

Other significant operational or strategic priorities								
These projects that are planned or currently underway and do not fit into Council's identified priorities								
Task	Goal	Lead Departments	Target Date	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of September 30, 2021 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.	Update as of December 31, 2021 - narrative update of what has been done in this area. If complete - detail of work done. If in progress - detail of work completed thus far during the quarter and next quarter planned work.
1	Update records management system	Clerk/ Communications						
1.1	Hiring consultant to update Records Management Program and Retention Schedules	Town Clerk/Communications	Jul-21	C1610		Complete	Consultant Contract with Kaizen-InfoSource is executed. The consultant has a draft records management manual, and records retention categories submitted to the Town for review.	Staff hired consultant and has moved to the task 1.2.
1.2	Work with consultant to implement the RIM program and retention schedule to an upgraded LaserFiche Platform	Town Clerk/Communications/ Information Technology	44774	C1610		75% Complete	The Cyber Incident has accelerate this process. Town has	Kaizen Infosources is working on the update. The manual is in draft form, and the retention schedule is being reviewed by staff. Staff is working to have this before Council before December of 2022. Elizabeth Morrill is our new records technician and is getting up to speed on all the job entails.
2	Implement Public Art Master Plan	Economic Development/ Engineering/Art Commission						
2.1	Develop procedures for developing and implementing public art projects		Fall 2021			50% complete		
2.2	Complete first commission-led public art project		Fiscal Year 21/22			Selection process 50% complete.		Commission will use current RFP process to inform future processes. Request for Proposals issued in early December. Art selection is anticipated to occur in January 2022 with a report out to Council in February. Installation to occur in Summer 2022.
2.3	GIS support for public art program	Engineering/GIS	on-going		GIS maintains a map of existing public art locations and maintains data related to art installations	Ongoing	Delivered spatial data to art commission regarding the current location of public art pieces. Currently, maintaining database. Art installation point locations, "Public Art Truckee" is a maintained data layer within the Town GIS Portal: https://townoftruckee.maps.arcgis.com/home/item.html?id=be4f78462a3f4e56864fff53825bf516	Map of Art locations needs to be reconfigured after cyber event. Will be re-established in summer 2022.
3	Implement Sister-Cities program	Economic Development/ Sister-Cities Committee				n/a		
3.1	Continue outreach to identify possible sister-city partner		Fall 2021			n/a		
3.2	Develop Sister-City agreement, shared objectives, and initial projects with identified sister-city		Fiscal Year 21/22			n/a		
4	Visitor Center/ Transit information plan	Economic Development						
4.1	Visitor Center/ Transit information plan		FY 21/22		Evaluation of the role, method of delivery, and possible updates to the visitor center and transit information facility and services provided under the Chamber contract at the Truckee Depot. This project was initiated in conjunction with the new 3-year Chamber contract. Planning will include possible changes to transit information with the transit center relocation.	5% complete	Ongoing discussions and coordination meetings have taken place between Town staff and Chamber regarding the Chamber's challenges with transient population in front of the Depot facility. Evaluation of the current Visitor Center is on hold while we work through these discussions and will be revisited in late FY22.	No additional progress
	Visitor Center/ Transit Information plan implementation		Fiscal Year 22/23+		Pending outcome of the planning process, begin implementation of any			
5	Sidewalk vending permit process							
5.1	Sidewalk vending permit development (REMOVED- DUPLICATES TASK 6.2 UNDER INFRASTRUCTURE PRIORITY)	Planning	Fiscal Year 21/22		Develop permit program to regulate street vending.	0		
5.2	Sidewalk vending permit implementation	Planning	Fiscal Year 21/22		Manage permit program	Not Started.	The timing of this would follow the program creation.	Not started.
6	Information Technology Upgrades and Maintenance							
6.1	Information Technology Upgrades and Maintenance	Information Technology	on-going	C0105	Virtual Server ESX Hosts and SAN upgrades in both Town Hall and Nevada County Disaster Recovery site.	90% Complete	Advanced due to Cyber Attack.	The Town has implemented a backup solution that is constantly learning the new threats in the cyber environment to better protect the Town. The Town has also implemented a network segmentation device that not only controls network traffic into and out of the Town (called north south), but also segments traffic in and around the Town's network (called east west). The system learns normal traffic behavior so as to alert the Town when irregular activity is occurring and shut down the system in certain instances. IT is currently working to create an IT business continuity plan that will layout the hierarchy for which systems are brought online in which order following any sort of disaster such as a natural disaster that damages physical elements of the Town's systems or any other event that takes down Town systems. This is done by getting a complete list of all Town IT systems and then working with the management team to understand what the order of critical items is. Next up is implementing what is called a mobile data management system. This will allow IT to remotely wipe devices should they be lost or stolen, as well as allow IT to mass deploy new apps or security functions on mobile devices including phones and laptops. Staff is also working on creating a centralized security dashboard for ease of managing what is happening in the Town's networks, on the Town's virtual servers, and on Town devices accessing the internet. Any anomalous activity will be accumulated in a central location for IT to check in on daily to either mark as malicious to be blocked in the future or allowed as legitimate Town activity.