximately 18 are related to climate initiatives.

**Target Date:** April 2023

**Status:** 100% Complete

**Lead:** Planning

**Supporting:** Keep Truckee Green (KTG) & Community Engagement



### Task 1.2 – Greenhouse Gas Emissions Re-Inventory

*Description: **2040 General Plan Climate Action Plan Element CAP-11.7** - Complete updated municipal and community wide GHG inventory. This item was originally part of the 2021-23 workplan but was removed from the workplan based on the Council's determination to complete the municipal GHG dashboard. Given limited staff capacity, staff anticipates having a CivicSpark Fellow complete the inventories, meaning this project would not begin before Oct 23.*

Project Update:

**September 30, 2023: KTG CivicSpark Fellow is currently researching GHG inventory protocols and examining results of previous GHG inventories. Data collection for 2022 inventory is expected to begin by the end of 2023.**

**Target Date:** FY 2023/24

**Status:** In Progress – 10% Complete

**Lead:** KTG

**Supporting:**

### Task 1.3 – Update the Town's Renewable Energy and Greenhouse Gas Emissions Goals

*Description: Pending Council direction, develop a resolution to update the Town's renewable energy and GHG emissions reduction goals for both the community and municipal operations. Recommended to begin after updated GHG inventory is complete.*

Project Update:

**Target Date:** FY 2024/25

**Status:**

**Lead:** KTG

**Supporting:**



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 2: Preservation of Donner Lake

#### Related Goals:



#### Task 2.1 – Update Development Code Donner Lake Docks/Piers Standards

*Description: **2040 General Plan Community Character Element CC1.F:** Amend the Development Code to create standards for docks and piers to reduce visual clutter and light pollution, consult with the Truckee Donner Recreation and Parks District to ensure recreational use for the public, and maintain the scenic quality of Donner Lake.*

Project Update:

**September 30, 2023: No work has been initiated on this goal. Staff anticipates starting a review process following adoption of 2040 General Plan Development Code consistency amendments. The exact timing will depend on the scope and review process for 2040 General Plan Development Code Amendments.**

**Target Date:** FY 2023/24

**Status:**

**Lead:** Planning

**Supporting:**





## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 2: Preservation of Donner Lake

#### Related Goals:



#### Task 2.2 – 4<sup>th</sup> of July Impact Reduction Plans

*Description: Plan to reduce impacts associated with 4th July fireworks, specifically related to trash/litter, waste (potentially including temp restrooms), and traffic/transportation.*

Project Update: A team has been convened and is working collaboratively to identify, address and implement mitigation measures. Staff from the Truckee Donner Recreation and Parks District, including GM Sven Leff, Truckee Fire Protection District, CHP, Town staff in Public Works, Transportation, Keep Truckee Green, Police and Emergency Services, Visit Truckee Tahoe, California State Parks, Truckee Trails Foundation and Chamber of Commerce have been involved in planning for a clean, safe, and fun 4th of July experience for all. Planning efforts include a free shuttle bus from Truckee high to west end beach, including a free bike valet at the high school, distribution of garbage bags, portable restrooms, water bottle filling stations and garbage disposal options. A robust communication plan is in place, supported by East River PR, which includes a joint press release issued on June 21, 2023, joint radio interview for the week of June 26th, social media presence, a dedicated 4th of July website developed by Visit Truckee Tahoe (Truckee4thofJuly.com), and posters available in English and Spanish.

**September 30, 2023: The Town worked with partners to implement programs including shuttle service from THS to West End Beach, bike valet service, distribution of litter collection bags, and water bottle filling stations. A comprehensive public outreach campaign was implemented prior to the 4th to promote these programs.**

**Target Date:** Summer 2023

**Status:** 100% Complete



**Lead:** Transportation

**Supporting:** Roads, Engineering, Emergency Management, Economic Development, Community Engagement, KTG





# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 3: Waste Reduction Efforts

### Related Goals:

#### Task 3.1 – Single-Use Food ware Ordinance Implementation

*Description: 2040 General Plan Climate Action Plan Element CAP 10.A & 10.C - Work with residents and businesses, specifically restaurants, to reduce and eliminate single-use items and adopt guidelines encouraging reusable foodware in-house. Consider updating the guidelines to include methods for reducing or eliminating single-use items at events.*

*Work with food service businesses to implement requirements of single use food ware ordinance (effective January 1, 2024), including requiring reusable food ware for dine-in, \$0.25 fee for disposable food ware items, and providing accessory items only on request. Manage consultant contract for outreach and technical assistance to limited-service restaurants. Town staff to provide outreach, technical assistance, and training to other types of food service businesses. Additionally, staff will conduct community engagement regarding new policies, including about the low-income exemptions to the disposable food ware item fee. Implement a business grant program to support the transition to reusable food ware and review waiver applications.*

Project Update: KTG staff have conducted outreach to businesses about the polystyrene foam ban effective April 1, 2023. The Town's consultant has developed an outreach plan and conducted meetings with many of the Town's limited-service restaurants regarding the measures taking effect January 1, 2024. KTG staff have presented at a Chamber of Commerce lunch and learn, hosted a workshop for businesses, and met with hoteliers to discuss the new requirements.

**September 30, 2023: Staff and consultants have met with numerous businesses to inform them of ordinance requirements and provide assistance. The Town has received and processed a few grant applications to help businesses offset costs for purchase of reusable foodware or new dishwashing capacity. The consultant is planning additional in-person meetings with limited-service businesses and workshops in November. Staff have developed several educational resources for businesses and the community regarding the \$0.25 fee for disposable items and have been working to educate residents about the "Community Support Exemption" available for lower-income households.**

**Target Date:** FY 23/24

**Status:** 60% Complete

**Lead:** KTG

**Supporting:** Community Engagement



# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 3: Waste Reduction Efforts

### Related Goals:

#### Task 3.2 – Work with Tier 2 Generators of Edible Food Waste to Ensure Compliance with Senate Bill (SB) 1383 food Recovery Requirements

*Description: Includes **2040 General Plan Climate Action Plan Element CAP 9.B:** Engage with stakeholders (e.g., Nevada County, Placer County, religious institutions, and local food donation, recovery, and collection organizations) to build robust collection and food storage capacity, and reliable and equitable distribution systems, to achieve the food recovery goal established in Senate Bill 1383 of increasing edible food recovery by 20 percent by 2025. Partner with large food waste generators such as supermarkets, wholesale distributors, and large hotels, and create a platform to connect donators and receivers.*

*SB 1383 requires Tier 2 generators (includes certain restaurants, hotels, health facilities and education agencies) to recover and donate surplus edible food starting January 1, 2024. Town staff are required to provide education and outreach to these businesses and ensure agencies have agreements in place with food recovery organizations.*

Project Update: Staff anticipates beginning this outreach in Fall 2023

**September 30, 2023:** Staff have informed all Tier 2 generators of their responsibility to divert edible food beginning January 1, 2024. Staff have continued discussions with Sierra Community House, the local food recovery organization, to determine the feasibility of expanding capacity to recover prepared food as required by SB 1383. Currently, SCH does not have the equipment or permits to accept prepared food. KTG staff are exploring alternative options for recovery of prepared food in collaboration with Placer County, including funding a food recovery app that would allow restaurants to make their excess prepared food available directly to residents participating in food assistance programs.

**Target Date:** FY 23/24

**Status:** In progress - 30% complete

**Lead:** KTG

**Supporting:** Community Engagement



# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 3: Waste Reduction Efforts

### Related Goals:

#### Task 3.3 – Single-Use Bottle Reduction Program

*Description: **2040 General Plan Conservation and Open Space Element Action COS 10.B & 10.C and Climate Action Plan Items 10.A, 10.B and 10.C** - Investigate townwide reduction of single-use plastic sales and use, including water bottles and other single-use beverage containers.*

*Develop an outreach campaign and provide infrastructure to support the reduction of single-use water bottles and increase use of reusable bottles. This may include initiatives such as an educational campaign for residents, visitors, and businesses, grants for refill station installation, and purchase of mobile refill stations for events.*

Project Update: KTG staff presented recommendations to the Town Council on May 23, 2023, and received approval to move forward with developing this educational and incentive campaign. It is anticipated that this project will begin in Summer 2023, with the launch of the refill station incentives in Fall 2023.

**September 30, 2023: Staff are beginning development of a refill station grant incentive program based on the successful TWSA program in the Tahoe Basin. Additionally, KTG is developing an outreach campaign to encourage residents and visitors to switch to reusable water bottles and take other steps to reduce their use of disposable items. The refill station grant program was approved by the Council on November 14, 2023.**

**Target Date:** FY 2023/24

**Status:** 10% complete

**Lead:** KTG

**Supporting:** Community Engagement

#### Task 3.4 – Single-Use Bottle Ordinance Development

*Description: **2040 General Plan Conservation and Open Space Element Action COS 10.A & 10.C:** Investigate townwide reduction of single-use plastic sales and use, including water bottles and other single-use beverage containers.*

*Pending Council direction, develop a single-use bottle ordinance based on results of community engagement.*

Project Update: On May 23, 2023, Council received an update on water bottle community and stakeholder engagement and approved staff policy recommendations. Following this direction, staff will develop a draft ordinance for Council consideration in winter 2023/24.

**Target Date:** FY 2023/24 – FY 2024/25

**Status:** 40% complete

**Lead:** KTG

**Supporting:** Community Engagement

**September 30, 2023: Staff have developed a draft ordinance regulating single-use water bottles and plan to present this to Council in January 2024.**



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

#### Related Goals:



#### Task 4.1 – Administrative Services Staff Collaboration to Implement Sustainable Purchasing Practices

*Description: 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.*

Project Update: Update to Sustainable Purchasing Policy is set to go to Council at the June 27, 2023, meeting. All departments are purchasing recycled content where applicable. Need to work on rolling sustainable purchasing into initial purchase training as soon as staffed.

**September 30, 2023: KTG staff have developed new guidance for the state's recycled paper product purchasing requirements and will provide training to relevant staff.**

**Target Date:** FY 2023/24

**Status:** 75% Complete

**Lead:** Administrative Services

**Supporting:** KTG

#### Task 4.2 – Conversion to Renewable Diesel and Providing Access to Renewable Diesel to other Public Agencies

*Description: Memorandum of Understanding (MOU) in place with TFPD and TDPUD for use of Town fueling facilities. Construction/installation of additional storage tank in 2023.*

Project Update: Fuel tank under construction. Contract awarded March 2, 2023. Includes new 20,000-gallon tank.

**September 30, 2023: Project is nearing completion and will be operational over the winter.**

**Target Date:** FY 2023/24

**Status:** 90% Complete

**Lead:** Engineering

**Supporting:**



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

#### Related Goals:



#### Task 4.3 – Initiative to Reduce Paper Checks (move to primarily Electronic Fund Transfer (EFT)/Purchasing (P) Chards)

*Description: 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 set up direct deposits. When we request updated W-9s we will send them our ACH Setup form. We will set up all our AT&T accounts on auto pay with the P-Card, in the last year we sent out on average 20 checks a month.*

Project Update: Nearly 40% of all payments are paid via EFT. Continued efforts to move vendors to EFT.

**Target Date:** FY 2023/24

**Status:** In Progress – 15% Complete

**Lead:** Administrative Services

**Supporting:**

#### Task 4.4 – SB 1383 Recovered Organic Waste Product Procurement Requirements

*Description: Explore options to meet the SB 1383 recovered organic waste product purchasing requirements, including electricity, renewable natural gas, vehicle fuel, compost, and mulch from eligible sources. Meet regulatory procurement targets by March 1, 2024, as required by the Town's CalRecycle-approved Corrective Action Plan.*

Project Update: KTG staff is working closely with CalRecycle to identify all opportunities to procure eligible recovered organic waste products and has coordinated with utilities and other partners to investigate the availability of eligible products. Staff will continue to explore options to meet these targets.

**Target Date:** FY 2023/24

**Status:** 50% complete

**Lead:** KTG

**Supporting:**

**September 30, 2023:** KTG staff have continued to explore options for meeting the ROWP procurement requirements, including use of mulch, compost, and biomass electricity. It is anticipated that the Town will meet at least 50% of our purchasing target for 2023 through mulch purchases for large infrastructure projects, though these are one-time projects that do not represent an opportunity for ongoing mulch purchases in significant volume. Staff plan to consider options for compost broker agreements similar to the strategy pursued by Nevada County to meet 2024 targets, as well as pursue direct service provider arrangements with other local agencies.



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

#### Related Goals:



#### Task 4.5 – Electric Vehicle (EV) Infrastructure Master Plan

*Description: 2040 General Plan Action Item Climate Action Plan CAP 4.1, CAP 4.2 and Mobility Element M-1.F - Town Facility Electric Vehicle Charging Master Plan to evaluate a strategy for electric vehicle charging infrastructure (location, amount, pricing structure, electrical service needs, general specifications, etc.) for Town facilities, including Town-maintained parking lots, Town Hall, and the Public Service Center. The planning phase will initiate in FY 24/25 and will assess the future full EV infrastructure buildout and electrical infrastructure needs at both locations.*

Project Update: Application for Charging and Fueling Infrastructure Discretionary Grant was submitted by Town staff on June 13, 2023. The grant would partially fund the EV Infrastructure Master Plan.

**September 30, 2023: While the planning on the townwide plan will not begin until Fiscal Year 24/25, the Town will be installing additional EV infrastructure this summer (2024) to accommodate new microtransit and transit vehicles being purchased with grant funds.**

**Target Date:** Planning Phase FY 2024/25

**Status:**

**Lead:** Engineering

**Supporting:** KTG

#### Task 4.6 – Electric Vehicle (EV) Policies

*Description: Policy could include exploration of EV charging stations within Town right of way, use of proprietary chargers on public land (e.g. Tesla or Rivian).*

Project Update:

**Target Date:** FY 2024/25

**Status:**

**Lead:** Community Development

**Supporting:** Engineering and KTG





## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

#### Related Goals:



#### Task 4.7 – Explore changes to the investment policy to increase sustainability practices within the Town’s Investment Portfolio

*Description:* Provide Council with the three policy options and supporting data on strategies to take with the Town’s investment portfolio that would align with the Town’s sustainability and climate action goals.

Project Update: Met with the Town’s investment manager to understand the potential options for changes to the investment portfolio and discussed what data they could provide us to support decision makers in reviewing those policies.

**Target Date:** FY 2024/25

**Status:** 5%

**Lead:** Finance

**Supporting:**



#### Task 4.8 – Biological and Water Resource Mapping

*Description:* **2040 General Plan Conservation and Open Space Element Action COS 3.1, COS 3-8, COS 7-3** - Develop biological and water resource mapping and prepare studies as needed to update resource mapping. This tool will inform various planning projects.

Project Update: Project has not started. Staff plans to present existing available resources to the Council in the fall or winter of 2023.

**Target Date:** FY 2024/25

**Status:** 100% Complete

**Lead:** GIS/Engineering

**Supporting:** Planning



**September 30, 2023:** Staff has created (and presented to Council) a compilation of various resource data sets in consultation with the 2040 General Plan (consistent with COS-1.C and COS-3.F). The map application that has been created is available to staff to use and provides a valuable tool for evaluating land use development and open space preservation. Staff are recommending the need for additional ground studies be delayed evaluated as a part of the resource management and protection plan that would be coordinated with the US and California Departments of Fish and Wildlife. The comprehensive plan has been added to the bike rack for future prioritization.



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

#### Related Goals:



#### Task 4.9 – Explore On-Going Funding Source for Environmental Sustainability Initiatives

*Description:* Develop a policy for Council consideration and direction to develop an on-going funding source for environmental sustainability initiatives and programs.

*Project Update:* Provided as direction as part of the June 13, 2023, budget discussion, Council directed staff to return, in conjunction with the closure of FY 2022/23, with an on-going funding source policy to support environmental sustainability.

**September 30, 2023:** The Town's auditors are completing their review and annual audit process. Due to auditor workload, audit completion and presentation is scheduled for January/February 2024 and policy will be coupled with that discussion.

**Target Date:** 12/31/23

**Status:** In-Progress – 15% Complete

**Lead:** Administrative Services

**Supporting:** Town Manager

#### ✓ Task 4.10 – Environmentally Sustainable eWaste Management

*Description:* Implementing an environmentally sustainable eWaste policy, Truckee IT focuses on secure data wiping and repurposing end-of-life electronics. Efforts include providing devices to community members and non-profits, offering to employees for personal use, and ensuring eco-friendly disposal of unsuitable eWaste.

*Project Update:*

**September 30, 2023:** Successfully distributed refurbished devices to local non-profits and community members. Remaining eWaste routed to certified recyclers for environmentally responsible disposal.

**Target Date:** FY 2023/24

**Status:** 100% Complete

**Lead:** Information Technology

**Supporting:**





## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

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

#### Related Goals:



#### Task 5.1 – Research Feasibility and Appropriateness of Micro-Mobility (E-Bike/Scooter) use on Paved Trails

*Description: 2040 General Plan Mobility Element M-2.P - Explore implications of alternative transportation modes on Town trails.*

Project Update: GIS staff is working on developing a trail incident reporting application for residents to report safety concerns and near misses. A contract with Tahoe Fund/Take Care is underway to develop a bike etiquette campaign and staff are considering updates to our local ordinances to better align with state laws. Micro-mobility, especially electric micro-mobility, has moved from an "emerging technology" to "common technology" and will require solutions as it relates to both management of trails as well as engineering and design. In addition, a stakeholder committee has been established and met on June 21, 2023, for the first time. This stakeholder committee will help inform updates to the Town's code related to e-bike use on the trails. Also informing this update, a community survey has been issued and is open for participation until June 30, 2023.

**September 30, 2023: A stakeholder committee met throughout the summer to study this issue and make recommendations. Public survey and workshop helped to inform consideration of trail policies. On September 26, 2023, the Town Council adopted an ordinance updating regulations of alternative transportation devices on multi-use trails, including implementing a 15 MPH speed limit for all trail use.**

**Target Date:** FY 2023/24

**Status:** 100% Complete



**Lead:** KTG & Transportation

**Supporting:** Community Engagement and Police



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

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

#### Related Goals:



#### Task 5.2 – Bike Share Program Implementation

*Description: 2040 General Plan Action Item Mobility Element M-3.K - Exploration of options to provide a town or regional bike share program.*

Project Update: The launch of the Town sponsored E-bike Share Program is scheduled to launch in Summer 2023. Phase 1 will focus primarily on location on Town owned property and Rights of Way. Assuming the Program is successful and well received, Summer 2024 will focus on Phase 2 locations which have been identified on Town property as well as other community wide locations. Launch scheduled for June 30, 2023.

**September 30, 2023:** This program successfully launched on June 27, 2023, as a public-private partnership at no cost to the Town. The first-year program consists of 100 docking stations at 18 locations and 53 total bikes strategically located around Town. Station coverage extends from Glenshire to the east and Donner Lake Boat launch to the west and various locations in between. As of the end of September 2,829 total trips have been made totaling 17,926 miles ridden, and 17,014 lbs of carbon offset (Source: BCycle). This equates to approx. 338 miles ridden per bike, 53 trips per bike and 6.3 miles per trip. The top 3 most popular stations thus far are Donner Lake Boat Launch, The Rock, and Glenshire/Legacy Trail, with the latter being the continuous top location for checkouts and returns through this point in the Program. The end of year report is scheduled to be presented to Council before end of 2023 with the system to be decommissioned in late October/early November. The 2024 program is scheduled to commence earlier than 2023 with a goal of relaunching in early May 2024. Discussion for expansion into Placer County is also scheduled at seasons end.

**Target Date:** 06/30/2023

**Status:** 100% Complete

**Lead:** Transportation

**Supporting:** Community Engagement





## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

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

#### Related Goals:



#### Task 5.3 – Micro-Transit Year-long Pilot

*Description: **2040 General Plan Mobility Element M-3.H and M-3.G** - Exploration of options on expanded dial-a-ride/shuttle micro-transit service in collaboration with Nevada County Transportation Commission (NCTC).*

Project Update: Staff were able to secure funding obligations and commitments necessary to fund, including Town contribution, and launch the 22/23 Winter Pilot Program. Average Ridership from December 15 - 31 was 312 which is an increase from 273 from the Summer Pilot. In addition to the pilot programs, Staff with support from a transit consultant is in the process of completing a formal Micro transit Feasibility Study which is scheduled to be complete in February 2023. Staff will be presenting information related to short-term and long-term service models as part of the FY 23/24 budgeting process.

**September 30, 2023: A yearlong Town-wide Micro transit Program began service on July 1 following approval by Town Council as part of the FY 23/24 budgeting process. This Program continues to experience consistent and high levels of ridership, even in the off-peak season with average ridership of approx. 400 rides/passengers per day. Total system ridership in FY21/22 was 31,904. Total system ridership in FY22/23 was 111,215. With TART Connect, Fixed Route, and Dial-a-Ride, the FY22/23 ridership is up 249% year-to-date over FY21/22. The current shared ride percentage is up to 54% from approx. 27% from initial pilot that included limited-service area. To date the TART Connect program has carried approx. 143,000 riders since commencing on June 25, 2022.**

**Target Date:** FY 2023/24

**Status:** 100% Complete

**Lead:** Transportation

**Supporting:** Community Engagement





## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 6: Reduce Greenhouse Gas Emissions from Buildings

#### Related Goals:



#### Task 6.1 – Explore Building Reach Codes

*Description: **2040 General Plan Climate Action Plan Element CAP-8.A** - 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 completed Fiscal Year 21/22-22/23. Recommendations to be presented to Council in late FY 22/23 or early FY 23/24*

**Target Date:** FY 2021/22 – FY 2023/24

**Status:** 70% Complete

**Lead:** KTG & Community Development

**Supporting:** Community Engagement, Building, Town Attorney

Project Update: A fourth stakeholder meeting was held to discuss incentive options. Staff gathered input from stakeholder committee members to refine cost effectiveness study needs, worked with consultant to develop scope of work amendment to add a final stakeholder meeting and community meeting and additional cost effectiveness study components to address stakeholder input. Staff and the Town's consultant have also worked with the State reach Code team to request that the State program complete components of the Truckee-specific cost effectiveness study analysis, reducing the Town's scope of work and cost as much as possible. Staff are waiting for the statewide team to complete the cost-effectiveness studies and anticipate presenting the results to the stakeholder group and community in late summer 2023.

**September 30, 2023:** This process has been delayed due to the Ninth Circuit Court ruling on Berkeley's reach code. The cost-effectiveness study using local Truckee weather and cost data for single-family homes is complete, with the multifamily new construction study expected in October. Consultant has completed research into costs for retrofitting existing single-family and multifamily buildings but is waiting on the statewide team to update the cost-effectiveness studies with local data. The statewide team has refocused their efforts on updating the statewide new construction policy options based on the court ruling and does not currently have a timeframe for completing the building retrofit studies.



# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 6: Reduce Greenhouse Gas Emissions from Buildings

### Related Goals:



### Task 6.2 – Develop and Support Adoption of a Reach Code

*Description: **2040 General Plan Climate Action Plan Element CAP-8.A** - Consultant recommendations for potential reach code options expected FY 22/23. Pending Council direction, staff will develop a reach code ordinance and prepare necessary documentation to submit to the CEC in FY 23/24.*

Project Update: This project will begin once Task 6.1 is complete.

**September 30, 2023: Staff are considering how to proceed given the delays with the existing building cost-effectiveness studies but anticipate consideration of new construction reach code options could begin as early as February 2024. Further Reach Code development will be led by the new Sustainability Program Analyst who started on September 18.**

**Target Date:** FY 2023/24

**Status:** 20% Complete

**Lead:** KTG & Community Development

**Supporting:** Community Engagement, Building, Town Attorney

### Task 6.3 – Develop a Building Decarbonization Roadmap

*Description: **2040 General Plan Climate Action Plan Element CAP-7.H Roadmap to Decarbonization:** Develop a policy roadmap to decarbonize existing buildings while supplementing costs and other burdens for vulnerable populations. This plan will examine the existing building stock and building energy use and recommend policies, programs, and incentives for building decarbonization. This will help staff prioritize and target the building decarbonization programs in the CAP Element to more equitably, effectively, and quickly reduce GHG emissions from existing buildings.*

Project Update: KTG staff are developing a scope of work and outline for this roadmap, and anticipate beginning the project in Summer 2023.

**September 30, 2023: Staff released an RFP on September 22 for consultant support for an in-depth cost and funding gap analysis for the Roadmap and no proposals were received. With the added staff capacity of CivicSpark Fellows and a new Sustainability Program Analyst that started on September 18, work on the is anticipated to begin by November 2023 and will consider commercial building energy incentives.**

**Target Date:** FY 2023/24

**Status:** 10% complete

**Lead:** KTG

**Supporting:** Community Engagement & Community Development





# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 6: Reduce Greenhouse Gas Emissions from Buildings

### Related Goals:



### Task 6.4 – Housing Retrofit Incentives Program Revision and Expansion

*Description: **2040 General Plan Climate Action Plan Element CAP-7.I Retrofit Incentive Promotion:** Revisit rebate amounts and categories with the goal of increasing participation in existing incentive programs. Could include consideration of a mobile home-specific retrofit program.*

Project Update: On May 23, 2023 Town Council adopted updated rebate amounts to match TDPUD rebate increases. Staff will explore additional incentive program changes or additions as a component of the building decarbonization planning effort. Staff will seek approval from Council on June 27, 2023, to apply for a grant in partnership with Nevada County, Nevada City, and Grass Valley to fund a countywide low-income weatherization pilot program.

**September 30, 2023: The Town submitted a grant application for the EECBG competitive program in partnership with Nevada County, Nevada City, and Grass Valley for a countywide low-income weatherization program. This proposed program is designed to facilitate greater participation in existing weatherization programs and expand eligibility to households making up to 80% AMI. Grant decisions will be made on October 13. If the project is not funded, staff will return to Council in the fall with a proposal to fund a similar program in Truckee.**

**Target Date:** FY 2024/25

**Status:** 30% complete

**Lead:** KTG

**Supporting:** Community Engagement

### Task 6.5 – Comprehensive Housing Retrofit Pilot Project

*Description: **2040 General Plan Climate Action Plan Element CAP-7.I Retrofit Incentive Promotion:** Leverage results of Building Decarbonization Roadmap and other-directed research to develop and implement program to work with small number of selected homes on comprehensive building decarbonization improvements to inform process, gather data, and showcase demonstration projects.*

Project Update:

**Target Date:** FY 2024/25

**Status:**

**Lead:** KTG

**Supporting:** Community Engagement



## Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

### Goal 6: Reduce Greenhouse Gas Emissions from Buildings

#### Related Goals:



#### Task 6.6 – Climate Transformation Alliance Truckee Tahoe Building Decarbonization Pilot Program

*Description: **2040 General Plan Action Item Climate Action Plan CAP-7.A** -Support Climate Transformation Alliance Building Decarbonization Pilot Program, including workforce development and education, outreach to building owners, and development of one stop shop for resident building decarbonization technical support. Town staff is expected to provide program and policy input, conduct targeted stakeholder outreach to public agencies and utilities, and provide public communications about the program.*

Project Update: Project has received funding and is collaborating with the CTA on program development and design.

**September 30, 2023:** CTA staff are engaging with contractors on the workforce development and training component of this program and in the early stages of program design for the remaining components. Town staff have not been involved with this phase of the program development but will play a role in public outreach and engagement for the pilot program once it is fully developed.

**Target Date:** FY 2023/24 – FY 2024/25

**Status:** In Progress – 20%

**Lead:** KTG

**Supporting:** Community Engagement



# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 7: Destination Stewardship Plan

### Related Goals:



#### Task 7.1 – Participate in Visit Truckee-Tahoe (VTT) Destination Stewardship Planning Process

**Description:** 2040 General Plan Action Item Economic Development Element ED-3.A - VTT is convening a stakeholder committee to inform a consultant-led planning process beginning 2023. The Town's Economic Program Analyst will represent on this committee and will involve other key staff as *appropriate*.

**Project Update:** VTT has convened several stakeholder committee meetings as part of the Destination Stewardship Planning Process. Town staff have attended and participated in these meetings. Town staff also promoted VTT's first community survey which will be used to inform the Destination Stewardship Plan.

**September 30, 2023:** Staff have participated in the VTT-convened Truckee Stewardship Council meetings, including providing feedback on questions for two VTT stewardship-related community surveys conducted this summer.

**Target Date:** 12/31/2023

**Status:** 50% Complete

**Lead:** Economic Development

**Supporting:** Transportation,  
Community Engagement & KTG

#### Task 7.2 – Collaborate with Community Partners to Support Visit Truckee-Tahoe (VTT) Efforts to apply for Destination Stewardship Certification, as Determined by Destination Stewardship Plan

**Description:** 2040 General Plan Action Item Economic Development Element ED-3.A -Next steps for potential destination certification will be determined by the Destination Stewardship Plan.

**Project Update:** Destination certification process will begin once Destination Stewardship plan is complete.

**Target Date:** FY 2024/25

**Status:** Not Started

**Lead:** Economic Development

**Supporting:** Transportation,  
Community Engagement & KTG



# Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

## Goal 8: Biomass Project

### Related Goals:



### Task 8.1 – Complete Biomass Feasibility Study

*Description: 2040 General Plan Action Item Safety and Noise Element SN-2.F; Climate Action Plan CAP-6.B - Biomass is an potential solution to utilize green waste to create a usable product (renewable energy and/or biochar) to support the Town's GHG reduction goals and green waste disposal. A consultant-led feasibility study is being completed to consider feasibility of two biomass facility options with a potential location in the Town Hall-Fire District-Airport District neighborhood: Biomass Gasification and Combined Heat and Biochar. The study is a partnership with Truckee Tahoe Airport District, Truckee Fire Protection District and Truckee Donner Public Utility District. Study results will be presented to the Town Council in summer 2023 for Council direction.*

Project Update: Additional sites are being analyzed for feasibility and compatibility.

**September 30, 2023: Biomass feasibility study results will be presented to the Town Council (and partner agency boards) in early 2024.**

**Target Date:** 7/31/2023

**Status:** 80% Complete

**Lead:** Town Manager & GIS

**Supporting:** Emergency Management, Engineering & KTG

### Task 8.2 – Project Development for Potential Biomass Facility, as Determined by Biomass Feasibility Study

*Description: 2040 General Plan Action Item Safety and Noise Element SN-2.F; Climate Action Plan CAP-6.B -Pending the outcome of the biomass feasibility study, as directed by Council would be project development, including design, feedstock procurement agreements, and partnership agreements with public agency partners, as applicable. Depending on the Town's role and the scope of the project, this item may require delaying additional CIPs in the workplan.*

*Note: Project development has not been budgeted and would be considered as a budget amendment if Council provides direction to move forward.*

Project Update:

**Target Date:** FY 2024/25

**Status:**

**Lead:** Engineering

**Supporting:** Emergency Management, Town Manager & KTG



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

**Goal 1: Implement new Town website that improves ease of access to information and increases engagement.**

### Related Goals:



**Task 1.1 - Develop a new Town website that is compliant with legal requirements, ADA requirements and reflects the character of our community and integration of "Virtual Town Hall" services into website**

*Description: 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.)*

Project Update: Town has contracted with CivicPlus to create and host the Town's new website. The consultant SBDX, the communications team and internal stakeholders, led by the Communications Programs Manager will work with the Branding development and website developers.

**September 30, 2023: The new website is well underway in development with launch scheduled for March 2024.**

**Target Date:** 12/31/23

**Status:** In Progress – 65% complete

**Lead:** Community Engagement & Town Clerk

**Supporting:** Interdepartmental Communications Committee

### Task 1.2 – Parcel Mapping Upgrade

*Description: **2040 General Plan Land Use Element Action Item LU-1.C** - Create a more robust integrated mapping application to view permit information and public records. The mapping system will not only tie into Laserfiche, but the building permit system so users can check the status of in process permits and issued permit details.*

Project Update:

**September 30, 2023: Staff map and resource mapping platform is complete. Ongoing maintenance is required to maintain relevancy of data layers. Public access is currently available through the "My Town of Truckee Map," however, access to permit history and building records is not currently available to the public due to limitation of permitting software.**

**Target Date:** 3/1/24

**Status:** In Progress – 70% complete

**Lead:** GIS

**Supporting:** Information Technology & Community Engagement



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 2: Re-envision Town Branding

#### Related Goals:



#### Task 2.1 - Assess Town branding and branding guidelines

*Description:* Issue an RFP for a consultant to work on re-envisioning the Town Brand and Logo, including developing branding materials such as standard fonts, graphics, imagery, etc. for town produced presentations and documents.

*Project Update:* Staff will be working with the contractor to develop style guidelines, simplify the Town's logo and guide the website update look and feel.

**September 30, 2023: Staff worked with a consultant to refresh the Town logo and develop branding guidelines.**

**These are being integrated into the new website design, and staff are working with the consultants to develop an implementation schedule for full branding guidelines and new logo rollout. The branding rollout will likely occur in phases.**

**Target Date:** 12/31/23

**Status:** In Progress –75% Complete

**Lead:** Community Engagement & Town Clerk

**Supporting:** Interdepartmental Communications Committee

#### Task 2.2 – Develop a Regional Brand for Belonging and Inclusion

*Description:* Develop a regional brand that celebrates belonging and inclusion for all in the region. This will be a shared effort with Nevada County and potentially other stakeholders. The belonging brand will be visible alongside Town logos.

*Project Update:* Development of a belonging brand will take place after the DEI Action Plan is completed to be informed through that process.

**Target Date:** 12/31/23

**Status:** In Progress –5%

**Lead:** Community Engagement & Town Clerk

**Supporting:** Interdepartmental Communications Committee



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 2: Re-envision Town Branding

#### Related Goals:



#### Task 2.3 – Rebrand the Town’s Recruitment Process

**Description:** Update the website and hiring materials to highlight the many benefits of working at the Town across all departments

**Project Update:** Staff has viewed multiple webinars and conference sessions on this topic to gain a preliminary understanding and help with developing ideas of possible directions. A budget has been included for FY24/25 to engage a consultant to assist with this project.

**Target Date:** FY 24/25

**Status:** In Progress – 10% Complete

**Lead:** Human Resources

**Supporting:** Community Engagement





## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 3: Community Engagement around Community Events and Priority Initiatives

#### Related Goals:



#### Task 3.1 – Pilot Neighborhood Event in Collaboration with Community/Public Agency Partners

*Description: 2040 General Plan Community Character Element Action Item CC-6.A and Economic Development Element Action Item ED-3.4 - This will be a revamp of the Public Agencies Working Together block party concept, where the Town of Truckee provides an event to promote services in specific neighborhoods in an attempt to meet people where they're at.*

Project Update:

**Target Date:** Fall 2023~~4~~

**Status:**

**Lead:** Community Engagement

**Supporting:** TBD

#### ✓ Task 3.2 – Explore new Opportunity for in-person Community Engagement

*Description: 2040 General Plan Community Character Element Action Item CC-6.A and Economic Development Element Action Item ED-3.4 -Explore community engagement opportunities such as farmers markets or large events.*

Project Update: Staff are working to coordinate with the farmers market organizers to set up a tabling booth for several summer events.

**September 30, 2023: Town co-hosted a community pool night along with Nevada County COAD, Sierra Community House, Rec & Park, TFHS, and Kidzone. This was a successful event to reach families in a small setting, with 70 attendees. This is considered on-going work.**

**Target Date:** 2025

**Status:** 100% Complete



**Lead:** Community Engagement & Town Clerk

**Supporting:** TBD



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 4: Build Relationships and Enhance Engagement with Target Populations

#### Related Goals:



#### Task 4.1 – Develop a Diversity, Equity and Inclusion Action Plan

**Description:** **2040 General Plan Community Character Element Action Item CC-6.A; Economic Development Element Policy EC-4.3** -Development of a Diversity, Equity & Inclusion Action Plan will assess how to best serve the community at-large, including the populations not currently being reached (i.e.. Latinx, low-income, senior citizens, etc.). This will identify current gaps, how we spend our resources, internal hiring practices, and policies to implement positive community change. The plan will include a translation implementation plan.

**Target Date:** 12/31/23

**Status:** In Progress – 15% Complete

**Lead:** Community Engagement

**Supporting:** Human Resources

**Project Update:** Staff are developing an RFP for consultant services to help develop the DEI Action Plan. The RFP is anticipated for release in July 2023.

**September 30, 2023:** Town selected Equity and Wellness Institute to provide consultant services to aid staff in the development of a DEI Action Plan. Staff have held a kick-off meeting and anticipate this process to take place over the next 8 months.

#### ✓ Task 4.2 – Work with Community Partners to Host Latinx Community Engagement Events

**Description:** **2040 General Plan Community Character Element Action Item CC-6.A and Economic Development Element Policy ED-3.4 and ED-4.3** -Coordinate with community partners such as Sierra Community House, ARC, La Raza, Promotores, and others to help produce events that celebrate and elevate Latinx culture in Truckee

**Target Date:** FY 2023/24

**Status:** 100% Complete



**Lead:** Community Engagement

**Supporting:**

**Project Update:** Staff successfully hosted the Dia de los Ninos event alongside Sierra Community House and the Truckee Library in April 2023. Staff are developing a contract with Sierra Community House to establish routine annual Latinx centered events.

**September 30, 2023:** Staff tabled at the Hispanic Heritage Festival with Sierra Community House. Additionally, as stated above, staff hosted a free community pool night, which had a high attendance from the Latino population. This will be considered complete but on-going in nature.



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 4: Build Relationships and Enhance Engagement with Target Populations

#### Related Goals:



#### Task 4.3 – Develop Youth Engagement

*Description: 2040 General Plan Community Character Element Action Item CC-6.A and Economic Development Element Policy EC-4.3 - Work with local partners to develop ways to engage with local youth, such as Women's Youth Leadership Roundtable.*

Project Update:

**September 30, 2023:** Staff have met with key partners, including TTUSD district staff to begin conversations about a youth council initiative. Staff also attended the CCTT Youth Forum, which shed light on the needs of teenagers. Staff will take this input into consideration in developing the framework for a youth council.

**Target Date:** October 2023

**Status:** In Progress – 10% Complete

**Lead:** Community Engagement

**Supporting:**

#### Task 4.4 – Review of the Town's Mission Statement to address being an Inclusive Community

*Description: 2040 General Plan Community Character Element Action Item CC-6.A and Economic Development Element Policy EC-4.3 -Review and revise the Town's mission statement to ensure it reflects Council's community cohesion priority and proactive efforts to engage and support all segments of our community.*

Project Update:

**September 30, 2023:** This process will occur as part of the DEI Action Plan review.

**Target Date:** 12/31/23

**Status:**

**Lead:** Community Engagement

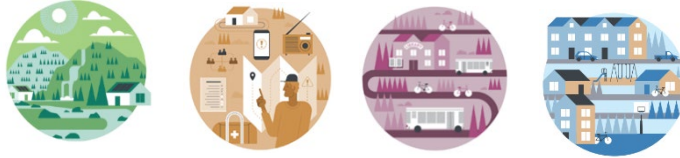
**Supporting:**



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 4: Build Relationships and Enhance Engagement with Target Populations

#### Related Goals:



#### Task 4.5 – Establish Town Participation in Nevada County Justice Equity Diversity and Inclusion (JEDI) Program

**Description:** **2040 General Plan Community Character Element Action Item CC-6.A and Economic Development Element Policy EC-4.3** - the Nevada County JEDI program has established a county vision and framework for actions to address local challenges with racial justice and equity. Establishing Town participation in this program will proactively increase collaboration and alignment between the Town and regional partners on our inclusion and community cohesion efforts.

#### Project Update:

**September 30, 2023:** Staff continue to attend the CCC meetings, as well as meetings with Nevada County and the Washoe Tribe on developing school curriculum in Truckee. The County's JEDI program has transitioned, and it is unclear what the Town's role could be at this time.

**Target Date:** 12/31/23

**Status:** In Progress – 15% Complete

**Lead:** Community Engagement

**Supporting:**

#### Task 4.6 – Establish Tech Teens Program

**Description:** Work with other technology leaders at surrounding public agencies to develop a multi-day program to educate area teenagers on the capability and possibilities of technology to get them excited for potential future careers in technology. Teens who finish the program would get the opportunity to participate in a completion ceremony and would be awarded a certificate of completion.

#### Project Update:

**September 30, 2023:** As part of normal quarterly technology group meeting held amongst the regional technology leaders, discussed the potential for this program. Got initial interest from other tech leaders from surrounding public agencies to host a day demonstrating their agency's specific technology that local teens might be interested in. Developed an initial plan.

**Target Date:** 06/30/2024

**Status:** In Progress – 25% Complete

**Lead:** Information Technology

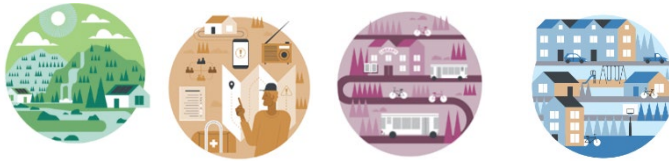
**Supporting:** Community Engagement



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 5: Town-Wide Communications

#### Related Goals:



#### Task 5.1 – Develop, adopt and Implement Town-wide Communication Plan

*Description: Develop a communication plan and strategy that will be used as a blueprint for communication protocols (i.e. social media protocol, etc.) and direct communication strategy for projects.*

Project Update: This project is temporarily on hold during staff leave of absence.

**September 30, 2023: Completion of this project will coincide with the DEI Action Plan, to ensure inclusive engagement practices.**

**Target Date:** 12/31/23

**Status:** In Progress – 75% Complete

**Lead:** Community Engagement

**Supporting:** Interdepartmental Communications Committee

#### Task 5.2 – Catalogue Photo and Video Asset Library for all Town Use

*Description: This project will organize and catalogue the Town's photo and video assets, so they are more easily accessible to staff to support outreach efforts. An organizational system will allow new photo assets to be added as they become available.*

Project Update: Communications Interns are researching available products for consideration.

**September 30, 2023: Research on available products is complete.**

**Target Date:** 06/30/2024

**Status:** In Progress – 50% Complete

**Lead:** Community Engagement

**Supporting:**



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 5: Town-Wide Communications

#### Related Goals:



#### Task 5.3 – Build Photo Stock

*Description:* Work with staff and consultants to build the Town's photo stock.

Project Update:

**September 30, 2023: Contract with Court Leve has helped to build videography and photography assets. This will be on-going work and need of the Town.**

**Target Date:** 12/31/23

**Status:** 75% Complete

**Lead:** Community Engagement

**Supporting:**

#### Task 5.4 – Full-Page of Financial Information on Administrative Services Page to Increase Accessibility and Transparency of Information

*Description:* Develop and provide summary financial information for the general public to promote understanding and transparency of the Town's finances.

Project Update: Staff is exploring new budgeting software as the existing model based in excel is no longer adequate for the Town's needs. The available software for government budgets includes more robust reporting. It is also more dynamic, and web based. It is expected that the new budget software may help with progress towards achieving this goal.

**Target Date:** 12/31/23

**Status:** In Progress – 45% Complete

**Lead:** Administrative Services

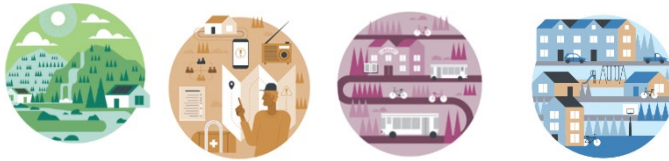
**Supporting:**



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 5: Town-Wide Communications

#### Related Goals:



#### Task 5.5 – Develop and Implement a Bike Safety Campaign

*Description: 2040 General Plan Mobility Element Action Item M-2.P- Work with local and regional community stakeholders to develop and implement bike safety messaging with a focus on paved trails.*

Project Update: GIS staff is working on developing a trail incident reporting application for residents to report safety concerns and near misses. A contract with Tahoe Fund/Take Care is underway to develop a bike etiquette campaign and staff are considering updates to our local ordinances to better align with state laws. Additionally, staff has created an internal working group and a community stakeholder working group to consider applicable ordinance updates for the multiuse trail system. A community survey is currently available to inform this discussion as well. Ultimately, we will convene a town-hall meeting for general public input and bring those results back to the Town Council.

**September 30, 2023: Bike incident reporting tool is live, first stenciling pilot is complete, paved trail ordinance has been adopted (including a 15-mph speed limit), and centerline. Staff are coordinating with ER PR to develop an educational campaign.**

**Target Date:** Summer 202~~3~~<sup>4</sup>

**Status:** In Progress – 75% Complete

**Lead:** Engineering

**Supporting:** Police, Transportation & Community Engagement



#### Task 5.6 – Add Staffing Capacity to Community Engagement Division with Full-Year Intern Support

*Description: A community engagement intern will provide additional community engagement capacity, including supporting social media, print, and in-person outreach on specific Town projects as well as supporting a variety of goals within this Communications workplan.*

Project Update: Complete: Two interns hired for FY23/24. Budget for FY24/25 includes maximum allowable hours for interns.

**Target Date:** FY 2023/24

**Status:** 100% Complete



**Lead:** Community Engagement

**Supporting:** Administrative Services





## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 5: Town-Wide Communications

#### Related Goals:



#### Task 5.7 – Implement Townwide Cloud-Based Phone System

*Description: The project aims to replace the current phone system with a cloud-based solution offering features like ring groups for efficient call handling, an automated attendant for streamlined inquiries, voice transcription for accessibility, and data analytics for improved service management.*

Project Update: Vendor selection complete and system design underway.

**September 30, 2023: Selection of service provider completed, with system design finalized. Training for staff scheduled for the next quarter. First phase of installation in key public service areas planned.**

**Target Date:** Spring 2024

**Status:** *In Progress – 25% Complete*

**Lead:** Information Technology

**Supporting:** All

#### Task 5.8 – Upgrade Wireless Access Points for Enhanced Connectivity

*Description: Deploy advanced wireless access points at Town Hall and the Corp Yard, providing enhanced public WiFi for citizens and secure corporate WiFi for Town staff. Access points smartly shape traffic, ensuring faster, more reliable connections for improved user experience.*

Project Update: Town Hall rollout completed.

**September 30, 2023: Access point for Corp Yard ordered, installation Fall of 2024.**

**Target Date:** Winter 2023/24

**Status:** In Progress – 50% Complete

**Lead:** Information Technology

**Supporting:**



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 5: Town-Wide Communications

#### Related Goals:



#### Task 5.9 – Transition to .gov Domain

*Description: Migrate to a .gov domain to bolster cybersecurity and public trust. This includes securing the domain, updating systems, and public communication.*

Project Update:

**Target Date:** 2024

**Status:**

**Lead:** Information Technology

**Supporting:**



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 6: Staff and Council Training to Support Community Engagement

#### Related Goals:

#### Task 6.1 – Communications and Media Training Plan Development for Council and Staff

*Description: Provide communications training, including discussion of protocols for media processes, social media usage, the Town's communications plan, providing quotes, etc. To be completed during February 2024 Council retreat.*

Project Update:

**Target Date:** February 2024

**Status:**

**Lead:** Community Engagement

**Supporting:**

#### Task 6.2 – Explore Staff Training Opportunities for DEI

*Description: Provide training opportunities for Town staff to support the Town's inclusion efforts. Prioritization of training topics will be identified based on the DEI Action Plan.*

Project Update:

**Target Date:** 6/30/24

**Status:** In Progress – 20% Complete

**Lead:** Community Engagement

**Supporting:**

**September 30, 2023:** Staff is working with EqWI, the consultant selected for the DEI Action Plan, to identify DEI training for the organization, including staff and council members.



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 7: Implement Public Art Master Plan & Support Truckee Cultural District

#### Related Goals:



#### Task 7.1 – Develop Procedures for Developing and Implement Public Art Projects

*Description: 2040 General Plan Community Character Element Action Item CC-5.A - Truckee Public Art Master Plan Implement the goals and policies of the Truckee Public Art Master Plan, including support for the Public Art Commission of Truckee. Review and revise the Public Art Master Plan every 10 years.*

Project Update: Brockway Road and Donner Lake Educational Art Installation still in process. Process will be updated after completion of those projects.

**September 30, 2023: Council to review PACT workplan and provide feedback. PACT to begin work on next implementation site in late 2023/early 2024.**

**Target Date:** Winter 2023/24

**Status:** 60% Complete

**Lead:** Engineering

**Supporting:**



#### Task 7.2 – Complete First Commission-Led Public Art Project – Brockway Road Wall Art Installation

*Description: Public art installation along the Brockway Road retaining wall.*

Project Update: The contract with Arteclettica has been approved and installation is planned for September 2023.

**September 30, 2023: Brockway Road Wall Art project was installed in August 2023.**

**Target Date:** Summer 2023

**Status:** 100% Complete

**Lead:** Engineering

**Supporting:** Facilities





## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 7: Implement Public Art Master Plan & Support Truckee Cultural District

#### Related Goals:



#### Task 7.3 – Donner Lake Education Art Installation

*Description: Art installation using litter collected from Donner Lake by Clean Up the Lake.*

Project Update: The contract for the Donner Lake art piece has been executed and installation is planned for September 2023.

**September 30, 2023: The Donner Lake art piece was installed in October 2023. Staff is working with TDRPD to transfer ownership. Staff are working on a webpage to provide additional information about the piece and to expand on the educational component.**

**Target Date:** Summer 2023

**Status:** In Progress – 95% Complete

**Lead:** Engineering

**Supporting:**



#### Task 7.4 – Art Commission Work Plan

*Description: 2040 General Plan Community Character Element Action Item CC-5.A and CC-5.C - Art Commission to develop a 2-year work plan.*

Project Update: PACT has developed an opportunity site and prioritization list, which also identifies funding ranges. A GIS map/tool for the opportunity sites has also been created. PACT reviewed a draft Work Plan in June 2023. A final is expected to be approved by PACT in July or August and will be forwarded to the Town Council.

**September 30, 2023: A draft work plan was presented to the Town Council in September 2023. Staff are developing a Request for Proposals for a funding strategy study, a draft of which is planned to be reviewed by the PACT at their December meeting. Funding strategy study should be initiated in early 2024. This is now considered on-going work.**

**Target Date:** Winter 2023/24

**Status:** 100% Complete

**Lead:** Engineering

**Supporting:**





## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 7: Implement Public Art Master Plan & Support Truckee Cultural District

#### Related Goals:



#### Task 7.5 – Support the Renewal of the Truckee Cultural District Designation

*Description: **2040 General Plan Economic Development Element Action Item ED-7.5** - Truckee's state designation as a California Cultural District is up for renewal in spring 2023. The Town is supporting the renewal application and designation of Truckee Arts Alliance (a project of Nevada County Arts Council) as the lead applicant and administrative lead. The Town will also support Truckee Arts Alliance and Nevada County Arts Council's recruitment for a grant-funded Truckee Cultural District Program Manager.*

Project Update: The application has been approved and staff is supporting efforts to hire a Truckee Cultural District Program Manager.

**September 30, 2023: Truckee Cultural District Designation was officially renewed in spring 2023. Nevada County Arts Council has taken the lead as fiscal sponsor of the District and has hired the district's first fulltime Program Coordinator.**

**Target Date:** December 2023

**Status:** 100% Complete



**Lead:** Economic Development

**Supporting:**



## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 8: Evaluate Downtown Visitor Services

#### Related Goals:



#### Task 8.1 – Visitor Center/Transit Information Plan

*Description: Planning and implementation of future visitor and transit information services downtown, including long-term funding strategy and opportunities provided upon completion of Railyard Transit Center.*

Project Update: The Chamber's 3-year contract expires 6/30/23. Staff and Council representatives worked with Chamber of Commerce staff and Board representatives to negotiate a new three-year contract for services. The contract is included in the proposed FY 2023/24 Operating Budget and includes direction to enhance and update the current visitor center, including updating the “gift shop” component to lead towards a self-funded model.

**Target Date:** March 2023-2025

**Status:** In Progress – 10% Complete

**Lead:** Economic Development

**Supporting:** Transportation

**September 30, 2023: The Town entered into a new 3-year contract with the Chamber on 6/30/23 that includes the following Visitor Center planning and improvement deliverables:**

- Track visitors to the welcome center and reasons for visits
- Survey to inform future visitor service needs
- Convene stakeholder group to inform strategy
- Complete visioning process by end of FY24
- Complete a comprehensive plan and stakeholder funding strategy
- Complete Welcome Center improvements by end of FY26.

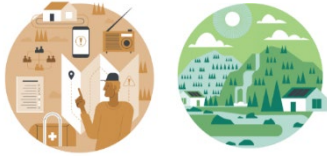




## Enhance Communication & Public Outreach to Facilitate Community Cohesion

### Goal 9: Special Events

#### Related Goals:



#### Task 9.1 – Update Special Events Policy

*Description: Update current Special Events Policy as to improve process and attract and retain events that provide cultural, historical, and economic value while at the same ensuring events and event activities align with Town's environmental and community values*

Project Update: The current Special Event Policy was last updated in 2018. Since that time, the Town and area has experienced significant changes in demographics and levels of visitation as well as a shift in community values which place a high degree of emphasis on quality of life, environmental sustainability and protection, and overall public safety. As the Town and economy evolve into a post pandemic world and the Town proceeds with the adoption of a new General Plan, staff seeks to revise the Special Events Policy to streamline processes and to better plan, execute, manage, and mitigate event related activities and associated impacts. An Interdepartmental Work Group will be established in spring 2023 to define goals and objectives of an updated policy as well as support and inform the development of a draft policy with the goal of presenting a formal draft policy to the community at large and Council in fall 2023.

**Target Date:** Winter 2023

**Status:**

**Lead:** Transportation

**Supporting:** Roads, Engineering, Economic Development & KTG, Police, Emergency Management & Community Engagement