

Town of Truckee Strategic Workplan

Fiscal Years: 2023/24 – 2024/25





KEY INFRASTRUCTURE & CONNECTIVITY

EMERGENCY PREPAREDNESS

WORKFORCE HOUSING

ENVIRONMENTAL SUSTAINABILITY

COMMUNICATION & PUBLIC OUTREACH

Goal 1: Policy – General Plan Implementation.

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

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

Goal 4: Downtown Infrastructure.

Goal 5: Public Transportation.

Goal 6: West River Revitalization.

Goal 7: Community Serving Infrastructure

Goal 8: Cybersecurity Posture and Operational Risk

Goal 1: Policy – General Plan Implementation.

Goal 2: Vegetation Removal – Fuels Management.

Goal 3: Disaster Preparedness and Evacuation.

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

Goal 1: Policy – General Plan Implementation.

Goal 2: Increase staffing Capacity.

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

Goal 4: Workforce Housing – Develop Workforce Housing Units.

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

Goals 6: Support and enhance existing Town Housing programs.

Goal 7: Support Housing Solutions for Unhoused.

Goal 1: Policy – General Plan Implementation.

Goal 2: Preservation of Donner Lake.

Goal 3: Waste Reduction Efforts.

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

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

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

Goal 7: Destination Stewardship Plan.

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

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

Goal 2: Re-envision Town Branding.

Goal 3: Community engagement around priority initiatives.

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

Goal 5: Town wide Communications Plan.

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

Goal 7: Public Art Master Plan Implementation.

Goal 8: Evaluate Downtown Visitor Services.

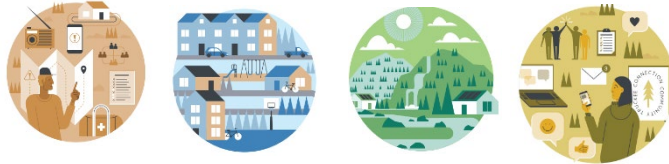
Goal 9: Special Events.



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

Goal 1: Policy – General Plan Implementation

Related Goals:



Task 1.1 – General Plan Adoption


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

Target Date: Spring 2023

Status: 100% Complete

Lead: Planning

Supporting: All



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



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

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

Related Goals:



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

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

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

December 31, 2023: JPA and MOU were approved by the Truckee Town Council, Nevada County Supervisors, and Friends of the Truckee Library in January 2024.

March 31, 2024: Staff is working with Nevada County on the steps to establish the JPA. Town Manager and Assistant to the Town Manager have been designated to the board.

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

Status: 100% Complete 

Lead: Town Manager’s Office & Assistant to the Town Manager

Supporting: Town Attorney



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

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

Related Goals:



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

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

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

Target Date: 6/30/2023

Status: 100% Complete



Lead: Town Manager’s Office & Assistant to the Town Manager

Supporting: Town Attorney

Task 2.3 – Building Impact Fee Subsidy

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

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

Target Date: FY 2024/25

Status:

Lead: Town Manager & Assistant to the Town Manager

Supporting:



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

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

Related Goals:



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

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

Project Update:

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

Target Date: 12/31/23

Status: In Progress –65%

Lead: Town Manager & Assistant to the Town Manager

Supporting: Community Engagement

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

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

Project Update December 31, 2023: Documents for the lot line adjustments are almost complete and should be executed in February or March 2024.

Target Date: 06/30/2024

Status: 100% Complete

Lead: Engineering

Supporting: Planning



June 30, 2024: The lot line adjustment is complete.



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

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

Related Goals:



Task 2.6 – Participate in Library Design Group

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

Project Update March 31, 2024: Nevada County has entered a contract with JKAE/Group 4 for library design and design meetings that are occurring at regular intervals, in addition to public engagement and surveys regarding the library programming. Town entered into a cost sharing agreement with Nevada County and Friends of the Truckee Library to share design costs.

September 30, 2024: Town Engineering and Planning staff continue to participate in the planning and design efforts. Engineering staff is leading contracts for surveying and traffic and parking work.

Target Date: 06/30/2025
Status: 25% Complete
Lead: Economic Development
Supporting: Engineering & Planning



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

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

Related Goals:



Task 3.1 – Truckee River Legacy Trail Phase 4A

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

Project Update June 30, 2024: Construction is mostly complete and trail is being used. Planting, restoration, and project close out expected to be complete in Fall 2024.

Target Date: Summer 2024
Status: Construction mostly Complete with completion to occur in fall 2024.
Lead: Engineering
Supporting: Community Engagement

September 30, 2024: Construction is almost complete. Punch list items remain restoration/planting monitoring will occur for 3 years.



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

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

Related Goals:



Task 3.2 – West River Streetscape Improvement

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

Project Update June 30, 2024: Construction is approximately 95% complete. Completion to occur in 2024.

September 30, 2024: Mainline joint utility trench has been completed, road has been paved, landscaping is complete.

Target Date: FY 22/23 – FY 23/24

Status: Construction 95% Complete with completion to occur in fall 2024.

Lead: Engineering

Supporting: Community Engagement



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

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

Related Goals:



✓ Task 3.3 – Church Street Extension/Trout Creek Restoration

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


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

December 31, 2023: Construction is complete. Notice of Completion filed. Closeout of grants expected Q1 2024. First year of restoration monitoring completed in 2023 with two more years to ensure expected growth of vegetation in the restoration area.

March 31, 2024: Closeout of grants complete. Vegetation monitoring and support is currently occurring this summer to achieve expected growth within floodplain.

September 30, 2024: Second year (66%) of vegetation monitoring complete. Anticipating expected plant establishment by summer 2025.

Target Date: FY 23/24

Status: 100% Complete 

Monitoring on-going

Lead: Engineering

Supporting: Community Engagement



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

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

Related Goals:



Task 3.4 –Railyard Mobility Hub Implementation – Phase 1, 2a and 2b

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

Project Update June 30, 2024: Construction for Phase 1 is almost complete, with the restroom on-site. Restroom cladding materials and utility connections to be completed in fall 2024. Phase 2A is currently under construction, with an expected completion date of September 30, 2024. Phase 2B is the final phase of the Mobility Hub Project with the final phases including final design and construction. The RFP for final design will be issued in the Fall with final design completion planned for 2025/2026 and construction tentatively scheduled for Summer 2026.

Target Date: FY 2024/25 +
Status: Phase 1 Design: Complete
Phase 1 Construction: 95%
Phase 2a Design: 100% Complete
Phase 2 a Construction: 85%
Phase 2b Design: RFP issued in September, proposals due Oct 25th
Lead: Transportation
Supporting: Community Engagement

September 30, 2024: Phase 1 construction 95% complete. TDPUD will be installing the transformer in early October, and contractor is finishing exterior work on restroom. Phase 2A construction of parking lot will be complete by October 31st. Conduit for EV charger infrastructure is installed as part of Phase 2A, but due to long lead times on a few items (switchboard and level 3 chargers), actual installation of EV chargers will likely not occur till the Spring. Phase 2B RFP was posted in September. Proposals are due Oct 25, and Staff expects to bring contract award to Council in December.



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

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

Related Goals:



Task 3.5 – West River Street Redevelopment

Description: 2040 General Plan Mobility Element Action Item M-2. J; Land Use Element LU-9.1, LU-9.2, LU-9.9 - Development of downtown riverfront park including streetscape and trail connections between the West River Streetscape project and the planned pedestrian bridge to the Legacy Trail. Design and construction of a riverfront open space park (site work, landscaping, hard-scaping, and site fixtures) at the site of former Nevada County Corp Yard. The site will include a mix of riparian restoration, riverfront park, and river-oriented commercial development. Commercial development construction is anticipated to be financed and constructed by commercial developers.

Project Update June 30, 2024: Construction contract awarded to Ruppert Construction. Currently under construction as of late May/early June.

Target Date: FY 2024/25
Status: In Progress – 95% Design Complete
Construction: 50% Complete
Lead: Engineering
Supporting: Community Engagement

September 30, 2024: The majority of the project will be complete by early November, with the exception of the restroom and areas planned to be left unfinished over the winter to allow access in 2025 for potential additional bank stabilization work.



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

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

Related Goals:



Task 3.6 – Jibboom Street Sidewalk Feasibility Study

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

Project Update December 31, 2023: Preliminary design substantially complete. Next steps are for property owner and community outreach (in-person and online) expected Spring/summer 2024.

June 30, 2024: Vehicle, pedestrian, and bicycle counts were conducted in August. No work is planned for the coming quarter.

Target Date: FY 2025/26

Status: 50% Complete

Lead: Engineering

Supporting: Community Engagement



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

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

Related Goals:



Task 3.7 – Reimagine Bridge Street

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

Project Update June 30, 2024: Continuing to work on design with regulatory agencies, including Union Pacific Railroad, California Public Utility Commission, and Federal Railroad Administration.

September 30, 2024: Staff is applying for Local Partnership Program Formulaic and Competitive Funds (\$3.4 million) for this project. Work on design continues, requiring significant input from Union Pacific Railroad and the California Public Utilities Commission.

Target Date: FY 2024/25

Status: 85% Design Plans

Lead: Engineering

Supporting: Community Engagement



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

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

Related Goals:



Task 3.8 – Pioneer Trail and Bridge Street Extension

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

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

December 31, 2023: Staff has completed its work with consultants to finalize the environmental, traffic, emergency access and funding strategies. A summary of the work was presented to the Town Council in December 2023, during which time Council directed staff to pause further work on the project and reconsider the project as part of the 25/26 work plan.

Target Date: TBD

Status: 100% Complete

Lead: Engineering

Supporting: Community Engagement





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

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

Related Goals:



Task 3.9 – Truckee River Legacy Trail Phase 4B

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

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

March 31, 2024: Staff is working with Placer County on property acquisition options. Design has not restarted.

Target Date: FY 2024/25
Status:
Lead: Engineering
Supporting: Community Engagement



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

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

Related Goals:



Task 3.10 – Railyard Development Agreement Discussion

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

Project Update:

Target Date: FY 2023/24
Status: On Hold – Only items related to the theatre remain to be implemented
Lead: Engineering
Supporting: Planning & Town Attorney

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

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

Project Update December 31, 2023: Staff is recommending delaying this project for at least another 6 months due to workload issues and staffing changes.

June 30, 2024: This work has been delayed to late 2025 or 2026 due to limited staff resources.

Target Date: FY 2024/25
Status: Delay
Lead: Engineering & Transportation
Supporting: Community Engagement



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

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

Related Goals:



Task 3.12 – Joerger Drive – Riverview Sports Park Trail Connection

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

Project Update June 30, 2024: Design is 80% complete and staff is working through environmental coordination for the grant funding source. Bidding and construction still anticipated in 2025.

September 30, 2024: No new updates from this quarter. Staff will be working towards final design plans and finishing the environmental clearance in winter 2024/2025 for expected bidding and construction in spring/summer 2025.

Target Date: FY 2023/24
Status: 60% Complete Design
Lead: Engineering & Transportation
Supporting: Community Engagement

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

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

~~Project Update: Design work will not initiate until Fiscal Year 26/27 at the earliest.~~

~~**Target Date:** Design Work: FY 2024/25.
Status:
Lead: Engineering & Transportation
Supporting: Community Engagement~~



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

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

Related Goals:



Task 3.14 – Parking Strategic Plan

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

Project Update June 30, 2024: Text to Pay launched in July 2024, accounting for over 10% of all parking 'meter' transactions within the first month. Staff is working on refreshing paid parking signage to include Text to Pay and Flowbird App info, as well as a plan to reduce physical meter inventory. Currently, there are 59 pay stations throughout the district, and Staff has a plan to reduce to 35-40 meters. Updates to signage will promote the use of alternative payment methods, reducing the need for the current frequency/placement of meters. Parking Technicians will begin using Limble software in September for work order tracking to ensure uptime on meters, which has a direct impact on our paid parking customers. The Parking District transitioned to a new citation management vendor as of July 1, including the use of LPR-enabled handheld devices for enforcement. Planned work includes replacing 20-25 old meters with the newest upgrade model, to ensure consistency across the district, as well as removing meters that will be replaced with refreshed Parking District signage.

September 30, 2024: Staff will attend HPAC meeting in October to discuss meters and their streetscape visibility. Staff will order remaining upgrades, replacing about 25, and will begin to remove approximately 15 meters. This work will take place throughout the winter as possible, with the goal of having all new/upgraded meters installed and operational by early summer 2025. Staff is working with the consultant to develop a permit program to help provide guidance on employee and residential permits.

Target Date: FY 2024/25
Status: 65% Complete
Lead: Transportation & Police
Supporting: Community Engagement, Town Manager



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

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

Related Goals:



Task 3.15 – Trout Creek Restoration Reach 1, Segment A

Description: Final design and construction on Reach 1, Segment A of Trout Creek in the vicinity of the School Street bridge and upstream of the previously completed Reach 1A work.

Project Update December 31, 2023: Staff anticipates initiating design in the spring of 2024.

June 30, 2024: Staff applied for a California Department of Fish and Wildlife Grant in September and will continue to search for grant funding sources. Staff is working on right of way acquisition and still anticipates initiating design after the 2024 construction season.

Target Date: Construction by 2017
Status:
Lead: Public Works/Engineering
Supporting:

Task 3.16 – Downtown Railroad Pedestrian Crossing

Description: Assessing the feasibility of one or more at, below, or above grade crossing in the area generally bound by Bridge Street and McIver Crossing.

Project Update June 30, 2024: RFP was readvertised in July 2024. TranSystems has been selected as top firm and awarded a contract at the August 27, 2024, Council meeting. Project kick-off meeting to be held mid-September. Throughout this quarter, TranSystems will proceed with existing conditions, data collection and analysis.

Target Date: 2025
Status: 10% Complete
Lead: Public Works/Engineering
Supporting:

September 30, 2024: June 30, 2024: RFP was readvertised in July 2024. TranSystems has been selected as top firm and awarded a contract at the August 27, 2024, Council meeting. Project kick-off meeting to be held mid-September. Throughout this quarter, TranSystems will proceed with existing conditions, data collection and analysis.



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

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

Related Goals:



Task 3.17 – Tahoe Donner Trail

Description: Trail to connect Trout Creek Trail through Tahoe Donner to the Alder Creek Adventure Center. Work to be completed by Tahoe Donner Association through a reimbursement agreement.

Project Update March 31, 2024: Tahoe Donner Association staff is drafting a reimbursement agreement.

Target Date: Design Complete Target 2026
Status: In Progress – 5% Complete
Lead: Public Works/Engineering
Supporting:

Task 3.18 – Policy Development Related to Crosswalks

Description: Staff is working on two policies related to crosswalks. One is to establish an ordinance related to AB 413, which prohibits parking within a certain distance to crosswalks. Staff is proposing to reduce the minimum distance. The second policy is related to a policy to evaluate the need to improve crosswalks (striping and signage) at various locations townwide.

Project Update June 30, 2024: A draft ordinance has been created and staff anticipate presenting the AB 413 item to Council by the end of the year. The crosswalk striping ordinance will likely be presented in early 2025.

Target Date: 2024/25
Status: **25% Complete**
Lead: Public Works/Engineering
Supporting:



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

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

Related Goals:



Task 3.19 – Private Road Snow Removal Funding Policy

Description: Staff is working to develop a policy to potentially provide funding for snow removal on private roads that meet certain criteria, similar to the Road Acceptance Policy.

Project Update June 30, 2024: A draft policy is being drafted for Council to review in the Fall of 2024.

September 30, 2024: Council directed Staff to develop policy at 10/8 Council meeting. Staff will present policy for the Council review/approval in December or January. Policy will be effective for 24/25 winter season, allowing eligible Road Maintenance Associations to seek reimbursement for snow removal costs throughout the 24/25 winter.

Target Date: Design Complete Target 2026

Status: 70% Complete

Lead: Public Works/Engineering

Supporting:

Task 3.20 – Dirt Trail and Trail Amenity Grant Program

Description: This project would develop a grant pilot program to provide funding to non profits or other eligible entities to fund dirt trail and/or trail amenity construction/implementation. It includes developing the program and then implementation.

Project Update: This task has not been started. Work will begin this fall (2024).

September 30, 2024: Staff is developing Grant Program this fall with the intent to bring to Council for approval in December or January.

Target Date: 2024/25

Status: 5% Complete

Lead: Public Works/Engineering

Supporting:



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

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

Related Goals:



Task 3.21 – West River Street Parking Lot

Description: This project would design and construct a new parking lot in the UPRR easement along the north side of West River Street, approximately across from the new park.

Project Update June 30, 2024: This task has not been started. Design is anticipated to start in 2025.

Target Date: Design Complete Target 2025 for 2026 Construction
Status:
Lead: Public Works/Engineering
Supporting:

Task 3.22 – DEWBHEYUMUWE? Park Frontage Improvements and Street Alignment

Description: This project would include acquiring right of way, designing frontage improvements and potential roadway realignment, and construction of improvements adjacent to the DEWBHEYUMUWE? Park project.

Project Update: Preliminary designs and property owner discussions have started and will continue in the next quarter. Formal design is anticipated to start in 2025.

Target Date: 2024/25
Status: Design Complete Target 2026 for 2027 Construction
Lead: Public Works/Engineering
Supporting:



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

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

Related Goals:



Task 3.23 – Truckee River Bank Stabilization adjacent to DEWBAYÚMUWE? Park Project

Description: Project would include design and construction of bank stabilization adjacent to the park.

Project Update June 30, 2024: Work on design is anticipated in the next quarter.

September 30, 2024: Staff is working on a scope of work for the design of this phase.

Target Date: 2025 Construction

Status:

Lead: Public Works/Engineering

Supporting:



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

Goal 4: Downtown Infrastructure

Related Goals:

Task 4.1 – Sidewalk Vending Permit Development

Description: Develop permit program to regulate street vending.

Project Update March 31, 2024: Anticipated timeline has been extended to fall 2024.

June 30, 2024: Following the departure of the planner working on the draft ordinance, this was re-assigned to a new Senior Planner. Work is underway to finalize a draft ordinance.

Target Date: FY 2023/24

Status: In Progress – 25% Complete

Lead: Planning

Supporting: Community Engagement



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

Goal 5: Public Transit Operations

Related Goals:



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

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

Project Update March 31, 2024: Ongoing discussion were had at Council regarding both a potential special tax as well as general tax to fund transit and transit as well additional Town services/projects, respectively. Additional public opinion surveys scheduled for April/May 2024 related to general sales tax. This information will be brought before the Council in May/June as to meet July 8th deadline for placement of measure on November 2024 ballot.

June 30, 2024: Town Council adopted Resolution 2024-48 authorizing the placement of Town Essential Services Tax Measure on the November 2024 ballot. Measure E would add a 1/2% to the sales tax rate in Truckee for a period of 15 years, generating approximately \$3.5 million/year to fund programs, services, and projects to support Town essential services. A town informational mailer has been distributed to all registered voters via the USPS, and a Town webpage has been developed to provide additional information on the measure.

Target Date: FY 2023/24
Status: 75%
Lead: Transportation
Supporting: Town Manager, Town Clerk, Town Attorney and Community Engagement



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

Goal 5: Public Transit Operations



Task 5.2 – Transit Fleet Conversion and Expansion

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

Project Update March 31, 2024: Purchase Order approved by Council in February 2024 and order placed with vendor. Delivery anticipated in Fall 2024

June 30, 2024: Six (6) zero emission vans for use in microtransit and Dial a Ride are near completion. A third-party inspector will complete final inspections by mid-October. Vans will be delivered once final inspections are complete. Vans will not be put into service until the EV infrastructure at Riverview is complete. Six (6) level 2 chargers have been delivered and are awaiting installation at Riverview. Installation should be completed by mid-October 2024.

Target Date: FY 2025/26

Status: 90% Complete

Lead: Transportation

Supporting: Fleet



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

Goal 5: Public Transit Operations

Related Goals:



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

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

Project Update March 31, 2024: No additional progress to date given focus on wrapping Phase 1 construction and restroom delivery and Phase 2A final design and advertisement.

June 30, 2024: Eastern Sierra Engineering is providing civil engineering design services for the Public Service Center Master Plan, with the goal of evaluating various opportunities and constraints associated with the site, specifically the parcel area directly north of the existing most northern building. Planned work includes a potential subdivision of the parcel, to complete a NEPA analysis to be eligible for Federal funding.

Target Date: FY 2025/26

Status: 5% Complete

Lead: Transportation & Engineering

Supporting: Fleet



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

Goal 5: Public Transit Operations

Related Goals:



Task 5.4 – Update Eastern Nevada County Short Range Transit Plan

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

Project Update June 30, 2024: LSC Transportation Consultants provided a presentation of the Draft SRTP at the August 27th Council meeting. LSC is incorporating comments received at the meeting and will provide a final plan to Nevada County Transportation Commission in November. The final plan will be provided for the Town Council for acceptance in December.

September 30, 2024: LSC is incorporating comments received at the meeting and will provide a final plan to Council in December and to Nevada County Transportation Commission in January.

Target Date: FY 2024/25

Status: 95%

Lead: Transportation

Supporting: Fleet & Community Engagement



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

Goal 5: Public Transit Operations

Related Goals:



Task 5.5 – Vanpool Pilot Program

Description: In alignment with the work of regional partners, the Town is developing a vanpool pilot program and providing a subsidy through the Carbon Reduction Program to help promote vanpool utilization for commuters between Truckee and Washoe County. 2040 GP Mobility Element Action Item M-1.C discusses the need to work with neighboring jurisdictions to explore programs that reduce commute-related VMT. The Truckee Vanpool Pilot Program provides a subsidy layered with a subsidy from RTC Washoe, significantly reducing the cost to participants.

Project Update June 30, 2024: Staff is in the process of executing a contract with Commute with Enterprise. Once a contract is signed, a representative from CWE will work with the Town and other employers to create vanpool groups of 5-9 participants. The goal is to get the first vanpools on the road before the winter season.

September 30, 2024: Staff is in the process of executing a contract with Commute with Enterprise. Once a contract is executed, Brian Hitchcock with CWE will work with the Town and other employers to create vanpool groups of 5-9 participants. The goal is to get the first vanpools on the road by December 1st. The Town will provide an \$800 subsidy per month per vanpool, layered with the Regional Transportation Commission (RTC) of Washoe County's \$400 subsidy.

Target Date: FY 2025/26
Status: 15%
Lead: Transportation
Supporting: Fleet & Community Engagement



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

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

Related Goals:



✓ Task 6.1 – Form a Stakeholder Advisory Committee

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

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

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

Target Date: 06/30/2023

Status: 100% Complete 

Lead: Economic Development

Supporting: Community Engagement





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

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

Related Goals:



Task 6.2 – Community Outreach

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

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

Project Update June 30, 2024: During April, May and early June the Town (Staff, R2SC members and consultants) completed a series of eleven community engagement events including presentations to a variety of groups, coffee talks, taco talks, trail intercept engagement, and tabling at community events such as Truckee Day and Truckee Thursdays. With consultant support, over the summer the Town conducted one-to-one interviews with twenty-nine property owners and business owners within the project's focus areas to gather feedback on their interests, goals, and barriers.

Community outreach and targeted property, business owner, and resident engagement will continue as the project progresses.

September 30, 2024: Additional outreach this quarter focused on one-to-one interviews with commercial property owners in the project area under the direction of the Community Economic Vitality Action team. Additionally, the Town developed and launched one new informational video and press release focusing on this action Team's progress.

Community outreach and targeted property, business owner, and resident engagement will continue as the project progresses.

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

Status: 75%

Lead: Economic Development & R2SC

Supporting: Community Engagement



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

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

Related Goals:



Task 6.3 – Parcel Inventory

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

Project Update March 31, 2024: Door-to-door outreach completed to engage and inventory businesses within the project area.

June 30, 2024: The Town has successfully gathered contact information for the majority of property owners within the project focus areas (four parcels are still outstanding).

Target Date: 12/31/23

Status: 85%

Lead: Economic Development & R2SC

Supporting: Planning



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

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

Related Goals:



Task 6.4 – Receiver Site Identification

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

Project Update June 30, 2024: Community Economic Vitality team continued to meet monthly this quarter to advise economic consultants with property owner and business outreach. Receiver Site subcommittee to be formed to further this work.

Target Date: 6/30/25

Status: 10% Complete

Lead: Economic Development & R2SC

Supporting: Planning

September 30, 2024: Receiver site subcommittee was established in August and has met twice to begin identifying and mapping potential receiver sites.



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

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

Related Goals:



Task 6.5 – Incentive Development & Implementation

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

Project Update June 30, 2024: Community Economic Vitality team continued to meet monthly this quarter to advise economic consultants with property owner and business outreach. These interviews will gather input on interest in revitalization and barriers to inform consideration of potential incentives.

September 30, 2024: Based on feedback received from property owners regarding interest and barriers, in September the Economic Vitality Action Team developed a recommendation to focus on three "catalyst projects" within the corridor. To do so, the Action Team recommended developing an RFI to identify property owners interested in partnering with the R2SC to explore potential changes to their property, with the concept that the Town/R2SC/project consultants would support the planning, identification of barriers, and strategizing around potential support or incentives to address barriers for projects that align with the vision of the R2SC.

This recommendation was to be made to the full R2SC and then to the Town Council in early October.

Target Date: FY 2024/25 +

Status: 10% Complete

Lead: Economic Development & R2SC

Supporting: Building, Planning, Engineering & Community Engagement



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

Goal 7: Community Serving Infrastructure

Related Goals:



Task 7.1 – Hospital Master Plan

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

Project Update:

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

Target Date: FY 2023/24 +

Status: 100% Complete 

Lead: Planning

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



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

Goal 8: Cybersecurity Posture and Operational Risk

Related Goals:



Task 8.1 – Independent Security Risk Assessment

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

Project Update June 30, 2024: We have finalized the MOU with the California Military Department and Cal-OES, and the Cyber Network Defensive team is scheduled for deployment in October. After their assessment, we will receive detailed reports with recommendations to improve our security posture, including vulnerability assessments, penetration tests, web and firewall evaluations, and incident response reviews. These findings will help guide our efforts to strengthen defenses and address any identified gaps across all departments, driving the development and execution of our five-year technology plan.

Target Date: FY 2023/24

Status: 50% Complete

Lead: Information Technology

Supporting:

September 30, 2024: The web penetration testing phase concluded on October 13th. Beginning on October 14th, the full Independent Security Assessment (ISA) with active military members from the California Military Department is underway and will run through Friday, October 18th.



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

Goal 1: Policy – General Plan Implementation

Related Goals:



✓ Task 1.1 – General Plan Update

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

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

Target Date: April 2023

Status: 100% Complete



Lead Dept: Planning

Supporting Departments: Emergency Management



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

Goal 2: Vegetation Removal & Fuels Reduction & Wildfire Hazards

Related Goals:



Task 2.1 – 2024 Roadway Vegetation Management Project

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

Project Update: March 31, 2024: Staff continues ongoing coordination with NV County OES and pursuit of other State funding opportunities. Project anticipated to be commenced in 2025/2026 depending on funding availability.

June 30, 2024: Staff continue ongoing coordination with NV County OES and pursuit of other State funding opportunities. An earmark request through Senator Butler's Office is being moved forward to be reviewed by the Senate appropriations committee for potential inclusion in the 2025 federal budget. Project anticipated to be commenced in 2025/2026 depending on funding availability.

Task 2.2 – Fire-Adapted Landscaping and Revegetation Standards

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

Project Update June 30, 2024: Staff is currently reviewing the draft TFPD Defensible Space ordinance to understand what aspects of the Development Code Landscape ordinance need to be changed to be in alignment with their regulations.

September 30, 2024: Staff met with the Fire District several times in September to assist in their adoption of a Defensible Space Ordinance that can be ratified by the Town Council. Further meetings and language refinement are necessary to ultimately bring a draft ordinance forward and update any associated incongruencies with current town landscaping and revegetation standards.

Target Date: Summer 2025

Status: 5% Complete

Lead Dept: Public Works

Supporting Departments: Emergency Management

Target Date: FY 2023/24

Status: 10% Complete

Lead Dept: Planning

Supporting Departments: Emergency Management



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

Goal 2: Vegetation Removal & Fuels Reduction & Wildfire Hazards

Related Goals:



Task 2.3 – Tahoe Donner Roadside Vegetation Project

Description: 2040 General Plan Safety and Noise Element Action Item SN-2.B & SN-2.D - This project would provide TSSA funds to the Tahoe Donner Association to perform vegetation clearing within the Town right of way in the Tahoe Donner Subdivision.

Project Update June 30, 2024: Staff has drafted a reimbursement agreement for Tahoe Donner Association review and anticipates the agreement will be completed in the fall of 2024.

Target Date: TBD

Status: 10% Complete

Lead Dept: Public Works

Supporting Departments: Emergency Management



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



Task 3.1 – High Frequency Communications Equipment Radio Grant

Description: This grant was awarded in April 2022 and is for the procurement of a HF Frequency (Ham Radio Band) desktop and mobile radio. These radios will provide failsafe radio communications in the event of a complete loss of cellular, internet, and Land Mobile Radio (LMR). This system is able to not only use voice communications, but it can send packet (text / email) and uses military grade encryption. With this system the Town will be able to communicate with Cal-OES, Nevada County OES, and any other HF user in the world. Grant amount is for \$44,627.

Project Update December 31, 2023: Radio is installed in EM office. Adding an additional connection in the EOC and fine-tuning frequency interference. Have been on Cal-OES weekly check-in calls with partners throughout the State of California.

June 30, 2024: The OES office moved locations and the HF Radio needs to be re-wired to have functionality in the new office. Additionally, wiring needs to be done to ensure the HF radio can also be deployed in the Town EOC.

Target Date: Summer 2023

Status: In Progress –95%

Lead: Emergency Management

Supporting: Facilities



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



Task 3.2 – Police Radio Upgrade

Description: Nevada County Sheriff is upgrading their radio system to allow for better coverage, better officer safety capabilities (man-down notifications), and encryption as required by new state legislation. These upgrades will require the Police Department to also work on our radio system to be compliant. We are currently scoping what will be required to maintain interoperability with Nevada County Regional Dispatch Center.

Project Update June 30, 2024: Working on a contract for consultant support starting in August to continue moving this project forward. Grant application to secure earmark funds has been submitted.

September 30, 2024: Contract secured with the consultant; work began on this project in August. Radio Funding was approved by the Department of Justice on September 30th.

Target Date: Fall 2024

Status: In Progress –30%

Lead: Emergency Management

Supporting:



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

Project Update December 31, 2023: EOP review has been completed and is scheduled for Feb 13th, 2024, Council meeting.

March 31, 2024: EOP Part 1 & 2 adopted at the February 13, 2024, Council meeting.

Target Date: Spring 2023

Status: 100% Complete



Lead: Emergency Management

Supporting: Community Engagement

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

Description: Completed in Conjunction with Task 3.3

Project Update December 31, 2023: Awaiting adoption of EOP.

March 31, 2024: EOP Part 2 adopted in February included the EOC format and position job aids

Target Date: Spring 2023

Status: 100% Complete



Lead: Emergency Management

Supporting:



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

Description: 2040 General Plan Safety and Noise Element Action Item SN-6.E - After reviewing the State EOP plan, it was determined the Town will need to add Animal, Recovery, and Damage Annexes to the EOP as a path forward in the event of a significant event resulting in damage to the Town.

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

June 30, 2024: New target date of Spring 2025 (previously Spring 2024) due to annex prioritization given to evacuation, alert & warning, and continuity.

Target Date: Spring 2025
Status: In Progress - 15% Complete
Lead: Emergency Management
Supporting:

Task 3.6 – Continuity of Operations Plan (COOP)

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

Project Update June 30, 2024: The initial draft is in progress, with input has been provided by town departments. The draft will be shared among departments for final input. Estimated plan completion within Q2 2024-25.

September 30, 2024: The initial draft is in progress, with input has been provided by town departments. Additional lessons learned from the World-wide CrowdStrike outage. The draft will be shared among departments for final input. Estimated plan completion within Q2 2024-25.

Target Date: Spring 2025
Status: In Progress – 75% Complete
Lead: Emergency Management
Supporting:



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

Project Update June 30, 2024: Redundant internet connectivity is being established at the Public Works Corp Yard. IT leading the project and is in consultation with Nevada County IT. Estimated completion before 2025.

September 30, 2024: Redundant internet connectivity is being established at the Public Works Corp Yard. IT leading the project and is in consultation with Nevada County IT. Estimated completion before 2025. Additionally, exploring a redundant WEA platform provided by CalOES.

Target Date: FY 23/24

Status: In Progress – 75% Complete

Lead: Emergency Management

Supporting: Information Technology

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

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

Project update June 30, 2024: OES continues the partnership with Nevada County. Plan is on track to have the draft completed at the end of July 2024, followed by a public review period in August and submission to CalOES and FEMA for review before September. CalOES review times are estimated to take up to 45 days.

September 30, 2024: OES continues the partnership with Nevada County. The final draft was completed at the end of July 2024, followed by a public review period in August and submitted to CalOES and FEMA on August 30th. CalOES review is expected to be completed early-mid October. Depending on the extent of revisions recommended by CalOES, FEMA approval pending local adoption is expected before 2025.

Target Date: Fall 2024

Status: In Progress – 75% Complete

Lead: Emergency Management

Supporting: Planning & GIS



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



✓ Task 3.9 – GIS Mapping for LHMP

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

Project Update June 30, 2024: Layers included within the Draft LHMP.

September 30, 2024: Complete, no further requests for data have been made in over 6 months.

Target Date: FY 23/24

Status: Completed



Lead: GIS

Supporting: Emergency Management

Task 3.10 – Emergency Operations Center Infrastructure Update

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

Project Update June 30, 2024: Grant funding is available for the upgrade. Progress is expected to be made early FY2025.

September 30, 2024: Staff re-engaged with the County for use of the grant funds. Currently the project is being scoped out and will move forward with an implementation plan. The current goal is to initiate project bidding prior to 2025.

Target Date: Spring 2024

Status: In Progress – 35% Complete

Lead: Emergency Management

Supporting: Information Technology & Town Clerk



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

Project Update June 30, 2024: Function EOC Exercise held in April 2024. Additional, targeted training planned for late 2024 into early 2025.

September 30, 2024: EOC staff were identified and assigned training. Expectation for completion of the self-paced training is March 2025.

Target Date: Winter 2024
Status: In Progress – 50% Complete (Operations Section Chief Trained)
Lead: Emergency Management
Supporting:

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

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

Project Update March 31, 2024: EM will continue to identify and share training opportunities with Finance staff.

June 30, 2024: Finance section specific training to take place late 2024 early 2025.

Target Date: Winter 2024
Status: : In Progress – 50% Complete
Lead: Administrative Services
Supporting:



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

Project Update March 31, 2024: Policy Group Training Scheduled for April 2024. Council Training TBD.

June 30, 2024: Policy Group Training held in April 2024. Council training is to take place after new council is established following the November election.

Target Date: Spring 2024

Status: 50% Complete

Lead: Emergency Management

Supporting:

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

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

Project Update September 30, 2023: Spring of 2024 training planned.

June 30, 2024: EOC staffing support and training plan established. To be carried out in the fall and winter of 2024.

Target Date: Summer 2023

Status: In Progress – 75% Complete

Lead: Emergency Management

Supporting:

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

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

Project Update: June 30, 2024: CWPP to be presented to the Council in August 2024 for approval.

September 30, 2024: CWPP Completed and formally approved by Council in August 2024.

Target Date: Fall 2023

Status: Complete



Lead: Emergency Management

Supporting: Truckee Fire Protection District



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

Project Update December 31, 2023: It is anticipated the start date will be 02/26/2024. Process has been mapped out for onboarding and training.

March 31, 2024: Transition underway. New ESC started on February 26, 2024.

Target Date: FY 23/24

Status: 100% Complete



Lead: Emergency Management

Supporting: Administrative Services

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

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

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

June 30, 2024: Subdivisions have been mapped and a progress report has been submitted to the board of forestry based on the recommendations. Continuing work needed to find more feasible improvements than the generic recommendations provided through the CAL FIRE planning review.

Target Date: Fall 2023

Status: 25% Complete

Lead: Emergency Management

Supporting: Cal Fire/State Fire Marshall



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

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

Target Date: Fall 2024

Status: 25% Complete

Lead: Emergency Management

Supporting: GIS

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

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

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

Target Date: Fall 2024

Status: 10% Complete

Lead: Emergency Management

Supporting: Planning

June 30, 2024: Tahoe Donner TSSA-1 Funded project planned for FY2025 to conduct an evacuation study. This will be used as a foundation for other areas in Truckee.



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



Task 3.20 – Prepare Information Technology Specific Disaster Recovery Plan

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

Project Update June 30, 2024: We are awaiting approval of the Continuity of Operations Plan (COOP), which will guide the IT Disaster Recovery plan. This ensures our recovery efforts align with the Town's broader continuity strategies, allowing for a coordinated and efficient response to disruptions.

September 30, 2024: IT department is awaiting approval of the Continuity of Operations Plan (COOP), which will guide the IT Disaster Recovery plan. This ensures our recovery efforts align with the Town's broader continuity strategies, allowing for a coordinated and efficient response to disruptions. COOP expected to be completed prior to 2025.

Target Date: FY 23/24

Status: 25% Complete

Lead: Information Technology

Supporting: Emergency Management



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



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

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

Project Update March 31, 2024: Exercise on track for April 2024.

June 30, 2024: Exercise completed in April 2024.

Target Date: FY 2023/24

Status: 100% Complete



Lead: Emergency Management

Supporting:

Task 3.22 – FEMA Disaster Recovery Programs

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

Project Update December 31, 2023: FEMA has determined Winter Weather 2023 was ineligible for Public Assistance (Town reimbursement), however we are eligible for Individual Assistance. COAD manager has worked with FEMA on the Local Assistance Center (several referrals and resources provided); however, most people locally are not eligible due to 2nd home status or lack of large enough damage. COAD has been instrumental in assisting with a state program for undocumented residents to receive one-time payments for lost work. This is an ongoing project with EM support as needed.

Target Date: FY 2023/24

Status: 75% Complete

Lead: Emergency Management

Supporting:

June 30, 2024: Closeout for COVID event submitted to FEMA, expecting a determination late summer. No change for winter storm events.



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



Task 3.23 – Streamlined Recovery System for Technology Emergencies

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

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

December 31, 2023: The technical solution for automated recovery, integrating with our existing immutable backup system, will be deployed starting February 5th. This phase focuses on technical integration and team training, followed by coordination with key departmental leaders to align recovery priorities.


Target Date: FY 23/24
Status: 25% Complete
Lead: Information Technology
Supporting: Emergency Management

✓ Task 3.24 – Community Wildfire Forum

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

Project Update:

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

Target Date: Fall 2023
Status: 100% Complete 
Lead: Emergency Management
Supporting: Community Engagement & Police



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

Goal 3: Disaster Preparedness and Evacuation

Related Goals:



Task 3.25 – Tahoe Donner Emergency Egress Improvement Study (C2513):

Description: This project would provide TSSA funds to the Tahoe Donner Association to prepare a feasibility study to evaluate improvements to emergency access and response in the Tahoe Donner Subdivision. Potential improvements may include additional access routes, improvements to existing roadways, or communication upgrades. Study would be led by the Tahoe Donner Association through a reimbursement agreement with the Town.

Project Update June 30, 2024: Staff is awaiting a scope of work from the Tahoe Donner Association. Timing and completion is dependent on Tahoe Donner. Project was added with approval of the FY 24/25 Budget.

Target Date: TBD

Status: 5% Complete

Lead: Engineering

Supporting: Emergency Management



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

Goal 4: Establish and Maintain Regional Community Partnerships

Related Goals:



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

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

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

December 31, 2023: A joint cybersecurity collaboration group, consisting of representatives from the airport, TTSD, TTUSD, TTPUD, TDRPD, Northstar CSD, and the Town, meets regularly to address shared cybersecurity concerns and strategies.

Target Date: on-going

Status: 100% Complete



Lead: Information Technology

Supporting:



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

Goal 4: Establish and Maintain Regional Community Partnerships

Related Goals:



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

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

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

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

Target Date: FY 23/24

Status: 100% Complete



Lead: Information Technology

Supporting:



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

Goal 4: Establish and Maintain Regional Community Partnerships

Related Goals:



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

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

Target Date: FY 23/24

Status: 50% Complete

Lead: Emergency Management

Supporting:

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

June 30, 2024: Staff re-engaged with the fire district on an agreement for a unified CERT team. Progress is expected in Fall 2024.



Actively Support the Development of Workforce Housing

Goal 1: Policy - General Plan Implementation

Related Goals:



✓ Task 1.1 – Update the General Plan

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

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

Target Date: Spring 2023

Status: 100%

Lead: Planning

Supporting: All



Task 1.2 Development Code Updates

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

Project Update June 30, 2024: The first round of 2040 General Plan Development Code consistency amendments was initially reviewed by the Planning Commission at their August 20, 2024, meeting and will return for a formal review and recommendation at the October meeting. This is for the first phase of consistency amendments, which includes new zone districts and development standards for Corridor Mixed Use and Neighborhood Mixed Use.

Target Date: FY 2023/24 – FY 2024/25

Status: 30% Complete

Lead: Planning

Supporting: Town Attorney & Community Engagement

September 30, 2024: Draft language anticipated to be presented to the Planning Commission in October 2024.



Actively Support the Development of Workforce Housing

Goal 1: Policy - General Plan Implementation

Related Goals:



Task 1.3 – Town of Truckee Density Bonus Incentive Program

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

Project Update June 30, 2024: Working draft has been prepared; currently being reviewed internally.

September 30, 2024: Working draft is under review. Staff anticipates Council discussion in Spring 2025.

Target Date: Summer 2024

Status: 25%

Lead: Planning

Supporting: Town Attorney, Housing and Community Engagement



Actively Support the Development of Workforce Housing

Goal 1: Policy - General Plan Implementation

Related Goals:



✓ Task 1.4 – Analyze and Consider a Town Vacancy Tax

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

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

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

Target Date: Fall 2023

Status: 100% Complete

Lead: Housing

Supporting: Town Attorney and Community Engagement





Actively Support the Development of Workforce Housing

Goal 1: Policy - General Plan Implementation

Related Goals:



✓ Task 1.5 – Housing Density Site Analysis (SB2)

Description: SB2 Consultant is working on CEQA document (General Plan EIR) for selected sites: High Altitude Fitness - 8 units, Tahoe Truckee Lumber - 50 units with 0.2 FAR for commercial (DMU zone district), Jibboom - 60 units and 10K of commercial, Gateway - High Density LUA, CHP site - 40 units

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

Target Date: Spring 2023

Status: 100% Complete

Lead: Housing

Supporting: Town Attorney and Community Engagement



✓ Task 1.6 – Objective Design Standards for Multi-Family

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

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

Project Update: The outreach process has been initiated.

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

Target Date: Summer 2023

Status: 100% Complete

Lead: Planning

Supporting: Community Engagement

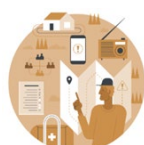




Actively Support the Development of Workforce Housing

Goal 1: Policy - General Plan Implementation

Related Goals:



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

Description: 2040 General Plan Action Item LU-7.A & LU-7.B. Specific Plan amendments to address inclusionary / workforce housing, broken into two phases--Phase I focused on more clean-up type amendments and Phase II focused on more comprehensive amendments.

Project Update December 31, 2023: No additional update.

June 30, 2024: No work has been initiated on this goal.

Target Date: Summer 2024

Status:

Lead: Planning

Supporting: Community Engagement and Town Attorney

Task 1.8 – Hilltop Master Plan Review and Revisions

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

Project Update:

June 30, 2024: No work has been initiated on this goal.

Target Date: Summer 2024

Status:

Lead: Planning

Supporting: Community Engagement and Town Attorney



Actively Support the Development of Workforce Housing

Goal 1: Policy - General Plan Implementation

Related Goals:



Task 1.9 – Gateway District Overlay

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

Project Update March 31, 2024: Due to development review workload, this task was delayed. The first draft amendments are scheduled for the August 20, 2024, Planning Commission meeting.

June 30, 2024: This work is part of the Development Code Amendments which will be before the Planning Commission and Town Council this fall.

Target Date: Summer 2024

Status: 25% Complete

Lead: Planning

Supporting: Community Engagement and Town Attorney

Task 1.10 – No Housing Loss in Downtown

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

Project Update March 31, 2024: Background work and data collection has begun.

June 30, 2024: No additional update.

Target Date: Summer 2024

Status: 5% Complete

Lead: Planning

Supporting: Community Engagement and Town Attorney



Actively Support the Development of Workforce Housing

Goal 2: Increase Staffing Capacity

Related Goals:



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

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

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

December 31, 2023: Two additional Senior Planners were offered positions with the Town, and both accepted these offers. Both new Senior Planners will be starting in February/March with the Town.

Target Date: Summer 2023

Status: 100% Complete

Lead: Planning

Supporting: Administrative Services, Housing and Community Engagement





Actively Support the Development of Workforce Housing

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

Related Goals:



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

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

Project Update March 31, 2024: This is an on-going task in coordination with the TTWHA.

June 30, 2024: This continues to be a task of TTWHA and is no longer necessary as a separate Town workplan item.

Target Date: 6/30/23

Status: 100% Complete



Lead: Housing & Planning

Supporting: Community Engagement



Actively Support the Development of Workforce Housing

Goal 4: Develop New Workforce Housing Units

Related Goals:



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

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

Project Update June 30, 2024: Staff received further directions from Council in summer 2024 and is currently preparing a Request for Interest to seek interested development teams to develop the High-Altitude Fitness parcel.

September 30, 2024: The Request for Interest/Qualifications for the High Altitude Fitness parcel (now temporarily called the "Edmunds Lofts" project) is complete will be published on October 16th with a submission deadline of November 20, 2024.

Target Date: 06/30/2025
Status: 30% Complete
Lead: Housing & Planning
Supporting: Town Attorney & Community Engagement

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

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

~~Project Update: June 30, 2024: Staff do not anticipate working on this task this fiscal year. This task could be revisited following substantial completion of 4.1. Recommend removal from the workplan, into the bike rack for future consideration.~~

~~**Target Date:** 06/30/2025
Status:
Lead: Housing & Planning
Supporting: Town Attorney & Community Engagement~~



Actively Support the Development of Workforce Housing

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

Related Goals:



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

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

Project Update:

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

Target Date: 12/31/23

Status: 100% Complete

Lead: Housing

Supporting: Planning & Community Engagement



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

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

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

December 31, 2023: On November 28, 2023 Town Council approved program guidelines for the new ADU incentive programs and these programs have launched.

Target Date: 3/31/24

Status: 100% Complete

Lead: Housing

Supporting: Planning & Community Engagement





Actively Support the Development of Workforce Housing

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

Related Goals:



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

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

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

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

Target Date: 12/31/23	
Status: 100% Complete	
Lead: Housing	
Supporting: Community Engagement	



Actively Support the Development of Workforce Housing

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



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

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

Project Update March 31, 2024: Modular ADU web page updates were in progress December- March for launch in early summer.

June 30, 2024: This project is complete.

Target Date: 06/30/2024¹

Status: 100% Complete



Lead: Building & Planning

Supporting: Housing



Actively Support the Development of Workforce Housing

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

Related Goals:



Task 5.5 – Long-Term Rental Preservation Program

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

Project Update June 30, 2024: Program guidelines approved by Town Council, Contract with Placemate or program administration adopted, and outreach completed regarding opening applications for the first pilot program cohort on July 15.

September 30, 2024: This goal is complete. The Program opened with over 60 applications within the first few hours. Budget appropriation is fulfilled with a waitlist of applicants.

Target Date: 06/30/2024

Status: 100% Complete



Lead: Housing

Supporting: Community Engagement



Actively Support the Development of Workforce Housing

Goal 6: Support and Enhance Existing Town Housing Programs

Related Goals:



Task 6.1 – Housing Equity Framework

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

Project Update June 30, 2024: No new updates. The Town's new CivicSpark housing fellow will begin in late September and will work with the Housing Analyst and DEI Analyst to complete this project.

September 30, 2024: The new CivicSpark Fellow has been hired and has begun to do background research for this project.

Target Date: 12/31/24

Status: 5% Complete

Lead: Housing

Supporting: Community Engagement

✓ Task 6.2 – Evaluate Current Deed Restricted Housing Monitoring Program

Description: Currently the Town monitors 417 deed restricted housing units. This number is expected to grow by 200-300 in the next 3 years. The program currently includes annual monitoring of deed restricted housing by outside contractors. In 2021, staff will begin monitoring ADU deed restrictions. Staff plans to explore opportunities to expand current monitoring program based on research from other communities.

Project Update December 31, 2023: Housing Inc and housing staff continued to work with the Clerk's Department on Laserfiche forms to streamline the monitoring process. Monitoring is in progress.

March 31, 2024: Forms completed, and task is complete.

Target Date: 12/31/23

Status: 100% Complete



Lead: Housing & Contractor Housing INC.

Supporting:



Actively Support the Development of Workforce Housing

Goal 6: Support and Enhance Existing Town Housing Programs

Related Goals:



Task 6.3 – Bed and Breakfast Regulations

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

Project Update June 30, 2024: Bed & Breakfast (Hosted Rental) discussion set to go to Council on October 8, 2024, to see if Council wishes to consider further regulations surrounding hosted rental operation.

September 30, 2024: On October 8, 2024, Town Council deliberated on Bed & Breakfast (Hosted Rental) regulation considerations and provided recommendations for hosted rental policy. Staff will bring an Ordinance back in fall/winter for further deliberation.

Target Date: 2024
Status: **In Progress – 10% Complete**
Lead: Short Term Rentals & Housing
Supporting: Planning & Town Attorney



Actively Support the Development of Workforce Housing

Goal 7: Support housing solutions for unhoused

Related Goals:



✓ Task 7.1 – Support Winter Weather Emergency Warming Center Services

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

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

December 31, 2023: Nevada County stood up an emergency shelter at the Joseph Center, anticipated to be operated into March. The Town waived the 60-day notice requirements to use County owned land for county purposes, despite zoning restrictions, and contributed \$25,000 to help fund the shelter.

Target Date: Winter 2023

Status: Complete



Lead: Town Manager & Police

Supporting: Emergency Management



Actively Support the Development of Workforce Housing

Goal 7: Support housing solutions for unhoused

Related Goals:



Task 7.2 – Support Homeless Advisory Committee

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

Project Update March 31, 2024: The Town has participated in two quarterly advisory committee meetings, with the main topic of discussion being overall goals for the committee, vision for unhoused services in our region and various service models.

June 30, 2024: The Town has participated in a series of meetings with the Homeless Advisory Committee and subcommittee groups. There is one final meeting for the existing scope of this project.

Target Date: FY 2023/24
Status: 75% Complete
Lead: Town Manager & Police
Supporting: Emergency Management



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 1: Climate Action Planning

Related Goals:



✓ Task 1.1 – General Plan Update

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

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

Target Date: April 2023

Status: 100% Complete 

Lead: Planning

Supporting: Keep Truckee Green (KTG) & Community Engagement

Task 1.2 – Greenhouse Gas Emissions Re-Inventory

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

Project Update March 31, 2024: CivicSpark Fellow conducting Municipal Operations GHG inventory, which will be presented to Council on June 25. We have experienced delays in obtaining some of the data needed for the community GHG inventory and expect this inventory to be delayed until August or September.

June 30, 2024: 2022 Municipal Operations GHG inventory was presented to Council in June 2024. Community-wide 2022 GHG inventory is largely complete but delayed due to complications with obtaining some of the required data. Staff expect to finish the community-wide report by the end of 2024.

Target Date: FY 2023/24

Status: In Progress – 75% Complete

Lead: KTG

Supporting:



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 1: Climate Action Planning

Related Goals:



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

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

Project Update June 30, 2024: No work has been initiated on this goal. This project is expected to be initiated in Q3 of FY 24/25.

Target Date: FY 2024/25

Status:

Lead: KTG

Supporting:



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 2: Preservation of Donner Lake

Related Goals:



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

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

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

December 31, 2023: No additional update.

Target Date: FY 2023/24
Status:
Lead: Planning
Supporting:



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 2: Preservation of Donner Lake

Related Goals:



Task 2.2 – 4th of July Impact Reduction Plans

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

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

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

Target Date: Summer 2023

Status: 100% Complete 

Lead: Transportation 

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





Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 2: Preservation of Donner Lake

Related Goals:



Task 2.3 – Donner Lake Bank Restoration Project (NEW)

Description: This project is being led by the Truckee River Watershed Council as an action item from the Donner Lake Stewardship Plan, developed by the Donner Lake Interagency Partnership for Stewardship (DIPS). The purpose of the project is to restore degraded banks near the public piers on the north shore of Donner Lake to improve slope stability, ecological function, habitat, water quality, and user safety and experience.

Project Update September 30, 2024: A design consultant has been retained by Truckee River Watershed Council. Work to initiate in next quarter but Town's role will be limited.

Target Date: Summer 2025
Status:
Lead: Engineering
Supporting:



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 3: Waste Reduction Efforts

Related Goals:

Task 3.1 – Single-Use Food ware Ordinance Implementation

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

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

Project Update June 30, 2024: The consultant contract for foodware ordinance implementation support ended in May 2024, and staff received a final report. The consultant reported a total of 240 hours of support to 46 limited-service businesses, including 143 in-person visits, 368 emails, and 41 calls. KTG staff continued to field email and phone inquiries from businesses and respond to public inquiries about the ordinance. Staff currently have limited capacity for ordinance enforcement and technical assistance but hope to use a CivicSpark fellow to assess implementation and provide ongoing technical assistance to businesses in FY 24/25, particularly those with a temporary waiver. KTG's FY 23/24 CivicSpark Fellow developed an RFI for reusable foodware return systems to expand on the Town's green box program and received two proposals. Staff plan to have the next KTG CivicSpark fellow conduct business outreach and develop a funding plan for an expanded reusable takeout container system in FY 24/25.

September 30, 2024: The FY 24/25 CivicSpark Fellow started on September 25 and will be supporting ongoing foodware ordinance implementation beginning in Q2 of FY 24/25. The Fellow will also be supporting implementation of a reusable foodware return system to expand on the Town's green box program. KTG staff have been assessing compliance with the foodware ordinance as part of the other business inspections required for SB 1383, though this will likely only include a handful of businesses each year.

Target Date: FY 23/24

Status: 95% Complete

Lead: KTG

Supporting: Community Engagement



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 3: Waste Reduction Efforts

Related Goals:

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

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

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

Project Update June 30, 2024: Staff have been working with Nevada County's consultants to support their capacity planning requirements for edible food recovery. Of Truckee's Tier 2 generators, only local education agencies are currently recovering edible food due to a lack of local capacity for recovery of prepared food from smaller Tier 2 generators like restaurants. KTG staff have been in contact with Placer County, who is executing a contract for an app-based food recovery platform that could support Tier 2 generators and hope to expand use of this app to Truckee using CalRecycle Local Assistance Grant funds.

September 30, 2024: KTG staff are continuing to collaborate with Placer County on the development of an app to support recovery of prepared food, including from Tier 2 generators. Staff expect to use CalRecycle Local Assistance Grant funds to cover a portion of the costs for local implementation of the app.

Target Date: FY 23/24

Status: In progress - **50% complete**

Lead: KTG

Supporting: Community Engagement



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 3: Waste Reduction Efforts

Related Goals:

Task 3.3 – Single-Use Bottle Reduction Program

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

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

Project Update June 30, 2024: The FY 23/24 filling station grant program funded the installation of 12 additional publicly accessible filling stations in Truckee. KTG staff continue to promote the grant program to hotels and other local businesses and anticipate receiving additional applications in FY 24/25. KTG worked with local student volunteers to map existing filling stations and other bottle filling opportunities in many areas of Town and has added the first round of filling stations to the regional map created by Take Care Tahoe. Facilities staff completed assembly of two mobile filling stations that were made available for Truckee events in summer of 2024, along with two insulated coolers for events without access to a potable water connection. Town staff continued collaboration with TDPUD on a tap water campaign and expect the development of the campaign brand to continue into Q1 of FY 24/25.

September 30, 2024: KTG staff continues to administer a filling station grant program in FY 24/25 and promote the program to businesses and public agencies. The Take Care Tahoe water station map (<https://takecaretahoe.org/water-stations/>) now includes several filling stations in the Truckee area, including all 12 installed as part of last FY's grant program. Work with TDPUD on the tap water brand continues, with final branding expected in early Q2 of FY 24/25.

Target Date: FY 2023/24

Status: In Progress - 75% complete

Lead: KTG

Supporting: Community Engagement



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 3: Waste Reduction Efforts

Related Goals:



Task 3.4 – Single-Use Bottle Ordinance Development

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

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

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

December 31, 2023: Water bottle ordinance introduced to Council and adopted in January 2024.

Target Date: FY 2023/24 – FY 2024/25

Status: Complete



Lead: KTG

Supporting: Community Engagement

Task 3.5 – Single-Use Bottle Ordinance Implementation

Description: Implementation of the ordinance will involve significant community engagement and education, one-to-one outreach and technical support to businesses, and development of informational materials and collateral, and integration of the ordinance into town special events policy and application processes.

Project Update June 30, 2024: KTG staff conducted public outreach on the water bottle ordinance during events, including Tahoe-Truckee Earth Day and Truckee Thursdays. Staff continue to develop additional resources for affected businesses including FAQs, sample signage, etc. and have met with hotel managers, TDMA, and other business groups to discuss ordinance requirements. KTG is currently developing a comprehensive business outreach plan to identify all businesses that sell prepackaged beverages and ensure they are educated on ordinance requirements by the end of 2024. Staff expect to use a CivicSpark Fellow to conduct much of this outreach.

Target Date: 4/1/2025

Status: 30% Complete

Lead: KTG

Supporting: Community Engagement

September 30, 2024: KTG staff, including the new CivicSpark Fellow, have been developing a business outreach plan to assess how many businesses might be affected by the ordinance and ensure they have been notified of the new regulations. KTG staff have begun in-person outreach to high-priority businesses such as grocery stores, convenience stores, hotels, and coffee shops and plan to mail a letter and fact sheet to all businesses with a TTSD service account or food facility permit from the county very soon. Sample signage, fact sheets, and FAQ documents have been developed and are available on the KTG website.



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

Related Goals:



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

Description: Create specific guides for purchasing staff within each department. Centralize purchase of recycled content paper for Town as organization. Develop & implement ongoing training for staff.

Project Update December 31, 2023: KTG staff developed training resources, procedures, and forms to track recycled paper product purchases, and presented them to Town administrative staff. Staff are currently in the process of collecting the required documentation for recent purchases, but the system is in place to track recycled paper product purchases moving forward.

June 30, 2024: KTG and Admin Services staff further implemented paper purchasing policies and developed new procedures to obtain required certification from major vendors.

Target Date: FY 2023/24

Status: 100% Complete: On-Going

Lead: Administrative Services

Supporting: KTG




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

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

Project Update December 31, 2023: Project is substantially complete and should be operational for use by the Town, Truckee Fire Protection District, and Truckee Donner PUD by mid-February.



March 31, 2024: Project is complete and in operation.

Target Date: FY 2023/24

Status: 100% Complete

Lead: Engineering

Supporting:



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

Related Goals:



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

Description: When we create a new vendor, we will send them our ACH Setup form. We will conduct an audit once a year to reach out to our established vendors to encourage them to set up direct deposits. When we request updated W-9s we will send them our ACH Setup form. We will set up all our AT&T accounts on auto pay with the P-Card, in the last year we sent out on average 20 checks a month.

Project Update March 31, 2024: Continued push to encourage vendors to switch from paper checks to EFTs through verbal reach outs. This is also safer for the vendor as there is less risk of check fraud.

June 30, 2024: No new update

Target Date: FY 2023/24
Status: In Progress – 50% Complete
Lead: Administrative Services
Supporting:

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

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

Project Update: December 31, 2023: The Town met its 2023 procurement target through purchases of mulch for three large projects (Coldstream roundabout, Trout Creek Restoration/Glenshire Roundabout, and the Mobility Hub). Staff have evaluated a variety of options for meeting the procurement targets and will recommend execution of a compost broker agreement to meet 2024 targets.

March 31, 2024: Compost broker agreement executed to meet 2024 requirements.

Target Date: FY 2023/24
Status: Complete
Lead: KTG
Supporting:





Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

Related Goals:



Task 4.5 – Electric Vehicle (EV) Infrastructure Master Plan

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

Project Update June 30, 2024: Staff has applied for grant funds from two sources for this and anticipates initiating the planning process during the 2024/2025 winter season.

September 30, 2024: Staff received a Notice of Proposed Award for a California Energy Commission grant that includes \$150,000 for development of an EV Infrastructure Master Plan.

Target Date: Planning Phase FY 2024/25

Status:

Lead: Engineering

Supporting: KTG

Task 4.6 – Electric Vehicle (EV) Policies

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

Project Update:

December 31, 2023: Tesla reached out to Town staff for a meeting about their universal charging and staff met with Tesla representatives the week of February 5, 2024.

Target Date: FY 2024/25

Status:

Lead: Community Development

Supporting: Engineering and KTG



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

Related Goals:



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

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

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


Target Date: FY 2024/25
Status: 5%
Lead: Finance
Supporting:

✓ Task 4.8 – Biological and Water Resource Mapping

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

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

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

Target Date: FY 2024/25
Status: 100% Complete 
Lead: GIS/Engineering
Supporting: Planning



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 4: Incorporate Sustainable Practices into Town Policies and Operations

Related Goals:



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

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

Project Update December 31, 2023: Sustainability reserve policy is scheduled to be presented to Town Council 2/13/24.

March 31, 2024: Sustainability reserve policy adopted.

Target Date: 12/31/23

Status: 100% Complete



Lead: Administrative Services

Supporting: Town Manager

✓ Task 4.10 – Environmentally Sustainable eWaste Management

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

Project Update:

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

Target Date: FY 2023/24

Status: 100% Complete



Lead: Information Technology

Supporting:



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

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

Related Goals:



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

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

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

June 30, 2024: Municipal Code Chapter 10.21 Vehicles on Trails was amended in 2023 to address the permissions and restrictions regarding vehicles and equipment/mobility devices on multi-use trails. The update was informed by a comprehensive data collection and community engagement process. The code was updated to incorporate a speed limit of 15mph for all modes of transportation and included a reasonable and prudent clause to address increased safety. Additional tasks have been implemented throughout FY23/24 to help address trail etiquette, including chalk stencil/signs, striping a center line, and increased patrol presence on the trails during the summer months.

Target Date: FY 2023/24

Status: 100% Complete



Lead: KTG & Transportation

Supporting: Community Engagement and Police



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

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

Related Goals:



✓ Task 5.2 – Bike Share Program Implementation

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

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

June 30, 2024: BCycle pedal assist e-bike share program launched in late June 2023. Staff check in with the BCycle team weekly during the summer season to determine if adjustments need to be made, such as station location placement and rate structure. BCycle recently offered an end-of-season sale, essentially two months for the price of one. Stations will be active through the end of October, weather dependent, and will plan to launch in late April 2025 for next summer. Staff is contemplating the viability of using state transit funds to increase the number of BCycle stations, in order to expand accessibility deeper into the neighborhoods, providing residents with a first mile/last mile transit option.

September 30, 2024: The BCycle Bike Share Program provided about 4,500 trips May through September, compared to a total of about 3,200 in the initial 2023 season. These trips offset approximately 25,479 pounds of harmful carbon emissions. The program will wrap up for the season at the end of October. Throughout the winter, Staff will be assessing performance and contemplating the viability of using state transit funds to increase the number of BCycle stations, in order to expand accessibility deeper into the neighborhoods, providing residents with a first mile/last mile transit option.

Target Date: 06/30/2023

Status: 100% Complete

Lead: Transportation

Supporting: Community Engagement





Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

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

Related Goals:



Task 5.3 – Micro-Transit Year-long Pilot

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

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

June 30, 2024: TART Connect continues to provide rides to an average of over 500 passengers per day. Measure E, which will appear on the November ballot, will determine the long-term sustainability of the TART Connect service, as it operates today.

September 30, 2024: TART Connect provided an average of 527 trips per day July through September, carrying an average of 31 passengers per operating hour. Hours were reduced to 10pm with the Fall schedule on September 9th. Measure E, which will appear on the November ballot, will determine the long-term sustainability of the TART Connect service, as it operates today.

Target Date: FY 2023/24

Status: 100% Complete

Lead: Transportation

Supporting: Community Engagement





Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 6: Reduce Greenhouse Gas Emissions from Buildings

Related Goals:



Task 6.1 – Explore Building Reach Codes

*Description: **2040 General Plan Climate Action Plan Element CAP-8.A** - Research and consider adoption of local building energy code that “reaches” beyond the state minimum requirements for energy use in building design and construction. Research completed Fiscal Year 21/22-22/23. Recommendations to be presented to Council in late FY 22/23 or early FY 23/24*

Project Update June 30, 2024: Staff convened three Stakeholder Committee meetings in Q4 of FY 23/24 to discuss new construction and existing building reach code options. Additional community engagement is planned for summer 2024, including a community survey and community workshop. Staff expect to return to Council for direction on next steps in Q2 of FY 24/25.

September 30, 2024: A community workshop on building energy use was held on July 29, 2024, which included interactive displays to get community input on a variety of energy-related topics, including reach codes. Additionally, a community survey was conducted from late July through August 30 that included questions about reach codes. Staff expect to summarize the results of stakeholder and community engagement and return to Council with recommendations in Q2 of FY 24/25.

Target Date: FY 2021/22 – FY 2023/24

Status: 90% Complete

Lead: KTG & Community Development

Supporting: Community Engagement, Building, Town Attorney



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 6: Reduce Greenhouse Gas Emissions from Buildings

Related Goals:



Task 6.2 – Develop and Support Adoption of a Reach Code

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

Project Update June 30, 2024: Pending Council direction to move forward with development of a reach code, staff would begin this item in Q2 of FY 24/25. Due to delays in item 6.1: Explore Building Reach Codes, if Council directs staff to move forward with this item, it will require significantly more staff time than originally anticipated. The scope of this item would now need to include an RFP to hire a new reach codes consultant and develop new custom cost-effectiveness studies for the 2025 energy code.

September 30, 2024: Pending Council direction on whether to move forward with development of a reach code, staff would begin this item in Q2 of FY 24/25. Due to delays in item 6.1: Explore Building Reach Codes, if Council directs staff to move forward with this item, it will require significantly more staff time than originally anticipated. The scope of this item would now need to include an RFP to hire a new reach codes consultant and develop new custom cost-effectiveness studies for the 2025 energy code. Proposed grant funding from the California Energy Commission could be used to cover these consultant costs.

Target Date: FY 2023/24
Status: 20% Complete
Lead: KTG & Community Development
Supporting: Community Engagement, Building, Town Attorney



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 6: Reduce Greenhouse Gas Emissions from Buildings

Related Goals:



Task 6.3 – Develop a Building Decarbonization Roadmap

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

Project Update June 30, 2024: Staff have continued work on analyzing policy and program options for decarbonizing existing buildings in Truckee. A community survey and workshop on building decarbonization is planned for July 2024. The community input received from the workshop and survey will help staff refine and prioritize building decarbonization strategy recommendations. Once staff have direction from Town Council on existing building reach codes, which are a key component of the Roadmap, they will finalize the strategy roadmap into a draft Roadmap for Council input. Staff have applied for a California Energy Commission grant for up to \$700,000 to support the Town's building decarbonization planning efforts.

September 30, 2024: A community survey on Building Energy Use was open July-August 2024 and received 88 responses. Staff have analyzed the results and expect to present a draft Roadmap to Council for feedback in late 2024. The California Energy Commission issued a Notice of Proposed Award for \$700,000 in grant funds for the Town to support building decarbonization planning efforts, which will be available to fund some of the proposed Roadmap strategies.

Target Date: FY 2023/24
Status: 70% complete
Lead: KTG
Supporting: Community Engagement & Community Development



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 6: Reduce Greenhouse Gas Emissions from Buildings

Related Goals:



Task 6.4 – Housing Retrofit Incentives Program Revision and Expansion

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

Project Update December 31, 2023: The Countywide program was not awarded EECBG program funding, so staff developed a proposal for a low-income weatherization program in Truckee. Council approved the proposed Truckee Weatherization Program in November 2023. Staff developed an RFP for a program administrator that was released in January 2024, which closed on February 9.

March 31, 2024: Council approved funds for an expanded weatherization retrofit incentive program in February 2024. This update increased most rebate amounts substantially and added additional rebate categories for wall, attic, and floor insulation (up to \$1,000 per home). Staff have been collaborating with TDPUD to create updated outreach collateral about the program and will be including these materials at in-person outreach events and the Town's building counter.

Target Date: FY 2024/25

Status: 100% complete 

Lead: KTG

Supporting: Community Engagement



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 6: Reduce Greenhouse Gas Emissions from Buildings

Related Goals:



Task 6.5 – Comprehensive Housing Retrofit Pilot Project

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

Project Update June 30, 2024: Council approved the contract award on June 11, 2024, and staff began working on execution of the contract for program development and administration. Navigating the prevailing wage requirements delayed the contracting process, but it is expected to be completed in Q1 of FY 24/25.

September 30, 2024: The contract was executed in Q1 of FY 24/25, and staff held a kickoff meeting with **the program administrator. Development of the retrofit program is underway, and staff anticipate returning to Council with a detailed program proposal in early 2025.**

Target Date: FY 2024/25

Status: 30% complete

Lead: KTG

Supporting: Community
Engagement



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 6: Reduce Greenhouse Gas Emissions from Buildings

Related Goals:



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

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

Project Update June 30, 2024: Truckee Tahoe Building Decarbonization Pilot Program contractor training program launched, offering participating contractors a series of 10 online on-demand training classes, in-person sessions and mentorship opportunities while also providing support on codes, permitting, and incentive access. Development of free homeowner coaching service and online resources completed, with program set to launch in July 2024.

September 30, 2024: In July the program hosted an in-person training attended by 11 local contractors to learn about heat pump installations in cold climates. 35 contractors have signed up for the online training program.

The electrification coaching service launched in August provided free guidance to home and building owners interested in installing heat pumps. Since its launch, the program has been in contact with 8 homeowners. The program is available in English and Spanish.

CTA partnered with the Building Decarbonization Coalition and Switch Is On to develop two videos highlighting the impact and benefits of the Truckee Tahoe Building Decarbonization Pilot program.

Target Date: FY 2023/24 – FY 2024/25

Status: In Progress – 60%

Lead: KTG

Supporting: Community Engagement



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 7: Destination Stewardship Plan

Related Goals:



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

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

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

December 31, 2023: Staff continue to actively participate in VTT's stewardship planning efforts, including providing feedback to VTT on Visit California's Destination Resilience and Sustainability Scorecard survey, which will inform Visit California's assessment of sustainable tourism in the High Sierra region.

Target Date: 12/31/2023

Status: Complete & on-going



Lead: Economic Development

Supporting: Transportation, Community Engagement & KTG



Reduce Greenhouse Gas Emissions & Become a Leader in Environmental Sustainability

Goal 8: Biomass Project

Related Goals:



✓ Task 8.1 – Complete Biomass Feasibility Study

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

Project Update December 31, 2023: The draft Biomass feasibility study is complete and will be presented to the Town Council for review and to discuss next steps in February 2024.

March 31, 2024: Feasibility Study complete and was reviewed by Town Council in. Staff is working with Sierra Business Council to develop a scope of work to further evaluate partnerships and capital and financing options for a facility.

Target Date: 7/31/2023

Status: 100% Complete 

Lead: Town Manager & GIS

Supporting: Emergency Management, Engineering & KTG

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

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

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

Project Update:

Target Date: FY 2024/25

Status:

Lead: Engineering

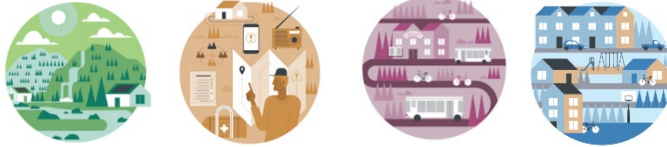
Supporting: Emergency Management, Town Manager & KTG



Enhance Communication & Public Outreach to Facilitate Community Cohesion

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

Related Goals:



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

Description: Research what other towns/cities are doing to share information (e.g. Dashboards, tracking toward goals---e.g. # of trail miles built, homes built, carbon saved, etc.)

Project Update March 31, 2024: The new website launch on March 19, 2024, and is successfully running with updates and new content regularly created by staff.

June 30, 2024: The new website launched on March 19, 2024, and is successfully running with updates and new content regularly created by staff. Staff continue to adjust settings for better engagement.

Target Date: 12/31/23



Status: In Progress – **100% complete**

Lead: Community Engagement & Town Clerk

Supporting: Interdepartmental Communications Committee

✓ Task 1.2 – Parcel Mapping Upgrade

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

Project Update December 31, 2023: Complete and on-going

Target Date: 3/1/24



Status: Complete & On-Going

Lead: GIS

Supporting: Information Technology & Community Engagement

September 30, 2024: Work is occurring to update Laserfiche to improve public access to parcel records but permit status is not currently available to the public through GIS due to a limitation of permitting software.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 2: Re-envision Town Branding

Related Goals:



Task 2.1 - Assess Town branding and branding guidelines

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

Project Update March 31, 2024: The consultant provided an in-person workshop to staff in February 2024 and the primary logo was publicly released with the launch of the new website in March 2024. The new branding continues to be rolled out and will be updated as required for different materials and equipment. Additional division branding continues to be identified and worked through with the consultant.

June 30, 2024: Additional division specific illustrations (lockups) are still being created. Vehicle decals have been finalized and branding assets continue to be rolled out as needed to prevent waste of previous items. New swag has been used for events, along with the new tents and tablecloths.

Task 2.2 – Develop a Regional Brand for Belonging and Inclusion

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

Project Update June 30, 2024: No work has been done during this quarter as the DEI Action Plan themes are still being finalized and the new DEI Analyst has not started.

September 30, 2024: This action will be considered as part of the prioritization of potential tasks for the 2025-2027 Strategic Priorities workplan this winter.

Target Date: 12/31/23

Status: In Progress –**95% Complete**

Lead: Community Engagement & Town Clerk

Supporting: Interdepartmental Communications Committee

Target Date: 12/31/23

Status: In Progress –5%

Lead: Community Engagement & Town Clerk

Supporting: Interdepartmental Communications Committee



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 2: Re-envision Town Branding

Related Goals:



Task 2.3 – Rebrand the Town’s Recruitment Process

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

Project Update March 31, 2024: Continuing work to flesh out the HR website with more content about what makes the Town of Truckee a great place to work. By July 30, we will roll out new recruitment materials to potential candidates to highlight our appealing benefit package.

September 30, 2024: More robust hiring materials are being used with successful applicants to highlight the Town's benefit package. Updates to the HR website are substantially complete with videos and testimonials of why the Town is a great place to work and will be rolled out to the public by Mid-November.

Target Date: FY 24/25

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

Lead: Human Resources

Supporting: Community Engagement



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 3: Community Engagement around Community Events and Priority Initiatives

Related Goals:



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

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

Project Update **June 30, 2024:** There have been a number of community events such as National Night Out that Truckee PD hosted with CHP and specific topics within neighborhood- such as R2SC workshops but not a specific neighborhood event like the previously established program. A new regional PIO group has been developed and may be the group that is brought in to explore interest in of this regional public agency event.

Target Date: Fall 2024

Status:

Lead: Community Engagement

Supporting: TBD

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

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

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

Target Date: 2025

Status: 100% Complete



Lead: Community Engagement & Town Clerk

Supporting: TBD

September 30, 2024: Staff will continue to participate in community events and meetings, like Truckee Thursdays, Golden Meet & Greet, Earth Day and others. Staff will increase participation and collaboration with partners like Sierra Community House & TTUSD for events like Dia de Muertos, Día de los Niños and meetings like ELAC (English Language Advisory Committee). Staff will also continue to organize Community Workshops and will go to different locations to make them more accessible.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 3: Community Engagement around Community Events and Priority Initiatives

Related Goals:



✓ Task 3.3 – Night Sky Fall Awareness Campaign

Description: **2040 General Plan Community Character Element Action Item CC-2** – Community awareness campaign for night sky in alignment with General Plan policies for community character.

Project Update September 30, 2023: Working with East River PR and Court Leve Production to develop night sky community awareness campaign “Don’t Be Afraid of the Dark” to launch in late fall 2023.

December 31, 2023: Fall awareness campaign complete. Hosted moonlit tour for 16 residents, shared collateral materials with community organizations and partners, printed stickers and magnets for distribution and highlighted importance of dark skies at CTA community event and on 101.5 KTKE during community spotlight.

Target Date: Fall 2023

Status: 100% Complete



Lead: Town Manager/Community Engagement

Supporting: TBD

✓ Task 3.4 – Spring Night Sky Awareness Campaign and lighting Grant/Rebate Program

Description: **2040 General Plan Community Character Element Action Item CC-2.1 and 2.2** – Community awareness campaign for night sky in alignment with General Plan policies for community character coupled with lighting rebate/grant program administered through Sierra Business Council.

Project Update March, 31 2024: Campaign is launched and ongoing. Rebate program launched in early April.

June 30, 2024: Launched Don’t Be Afraid of the Dark photo contest which had over 80 submissions. It was a successful campaign with an engagement online ad at the exhibit where photos were displayed at TDRPD. Over 90 light fixtures replaced thus far.

Target Date: Spring 2024

Status: 100% Complete



Lead: Community Engagement & Town Clerk

Supporting: TBD



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 3: Community Engagement around Community Events and Priority Initiatives

Related Goals:



✓ Task 3.5 – Talk with the Town Quarterly Events in partnership with Chamber of Commerce

Description: Staff has coordinated with the Chamber of Commerce to participate in a quarterly Talk with the Town event. Each quarter an issue will be discussed that is important to our business community. This is intended to connect more with our business community, understand what is important to them and how we can support our businesses.

Project Update March 31, 2024: First Talk with the Town event held in January on business safety. The event was well attended and received positive feedback. Town and Chamber are coordinating planning for future event topics including unhoused and parking.

June 30, 2024: Quarterly events continue to be held.

Target Date: 2024

Status: 100% Complete & On-Going

Lead: Police & Economic Development



Supporting: Town Manager



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 4: Build Relationships and Enhance Engagement with Target Populations

Related Goals:



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

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

Target Date: 12/31/23
Status: In Progress – 50% Complete
Lead: Community Engagement
Supporting: Human Resources

Project Update June 30, 2024: Internal steering committee has continued to meet regularly with consultants to guide this process and has worked through several rounds of revisions of themes and recommendations with the Action Plan consultant. Work was slowed due to staffing transitions.

September 30, 2024: A joint Steering Committee and Department Head meeting was held in August to discuss findings, themes, and draft recommendations. The Environmental Justice Assessment report will be presented to Town Council in October.

Staff is working with Steering Committee and Department Head input to develop and prioritize a suite of new actions, programs and policies to recommend as tasks in the 2025-2027 Strategic Priorities Workplan. Once those are finalized staff will facilitate community engagement and input on these recommended initiatives through workshops and discussions with local Community-Based Organizations. Following adoption of the 2025-2027 Strategic Priorities Workplan, staff will develop a public-facing Action Plan document detailing the IDEA program, highlighting its core objectives and planned actions.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 4: Build Relationships and Enhance Engagement with Target Populations

Related Goals:



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

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

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

June 30, 2024: On-going. Events this quarter included Dia De Los Niños event at Truckee Library and a Spanish language R2SC workshop hosted at Donner Creek Mobile Home Park.

September 30, 2024: Staff will continue to partner with Sierra Community House and the Truckee Library for events like Dia de los Muertos and Promotoras Meetings. There will also be collaborations with TTUSD and their Bilingual Services Programs for Latinx events and outreach.

Target Date: FY 2023/24

Status: 100% Complete

Lead: Community Engagement

Supporting:





Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 4: Build Relationships and Enhance Engagement with Target Populations

Related Goals:



Task 4.3 – Develop Youth Engagement

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

Project Update March 31, 2024: The first successful Tech Teens series was complete with 15 students taking place in the regional partner events. Other opportunities still need to be explored for ongoing youth engagement.

June 30, 2024: Staff are working with the Chamber and agency partners to plan for a second year of Tech Teens. Prior to her departure from the Town, the former DEI Program Manager visited a Truckee High School leadership class to get student input on the concept of a youth council. Further work on developing a youth council or similar structure has been on hold pending the on-boarding of a new DEI program lead.

Target Date: October 2023
Status: In Progress – 10% Complete
Lead: Community Engagement
Supporting:

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

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

Project Update:

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

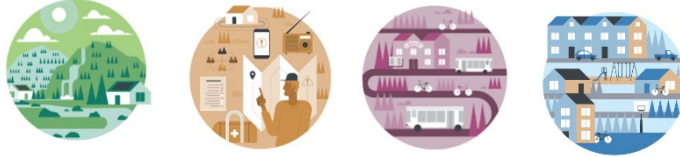
Target Date: 12/31/23
Status:
Lead: Community Engagement
Supporting:



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 4: Build Relationships and Enhance Engagement with Target Populations

Related Goals:



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

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

Target Date: 12/31/23



Status: 100% Complete

Lead: Community Engagement

Supporting:

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

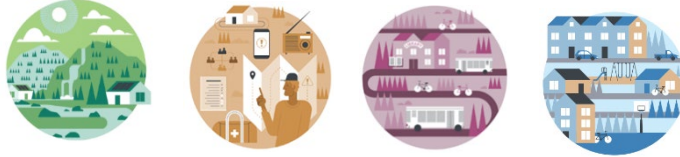
September 30, 2024: Staff is part of the Community Collaborative of Tahoe Truckee's Racial Equity Subcommittee and the The Equity, Inclusion, Leadership, Alliance (EILA) with Nevada County



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 4: Build Relationships and Enhance Engagement with Target Populations

Related Goals:



Task 4.6 – Establish Tech Teens Program

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

Project Update December 31, 2023: The month-long technology series for Truckee/North Tahoe high school students, starting on April 11th and ending on May 9th, will be led by a core team comprising representatives from key local organizations. This includes the Truckee Tahoe Airport District, Town of Truckee, Tahoe Forest Health System, Truckee Donner Public Utility District, and Tahoe Truckee Unified School District. Each entity will showcase the role of technology in their operations, aiming to inspire students and build connections between future leaders and existing tech experts in the community.

March 31, 2024: The technology series for Truckee/North Tahoe high school students, held from April 11th to May 9th, was a success. Local organizations showcased the role of technology in their operations, inspiring students and creating three paid internship positions. The first successful Tech Teens series concluded with 15 students participating in regional partner events.

September 30, 2024: As a result of this program, several participating teens were hired as summer technology interns by local agencies, including the Town. Staff are working with the Chamber and agency partners to plan for a second year of Tech Teens.

Target Date: 06/30/2024

Status: 100% Complete

Lead: Information Technology



Supporting: Community Engagement



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 5: Town-Wide Communications

Related Goals:



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

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

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

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

Target Date: 12/31/23

Status: In Progress – 75% Complete

Lead: Community Engagement

Supporting: Interdepartmental Communications Committee

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

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

Project Update December 31, 2023: Additional research is being completed with trial of products in the near future.

June 30, 2024: New software is being trialed after IT finalized the process and contract with the vendor. Photos and videos will be moved to the new software and categorized for easy access.

Target Date: 06/30/2024

Status: In Progress – 50% Complete

Lead: Community Engagement

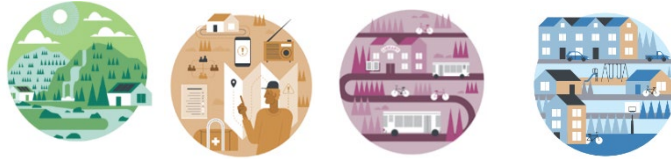
Supporting:



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 5: Town-Wide Communications

Related Goals:



Task 5.3 – Build Photo Stock

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

Project Update **December 31, 2023:** A number of photographers/videographers have been utilized to build photo/video stock, as well as the implementation of an iStock account for general needs photos.

June 30, 2024: Continuous efforts are made to expand our stock images and videos, as well as many new evergreen videos to support education campaigns, such as the Preparedness series. Other topics include 4th of July preparation, R2SC progress, the bridge installation, stormwater education and hiring.

Target Date: 12/31/23

Status: Complete & On-Going



Lead: Community Engagement

Supporting:

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

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

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

Target Date: 12/31/23

Status: In Progress – 45% Complete

Lead: Administrative Services

Supporting:

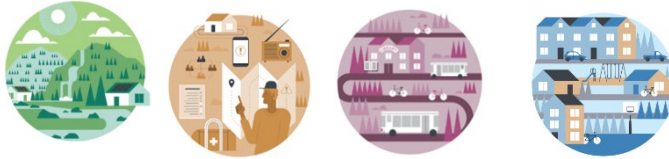
March 31, 2024: The Town's new budget software will have increased data visualization modeling with interactive elements. The contracting process for the new software is almost complete. Implementation is scheduled to begin in early August with the goal of producing the FY25/26 Budget in the new software and present the budget in its updated form starting with the Draft budget in May 2025.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 5: Town-Wide Communications

Related Goals:



✓ Task 5.5 – Develop and Implement a Bike Safety Campaign

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

Project Update March 31, 2024: Staff have been working on a rack card and information to be displayed at community events. Planning for a video campaign has also begun.

June 30, 2024: The bike rack cards were made and shared out by community partners and local bike shops. Sandwich boards with educational information about the 15mph speed limit were displayed at Truckee Thursdays. Truckee Bike Month and the chalk trail messaging was also implemented.

Target Date: Summer 2024

Status: 100% Complete & On-Going

Lead: Engineering



Supporting: Police, Transportation & Community Engagement

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

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

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

Target Date: FY 2023/24

Status: 100% Complete



Lead: Community Engagement

Supporting: Administrative Services



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 5: Town-Wide Communications

Related Goals:




Task 5.7 – Implement Townwide Cloud-Based Phone System

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

Project Update March 31, 2024: The new cloud system has been deployed and staff are working to ensure ongoing success with the new system.

June 30, 2024: Completed

Target Date: Spring 2024

Status: 100% Complete 

Lead: Information Technology

Supporting: All

Task 5.8 – Upgrade Wireless Access Points for Enhanced Connectivity

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

Project Update June 30, 2024: We’ve received the wireless access points for the Corp Yard, with planning for the deployment set to begin in late September and a targeted rollout in late October. Once complete, the Corp Yard will have a mirrored wireless infrastructure to Town Hall, including both secure network access for staff and public WiFi options that have been purchased and will be deployed in September/October. These access points smartly shape traffic, ensuring faster, more reliable connections for an improved user experience.

September 30, 2024: The project has been scheduled for a Q3 rollout, ensuring the Corp Yard’s wireless infrastructure aligns with our overall network strategy prioritization.

Target Date: Winter 2023/24

Status: In Progress – 70% Complete

Lead: Information Technology

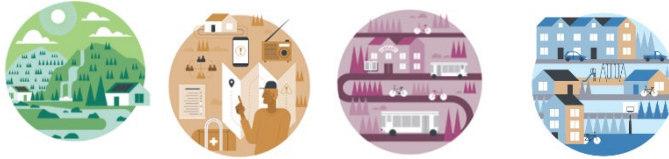
Supporting:



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 5: Town-Wide Communications

Related Goals:



Task 5.9 – Transition to .gov Domain

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

Project Update June 30, 2024: IT has been working with teams across the Town to migrate user accounts to the .gov domain. So far, 35% of the migration is complete, including Police and Administrative Services, with full completion expected by October 2024. All new employees are onboarded with .gov accounts, and our systems have been fully provisioned and automated to streamline the process.

Target Date: 2024

Status: *In Progress – 80% Complete*

Lead: Information Technology

Supporting:

September 30, 2024: We are now 50% through the migration of Town user accounts to the .gov domain, with most of the shared inboxes already completed. Recent deployments include Community Development and Engineering, with the Clerk's Office scheduled next. We are targeting full completion by November 2024.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 6: Staff and Council Training to Support Community Engagement

Related Goals:

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

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

Project Update March 31, 2024: Branding and communication/media training took place for council in February 2024. Website training has taken place for staff and additional staff communications training is planned for August 2024.

June 30, 2024: Communications Program Manager has had a focus on maintaining social media, the newsletter, video content and the Town website in line with the new branding. Some communications protocols have been highlighted in the communications committee meetings but support has also been focused on Truckee PD public information needs. More website training and staff communications training will take before the end of 2024.

Target Date: February 2024

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

Lead: Community Engagement

Supporting:

Task 6.2 – Explore Staff Training Opportunities for DEI

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

Project Update March 31, 2024: DEI steering committee training took place in February 2024. Town leadership training was pushed to late 2024 once a new DEI program manager has been hired. No additional update. Additional work on this task will be informed by the DEI Action Plan recommendations.

Target Date: 6/30/24

Status: In Progress – **30% Complete**

Lead: Community Engagement

Supporting:

September 30, 2024: Staff is working with Steering Committee and Department Head input to develop and prioritize a suite of new actions, programs and policies to recommend as tasks in the 2025-2027 Strategic Priorities Workplan that will possibly include IDEA staff trainings. Some optional trainings, such as CCTT’s Community Belonging Series, have been shared with staff.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

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

Related Goals:



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

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

Project Update March 31, 2024: The PACT has chosen three artists to provide detailed proposals (through an RFQ process) for an art piece in the Church Street/Truckee Way roundabout.

September 30, 2024: The current Church Street/Truckee Way Roundabout Request for Proposals Process will inform the development of a standard procedure for selecting and implementing new art installations.

Target Date: Winter 2023/24

Status: 70% Complete

Lead: Engineering

Supporting:



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

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

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

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

March 31, 2024: Ownership transferred to TDRPD who is working with artist to make some repairs.

Target Date: Summer 2023

Status: 100% Complete

Lead: Engineering

Supporting: Facilities





Enhance Communication & Public Outreach to Facilitate Community Cohesion

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

Related Goals:



Task 7.3 – Donner Lake Education Art Installation

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

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

March 31, 2024: Ownership transferred to TDRPD who is working with artist to make some repairs.



Task 7.4 – Art Commission Work Plan


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

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

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

March 31, 2024: Work Plan update has been delayed due to limited staff resources to instead focus on the roundabout installation, funding strategy, and temporary art pilot project.

Target Date: Summer 2023

Status: 100% Complete 

Lead: Engineering

Supporting:

Target Date: Winter 2023/24

Status: 100% Complete 

Lead: Engineering

Supporting:



Enhance Communication & Public Outreach to Facilitate Community Cohesion

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

Related Goals:



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

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

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

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

Target Date: December 2023

Status: 100% Complete



Lead: Economic Development

Supporting:

Task 7.6 – Public Art Funding Strategy

Description: The Town Plans to hire a consultant to develop a public art funding strategy.

Project Update June 30, 2024: Consultant was retained to develop potential funding strategies, and the majority of their work occurred in the quarter. The funding strategies were presented to the Council on Sept 10, 2024 for feedback. Work on potential development code updates are expected to occur before the end of 2024. Amendments to the Town's Truckee's Reserve and Designation policy would occur as a part of the 25/26 budget development.

Target Date: September 2024

Status: 75% Complete

Lead: Engineering

Supporting:

September 30, 2024: The funding strategies were presented to Council Sept 10, 2024 for feedback. Amendments to the Town's Truckee's Reserve and Designation policy would occur as a part of the 25/26 budget development. As a separate task, Engineering is working with Planning staff to work on potential development code updates.



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 8: Evaluate Downtown Visitor Services

Related Goals:



Task 8.1 – Visitor Center/Transit Information Plan

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

Project Update March 31, 2024: Truckee Chamber held a first stakeholder planning meeting in spring 2024 to gather input on the future of the welcome center.

June 30, 2024: The Truckee Chamber is actively working to revitalize the Truckee Welcome Center. In collaboration with Visit Truckee-Tahoe, they have recently funded digital visitor kiosks to enhance the guest experience. To create a more welcoming atmosphere, they have reopened the main double doors, which had been closed since the pandemic. Additionally, they're rebranding the center to better reflect Truckee's unique character, discontinuing the official California Welcome Center branding.

Target Date: March 2023-2025

Status: In Progress – 30% Complete

Lead: Economic Development

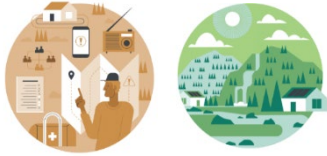
Supporting: Transportation



Enhance Communication & Public Outreach to Facilitate Community Cohesion

Goal 9: Special Events

Related Goals:



✓ Task 9.1 – Update Special Events Policy

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

Project Update: March 31, 2024: Special events policy to be brought back to Council for adoption in April 2024.

June 30, 2024: Council adopted updated plan in April 2024. The new policy will be enforced beginning in 2025. All event coordinators that hosted events in 2024 have been/will be made aware of the updated policy before winter. A new application form and updated templates/resources are currently being produced by staff. Event coordinators will have access to the new resources by mid-January 2025.

Target Date: Winter 2023

Status: 100% Complete 

Lead: Transportation

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