
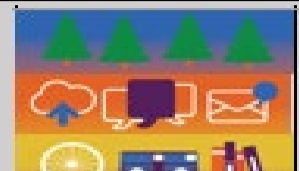

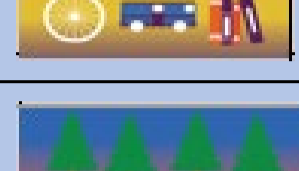




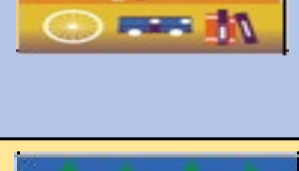
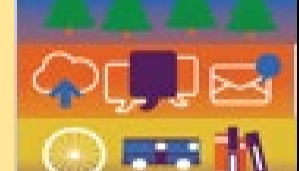
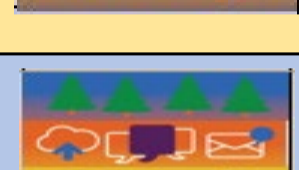
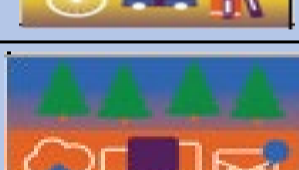
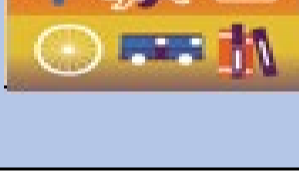



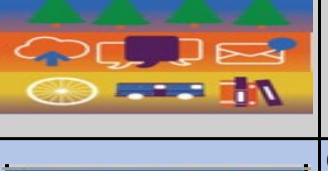

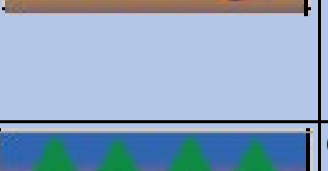


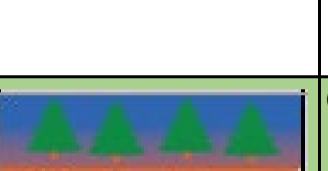











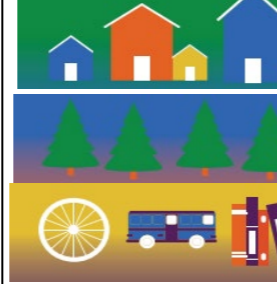
 Priority: Housing Our Workforce Increase the inventory of homes so that those who work here can afford to rent and/or buy 									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	Budget Reference Number (CIP or Ops)	Notes	Progress (Indicated complete, in-progress (percent complete) or not started) July 1, 2021 - September 30, 2021	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	Policy: Update Land Use Documents to ensure they provide objective standards as required by State Law while maintaining maximum Town discretion and create conditions to increase the supply and diversity of workforce housing	Community Development/Housing	Fiscal Year 2022/23						
1.1	Update the General Plan	Planning	22-Nov		C1903	Includes any additional changes to the 2019-2027 Housing Element that come out of the General Plan Update.	In Progress (55%)	Staff completed the land use alternatives public engagement series and GPAC made recommendations to the Planning Commission at their August 2021 meeting. Planning Commission review of land use alternatives will occur at their October 19, 2021 meeting with Council review tentatively scheduled for November 9, 2021.	The PC and Council completed review of the land use alternatives portion of the update and policy development and the EIR are currently underway.
1.2	Innovate Gateway	Planning	Jan-22		C1917	Land use planning process to study new housing, economic development strategies, and sustainable mobility opportunities within the Gateway Area. This project builds from the recent Envision DPR work and provides an opportunity for the community to discuss the look, feel, character and types of uses that are most desired and appropriate for the Gateway Area.	In Progress (90%)	Following the public outreach process, the consultant team continued meetings with private property owners and developers to create the economic analysis of the development prototypes that were evaluated during public workshops. The consultant took all of the input to-date, including the economic analysis to develop the Draft Innovate Gateway Strategy document for staff's review and edits. After a couple rounds of edits, the document is nearing release to the public. Staff provided an update and overview presentation to the Planning Commission on 9/21/21 in preparation for the public release.	Beginning in Fall of 2020, this planning study included 3 virtual workshops, 1 in-person pop-up for under-represented residents in the project area, 2 online surveys, stakeholder interviews, and an economic feasibility analysis. Staff provided an update and overview of the project to Planning Commission on 9/21/21. The draft Innovate Gateway Strategy was released to the public on 10/5/21, and the Planning Commission reviewed the draft at a meeting on 10/14/21 to forward comments to Town Council. The Town Council conducted a public hearing and adopted the Innovate Gateway Strategy with modifications on 10/26/21. Following adoption, staff is now coordinating efforts to inform the General Plan Update process, drafting updates to the Development Code, preparing marketing materials for property owners and potential developers. After completion of the above, staff will begin pursuing funding opportunities to construct the envisioned streetscape improvements.
1.3	Housing Density Site Analysis (SB2)	Planning + Housing	Nov-22		C1918	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	In Progress (60%)	SB2 Consultant is working on CEQA determination for selected sites. 5 sites may allow for tiering off GP EIR. Review may require its own EIR. Once Environmental Review is complete, staff will return to Town Council.	At the January 11, 2022 meeting, The Town Council authorized Assent to take over the remaining task list for SB2, as Placemarks was unable to complete the project. The SB2 sites will be evaluated under the General Plan 2040 EIR and rezones will occur as part of the General Plan update process.
1.4	Objective Design Standards for Multi-Family	Planning	2021		C1903	Request for Proposal (RFP) out for consultant. LEAP Grant Funded	In Progress (10%)	Staff and the consultant have completed an audit of Town documents and are working on a community survey, which is anticipated for release in late October/early November. Staff is identifying potential key community stakeholders that can help review design standards. Potential related option may include creating objective design standards related to future SB9 projects.	Staff and the consultant published a community survey in November. The survey was closed in early December. The consultant's compiled data from the survey. Next steps will be to draft objective design standards, a focus group meeting with local architects, and a community workshop. The Planning Commission and Town Council will review draft standards in mid-2022.
1.5	Joerger Ranch Specific Plan Revisions (Housing Related)	Planning	Currently underway			Specific Plan amendments to address inclusionary / workforce housing, broken into two phases—Phase I focused on more clean-up type amendments and Phase II focused on more comprehensive amendments.	In Progress (50%)		
1.6	Review current affordable housing policies; potential updates	Planning + Housing	2022			Staff to conduct audit of existing affordable housing policy (potentially expanding policies to serve higher-AMI levels). Potentially hire a consultant to review existing affordable housing policies and provide recommendations. Will also be included in the Mountain Housing Council (MHC) Regional Housing Implementation Plan effort.	In Progress (50%)	MHC released the Regional Housing Implementation Plan (RHIP) on Oct 15. The RHIP includes the updated data on housing needs and outlines a strategy for a regional Housing Hub to serve as a liaison and service center of sorts for housing developers and local jurisdictional housing programs. More discussions to come at the Oct 22nd Q. MHC meeting	MHC Council liaisons and Town staff reviewed and submitted comments to MHC on the Regional Housing Implementation Plan and Housing Hub concept. On January 14, Town Council reviewed a new funding request evaluation tool that will be used to prioritize future affordable and workforce housing funding requests while clearly communicating and prioritizing Town priorities.
NEW 1.6A	Review current Multi-Family and affordable housing policies; consider potential updates and incentives	Planning + Housing	FY22-23			Staff to conduct audit of existing multi-family housing policies (including affordable housing). Potentially hire a consultant to review existing policies and provide recommendations. The idea to broaden this effort to include all multi-family came out of the development of the BMR Housing Program. Through review and potential update of policies and consideration of new incentive opportunities, there is an opportunity to create a menu of incentives to help drive the types of workforce housing produce that best aligns with the Council's established housing priorities.			1.6 A is proposed as a new workplan item to replace/ expand the scope of 1.6 in recognition of Council direction regarding expanded funding priorities including broader investment above 80% AMI. This item is contingent on filling vacant staffing positions, specifically the Senior Planner position.
1.7	Short Term Rental (STR) Ordinance updates	STR division; Town Manager's Office	1/1/2022-10/30/2022			The Town committed to reviewing the progress of STR enforcement after the first year of ordinance implementation (January 2022) to determine if additional changes are needed. If updates to the ordinance are desired, a future community engagement process could take place in 2022. This process could consider whether or not there is a goal of proactively managing community visitation patterns or housing through limitations on the number or usage of STRs.	In Progress (60% complete) See Bike Rack section for recent info re: "Emergency Housing" conversations including STR actions	Council provided direction to move forward with the STR review process 9/28/21. At that time, Council adopted a temporary moratorium on new STR registrations, in response to the current housing crisis and to provide time for the Town to complete this study. Staff is undertaking a study of the current STR program and future management options, and has formed an advisory committee to provide recommendations to Town Council. Staff anticipate bringing these recommendations and study to Council in January 2022.	Staff completed a study of the current STR program and convened an STR Advisory Committee for three months to review data and develop recommendations. The STR study and committee recommendations will be presented to Council February 8. Following Council's direction at this meeting, any necessary updates to the STR ordinance are anticipated to be completed prior to June 15.
2	Collaborate with regional and State/Federal partners to develop policies, funding strategies and approaches to increase housing for local workforce	Housing/Community Development							
2.1	Commitment to working with regional housing coalitions	Housing, Town Manager's Office, Planning	On-going (3 years)		CIP 1814	Town continues to work on regional housing solutions with various partners and funding regional partnership and coalition efforts. Benefits include creating housing throughout the region to serve workforce housing needs. CIP funding includes a three year membership commitment to Mountain Housing Council (MHC) and a potential new membership position with the employer-focused housing entity.	Complete - on-going	Council approved membership in Truckee Tahoe Workforce Housing Agency (June 8). Full enrollment in JPA by Fall/Q2 and roll-out to staff. Coordinate Oct 1 Housing Ribbon Cutting Fest with Placer, Nevada County, State partners and developers to celebrate the regional win of opening 288 units in 2021. Staff and Council continue regular involvement with MHC. Town collaborating with Martis Fund to support deed-restricted housing projects and future programs (on-going)	Continued participation in the Mountain Housing Council and the Truckee Tahoe Workforce Housing Agency. Currently partnering with Martis Fund to provide soft-financing for a tax-credit affordable housing funding request—Pacific Crest Commons which was approved to Council on January 14, 2022.
2.1a	Work with MHC to develop Regional Housing Implementation Plan and update Regional (and Town of Truckee) Housing Needs Data	Housing, Town Manager, Planning	June 2021—Updated Housing Needs Data, 2022 for Regional Housing		CIP 1814	2.0 is working on updating housing needs, developing regional housing implementation plan, connecting housing funds, community outreach, etc.	Complete	MHC presenting Regional Housing Implementation Plan and 2021 Housing Needs Assessment at Oct Quarterly Meeting (Q2)	Done. The Town submitted a Memo to Mountain Housing Council in November 2021 that included comments from staff and two Council members on the 2021 Regional Housing Implementation Plan and Needs Assessment. Town generally in support of Report and Study and uses data to drive planning and program development as well as make policy decision re:
2.1b	Explore potential membership in the Tahoe Truckee Workforce Housing Agency JPA. Conduct Town of Truckee Employee Housing Survey to understand needs and how JPA can assist with ToT employee programs	Housing, Town Manager, Administrative Services/HR	Jul-21		CIP 1814	Exploring membership in Tahoe Truckee Workforce Housing Agency Spring 2021 (JPA). Membership benefits of being in the JPA include: housing concierge services for staff, development on agency owned sites. Priority housing will be for-sale housing (e.g. Townhomes) serving the workforce (moderate and above moderate levels). Conducting Town of Truckee Employee Housing Survey to understand needs as part of JPA membership exploration. (Spring 2021)—hired consultant to conduct survey.	Complete	Town joined Truckee Tahoe Workforce Housing Agency. Rolling out services and programs to staff this month.	Done
2.2	Coordinate and partner to create housing on public agency owned land	TMO, Housing, PLN	Jun-23		CIP 2013	Exploring opportunities to partner and develop housing on land owned by local public agencies and state agencies.	In Progress (50%)	Partnering with State (Department of General Services) and HCD and The Pacific Group to develop 45 income restricted, affordable homes (rentals) on state owned land identified as surplus land (Old CHP site). Request for funding expected to come to Council in Jan 22 for the project. Project entitled this summer. Working on financing to apply to Tax Credit Allocation Committee for 4% tax credit financing March 2022. Town supported submission of grants funding for the project to the PLHA source.	-On January 14, 2022 Council approved \$1 million funding to support Pacific Crest Commons Development on old CHP site. Staff are actively working with the developer to support this project and project will go to Planning Commission for informal review in February or March. -On January 14, 2022 Council determined to remove the Town Riverview Corp. Yard side from consideration for SB-2 housing rezoning.
2.3	Collaborate and partner with regional stakeholders to accelerate solutions to housing for a range of income levels	TMO, Housing, Keep Truckee Green, PLN	On-going			Includes on-going coordination with MHC, Truckee Tahoe Workforce Housing Agency (TTWHA), Sierra Community House (SCH), Homeless Coalition of Tahoe Truckee, CATT, TSBOR, HOAs, State, Placer and Nevada Counties, etc.	In Progress (on-going)	Stakeholder Involvement + Partnering: 1) Below Market Rate Housing Program: Includes 12 person advisory committee comprised of listed partners, local realtors, mortgage companies 2) Oct 1 Regional Ribbon Cutting Fest 3) Short-Term Rental Advisory Group, 4) Regional Affordable Housing Property Management Coffees/Networking (monthly)	Stakeholder Involvement + Partnering: 1) Continued development of Below Market Rate Housing Program with advisory group, presented to Council in Dec for feedback. Determined to set program at 220% AMI cap focused on ownership products. 2) Staff continues to work with a community advisory group to update STR Ordinance On January 14, 2022 Council provided staff direction on 5-year housing funding priorities and approved a new funding request evaluation tool, which both help to provide clear direction and priorities to drive future housing collaboration efforts


2.4	Coordinated Legislative Advocacy with MHC and Nevada County on State Housing Bills	Town Manager's Office + Housing	On-going		CIP 1814	Staff working to align policy platforms between Town, MHC, Nevada and Placer County on housing bills to strengthen results	In-Progress (On-Going)	Continue on-going monthly coordination meetings with MHC housing policy group and Nevada County join legislative advocacy group	Continue on-going monthly coordination meetings with MHC housing policy group and Nevada County join legislative advocacy group
3	Implement programs to increase the production + creation of housing for the local workforce	Housing /Community Development/Administrative Services	Jun-21						
3.1	Implement an Accessory Dwelling Units (ADU) program to increase the production of new ADUs and permitting of existing units	Housing + Planning + Building	On-going		CIP 2011	Continue implementing ADU Program to create 25 new ADUs per year of which, 9 would be deed restricted for moderate to low income employees. Loans and grants offered for deed restricted units.	50%	ADU permitting data not available at this time. Continue to support after-the-fact ADU permit applicants and provide technical support to new ADU applications. Delayed permit process since July due to cyber incident.	Launched ADU grants + loan program. Three applications so far, one processed. Implementing marketing program in early 2022 (press, video, etc.) Doubled the # of ADU permits processed by the Town in 2021 (20 ADU permits issued in 2021, up from 10 in 2020). Of the 20 permits issued in 2021, 2 were after-the-fact/unpermitted units. Added additional Code Compliance resources to augment applicant support for after the fact ADUs in an effort to permit these units and make available for safe, longterm housing.
3.2	Understand feasibility of expanding deed restriction program to include purchasing deed restrictions from local workforce home buyers (Below Market Rate Housing Program)	Housing	2022		CIP 2014	Feasibility of Deed Restriction program would provide funding (e.g. \$60K per home) to homeowner purchasing new homes. Helps with down payment and preserves home for long-term affordability. Placer just approved a similar program—Housing Preservation Program. Staff to research and engage outside legal opinion as part of research and development.	50%	Hired consulting team and kicked off Below Market Rate Housing Advisory Group Oct 13. Working to bring full program to Council in Jan 2022 with goal to launch spring 2022	The Advisory group continued to meet through this quarter to provide guidance on program development. Town Council received an update and provided direction of the development of the BMR program on December 14, 2021. The Program Guidelines and operational plan are currently being developed, will be reviewed by the advisory committee, and are expected to go back to Council in March 2022.
NEW 3.2A	Implement new Below Market Rate housing program to purchase deed restriction as a tool to help fulltime resident buys to access housing inventory and to ensure longterm preservation of workforce housing inventory	Housing	FY22-23		C2014	3.2A is a new work plan item added as the next step following task 3.2: understanding the feasibility of a BMR program. Implementation and administration of this program will likely require additional consultant support from a specialized program administrator.			See 3.2 above. This new item is a continuation of the program development and feasibility work described in 3.2.
3.3	Continue Long-Term Rental grant program to unlock long-term rentals from existing housing units	Housing + Town Clerk + Administrative Services + Landing Locals contract	On-going		CIP 2013	Continue to implement long-term rental grant program—offering homeowners \$3K to long-term rent their homes to local employees making no more than 120% AMI (change to 150% AMI). Goal is to unlock 25 new long-term rentals per year. Created a new goal for Year 2: Serve 100 employees per year	Complete	Rebranded to Workforce Housing Grant Program. Update Program Guidelines in August 2021. To date, 39 homes in the program, serving 58 regional employees and 3 children. Summit County, CO launched similar program in Oct 2021 based on Truckee grant model. Oct marks one year of program operation. Goal was 25 and we are at 39 as of September 30, 2021.	To date, 53 homes in the program and 87 adults + 14 children served. We have seen several of the first participating housing continue to rent, or express an interest in doing so, for a second year after the end of their one-year lease.
3.3a	Expand LTR Grant Program to include response to more immediate housing needs				CIP 2013 + additional TBD	Program Expansion: proposal to include rooms, shorter leases, increase grant amount, shift to grants based on employees served vs. homes, etc.	Complete	Rebranded to Workforce Housing Grant Program. In August, expanded grant program from 1 grant (\$3K per 12-month lease per home) to now offering 9 grants for a range of lease times and rooms.	see 3.3 above
3.4	Develop housing on Town owned land (High Altitude Fitness Site) .5 acres (edited)	Housing + Planning	2022		CIP 2013	See 2.2 for description—work with regional partners, potentially via the JPA, to hire a developer to create for-sale, deed restricted housing on public agency owned land. Research includes building off of Town site analysis work (SB2) as well as additional due diligence and financial feasibility work.	30% (see task 3.2)	See task 3.2	Town Housing FY2022-23 Work Plan to include planning for development of MF Housing on Town owned site near High Altitude Fitness. Coordinate with SB2 process for density and zone changes
3.5	Included a dedicated 1.0 FTE Senior Planner position to add capacity to housing program	Planning	9/30/2021		Ops Budget	Expand capacity of Housing Program through the addition of staffing—specifically 50% time from a Senior Planner who can focus on policy and land use planning side of work.	In Progress (10%)	There was not a successful recruitment from the initial advertisement. Staff did a second recruitment between September 10 and October 8, 2021. A total of three applications were received and staff is currently in the review process.	Senior Planner position will be re-advertised in January/ February
3.6	Successfully apply for a Civic Sparks Fellow to support Housing initiatives	Housing	9/30/2021		Ops Budget	Expand capacity of Housing Program with addition of a Civic Sparks Fellow for 11 months starting in Sept. 2021. Fellow will focus on research and outreach.	Complete	CivicSpark fellow began in mid-September 2021.	Isaac is doing a great job.
NEW 3.7	Expand consultant support for housing program administration	Housing	5/1/2022		Ops Budget; C2014	Expand capacity of Housing Program through additional specialized consultant support. This will likely include program administration for the new Below Market Rate program (workplan item 3.2A) and consideration of multi-family housing policies and incentives.			This is a new workplan item that will be implemented as necessary as these projects move forward.
4	Implement programs to increase energy efficient housing + decrease costs	Housing/KTG							
4.1	Evaluate current deed restricted housing monitoring program	Housing + Contractor (JoAnn)	2022		CIP 2014	Currently the Town monitors 417 deed restricted housing units. This number is expected to grow by 200-300 in the next 3 years. Program currently includes annual monitoring of deed restricted housing by outside contractor. In 2021, staff will begin monitoring ADU deed restrictions. Staff plans to explore opportunities to expand current monitoring program based on research from other communities.	10%	Part of Scope of Work and Program Development for the Below Market Rate Housing Program	This item is part of the BMR program feasibility scope of work. Ongoing deed monitoring is likely to be a component of a future BMR program administration scope of work.
4.1a	GIS support for deed restricted housing monitoring	Engineering/GIS	On-going			GIS mapping of existing housing units	Updates expected soon waiting on solid waste charges for QC. Coordinating with housing. Current Housing Maps: https://storymaps.arcgis.com/stories/b8a2d90f86d84593bb03558a72500bdd ; https://townoftruckee.maps.arcgis.com/apps/webappviewer/index.html?id=f3a2d7bd67e442e0b52791e13dac1405	Rebuilding of data layers due to cyber attack	In Progress. Received buildings layer from consultant in mid Dec 2021 which will be used to in the housing analysis. This requires use of assessor data and solid waste charges to confirm unit numbers per structure and assignment of apns to each structure. Affordable housing maps/deed restriction data layers have been restored and updated, https://townoftruckee.maps.arcgis.com/home/item.html?id=b8a2d90f86d84593bb03558a72500bdd .
4.2	Research Housing Retrofit Pilot and Energy Efficiency Grant Program	Keep Truckee Green + Housing	Fiscal Year 21/22- Fiscal Year 23/24		C1510	Program will provide incentives for home owners to implement home improvements to reduce costs + energy use within existing homes. Research grants or other incentives for homes implementing beyond Title 24 requirements for energy and water savings. Research and development will take place Fiscal Year 21/22 with pilot program anticipated Fiscal Year 22/23.	10% Complete	Staff held initial meetings with TDPUD, Liberty, SW Gas to confirm current programs and begin identifying opportunities for collaboration.	

Reduce Greenhouse Gas Emissions and become a Leader in Environmental Sustainability

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	Adopt Climate Action Element as part of the 2040 General Plan to reflect progress to date and prioritize focus areas for the next three years	Community Development	Fiscal Year 2022/23					
1.1	General Plan update	Planning	Jul-22		Includes creation of a Climate Action Element with goals, policies and actions.	In progress, 70% complete (specific to the draft Climate Action Element)	CAP Element anticipated for publication on October 18, 2021 for review by the GPAC and the public. GPAC meeting scheduled for October 26, 2021.	
1.2	Vehicle Miles Traveled (VMT) Thresholds 2.0	Planning / Engineering	Jul-05		Review current VMT thresholds to determine if changes are needed.	In progress, 50% complete.		Work on policy revisions has continued, with a specific focus on housing definitions. A few projects are under review and lessons learned in the VMT evaluation will be incorporated into the next update. For this reason, the policy update has been delayed and will not likely occur until February or March.
1.3	GHG Re-inventory	Keep Truckee Green	Fiscal Year 21/22-22/23		Completed approximately every 5 years to inventory municipal and community-wide GHG emissions	In progress <5% complete.	Updated thresholds reviewed by Town Council October 12, 2021 but not approved. Staff will return with revisions in January 2022.	This project has been slowed by the desire to coordinate the inventory as a partnership effort with two other agencies. Staff anticipate a final decision from CZT partners about an inventory partnership opportunity in February and will begin the inventory in Q3/ Q4 with completion in FY22/23
2	Preservation of Donner Lake	Police/Public Works						
2.1	Partnership with Truckee Donner Recreation and Park District (TDPRD) on Aquatic Invasive Species (AIS) Grant	Police	On-going		N/A for CIP - Notes: Fiscal Year 21/22 - TDPRD will be awarded a grant specifically for improving lake accessibility. Examples of the improvements are: improvements to the boat launch, public piers, boat launch parking, bathroom, staff kiosk. Truckee Police Department (TPD) will research gate software, which will include advanced technology for lake access. TPD will research agencies that can update our AIS mitigation plan. This plan was last updated in 2011. Fiscal Year 22/23 - TDPRD to continue construction on improvements. TPD to update the AIS mitigation plan, and have approved by the State scientist.	Fiscal Year 22/23 Continued - TPD & Truckee Donner Recreation and Park District (TDPRD) to hold public workshops for public input on installing a gate at the public boat launch. In 2016, two public workshops were held and two public surveys were administered regarding the installation of a gate at the public boat launch. At that time, it was decided not to install a gate due to public comment and the lack of community support. Fiscal Year 23/24 - Installation of a gate at the public boat launch if decided upon. Vessel testing will be completed annually. As well as continued public outreach and education. TPD works collaboratively with Tahoe Donner Homeowners Association (TD HOA) and Donner Lake Property Owners Association (DLPOA) to ensure all vessels launching at their ramps have a current Donner Lake sticker. Notes: Fiscal Year 21/22 - TDPRD will be awarded a grant specifically for improving lake accessibility. Examples of the improvements are: improvements to the boat launch, public piers, boat launch parking, bathroom, staff kiosk. Truckee Police Department (TPD) will research gate software, which will include advanced technology for lake access. TPD will research agencies that can update our AIS mitigation plan. This plan was last updated in 2011. Fiscal Year 22/23 - TDPRD to continue construction on improvements. TPD to update the AIS mitigation plan, and have approved by the State scientist.	In progress <10% complete.	This is a grant that TDPRD is applying for. It is strictly for increasing accessibility to the lake. They will be making improvements to their docks, boat ramp, parking lot, and staff kiosk.
2.2	Update Development Code Donner Lake docks / piers standards	Planning	Fiscal Year 21/22		Since the settlement agreement with State Lands Commission, more oversight has been shifted to the Town and the Town does not have adequate regulations.	Not Started	Staff has not done any work on this task. The continued target date is winter 2021.	
2.3	Partnership with Donner Lake Environmental Stewardship Group	Keep Truckee Green/Public Works/Public Works	Fiscal Year 21/22		E19 Project Code created to track staff time.	In progress, 10% complete.	Staff continue to stay involved in the DPS group meetings, with further outline of a Donner Lake Stewardship plan creation.	Staff continues to stay involved in the DPS group meetings. Data collection for the "State of the Lake" report has been initiated
2.3a	GIS mapping to support Donner Lake stewardship efforts	GIS	Fiscal Year 21/22		Mapping of impact areas to assist with planning and monitoring changes over time	On hold	Delayed due to cyber attack	On hold until needs identified by stakeholder group
3	Waste Reduction Efforts	Keep Truckee Green						
3.1	Single Use Ordinance	Keep Truckee Green	Fiscal Year 21/22		Resume development of single-use food ware reduction ordinance. This will begin by initiating a stakeholder group and identifying business assistance opportunities as policies are developed.	15% complete	Staff are accepting applications for the Single-Use Food ware Reduction Working Group through November 5, 2021.	Staff formed the working group with 10 members (3 restaurants, 2 public, 2 council, 1 environmental, 2 students) and held its first Single-use Food ware Reduction Working Group Meeting. The working group will meet monthly through June.
3.2	Food Waste-Feed Truckee expansion	Keep Truckee Green	Fiscal Year 21/22		Expand the current edible food rescue efforts to other large generators such as a grocery stores, as required by state law going into effect in 2022.	100% complete	Staff are following up with large generators and exploring new outlets for distribution of edible food.	Staff are continuing to work with edible food distributors and formalizing contract agreements.
3.3	School Cafeteria reusable	Keep Truckee Green	Fiscal Year 22/23		Collaborate with THS food services to expand reusable items in school cafeterias.	Discussion has started - less than 10% Complete	Staff are working with cafeteria staff for front-of-house food waste collection for 21-22 school year, but due to COVID many of the packages have been reverted to single-use.	No new updates
3.4	Tahoe Forest Hospital (TFH) cafeteria reusable	Keep Truckee Green	Fiscal Year 21/22		Collaborate with TTUSD food services to expand reusable items in hospital cafeterias.	20% complete	Staff provided green boxes for TFH to pilot. These boxes will not work for the hospital cafeteria; however, staff are working to find other reusable dishware options.	No updates
3.5	Expansion of green box program	Keep Truckee Green	On-going		Resume use of green boxes and reach out to new businesses to participate in the program. Increase promotion of green boxes. Continue collaborating with regional partners to assist in providing start-up information for emerging basin programs.	20% complete	Staff are researching platforms to formalize data collection of green box exchange program.	Staff have drafted a restaurant agreement for existing and new business partners. Staff will begin to recruit new restaurants after finalizing contracts with the existing green box restaurants. Stainless steel boxes are being explored as an option.
4	Incorporate sustainable practices into Town policies and operations	Keep Truckee Green/Public Works						
4.1	Sustainable Purchasing Guidelines	Keep Truckee Green/Sustainability Committee	Jun-21		Update sustainable purchasing guidelines with recommendations, best practices, and organic procurement minimums as required by SB 1383.	100% complete		
4.1a	Administrative Services Staff collaboration to implement sustainable purchasing practices	Administrative Services/ Keep Truckee Green	Fiscal Year 21/22		Create specific guides for purchasing staff within each department. Centralize purchase of recycled content paper for Town as organization. Develop & implement recycling training for staff.	30% complete	Staff have received preliminary orders of centralized paper purchases.	
4.1b	Fleet Purchasing Policy	Keep Truckee Green	Fiscal Year 21/22		Update fleet purchasing policy to prioritize purchase of alternative fuel vehicles when feasible.	100% complete		
4.2	Energy Efficiency Initiatives	Public Works/Keep Truckee Green	Fiscal Year 20/21		Lighting retrofit in Town facilities to convert from fluorescent to LED lighting, and improvement in lighting controls to install occupancy sensors as needed.	100% Complete		
4.3	Conversion to Renewable Diesel and providing access to renewable diesel to other public agencies	Public Works	Fiscal Year 21/22-22/23		Memorandum of Understanding (MOU) in place with TFPD and TDPUD for use of Town fueling facilities. Construction/installation of additional storage tank in 2021.	In progress - Design is 80% Complete. Fuel Tank will be construction in 2022.	\$50,000 grant received from Northern Sierra Air Quality Management District. Working to execute contract with designer for bid documents for winter bid release.	Bid documents are under development. Project is anticipated to be bid in February with a construction in Summer 2022.
4.4	Town Hall Electric Vehicle (EV) Charging Stations	Keep Truckee Green	Jan-22		Station will provide public and municipal EV charging. Project includes replaces of one Town staff "pool" vehicle with an electric vehicle.	Complete	Charging stations are installed and hooked up. Ribbon Cutting November 9, 2021	Complete the stations are in and are used by building staff and the public daily.
4.5	Explore options to reduce employee VMT from commuting	KTG	6/30/2022			20% Complete	A staff survey was sent to all employees to evaluate work from home options one-day per week to reduce VMT. Results are still TBD.	Results from the survey indicated a desire for employees to have the option to work from home one day per week. Department head steam is working on plan to pilot this program for positions that are eligible to work from home.
4.6	Initiative to reduce paper checks (move to primarily Electronic Fund Transfer (EFT)/Purchasing (Pcards))	Administrative Services	On-going			On-going	These efforts have been stalled by the impacts of the Cyber Incident. Staff is working to transition New World back to on-prem and resume normal AP-processing which will allow capacity to work on AP initiatives such as this.	
4.7	Continue to explore technology to reduce paper use and distribution (i.e. Electronic Agenda Packets, Design, electronic forms, FPIC, electronic document filing system and Electronic Document Management System (EDMS) implementation)	Clerk/Communications and Planning	On-going			on-going		
4.8	Continue to work with special district partners on the agenda monitor project to provide a wider distribution of agenda and packets without physical printing nor distribution	Clerk/Communications and Planning	Fiscal Year 21/22					
5	Explore bike, micro-mobility and micro-transit feasibility options	Keep Truckee Green/Community Development						
5.1	Research feasibility and appropriateness of micro-mobility (e-bike/ scooter) use on paved trails	Keep Truckee Green/Planning	Fiscal Year 21/22-22/23		Explore implications of alternative transportation modes on Town trails	In Progress - 80%		Certain classes of E-bikes and other micro mobility devices (i.e. scooters) are currently allowed on Class 1 Bike Paths. Private e-bikes are now far more common and attainable technology in and around the Truckee community. Planning for and accommodating this technology should be considered "state of practice" and ongoing efforts to educate and reduce conflicts with other users should be ongoing priority of the Engineering, Transit, and Sustainability teams as well as external stakeholders such as Truckee Trails Foundation, and bike shops. Outreach and public information is a big emphasis within the planning and implementation of the an E-bike Share Program under development and discussed under Goal 5.3
5.2	Explore bike share program feasibility	Planning/ transit	Fiscal Year 21/22-22/23		Exploration of options to provide a town or regional bike share program	Complete		Complete - Staff has issued Request for Proposals for E-bike Share which closed on December 28th and resulted in 8 submittals. Given staff's experience with planning, design, and launching an E-bike Share Program in a peer community, the project development process was streamlined with the RFP seeking a vendor to launch a program in summer 2022. Staff issued a RFP for an E-bike Share vendor to launch a program in Summer 2022. Identification of a preferred vendor is underway and a recommendation will be forthcoming to Council in Q3 of FY 21/22.
5.3	Explore employee bike-at-work program feasibility	Keep Truckee Green/Admin	Fiscal year 22/23		Consider feasibility of a program to utilize Town-owned bike or e-bikes for in-town employee transit.	Not Stated	Follow-up bike survey completed July-August 2021 at Truckee Thursdays and through Trailhead Ambassadors with 157 respondents.	Not Started
5.4	Micro-transit feasibility study	Transit	Fiscal Year 21/22		Exploration for options on expanded dial-a-ride/ shuttle micro-transit service in collaboration with Nevada County Transportation Commission (NCTC)	In progress, 15% complete		Staff has established a Micro transit Working Group to inform and guide the evaluation of the feasibility of Micro transit in the Town as well as inform the development of a Pilot Program for summer 2022. To support both the feasibility analysis and pilot program, staff issued an RFP in December which closes on January 17, 2022. Staff will evaluate the proposals and return to Council in Q3 of FY 21/22 with a recommendation and discussion on budget and funding options.
6	Support connectivity through Infrastructure Development that promotes alternatives forms of transportation	Public Works						
6.1	Truckee River Legacy Trail Phase 4	Public Works/Engineering	Design underway Construction in Fiscal Year 22/23		Partially unfunded. Includes Measure R and funding partnership with Truckee Donner Land Trust (TDLT).	In progress. Design is 95% complete.	Design is approximately 90% complete. Working on final design, permitting, and grant applications this next quarter. Plan to put project out to bid January 2022.	Plans and specifications are almost complete. Work expected in next quarter includes bidding the project (February 2022) and permitting. Construction planned to occur in Summer 2022.
6.2	Pioneer Trail & Bridge 5L Extension	Public Works/Engineering	Design Initiated in Fiscal Year 21/22		Construction is unfunded.	In progress, 20% complete.		Work on the environmental baseline studies, traffic study, and financing analysis occurred this past quarter and draft studies will be completed this coming quarter. Work on this project will slow down significantly until the fall of 2022 to balance workload.
6.3	Church Street Extension/Trout Creek	Public Works/Engineering	Construction in Fiscal Year 21/22		\$3.3 million in grant funds.	In progress. Design is 100% complete. Construction not yet initiated.	Construction contract awarded. Construction to start in 2022. Most creek work is expected to be completed in 2022 but roundabout may not be complete until 2023.	Construction contract awarded. Construction to start in 2022. Work on utility agreements and permits will occur this quarter.
6.4	Streetscape Improvement Projects	Public Works/Engineering	West River Construction in Fiscal Year 22/23		Bridge/Jibboom design partially funded in Fiscal Year 22/23 and Church Street unfunded.	Not started.		





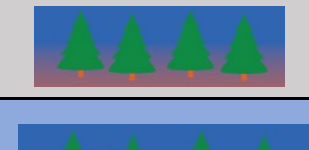

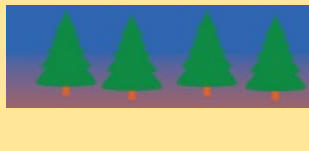






6.5	Transit Center Relocation	Public Works/Transit	Fiscal year 22/23+		C1820	Feasibility study completed. Pursue land acquisition for new site. Construction is largely unfunded.	In Progress - 10% Staff are preparing an application for a February Clean California grant deadline to partially fund this project, adding UD design features and public art.		Staff is in final negotiations to purchase the 50,000 sq. ft of land made available to the Town through the Railway Development Agreement for the construction of the Transit Centers. Concurrently, staff is in the process of finalizing the Scope of Work for the Final Design of the Transit Center. Lastly, federal funds have been awarded to the project for construction funding which will require environmental clearance and project approval under the National Environmental Policy Act (NEPA). As such, staff is in the process of completing the NEPA Categorical Exclusion to be submitted to Caltrans and the Federal Transit Administration.
6.6	Jibboom Street Sidewalk Feasibility Study	Public Works/Engineering	Design Complete Fiscal Year 22/23		C1824	Construction is unfunded.	In progress. 20% complete.	Last quarter the 10% design was completed, right of way was defined, the alternatives were narrowed down, cultural study was completed, and traffic counts were completed. This quarter the traffic study will be complete and public outreach will likely start in December.	Draft public outreach strategy has been developed. Project is temporarily on hold until the Assistant/Associate position is filled.
6.7	Church Street Extension/Front Creek restoration	Public Works/Engineering	Fiscal Year 22/22		C1804	\$3.8 million in grant funds for creek portion of work. Road portion of work to be funded with traffic impact fees.	DELETE (REPEATED ABOVE)		
7	Community Incentive Programs for Sustainable Practices	Community Development							
7.1	Woodstove Replacement Program	Planning + Keep Truckee Green	on-going		C1509	Provide financial incentives to homeowners to replace non-compliant woodstoves with new non-wood heating sources or Environmental Protection Agency (EPA) certified woodstoves. This program is funded through air quality mitigation fees.	In Progress (75%)	There continues to be interest in rebates and money is distributed as rebates are requested.	
7.2	Housing Retrofit Pilot Program	Keep Truckee Green + Housing	Fiscal Year 21/22- Fiscal Year 23/24		C1510	Program will provide incentives for home owners to implement home improvements to reduce energy use within existing homes. Research and development will take place fiscal year 21/22 including exploration of partnership opportunities with existing TDPUD rebate programs. Pilot program anticipated fiscal year 22/23.	Research phase and partnership exploration in progress. 20%	Staff held initial meetings with TDPUD, Liberty, SW Gas to confirm current programs and begin identifying opportunities for collaboration.	Research of existing program models from other jurisdictions is ongoing. Staff continue to partner with TDPUD and Liberty on the role out of the utilities' updated housing retrofit programs to align Town efforts as much as possible. Staff anticipate developing options for complementary Town programs for Council consideration before the end of FY21/22.
7.3	Explore building reach codes	Keep Truckee Green/ CDD	Fiscal Year 21/22- Fiscal Year 22/23		C1510	Research and consider adoption of local building energy code that "reaches" beyond the state minimum requirements for energy use in building design and construction. Research will take place fiscal year 21/22-22/23	5% Complete	Staff has done some initial research on reach codes and is currently working with General Plan consultant Ascent Environmental to understand reach code benefit in the Climate Action Element.	Staff have continued research of other jurisdictions and coordination with South Lake Tahoe, who are undergoing a similar process. Staff will bring an proposed Reach Code consideration process to Town Council on 1/25 and anticipate launching a RFP and convening a stakeholder advisory committee in Q3 of FY21/22.
7.4	Explore feasibility of business sustainability grant program	Keep Truckee Green	Fiscal Year 21/22- 22/23		C1510	Partnership to support implementation of sustainability initiatives.	5%		Staff have begun researching other jurisdictions, met with TDPUD on their plans for new business incentive programs, and begun coordinating with Sierra Business Council and Visit Truckee-Tahoe on the re-launch of the Green Business certification program.
8	Litter, Recycling, Green waste and Compost Programs	Keep Truckee Green							
8.1	Source separated public recycling containers	Keep Truckee Green	Fiscal Year 20/21- 21/22			Purchase and install additional solar trash/recycling compactors	In progress, 50% complete		Staff are trouble-shooting issues with the current compactors which have had recent challenges with compaction. Modifications of the internal function will be made before committing to the model as significant overflow issues are happening now on a regular basis.
8.2	Study green-waste disposal/ recycling	Keep Truckee Green	on-going		C1510	Understand behavior of material flow to optimize Town's diversion rate	In progress, 25%		
8.2a	Support long-term partnership for regional biomass facility	Keep Truckee Green	on-going			CTSDD earmarks funding to contribute to a feasibility study, of regional partners support allows			The initial scoping study is wrapping up and an update presentation to Town Council is anticipated around March 2022. Staff anticipate recommending some additional scope work take place before considering a full feasibility study of any one biomass option. Staff are participating in a new regional biomass working group to coordinate with Placer County, Northstar CSO and other regional stakeholders on green waste and biomass opportunities.
8.3	Expansion of community compost drop-off	Keep Truckee Green	Fiscal Year 21/22			Explore new partners for community drop-off program.	100% complete		Two new community compost drop-off locations have been sited at Ace Mountain Hardware on DPR, and Gleshire General Store. These have been advertised in the winter mailer, and staff will continue to educate residents.
8.4	Exploration of commercial row business garbage collection improvements	Keep Truckee Green	Fiscal year 21/22- 22/23			Survey businesses and coordinate participation in consolidated recycling and/or trash service for Commercial Row alley			Staff are finalizing the collection locations and signage for Ace Mountain Hardware, and Gleshire Market to be the
8.5	Regional collaboration on litter mitigation efforts and communication	Keep Truckee Green	on-going			Collaborate with Take Care Tahoe/Tahoe Blue Crews, Donner Lake Stewardship Group	100% complete; ongoing for other programs		Clean Tahoe continues to service downtown Truckee for litter removal.
8.6	Community-led litter reduction efforts	Keep Truckee Green	on-going			Increase Grab-a-Bag participants and look to increase frequency of Truckee Litter Corps events.	on-going	Truckee Litter Corps completed its events for the year.	
8.6a	GIS support for litter reporting and mapping tools	Information Technology	on-going				on going	Continue to administer See, Click, Fix reporting tool expanded access to KTG team and contractor	
9	Sustainable Communities Certification	Keep Truckee Green/Town Manager's Office							
9.1	Research requirements		Fiscal Year 21/22				10% complete		
9.2	Collaborate with Visit Truckee Tahoe (VTT) Sustainable Tourism initiatives		on-going				In progress	Staff collaborated with VTT, for Sustainable Truckee to host the September Truckee Litter Corps event. Collaboration continued on the STORE initiative and the Town has contracted with Alpine Inspired to continue project prioritization and advocacy for recreation-related projects as an extension of this effort.	Ongoing collaboration, including on supporting the re-launch of the green business certification program and VTT involvement in consideration of bike share program and Microtransit.
9.3	Collaborate with VTT and community partners to apply for sustainable communities certification		Fiscal Year 22/23- 23/24			This initiative will sequentially follow the General Plan update and Short Term Rental (STR) ordinance review/ potential update process			
9.4	Explore incorporation of additional sustainable tourism aspects into the Town's special events permit process		Fiscal Year 22/23						
10	Establish and Maintain Regional Community Partnerships	Keep Truckee Green/Town Manager's Office/Public Works							
10.1	Explore partnership with Truckee Donner Public Utility District (TDPUD)	Public Works				Partner on 100% renewable energy goal and exploring clean local energy	In-progress	Discussion have occurred regarding biomass potentials	Ongoing discussions regarding biomass, housing retrofit programs and business energy efficiency programs.
10.2	Explore regional Partnership with South Lake Tahoe, Placer County/Nevada County	Keep Truckee Green/Town Manager's Office	Fiscal Year 22/23			Explore feasibility of regional biomass partnership	In progress: 25% Complete	see 8.2a above	
10.3	Coordinated Legislative Advocacy	Keep Truckee Green/Town Manager's Office					ongoing	Contract executed with consultant to facilitate development of a community priority project list to enhance outdoor recreation opportunities and mitigate impacts. This work began in October.	
10.4	Explore partnership with Ski Resorts - Northstar, Palisades Alpine	Keep Truckee Green	on-going			Explore feasibility of regional biomass partnership and micro transit partnership	ongoing		Staff are coordinating with Palisades to support the annual Earth Day event including the event's waste reduction efforts.
10.5	Tahoe Area Regional Transit (TART)	Public Works	on-going				ongoing	Staff provided greenware dishes for Broken Arrow Shyrace at Palisades.	Transit Staff communicate, coordinates, and meets regularly with Assistant Public Works Director, Will Garner and the Placer County Transit - Transit Services Manager, Jaime Wright. This includes public outreach, advanced and day off "Next Bus" rider alerts, schedule coordination, and most recently, driver recruitment and retention. Monthly data is also shared and reviewed to evaluate overall performance and identify areas where short and long term efficiencies can be realized and rider satisfaction enhanced. Transit, Sustainability and Public Information team members have also leveraged social media to promote resort.
10.6	Explore partnership Tahoe Donner Association/Glenhire Homeowners Associations (HOA)	Keep Truckee Green + Housing	On-going				Complete		Transit Program Manager and Public Works Director have met with both Tahoe Donner and Glenhire HOA's to provide detailed overview of both E-bike Share and Micro transit Programs and discuss their potential involvement, including financial involvement. These conversations are ongoing and both HOA are participating in the Microtransit Working Group.
10.7	Take Care Partners (including Tahoe Fund, League to Save Lake Tahoe, Truckee River Watershed District)	Keep Truckee Green				Coordinate on regional litter and community messaging initiatives	ongoing	Staff is engaged in the 2nd Annual Backcountry Awareness Week in planning for Winter 2021/22.	
10.8	Explore partnership Sierra Community House	Keep Truckee Green + Housing	Fiscal Year 22/23			Collaborate on food recovery program expansion	ongoing	Staff continue to work with Sierra Community House to improve Feed Truckee bread deliveries. Additionally, staff are working closely with Promatras to improve Spanish-speaking outreach.	Staff is working with SCH to identify ways to expand their hunger relief program by utilizing CalRecycle SB 1383 grant funding.
10.9	Explore partnership Community Collaborative of Truckee Tahoe	Keep Truckee Green + Housing				Participate in equity & inclusivity conversations	ongoing	Staff continue to participate in monthly meetings and the DEI committee. New connections have been made with the Washoe Tribe of CA NV.	Ongoing housing coordination with SCH regarding Covid rental relief program support.
10.10	Explore partnership with Truckee Tahoe Airport District	Keep Truckee Green + Housing	on-going			Transit funding partnership	ongoing		Staff continue to participate in DEI committee and attend Community Collaborative monthly meetings.
10.11	Contract with consultant to support town sustainability goals and initiatives		12/31/2021						Tahoe Truckee Airport District continues to be a partner in providing enhanced night time transit service to the and from the Depot and Northstar and Palisades villages via SR 87 and SR 89, respectively. The Truckee Tahoe Airport District Manager is also a participant on the Microtransit Working Group.
10.12	Explore partnership with Sierra Business Council or other partners to implement green business certification program	Keep Truckee Green	Fiscal Year 22/23				10%		Town staff have met twice with Sierra Business Council and Visit Truckee-Tahoe to offer support to SBC's re-launch of the GBN certification program. SBC has a goal of certifying 7 businesses this fiscal year.
10.13	Climate Transformation Alliance(CTA) (formerly referred to as Carbon Zero Truckee Tahoe)	KTG/TMO	FY 21/22			New item: Moved from the bike rack. Being facilitated by SBC, the Town, Airport District and Truckee Donner Public Utility District are collaborate to form a regional partnership centered around achieving climate action and GHG reduction goals	15% complete	On 8/24/21 Town Council approved joining a JPA with TTAD and TDPUD to work collaboratively on GHG reduction. This partnership, now known as the Carbon Zero Truckee Tahoe alliance (CZTA) began meeting in September. Goal setting is currently underway.	Staff and Councilmember Klovstad continue to meet monthly and attended two planning workshops. KTG staff are working with a consultant to develop name, logo and branding for the group to support public outreach efforts.
10.13A	CTA branding	KTG/TMO	44651			Keep Truckee Green managing branding for new CTA partnership as a next step to support CTA's public outreach efforts	50%		Work initiated with draft logo anticipated for review and adoption by CTA in February

<div style="text-align: center;">  Priority: Communications and Community Cohesion Enhance Communications and Public Outreach to Facilitate Community Cohesion  </div>										
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of 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	Implement enhancements to the Town's website that improves ease of access to information, increases engagement, and establishes an ongoing maintenance plan	Town Manager/Public Information Officer/Clerk	Jun-21							
1.1	Ensure all current website pages are up to date in all departments and those responsible for updating the website are properly trained and website is ADA compliance	Communications Team	on-going				On-going	The Website team will need to champion divisions to provide updated information to be included on the website. The same team will need to begin evaluating old information and removing it.	Lynn Baumgartner has taken on a major role in updating the Town website (excluding Keep Truckee Green and Police). Significant updates have been completed for the new housing programs. Lynn is working with the software Steempro to ensure we are ADA compliant. The Cyber incident and method of recovery has broken a multitude of links that Staff is attempting to work with Granicus to fix.	
1.2	Establish town-wide communications team to coordinate website maintenance, new site development and consistent communications strategy	Clerk/PIO	6/30/2021				Complete	The team is evaluating the needs for additional membership and approaching Department Heads to ensure every department is represented.	The group has been established and is ongoing. Due to a number of staff changes, there may be some modifications and additions before this group meets more regularly to discuss the website updates and to bring forward collaborative communication ideas for community engagement- determining best fit and capacity for this commitment. The PIO has been fulltime since 2022, and has set up monthly meetings with different Divisions in order to plan communication and to determine the best strategy to implement a team's commitment long term.	
1.3	Develop a new Town website that is compliant with legal requirements, ADA requirements and reflects the character of our community	Clerk/PIO	12/31/2022			Research what other towns/cities are doing to share information (e.g. Dashboards, tracking toward goals—e.g. # of trail miles built, homes built, carbon saved, etc.)	In progress	The communications group has developed a scope of work and is executing a contract for a consultant review of the Town's current website: survey website users, make recommendations and an Request for Proposal (RFP) for a new website provider. The project plan is to launch an RFP process in January 2021.	Awaiting the result of the evaluation by SDBX	
1.3a	Assess Town branding and branding guidelines	Clerk/PIO	12/31/2021 update to 12/31/2022				Not started			Town branding should be reflective of our website theme/style. An assessment and potential redesign process will begin when we have a better idea of the direction of our website, as well as a complete update of our communications strategy and policies for staff to follow- to ensure branding is used consistently, appropriately, and meets our best practices.
1.3b	Research new website platforms and pick appropriate vendor that meets Town needs	Clerk/PIO	6/30/2021 update to 12/31/2021				The process is about 10% complete.	Awaiting the completion of the consultant assessment of the current website and assistance with the RFP development to move forward with vendor selection process.	Dependent on the RFP results from SDBX.	
1.3c	Website Discovery with third party design support and monthly division participation and input	Clerk/PIO	12/31/2021				10% Completed	Currently under contract.	The team has reviewed and recommended a contract with SDBX to review the current website and provide a report with recommendations for the RFP for the website update. The Report is due before the end of the calendar year 2022.	
1.3d	Development, testing, and switch over from current website to new website, including internal training	Clerk/PIO	12/31/2022 update to 06/31/2021				Not started		The Website Discovery Report will be complete before the end of 2022 which will start the RFP process. It is expected that the build of the new website and implementation and testing will then be delayed from original timeline.	
1.3e	Implement branding and workflow into website forms	Clerk/PIO	12/31/2022			Build consistency between departments for customers (e.g. Branding of forms)	Not started		This will be determined by website status and ability to assess new branding or if it will need to be delayed due to the RFP process and overall timeline of contracts. Policies around branding use can be developed through the communications plan and policies simultaneously.	
1.3d	Cyber Incident recovery	Clerk	6/30/2022			Working with website platform provider Granicus to get links repaired	Awaiting Quote		New Item that is taking time to repair. The Website platform provider is working on a time and cost quote to repair the links if this falls staff will manually remove or re-direct the 1,000 plus links on the website that point to the former Laserfiche location.	
1.4	Explore integration of "Virtual Town Hall" services into website	Clerk/PIO	12/31/2022			Virtual Town Hall would allow additional services to be performed by the community through the website	Not started		On hold until the new website is created. Staff is working on training on the new Laserfiche platform that will provide additional resources for creating a virtual town hall.	
2	Continue to improve relationships among residents, Town Council, Town Staff and local media with expansion of communication methods and engagement	Town Manager/Public Information Officer/Keep Truckee Green/Housing								
2.1	Identify neighborhood engagement meeting opportunities and community events with a focus on community connection, emergency preparedness, recreational access, housing, and Town projects that appropriate staff can host or attend	PIO	12/31/2021				In progress & on-going		A number of community contacts were lost in the cyber incident. Efforts have been made to re-establish contact lists and to reach out to community groups about future opportunities for Town engagement, collaboration, and event participation.	
2.2	Continue to use social media platforms to highlight Council decisions, Town services, projects, upcoming event, staff accomplishments, community collaborations, and opportunities for community input	PIO	on-going				On-going		PIO has continued to utilize social media platforms to communicate Town information. This includes ongoing monitoring of posts and comments and engagement with community members around their questions about Town projects. The Town has gained 10k followers on Instagram since its creation in Feb 2020, and get its most engagement from this platform. Updates have been made by Meta to the Facebook platform which the PIO has complete training on and is working to update the Town pages to the new format. The PIO has also created easier links for community to access Town website links via Instagram. The PIO is also working to restore Twitter and determine in LinkedIn would be an appropriate platform to create further interest in Town job vacancies.	
2.3	Utilize and foster local media relationships to promote Town services, projects, events, goals and brand. Regularly share information with them and pay for advertising where appropriate in 101.5FM, Moonshine Ink, Sierra Sun.	PIO/Clerk	on-going			Contract with 101.5FM has been established	On-going		Staff has been utilizing the contract with 101.5FM for outreach on specific topics. Truckee Tahoe Media has also been utilized to plug important messages. A contract with Tahoe TV/Outside Media to broaden our reach and determine if their platform will also be impactful in our communication. A number of media contacts were lost in the cyber breach and the PIO is utilizing community partners to regain a number of those contacts. PIO has also been in talks with media contacts about setting up casual coffee meets to create open dialogue between our media contacts and PIO around the best way that we can collaborate, support one another and give them information about Town projects, services and events. This will better set up our practices of distributing information to the media in order to fit with their deadlines and our needs in communicating important messaging.	
2.3a	Create contract with 101.5FM and Truckee Tahoe Media and identify appropriate schedule for messages	PIO	7/1/2021				Complete			
2.4	Host Community Chat Series with Town leadership meeting in community public spaces	PIO	12/31/2021			COVID dependent or modified for online engagement	Complete	The Town has adopted Mr. Diamond's Coffee Talk platform and utilizing that at the elected and staff level.		
2.5	Bilingual translation Services	PIO					on-going		Staff are working to execute several new contracts with translation consultants. The first bilingual meeting was held live in English and Spanish in September 2021 for the PSOM public town hall.	Bilingual services to remain in place and to be utilized as needed. Some changes to this goal have been determined as more appropriate for meaningful engagement and connection with our local community. Further investigation is needed.
2.5a	Develop bilingual translation implementation plan	PIO	12/31/2021				Not started			This task is no longer suggested, as a thorough Diversity, Equity and Inclusion Action Plan would benefit our engagement on a more meaningful and comprehensive level. This action plan will also impact the overall communications strategies, which will need to be fluid and updated regularly. Updates will be necessary regardless, due to ongoing platform and outreach technology changes, changes to our Town goals and projects, and as we grow in the future. Once a Diversity, Equity and Inclusion Action Plan is developed or underway, the PIO would potentially be redirecting and updating communication plans in collaboration with the person who is leading the Diversity, Equity and Inclusion Action Plan.
2.5a	Develop a Diversity, Equity and Inclusion Action Plan	Assistant to TM	12/31/2022			Development of a Diversity, Equity & Inclusion Action Plan would assess how to best serve the community at-large, including the populations not currently being reached (ie. Latinx, low-income, senior citizens, etc.). This would identify current gaps, how we spend our resources, internal hiring practices, and policies to implement positive community change. The plan would include a translation implementation plan. This task item is intended to update and replace the translation implementation plan task item.				
2.5b	Expand contract for translation services	PIO	6/30/2022							
2.5c	Evaluate the need for a Translation Program Position for in-house translation services	TM/PIO		45102		Existing incentive program for bilingual employees			See new 2.5c - Prior to evaluating the need for a translator in-house, a greater comprehensive investigation of our gaps need to be assessed.	

2.5c	Evaluate the need for a Diversity, Equity & Inclusion Program Position	Assistant to TM	7/1/2022			This position would develop and implement Equity and Inclusion Action Plan to ensure a strategic and comprehensive approach to broad community engagement and inclusion. This task item would update and replace the task to evaluate the need for a Translation Program Position. The intent behind this proposed shift is to focus on development of a comprehensive outreach strategy (including translation strategy) first, so that there is a framework for equity, inclusion and translation expansion.			
2.5d	Identify and provide opportunity for submittal of public comment in Spanish	Public Information Officer	on-going				in-progress	no additional updates at this time	
2.6	Citizen's Police Academy	Police	Fiscal Year 22/23			Discussions have started regarding creating a Citizen's Police Academy in 2022.			
2.7	Initiate a Chief's Advisory Committee	PIO	Fiscal Year 21/22				100% Complete	The first Chief's Advisory Committee was held on September 27, 2021. The CAC will meet on a continual monthly basis.	
2.8	PD Community Policing	Police	On-going			PD developed and launched a new website, PD Quarterly Newsletters are distributed on all PD social media platforms; platforms include Facebook, Twitter, Instagram. Nextdoor: PD emergency platform is Nixie; PD posts include disaster preparedness, police services, support services, animal services, and parking. PD has attended donut stands, lemonade stands, safe street (Halloween), and will continue to further develop these community relationships. 2021 has new outreach ideas, and will continue participation with Big Brothers/Big Sisters, TT-FMDD, Sierra Community House to name a couple. These goals will increase public engagement.		Police Department staff are continuing to look at opportunities for community policing and new outreach ideas - we hope to obtain some ideas for this through the Chief's Advisory Committee.	
2.9	1-day Public Budget Academy	Administrative Services	Fiscal Year 22/23 budget					We will start planning for this in December when we start thinking about the budget for FY22/23	
2.10	Full page of financial trends information on Administrative Services Page to increase accessibility and transparency of information	Administrative Services	6/30/2021				In progress - 15%	Progress on this initiative was stalled following the cyber security event. Staff will revisit this once we have had time to fully recover from the incident.	
2.11	Public outreach associated with CIP Projects	PIO/Public Works/Engineering/Clerks	on-going		Various		In Progress.	Staff conducted outreach surveys for both the Local Road Safety Plan and Truckee River Legacy Trail Phase 4, both of which received hundreds of responses (180 and 500 responses, respectively). Pioneer Trail Extension and Jibboom Street Sidewalk Feasibility Outreach will begin this winter.	Outreach on Pioneer Trail and Jibboom Street improvement have been delayed to balance workload. Engineering staff is getting ready to release an update BMP calculator and residential plans submittal "cheat sheet" in an effort to streamline the residential plan check process. It should be released in January or February. Now that the PIO is in her position fulltime, she has set up monthly meetings with different divisions. This will give the PIO an opportunity to discuss upcoming CIP projects that need further outreach with the community.
2.12	Utilize Big Truck Day to host the Grand Opening of the New Public Works/PD/Transit building	Clerk/ Public Works	10/1/2021 Grand openings Date for Big Truck Day is not set yet.						Big truck Day was Cancelled due to COVID
3	Implement tools for obtaining public feedback	Town Manager/Public Information Officer/Police Clerk	7/1/2021				Complete		
3.1	Assess implementation of Town Survey tool	Clerk	7/1/2021						
3.6	Council Chambers CIP Create zoom room	Clerks/Information Technology	Dec-21		C1505	Upgrade Council Chambers technology: TV replacement and Suddenlink loop	In Progress, 5%	Not unexpected, but challenges with gaining access to the Suddenlink "head end" has delayed progress. We have written authorization from Suddenlink to perform the upgrades, TTM has scheduled the upgrade to be completed by January 2022.	This task is being modified to a zoom room. With the return to virtual Council meetings and the desire to have a conference area with fully zoom capabilities, staff has contacted a AV consulting team to quote upgrades to make this possible. Tahoe Truckee Media is still working with sub-contractors to improve the Suddenlink head end and chamber upgrades to improve the live stream quality.
3.7	New interactive public engagement software	Planning	21/22			Subscribe to new software/cloud tools such as Korveio or Murel for interactive on-line engagement.	In progress - 10% complete	Staff will be testing "Korveio," a digital outreach platform that turns pdfs into social documents to share ideas, for the October 28, 2021 GPAC meeting.	Successful testing of Korveio platform during GPU meetings in summer and fall 2021. Will consider using again during summer 2022 GPU meetings/workshops/hearings.
4	Town wide Communications Plan/Policy	Public Information Officer	1/1/2022				Complete		Full-time position began 01/01/2022
4.1	Full-time Town Public Information Officer	TMO	1/1/2022						
4.2	Update Town's Social Media Policy	PIO	Dec-21			Public outreach to promote the different Town tools that are available for information: e-notification, social media, Request Truckee, sustainability dashboard, Truckee 511, different websites	In progress 70%		Due to staff capacity, this task has needed to be moved to a later date. A presentation of the policy will be presented to Truckee Town Council in 2022.
4.3	Create Communication Protocols identifying the appropriate flow of information, organizational chart, appropriate contacts with media.	PIO	12/31/2021 to 06/31/22				In progress 20%	No additional update at this time	PIO has connected with local media about plans for open discussions with their editors around how we can best work with them and exchange information in the future. Town staff protocols will need to be set up. This was delayed with the PIO being on FMLA and not having a full-time contact in place for the flow of this information to go. Now that the PIO is established full-time, these protocols and flow of information can be better established internally and externally. This may take some time to identify and implement with different divisions and current norms.
4.4	Town wide Communications Strategy which speaks to the Truckee way and resonates our core town values and beliefs that are embodied in the Truckee Way	PIO	12/31/2021				In progress 50%	No further update at this time	The draft continues to be worked on. There was a pause in work on the overall plan due to staff FMLA and the disruption of the cyber breach and lack of access to the initial files. The PIO will continue to work on the overall strategy and identify how it best resonates with the Truckee Way and Town values, but also acknowledges that it will need to be updated and directed by actions that stem from the Equity and Inclusion Action Plan. These updates will be made in collaboration with the staff involved with that action plan.
4.4.a	Communications Plan to address community cohesion and inclusion	PIO						No further update at this time	See comments above- The PIO will do their best to make mindful communication strategies that are meaningful for the community- but acknowledges that more will need to be done/strategies and actions may change as more is discovered in a potential Action Plan.
4.4b	Review of the Town's Mission statement to address being an inclusive community	TMO/PIO							
4.4c	Communications Plan which speaks to environmental stewardship and business stewardship	PIO/KTG							The PIO has been working with regional partners and communication specialists with our special districts through the Tahoe-Truckee Sustainable Recreation and Tourism Public Information Coordination group to determine themes and important environmental issues that can be communicated. PIO and KTG have also been discussing more collaborative messaging and working together to plan outreach for both brands and to amplify projects and events that support sustainability and environmental leadership. PIO and KTG have also established meetings with our Transit division as a working group that can promote different programs, services, and opportunities for more sustainable travel. PIO will work closely with these staff members and seek guidance from PIO group and community partners to unify stewardship messaging and to identify core themes that should remain in an ongoing Communications Strategy.
4.5	Communications and Media training plan development for Council and staff	PIO	Jun-23						
4.6	Build photo and video assets library for all Town use	PIO	Jun-23						
4.7	Explore different methods to engage difficult-to-reach-populations	Public Information Officer	Fiscal Year 21/22			Specific plan of how to approach this			
4.7a	Explore the possibility of adding Spanish specific social media pages- Facebook & Instagram	PIO	12/1/2021				In-progress	No additional update at this time	Different options and discussions with other agencies about their experiences has continued to take place. This will continue in the future, but ultimately will be guided by the information gained from a larger equity Action Plan.
4.7b	Explore partnership with Community Collaborative to participate in living room chat initiative with Latinx community to encourage engagement and what tools would be useful for them	Police/Public Information Officer	Chief's Advisory Committee Fiscal Year 21/22						
4.7c	Explore partnership with Sierra Community House to establish Homeless Outreach team	Police + Housing	Fiscal Year 21/22						
5	Regional Partnerships	Public Information Officer/Police							
5.1	Continue to work with special district partners on the agenda monitor project to provide a wider distribution of agenda and packets without physical printing nor distribution	Clerk/Communications and Planning	Fiscal Year 21/22		C1908				Delayed due to cyber attack. Re-initiation expected in Summer 2022.
5.2	Regional GIS users group	GIS	on-going			Host semiannual regional GIS meetings where GIS and emergency preparedness folks meet to: share information and discuss future projects and collaborative opportunities.	On-going	Delayed due to cyber-attack	Delayed due to cyber attack. Re-initiation expected in Summer 2022.

Priority: Infrastructure and Community Connectivity									
Invest in Key Infrastructure and Community Connectivity, including the New Library, Bike Trails and Transit Alternatives									
Task	Goal	Lead Departments	Target Date	Related Council Priorities	CIP Reference Number	Notes	Progress (Indicated complete, in progress (percent complete) or not started)	Update as of 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 General Plan to ensure objective standards are provided as required by State Law while maintaining maximum Town discretion	Community Development	Fiscal Year 2022/23						
1.1	General Plan	Community Development	Nov-22						
1.2	Innovate Gateway	Community Development	Jan-22		C1917		In Progress (90%)	Following the public outreach process, the consultant team continued meetings with private property owners and developers to create the economic analysis of the development prototypes that were evaluated during public workshops. The consultant took all of the input to-date, including the economic analysis to develop the Draft Innovate Gateway Strategy document for staff's review and edits. After a couple rounds of edits, the document is nearing release to the public. Staff provided an update and overview presentation to the Planning Commission on 9/21/21 in preparation for the public release.	Beginning in Fall of 2020, this planning study included 3 virtual workshops, 1 in-person pop-up for under-represented residents in the project area, 2 online surveys, stakeholder interviews, and an economic feasibility analysis. Staff provided an update and overview of the project to Planning Commission on 9/21/21. The draft Innovate Gateway Strategy was released to the public on 10/5/21, and the Planning Commission reviewed the draft at a meeting on 10/14/21 to forward comments to Town Council. The Town Council conducted a public hearing and adopted the Innovate Gateway Strategy with modifications on 10/26/21. Following adoption, staff is now coordinating efforts to inform the General Plan Update process, drafting updates to the Development Code, preparing marketing materials for property owners and potential developers. After completion of the above, staff will begin pursuing funding opportunities to construct the envisioned streetscape improvements.
2	Support Friends of the Library in New Library Project	Town Manager/Attorney	Jun-21		C2110	New CIP proposed. Number not yet assigned			
2.1	Memorandum of Understanding (MOU)	TMO/Attorney	Fiscal Year 20/21-21/22			MOU with agency partners agreeing to the steps and deal points necessary to secure the location for a new Truckee Library.	In progress, ~35% complete	Discussions with TSD and other partners are ongoing regarding real estate deal structures	Productive discussions have continued between Town, TSD, Friends of the Library and TDRPD about land deal options. Once we have come to agreement with all agencies on the next steps, staff will be ready to finalize a MOU or other appropriate agreements to memorialize these steps.
2.1a	Negotiation with Truckee Sanitary District regarding in-kind price and terms for library land parcel in Regional Park	TMO	FY21/22						An initial closed session discussion took place on January 25th with Town Council to entering into negotiations.
2.1b	Contribute towards land surveying and planning process to establish new library parcel	TMO	FY21/22-22/23			This task item is intended to replace task item 2.3. If TSD and the Town agree to terms for a land team, there is a need to fund and manage the process necessary to survey and establish a new parcel for the library.	Not started. Pending outcome of real property negotiations.		
2.1c	Draft Option Agreement	Attorney and TMO	FY21/22-22/23			If TSD and the Town agree to terms for a land team, there is a need to draft an option agreement regarding the library milestones required before the land will transfer.			
2.2	Provide Staff support in meetings with County and regional partners	TMO	Fiscal Year 21/22 - Fiscal Year 22/23			Contribute to collaborative planning for design, organizational structure, and financing of a new Truckee Library	In progress, ~10% complete	Staff have continued to work with Nevada County and Friends of the Truckee library to: (1) finalize the JPA formation consultant workplan. Nevada County is now finalizing this contract and work is anticipated to begin late in Q2 or early Q3. (2) Collaboratively vet a new state library grant funding opportunity and develop a strategy for grant application (3) Develop a Town resolution supporting FOTL grant application to TTAD (4) participation in monthly library alignment meetings with Nevada and Placer counties and FOTL.	Staff have continued to work with Nevada County and Friends of the Truckee library through participation in monthly library alignment meetings with Nevada and Placer counties and FOTL. Staff have also collaborated on and provided support for applications for funding opportunities, including a recent grant pre-application to the State Library.
2.2A	Town involvement in JPA consideration and formation process	TMO	Fiscal Year 21/22 - Fiscal Year 22/23			The Town will have a significant role in the JPA consideration process, and ultimately in JPA formation, if approved. This process is anticipated to address critical questions including consideration of each JPA member's role, building and land ownership structure, and each member's contribution of resources to facilitate the construction of the new library.			Staff have been involved in developing the scope of work and selecting a consultant for a JPA formation process. Nevada County is the lead on this effort and recently executed this contract.
2.3	Contribute towards facilitator funding	TMO	6/30/2021 - FY21/22				Not started.		
2.4	Facilitate towards polling and feasibility studies	TMO	FY22/23				Not started		This item will follow on after progress has been made in real property negotiations and JPA scoping.
2.5	Building and Impact Fee subsidy	TMO	Fiscal Year 21/22 - Fiscal Year 22/23				Not started		
3	Support connectivity through Infrastructure Development that promotes alternative forms of transportation	Public Works/IT/Economic Development							
3.1	Truckee River Legacy Trail Phase 4	Public Works/Engineering	Design underway. Construction in Fiscal Year 22/23		C0702	Partially unfunded. Includes Measure R and funding partnership with TDLT.	In progress. Design is 95% complete.	Design is approximately 90% complete. Working on final design, permitting, and grant applications this next quarter. Plan to put project out to bid January 2022.	Plans and specifications are almost complete. Work expected in next quarter includes bidding the project (February 2022) and permitting. Construction planned to occur in Summer 2022.
3.2	West River Street Site Redevelopment	Economic Development	Fiscal Year 22/23-23/24		C1817	Development of downtown riverfront park including streetscape and trail connections between the West River Streetscape project and the planned pedestrian bridge to the Legacy Trail.			
3.3	Aerial Mapping	GIS	Fiscal Year 21/22			Provides updated pavement, structures, hydrology and the primary reference layer for all infrastructure (Town and Special Districts). Allows new projects to be georeferenced and spatial stored for public and staff reference. Allows public to utilize data in private.	100% complete	Waiting for data delivery from consultants	Project complete for 5-year project. Data has been distributed to all participating agencies, imagery is available for public consumption via tile download request on the GIS data portal
3.4	Truckee Springs Land acquisition	Public Works/Engineering	Fiscal Year 20/21		C2015	Acquisition may occur this Fiscal Year	Complete.		
3.5	Paving and Drainage projects	Public Works/Engineering	Annual		C2102, C2202, C2302, C2402, C2502		In Progress. 95% Complete	2021 project is substantially complete.	2022 Project is under development for April bid.
3.6	Pioneer Trail & Bridge St. Extension	Public Works/Engineering	Design initiated Fiscal Year 21/22		C1503	Construction is unfunded.	In progress. 20% complete.		Work on the environmental baseline studies, traffic study, and financing analysis occurred this past quarter and draft studies will be completed this coming quarter. Work on this project will slow down significantly until the fall of 2022 to balance workload.
3.7	Donner Pass Rd/Coldstream Rd Roundabout	Public Works/Engineering	Fiscal Year 21/22		C1712	Complete Construction in 22/23	In Progress. Design complete. Construction to start in July 2021.	Construction started summer 2021 but will not be completed until summer 2022.	Construction suspended until Spring 2022.

3.8	Church Street Extension/Trout Creek	Public Works/Engineering	Fiscal Year 21/22		C1804	\$3.3 million in grant funds for creek portion of work. Roadway portion of work funded from traffic impact fees.	In progress. Design is 100% complete. Construction not yet initiated.	Construction contract awarded. Construction to start in 2022. Most creek work is expected to be completed in 2022 but roundabout may not be complete until 2023.	Construction contract awarded. Construction to start in 2022. Work on utility agreements and permits will occur this quarter.
3.9	Envision DPR Corridor Improvement	Public Works/Engineering	Initiate design Fiscal Year 21/22		C2006	Some planning funds are provided in FY 21/22.	Not started.	Based on current Engineering workload, the earliest start for an Envision DPR Eastern segment RFP is spring 2022.	Based on current Engineering workload, the earliest start for an Envision DPR Eastern segment RFP is Fall 2022.
3.10	West River Street Scape Improvement	Public Works/Engineering	West River Construction in Fiscal Year 22/23		C1703		In Progress. 60% designs are near completion.	This quarter we plan to have the UPRR easement acquisition completed, HPAC review, utility coordination, Landscaping and Lighting District formation, completion of 60% plans	Progress on this project has significantly slowed in an effort to focus attention on the Truckee River Legacy Trail Phase 4A Project. Work of West River Streetscape will begin to ramp back up Summer/Fall 2022.
3.11	Railyard Development Agreement Implementation	Public Works/Engineering	Ongoing		C1711	Represents Town's investment. Future expenditures are tied to the theater.	In progress/ on hold. Only the items related to the Theater remain to be implemented.	Progress depends on future of theater in Railyard.	Progress depends on future of theater in Railyard.
3.12	Jibboom & Bridge Streetscape Improvements Project	Public Works/Engineering	Design in Fiscal Year 22/23		C1806	Construction is unfunded.	Not started.	Not started.	Not started.
3.13	Envision DPR (repeated above)	Public Works/Engineering	Initiate design Fiscal Year 21/22		C2006	Construction partially unfunded.	See item 3.8 above		
3.14	Downtown Railyard Pedestrian Crossing	Public Works/Engineering	Unfunded		C2106	Looking for grant funds.	Not started.	Not started.	Not started.
3.15	Transit Center Relocation Land acquisition and planning	Public Works/Transit	Fiscal Year 21-22/Fiscal Year 22/23		C1820	Construction will take place in out years			Town is currently in final negotiations with Truckee Development Associates for acquisition of 50K sq.ft associated with North Ballon Parcel. Concurrently, staff is finalizing a scope of work and contract for Final Design. Grants for Right of way, final design, construction have been submitted and with some obligated and others pending.
3.16	Jibboom Street Sidewalk feasibility Study	Public Works/Engineering	Design Complete Fiscal Year 22/23		C1824	Construction is unfunded.	In progress. 20% complete.	Last quarter the 10% design was completed, right of way was defined, the alternatives were narrowed down, cultural study was completed, and traffic counts were completed. This quarter the traffic study will be complete and public outreach will likely start in December.	Draft public outreach strategy has been developed. Project is temporarily on hold until the Assistant/Associate position is filled.
3.17	Parking Strategic Plan	Police							
3.18	Brockway Road Trail	Public Works/Engineering	Summer 2021		C2107		Complete	Construction substantially complete. Ribbon cutting occurred October 14, 2021.	
4	Support Town infrastructure and facilities in being energy efficient	Public Works/Keep Truckee Green							
4.1	Energy Efficiency Initiatives		Fiscal Year 20/21		C1910				
4.2	Electric Vehicle (EV) Charging Stations install at Town Hall		Fiscal Year 20/21		C2017		Complete.	Charging stations are installed and hooked up, Ribbon Cutting November 9, 2021	Complete and in use.
4.3	e-waste recycle and Upcycle	Keep Truckee Green/Information Technology	ongoing			Upcycling/ recycling for highest and best use.	Started, and ongoing.	IT mailed several phones for buy-back and recycling. Additionally, three retired iPhones were donated to partner non-profits for Take Care Ambassador programs in Summer 2021. Staff are working to find long-term solutions.	These efforts have been put on hold while the Town works to complete the rebuild efforts. End of life computer equipment is being stored on-site at Town Hall until there are staffing resources to properly dispose of these items.
5	Regional Partnerships	Public Works							
5.1	Ongoing coordination with United States Department of Agriculture (USDA) National Forest Service for trails planning	Engineering	ongoing				In progress - on-going	Two letters of support submitted re: new Pines to Mines trail	
5.2	Truckee Trails Foundation (TTF) Coordination and feasibility of Continuation of Trails funding measure	Transit	Determine appropriate time to renew trails funding measure by Fall of 2021		C2108		In progress - 30% complete	Councilmembers Zabriskie and Romack have been working with staff to review the survey, contract initiated with consultant to conduct community polling. Results of polling expected to be received by end of calendar year.	Staff, in consultation with TTF, completed public opinion surveys which resulted in a favorable community opinion for trails, the Town's progress on implementation of the Master Plan, and ongoing support of Measure R beyond the existing 2024 taxing authority. Council supportive of placement of the renewal tax on the June 2022 ballot and increasing tax from .25% to .50% and extended authority to in place "until ended by voters."
6	Downtown Infrastructure	Community Development/Economic Development							
6.1	Visitor Center/ Transit information plan	Economic Development	Fiscal Year 20/21-Fiscal Year 21/22			Evaluation of the future role and services of the visitor center and transit information provided under the Chamber contract	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.	
6.2	Sidewalk vending permit development	Planning	Fiscal Year 21/22			Develop permit program to regulate street vending.	No started.	Anticipated start in spring 2022.	Start in fall 2022.
7	Public Transit Operations								
7.1	Existing Transit Operations	Public Works/Transit	Ongoing			Existing Truckee TART operations includes the Truckee Local Route operating on hourly headways over 12 hours per day seven days per week including all holidays. Night Service is provided year-round between Truckee and the Northstar and Squaw Valley Resorts. These Fixed Routes connect to Regional TART providing a full regional connection between North Lake Tahoe and Truckee from 7am-11pm in Summer/Winter ending one hour earlier in Spring/Fall. Complementary paratransit service required under the ADA guidelines is provided through the general public Dial-A-Ride with priority service to ADA certified riders. This service is provided the same days and hours as the Fixed Routes and provides service to all residential neighborhoods and commercial centers within Truckee. Community shuttles are provided to events, such as Truckee Thursdays, to reduce traffic and parking impacts. The Town has a fleet of seven buses and 12 bus shelters. Transit is funded through Transportation Development Act funds (50%), grants (25%) and partnership funding (25%).	on-going	exploring expansion of programs, such as micro transit	Ability to provide winter night service hindered due to staffing shortages for both the Town and Placer County. Ridership was down in October 17.6% but up 5.6% and 11% for November and December, respectively and up 13% overall from 2020 to 2021. Staff has completed the solicitation for a Microtransit Feasibility Study to evaluate the role microtransit can plan in supplementing existing transit services as well serving new markets and geographic areas. Staff will continue to manage and promote the existing service to improve customer service and increase ridership.

 Priority: Enhance Partnerships and Investment For Emergency Preparedness Including Wildfire Readiness and Mitigation 									
Task	Goal	Lead Departments	Target Date	Related Council Priority	CIP Reference Number	Notes	Progress (indicated complete, in progress (percent complete) or not started)	Update as of 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 Land Use Documents to ensure they provide objective standards as required by State Law while maintaining maximum Town discretion	Community Development	Fiscal Year 22/23						
1.1	General Plan Update	Planning	Nov-22			Includes an updated Safety Element with wildfire preparedness and evacuation goals, policies and actions	In Progress (25% for the Safety Element)	Once the Climate Action Element is reviewed by the GPAC on October 28, 2021, staff focus will shift to other elements including the Safety Element.	
1.2	Aerial Mapping	GIS	Fiscal Year 21/22			Aerial Mapping data can be used to identify land use changes and determine urban structure density (density designations "intermix" and "interface" within the Wild Land Urban Interface). Identifying areas using the above designations have potential fiscal implications as they may trigger availability of federal grant funds.	100% complete	Waiting delivery from consultant	Project complete for 5-year project: Data has been distributed to all participating agencies, imagery is available for public consumption via tile download request on the GIS data portal
2	Vegetation Removal and Fuels Reduction	Public Works/ Keep Truckee Green							
2.1	Town right-of-way fuels reduction	Public Works	Fiscal Year 21/22		C2018	Partnership with Truckee Fire. Includes Prosser Lakeview, Sierra Meadows, and Glenshire neighborhoods as well as Tahoe Donner access roads.	In progress, 70% complete.	Work in Sierra Meadows is underway. Prosser Lakeview neighborhood will be treated next. Work in Glenshire is complete. Total project is 70% complete.	
2.1a	Brushing and chipping project GIS mapping	Information Technology	Fiscal Year 21/22			GIS mapping for project areas well as ongoing maintenance of field surveys and real-time public information map	100% - in progress	Live maps continued throughout the project period	Live maps and in-field surveying applications are configured for upcoming work 2022
2.2	Explore potential partnership with existing biomass opportunities for vegetation removal projects	Keep Truckee Green	Fiscal Year 21/22				In progress, 25%	On 8/2/21 Town Council approved a bioenergy scoping study in partnership with TTAD and TFPD. This study is underway. Staff are also working with our legislative advocates and Nevada County to explore funding opportunities for biomass projects.	The initial scoping study is wrapping up and an update presentation to Town Council is anticipated around March 2022. Staff anticipate recommending some additional scope work take place before considering a full feasibility study of any one biomass option. Staff are participating in a new regional biomass working group to coordinate with Placer County, Northstar CSD and other regional stakeholders on green waste and biomass opportunities.
3	Disaster Preparedness/Evacuation	Police							
3.1	Full-time Emergency Operations Manager (2 Year position)	Police / Emergency Management	Fiscal Year 21/22				100% complete and hired		The Emergency Operations Manager has responded to several events in the first 6 months. This has included the cyber security incident, wildfire sheltering, planning for power shut-offs, and response to winter weather events.
3.2	Pioneer Trail & Bridge Street Extension (Egress Rd) Feasibility analysis	Public Works	Fiscal Year 21/22		C1503	Target design initiation with financial feasibility analysis in Fall of 2022.			
3.3	Update / redo Town Emergency Operations Plan (EOP) including a Threat and Hazard Identification and Risk Analysis (THIRA)	Emergency Management			C1913	In Fiscal Year 20-21 Capital Improvement Project	10%	Due to cyber incident ,we have pushed this back and are in the process of resetting timeline with consultant. Reviewing Scope of Work with consultant. The State has mandated Cal OES to review these plans with an implementation date of Jan 1 and this will require consultant to change the process.	We have rebuilt a timeline for completion of the EOP and basic annexes that, while aggressive, should allow us to complete the basic plan update and annexes by 07/01/2022. The consultant has reviewed the current EOP and determined a complete rewrite will be needed to bring the plan into compliance with State and Federal guidelines. As a part of this work process, there will be extensive internal, stakeholder, and public input which could lengthen completion time. We have also added the Alert and Warning Annex and the Evacuation Annex into this section as there is a need to complete these sooner than the annexes described in Section 3.4
3.3a	Develop updated Emergency Operations Center (EOC) format and position matrix with job aids for each position	Emergency Management				Done in conjunction with 3.3	See above	See above	Once the basic EOP is written, the consultant and EOP Team will need to write Job Aids for each EOC position. These job aids will allow personnel to work in the EOC with a task list of requirements for the particular positions (Operations, Planning, Logistics, & Finance).
3.4	Update EOP Annexes and Continuity of Operations Plan (COOP)	Emergency Management	12/31/2021		C1913	In Fiscal Year 20-21 Capital Improvement Project	See above	See above	As a part of a complete Emergency Operations Plan (EOP), we will need to update our Continuity of Government (COG) and Operations (COOP) and several annexes related to the function and response of the EOC. The COG describes how and where Town government will continue in the event of a catastrophic disaster impacting leadership. The COOP details where the secondary EOC would be located and how business would be conducted in the event of a catastrophic disaster that rendered Town Hall and normal daily functions unusable. Additional annexes cover the operation of the EOC and response to specific disaster events. Due to the need to adjust the EOP rewrite timeline, these will not be completed until 12/31/2022.
3.4a	Develop a pathway forward for improving early alert and warning systems including redundant platforms and software	Emergency Management/Information Technology	Fiscal Year 21/22			Consider disaster preparedness redundancy for communications platforms. May involve consultant services	10%	OES and IT working on plan for using ATT as either a back-up or primary internet connection. Also working with Cal-OES 911 group and Suddenlink on required outage notifications. Working with Cal-OES 911 for new statewide alerting platform (Everbridge). This is in early adopter testing at State level and once completed will be rolled out to all alerting authorities.	
3.5	Update Local Hazard Mitigation Plan (LHMP) in conjunction with County Office of Emergency Services (OES)	Emergency Management	Fiscal Year 22/23			County applying for Federal Emergency Management Administrative (FEMA) grant to cover costs countywide.	0%	County applied for FEMA grant that would cover all of the county in December 2020. FEMA time lines are that it will likely be Spring 2022 prior to receiving confirmation of funding and then mid-summer for a start date. The LHMP is a guidance document developed in conjunction with staff, stakeholders, and community partners to determine mitigation projects that can be accomplished to address risk identified within the community. While there is not a requirement to follow the LHMP exactly when completing mitigation projects, having projects identified in the LHMP that match grant funding requests increases the chances for grant awards.	While the County has applied for FEMA funding for a countywide update of the Local Hazard Mitigation Plan (LHMP), they have not received solid confirmation of funding for this project. We have applied for similar grant funding as a back-up in case the County is not funded for this project. There is a match required for this funding (either County or us as recipients) that will be covered by "in kind" staff time.
3.5a	GIS mapping for LHMP	GIS	Fiscal Year 22/23			Produce spatial data layers for use within the LHMP for the Truckee area of the County-wide Plan.	5%		Reached out to EOM to discuss GIS needs
3.6	Zone based Evacuation Plans implementation	Police / Emergency Management	6/30/21			Funded by County grant for Fiscal Year 21-22 & Fiscal Year 22-23	100% complete on implementation - now will start into updating	Still working on critical infrastructure. Zonehaven was purchased by Genasys Corp and is adding components to the systems. System has been used very successfully in western Nevada County and deployed "on the fly" in Lassen and Plumas Counties to Dixie Fire.	The Zonehaven evacuation platform is complete and operational. Next steps are to continue to build out the mapping layers in partnership with Town GIS and Zonehaven to better identify critical infrastructure locations for 1st responder use during an event. We will also need to continue to push the program out to the community in an effort to reach as large of a population base locally as possible. This will be an ongoing effort to keep the platform updated and current.
3.6a	GIS mapping for zone based evacuation plans	GIS	on-going			GIS plays critical role in providing at-risk infrastructure, critical intersection information, routing information, zone delineation, and structure density information for evacuation planning	Complete - on-going assistance will continue.		Complete: on-going assistance and new direction to reestablish evacuation route mapping (45%)

3.7	Ensure all Town Employees have basic FEMA required training	Emergency Management				The basic SEMS course is required of all employees and is an on-line course. FEMA grants require this course be completed by all employees.	Police Department and EOC personnel have completed basic training - 70% of remaining employees complete	Working with Nevada County OES to bring a countywide training to mid-manager public safety group this winter (within this fiscal year).	Approximately 70% of employees have completed the basic SEMS training. Second round of reminders is going out with further follow-up for any stragglers.
3.7a	Send Administrative Services rep through FEMA training for Emergency Finance Representative for EOC issues.	Administrative Services				Provide training to a new employee to resume administrative aspects of the Emergency Operations Center (EOC).	45%	Employee had second chance to participate in EOC as part of cyber security incident. Staff is starting to plan training for year and is attempting to find FEMA training opportunities.	Staff is on the waiting list to participate in FEMA Finance training.
3.7b	Ensure all Town Supervisors and managers have required additional FEMA training	Emergency Management				ICS 200 is required for all first line supervisors and above. It can be completed on-line or in-person. ICS 300 is required for managers who may be assigned to the EOC and is an in-person, small group format course.	See 3.7		Due to several County EOC activations, countywide training is not occurring as expected. Still trying to get a mid-manager training (ICS 300) to a countywide group for late winter or early spring
3.7c	Provide Council and Policy Group Senior Level FEMA training	Emergency Management				A separate shortened ICS course is available for Council and Policy Group personnel.	See 3.7		Council and Policy Group training is available as needed
3.7d	Develop and train Incident Support Team (IST)	Emergency Management				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	75% - team structure exists - update training to occur next year	This was put on hold during Cyber Incident and will be revisited in Spring quarter.	This will be addressed in Spring 2022 as part of our annual evacuation training
3.8	Emergency Management Grants	Emergency Management	12/31/22			For current HMGP funds, we are eligible because of the River Fire in western Nevada County in summer 2021	50% Complete		Apply for grants related to emergency management. These are typically Hazard Mitigation Grant Program (HMGP - FEMA) and Cal-Fire Forestry grants, although others do exist throughout the year. HMGP grants are usually due 12/31/2022, however do to winter storm activations, this has been pushed back to January 2022. For FY 2021 we will be applying for a grant for a generator for the TDRPD facility to use as a shelter, the LHMIP program (section 3.5), and possibly a comprehensive vegetation management plan for public right of ways. It does not appear at this point we qualify for current year funding from Cal-Fire grants.
3.9	Protect local shelter facilities with generators	Emergency Management	12/31/22				50% complete		Working with local partners to obtain funding or other sources for transfer switches / generators to protect shelters or Community Resource Centers during disasters. Currently working with TDRPD to provide an interim solution until a permanent solution is able to be funded. Working with Cambridge Properties to design a solution for the Senior Apts day-use area to provide medical device charging, personal communication device charging, and provide a warming / cooling area.
4	Establish and Maintain Regional Community Partnerships	Police/Town Manager's Office							
4.1	Partnership with Fire District for tax measure support						Complete		
4.2	Partnership with Fire District for evacuation planning and preparedness	Emergency Management	on-going with Fire Dist. and County				On-Going	With passage of the fire tax, we have a new avenue for funding in this area. We are working with a start-up company coming from Nevada County to better understand evacuation times. From there, we can look at the viability of our assumptions. These scenario runs require extreme supercomputing and local adjustment to population and vehicle assumptions (which have been completed).	This will be addressed in Spring 2022. TFPD wants to make sure are funding some of Town's Emergency Management program with Measure T tax money. We will also be working on a Table Top exercise for evacuations using Zonehaven evacuation platform. This will be delivered in small group sessions to reach as many supervisors as possible.
4.2a	GIS support for Fire District partnership efforts	Engineering/GIS	on-going			Produce maps related to fuels mitigation projects, maintains fire hydrant data and communicates with the districts Forester regarding fuels treatments	On-going	On going support offered for grant submissions and project reporting including shapefile creation of management areas	On going support offered for grant submissions and project reporting including shapefile creation of management areas
4.3	Ongoing coordination with United States Department of Agriculture (USDA) National Forest Service for trails planning and fuels reduction efforts	Engineering	on-going						
4.4	Maintain annual contract with Cal Fire for wildland fire suppression	Town Manager's Office					Complete		
4.5	Partnership with Nevada and Placer County OES's for seamless response during a major incident	Emergency Management	on-going				On-going	Nevada County OES requested assistance with River Fire response for a Liaison Officer, however we were unable to respond due to Cyber Incident. We did assist with planning for sheltering for Dixie Fire (several planning cycles working with Sierra County, Washoe County, and Red Cross multiple times). We assisted El Dorado and Nevada Counties with opening a Red Cross shelter at the Veteran's Hall for Caldora Fire. We worked with TDPUD, Liberty Utilities, and NV Energy for PSCM events (one actual notice to community - several planning cycles for others that did not reach public notification level).	Emergency Manager spent 5 days during winter weather event working as an Operations Section Chief in the County EOC. We continue to have strong partnerships with both county OES sections. We have developed several programs and collaborated on the area Emergency Manager's semi-annual meeting
4.6	Hold bi-annual regional emergency manager's meeting	Emergency Management	June and December annually				Complete - meetings will continue biannually	On track for December.	Completed winter emergency manager's meeting. 99 local area emergency management personnel were invited to the meeting with 32 attending via Teams meeting. Covered winter weather and EOC responses (Town, Nevada and Placer Counties) to disasters and how we work together to address unmet needs.
4.7	Partnership with Fire District for fire safety inspections on STRs	STR Staff	on-going				Complete	144 properties have completed their first inspection	As of 1/20/22 294 STR Fire Inspections have been completed. This includes 280 initially passed inspections, 7 initially failed inspections, and 7 passed re-inspections; 287 properties inspected in total. All properties inspected thus far are currently in compliance. Roughly 23% of our active registrations have completed their STR Fire Inspection.
4.7a	GIS support for STR fire inspection efforts	GIS	on-going				Complete	Complete	Complete
4.8	Partnership with Reno National Weather Service (NWS) on Weather Ready Nation (WRN) Ambassador program for summer weather awareness (Red Flag and Lightning)	Emergency Management	in-process - by June 1st			Bring to Council for presentation	Partnership is complete	Depending on Council meeting items, could do a winter / WRN combo in December.	Reno NWS is more than willing to come to Truckee (likely virtually) to present on the Weather Ready Nation (WREN) and the different programs we have access to.
4.9	Hold Town Hall style presentations for Home Owners Associations (HOA) and civic groups	Emergency Management	by July 1st			This repeats yearly each Spring and Summer	Complete for 2021 - will restart circuit in 2022	On track for next Spring unless an HOA or civic group requests earlier.	Emergency Manager has been attending Supervisor Bullock's CCC forum and is working with the group on several initiatives including evacuations, alert and warning, PSOM, and winter traffic issues.
4.10	Ongoing partnership with TDPUD regarding utility undergrounding projects	Engineering	on-going			MOU regarding utility improvements, relocations, and utility undergrounding is under development expected in FY21/22	In Progress. 25% complete.	MOU has been drafted by Town staff. TDPUD review anticipated in Fall 2021 after construction season has ended.	No work this past quarter. MOU has been drafted by Town staff. TDPUD review anticipated this winter 2022.
5	Emergency Communications Enhancements	Police/Town Manager's Office/Public Information Officer/Communications							
5.1	Establish a communications plan for emergencies	Emergency Management	6/30/2022				Ongoing	The OES portion of this task will be part of the Annexes contained in the EOP update (along with evacuation plan).	The EOM and PIO meet bi-weekly with the Support Services Manager to discuss updates and training for the crisis communication that is in place. A section of the PIO's Communications Plan will speak to the crisis communication strategies that we have in place, but the protocols and directions will ultimately be determined by the crisis that takes place and directed by the EOC. Trainings have been planned for PIOs for 2022 relating to emergency management roles.