



Date: May 12, 2026

Honorable Mayor and Council Members

Author and Title: Jen Callaway, Town Manager

Title: **Fiscal Year 2025/26 through Fiscal Year 2026/27 Council Priorities Workplan Quarterly Update, Quarter Ended March 31, 2026**

Jen Callaway, Town Manager

Recommended Action: Staff recommend that the Council:

- A. Accept the Fiscal Year (FY) 2025/26 through FY 2026/27 Council Priorities workplan update for the quarter ending March 31, 2026.
- B. Receive a special update regarding effectiveness of single-use bottle Ordinance and supporting programs
- C. Provide direction and feedback on workplan update and Request for Bee City designation addition to the workplan.

Executive Summary:

On January 29, 2026, the Town Council and Leadership team held a public retreat to review the FY 2025–26 through FY 2026–27 Workplan. Council directed staff to continue carrying forward the Town’s existing five strategic priorities and associated goals.

Progress during the quarter ending March 31, 2026, reflects a strong shift from planning into implementation, with notable achievements across key focus areas including communication, environmental stewardship, housing, and disaster preparedness.

This quarter’s featured divisional update highlights the Town’s single-use bottle ordinance and supporting programs, reporting back on the past year and overall effectiveness and compliment of these programs.

Staff also advanced other significant operational priorities, including progress on the NeoGov for recruitment, hiring and onboarding of employees and an updated employee performance review template and rating criteria. Two items have been added to the bike rack, per Council’s discussion at the budget workshop on April 28, 2026, one item (senior housing) as been moved out of the bike rack and is proposed to be included as a task under the housing focus area, and one additional request to move Bee City designation into the workplan is proposed.

Overall, the Town continues to build momentum toward delivering tangible community outcomes while maintaining progress on long-term strategic goals.

Background:

The Town Council and Leadership team held an all-day retreat on January 29, 2026, at Gravity Haus in Truckee. The retreat included the Town Council members and the Town’s Department Head team, as well as members of the public. The retreat was an open, public meeting and several members of the

public attended to provide public comment and listen to the retreat discussion. Retreat discussion focused on the fiscal years (FY) 2025-26 through FY 2026-27 workplan and associated updates. The Council direction during the retreat was to carry forward the existing five priorities and workplan goals and objectives.

Discussion:

Staff Analysis of Council Priorities

These quarterly achievements illustrate how organizational efforts are moving from policy approval and planning into implementation across key focus areas like communication, environmental stewardship, housing supply, and emergency preparedness. This operational shift is similar to moving from drafting a blueprint (policy) to laying the foundation (implementation) for tangible, visible changes in the community. This quarter has had significant progress and several notable accomplishments and achievements completed or reaching key policy milestones, all detailed in the attached workplan updates. A few summary highlights that stand out for the quarter that ended December 31, 2025, include the following:

- **Town-wide Evacuation Assessment** - This project kicked off in January 2026 and is currently underway and on track to be completed by December 2026.
- **Support the Completion of the Tahoe Donner Emergency Egress Improvement Study** – In coordination with the Town-wide Evacuation Assessment and on track to be completed in December 2026.
- **Full Technology Disaster Recovery Planning:** A new task added to develop comprehensive disaster recovery plans that cover both site-to-site infrastructure connectivity to the new world ERP system.

EMERGENCY PREPAREDNESS & RECOVERY

- **Complete: Contractor Training on Heat Pump Air Conditioning** – Development of this curriculum is complete and an online contractor training on heat pump air conditioning/dual-fuel systems was provided in April 2026.
- **Heat Pump Air Conditioning Incentive Program 85% complete.** Final program recommendations were received from the consultant and staff will be developing a final proposal for council consideration in early 2026.
- **Building Decarbonization Token Program.** The full program proposal and guidelines are complete and were approved by the Town Council in April 2026. Staff are currently developing program documents (application forms, etc.) and preparing for program launch in summer 2026.

ENVIRONMENTAL SUSTAINABILITY

KEY INFRASTRUCTURE, CONNECTIVITY & ECONOMIC VITALITY

- **Completed: Chamber Contract Renewal.** Chamber board, staff and Council representatives worked collaboratively toward a new contract.
- **NEW: Donner Lake Transportation Strategy and Improvements –** Boulders have been installed by Public Works along the roadside shoulders where parking cannot occur without impacting the bike lane or potentially causing erosion into Donner Lake. Additional signage describing the minimum \$150 fine for parking in bike lane have been installed.
- **New: Pavement Maintenance Program Update –** Anticipated adoption in August 2026.
- **Street Vending Regulation –** Finalizing map depicting allowable areas in town.
- **Economic Development Strategic Plan: RFP for consultant support issued.**

COMMUNICATION & PUBLIC OUTREACH

- **Completed: IDEA Action Plan**
- **Completed: Standing IDEA Committee**
- **New: Implement Art at the Donner Pass Road/Coldstream Road/I-80 Roundabout**
- **Develop a Language Access Plan 50% Complete –** Outreach and engagement efforts underway.
- WhatsApp group has been implemented with messages shared in both English and Spanish. 127 members to date.
- **Create Youth Commission – 50% Complete –** Staff has had conversations with Jeff Dellis, the advisor for the Nevada Youth Commission, Dr. Craig Rowe from Truckee High School and the Truckee based Nevada Youth Commissioners. An application is being finalized and should be rolled out before the end of this school year (25-26), with the Youth Commission tentatively starting the week after Labor Day 2026.

WORKFORCE HOUSING

- **Town of Truckee Density Bonus Incentive Program: Complete**
- **Homegrown Housing Revision and Expansion: Complete –** Monetary Incentives approved by Council in April 2026
- Long-Term Funding Options for Deed Restriction Program Expansion 80% Complete – Staff has convened a working group to analyze real estate transfer tax and regional parcel tax. Staff anticipate presenting recommendation to Council in Summer 2026.
- Housing Element Adoption – 7th Cycle 50% Complete: Public review draft is anticipated to be released in early May with a community meeting on 5/27, Commission meeting on 6/2, and Council meeting on 6/23. Expected submittal to HCD at the end of June, early July.
- **NEW: Senior Housing:** Added from the bike rack and directed from Council to consider non-working seniors for inclusion in Homegrown Housing. Staff anticipates work on this in Q3 2026.

Other Notable Tasks:

In the spirit of no surprises, a brief update is being provided regarding website migrations. Town staff within Community Engagement, Keep Truckee Green (KTG) and the Police Department are working collectively to migrate the KTG and Police websites to the Town's .gov platform. This is an opportunity to create consistency among all town webpages and branding as well as accommodate new programs and pages from the existing sustainability section of the Town's site. Content migration will begin in June but certain aspects of the current KTG webpage will be unsupported and unable to migrate, including the Recycling Guide and Sustainability Dashboard. These specific components will have to be rebuilt later.

Project Specific Updates – Effectiveness of Single-Use Bottle Ordinance and Supporting Programs:

For this two-year workplan cycle, staff plan to present a more detailed update for a select project (or projects) or a division update on “behind the scenes” look at some of the daily work our Town team is doing to keep our organization operating efficiently, effectively and safely. This quarter, staff has provided a program update regarding Single Use Water Bottle Ordinance and supporting programs.

Staff will present Council with a progress report approximately one year after the effective date of the single-use water bottle ordinance to assess the success of ordinance implementation and supporting programs. Staff was directed to provide this update when Town Council adopted the single-use water bottle and paper carton ordinance, which went into effect on April 22, 2025, and it was included in the workplan as Climate Action & Sustainability item 3.4.

The goal of the ordinance is to reduce waste and litter from single-use packaging and encourage residents and visitors to drink the high-quality tap water in Truckee and use reusable bottles. Before and after implementation, Town staff conducted extensive community outreach to inform businesses and the public of the ordinance, and to support compliance. Staff's presentation will provide an overview of the implementation efforts and current observed compliance.

Staff will also provide an update on the supporting programs that contributed to the ordinance's success, including the mobile water filling station reservation program, the filling station grant program, the Take Care Tahoe filling station, and the “Truckee Mountain Filtered” educational initiative developed in partnership with the Truckee Donner Public Utility District. Together, these efforts provide residents, businesses, and event organizers with resources to transition away from single-use plastic water bottles.



Other Significant Operational or Strategic Priorities:

In addition to the five strategic focus areas, a work plan is provided which identifies other significant operational priorities. These are on-going special projects, new special projects/operational priorities that staff will continue to work on throughout the year for operational, organizational efficiencies, previous Council direction or are required as state mandates. These Goals are summarized below and included with more subtask detail as Attachment 4:

Goal 1 – Organizational Health & Systems

Goal 2 – Organizational Assessment

Goal 3 – Collaboration with Special Districts

Notable accomplishments this quarter include:

- Implementation of the Applicant Tracking System in NEOGOV.
- Implementation of the Electronic Document On-Boarding
- Updating Job Criteria Performance Evaluation – 95% Complete

Bike Rack:

As a Town organization, we value the input from our community and recognize there are many different interests and priorities beyond what we have the capacity to address, even over a two-year term. However, we do not want to lose sight of other identified potential action items. As such, an additional list of items is provided as Attachment 3 and referred to as a “bike rack” of options. These are action items for which staff support has been requested but that are *not* included in the proposed workplan, due to organizational capacity. Council could choose to include any of these items in the work plan but would have to identify equivalent work plan items to remove. Alternatively, these items can remain in the bike rack or removed from the bike rack. Additional items can be added to the bike rack, and as the year progresses Council could choose to include items from the bike rack later, depending on capacity at that time. This quarter there have been two additional adds to the bike rack, one item moved into the workplan and a request for an additional item to be moved into the workplan.

Senior Housing: Under the Housing Priority, staff are proposing to add an 8th Goal: Analyze and Enhance Existing Workforce Housing Programs. Task 8.1, as proposed, is Senior Housing, and is an addition to the workplan from the bike rack. This addition is the result of Council discussion in January and March around Homegrown Housing and in alignment with the Housing Equity Framework. Staff proposed to begin work on this in the third quarter of 2026 and bring a discussion back to Council at the end of 2026.

New Bike Rack Items: During the Council budget workshop on April 28, 2026, Council directed staff to include two items in the bike rack for future consideration. The two items included are: (1) collaboration with Caltrans on potential DPR pedestrian crossing improvements by intersection at exit 184/Shell station; and (2) consider adjustments to river setback overlay requirements.

Bike Rack Item Request to move into Workplan – Bee City Designation: For the past two years designation as a pollinator (Bee) city has remained in the bike rack. Staff were recently approached by Tahoe Institute for Natural Science (TINS) to move this item into the workplan with minimal staff support which consists of a Town representative (Council or staff) to sit on the required committee (proposed to be established and managed by TINS) and for 10 hours of staff time to support policy development as required. Attachment 5 includes the proposal from TINS and information on Bee City designation can be found at: [Bee City USA Commitments - Bee City USA](#). TINS is proposing to be lead on the certification effort and organization, as well as the application fee, programing, pollinator gardens, and committee formation. This designation is in alignment with the TINS mission and compliments existing programing through TINS. Staff believe that at 10 hours a year, we could support this effort, and this item could be moved into the workplan, likely under the climate or community cohesion focus area. TINS staff will be present at the Council meeting on May 12, to answer questions from Council. Staff is seeking Council directions on this item.

Conclusion: Overall, this period illustrates significant momentum across the Town's strategic goals, successfully finalizing major policy and planning documents while simultaneously delivering tangible results in housing, public safety, community engagement and inclusion and key infrastructure project progress.

Priority:

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

Attachments:

1. Summary of Other On-Going Service Efforts
2. FY 2025-27 Council priorities Workplan Update March 31, 2026
3. FY 2025-27 Workplan – Other Significant Priorities
4. FY 2025-27 Workplan – Bike Rack
5. Tahoe Institute for Natural Science (TINS) Bee City Proposal

Fiscal Impact: No unbudgeted impact at this time.

Public Communication: Publication of this staff report.