

2019-2020 ANNUAL OPERATING BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROJECT BUDGET

COUNCILMEMBERS

DAVID POLIVY
ANNA KLOVSTAD
JESSICA ABRAMS

MAYOR

DAVID TIRMAN

VICE MAYOR

MORGAN GOODWIN

TOWN MANAGER

JEFF LOUX

The cover photo was taken at the Town 25th Anniversary held during the summer of 2018 at the West End Beach of Donner Lake. Donner Lake is a major tourist attraction for Truckee and the center of many special events and activities including annual fireworks on the 4th of July and lakeside camping.

As part of the celebration, the Town sponsored a Town-wide photo (pictured).
Truckee was first incorporated in 1993.

TABLE OF CONTENTS

i.	Table of Contents
1.	Overview
2.	Summary
3.	Revenues
4.	General Government
5.	Public Works
6.	Community Development
7.	Public Safety
8.	Transit
9.	Solid Waste
10.	Redevelopment Successor Agency
11.	Capital Improvement Projects

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TABLE OF CONTENTS

i.	Table of Contents	
1.	Overview	
	Letter from the Town Manager.....	1-3
	Resolution to Adopt the Budget	1-13
	Budget Award	1-15
	Council Priorities and Mission Statement.....	1-17
	Introduction to the Town of Truckee	1-19
	Demographic Profile	1-19
	Community Profile.....	1-20
	Mission Statement - The Truckee Way.....	1-21
	Financial Trends	1-23
	Fiscal Health of Truckee	1-27
	Major Accomplishments.....	1-31
	Map of the Town of Truckee.....	1-33
	Organization Chart.....	1-34
2.	Summary	
	Total Budget Summary	2-2
	Historical Total Budget Summary.....	2-4
	Total Operating Expenses by Organization	2-6
	Historical Total Operating Expenses by Organization.....	2-8
	General Fund	2-11
	Summary.....	2-11
	Calculation of Fund Balance	2-14
	Five-Year Projection	2-17
	Designation Summary.....	2-18
	Designation Details.....	2-20
	Historical Calculation of Fund Balance	2-22
	Air Quality Mitigation Fund	2-24
	Tahoe Donner TSSA Fund	2-25
	Glenshire TSSA Fund.....	2-26
	Brickelltown Maintenance District Fund	2-27
	Joerger Ranch Community Facilities District Fund.....	2-28

TABLE OF CONTENTS (continued)

2. Summary (cont'd)

Railyard Community Facilities District Fund	2-29
Gas Tax Fund.....	2-30
Measure V Sales Tax Fund	2-31
Measure R Sales Tax Fund	2-32
Traffic Impact Fees Fund.....	2-33
Facilities Impact Fees Funds	2-34
Parking Fund.....	2-35
Public Transit Fund	2-36
Solid Waste Fund	2-37
Building and Safety Fund	2-38
Redevelopment Success Agency Fund.....	2-39
Fleet Replacement Fund.....	2-40
Grant & Loan Activities	2-42
Grant and Loan Activities - Detail	2-48
Full-Time Equivalent (FTE) History.....	2-52
Full-Time Equivalents by Division	2-53

3. Revenues

General Fund	3-2
Community Development	3-4
Air Quality Mitigation Fund	3-5
Streets Funds.....	3-6
Community Facilities District Funds	3-7
Brickelltown Maintenance District Fund.....	3-7
Joerger Ranch Community Facilities District Fund.....	3-7
Railyard Community Facilities District Fund	3-7
Measure R Sales Tax Fund	3-8
Traffic Impact Fees Fund.....	3-9
Facilities Impact Fees Funds	3-10
Parking Fund.....	3-11
Public Transit Fund	3-12
Solid Waste Fund	3-13
Redevelopment Successor Agency Fund	3-14
Capital Improvement Projects Funding Sources.....	3-15

TABLE OF CONTENTS (continued)

3.	Revenues (cont'd)	
	Revenue Budget Detail	3-16
4.	General Government Expenditures	
	General Government Organization Chart	4-2
	Town Council	4-3
	Town Manager	4-7
	Town Attorney	4-11
	Town Clerk & Communications.....	4-15
	Administrative Services	4-21
	General Government.....	4-27
	Economic Development.....	4-33
	Information Technology.....	4-39
	Sustainability	4-45
5.	Public Works Expenditures	
	Public Works Organization Chart	5-2
	Engineering.....	5-3
	Road Maintenance	5-11
	Snow Removal	5-19
	Fleet Maintenance.....	5-29
	Trails Maintenance	5-35
	Facilities Maintenance.....	5-41
	Brickelltown Community Facilities District	5-41
6.	Community Development Expenditures	
	Community Development Organization Chart	6-2
	Planning.....	6-3
	Building & Safety	6-9
	Code Compliance.....	6-17
7.	Public Safety Expenditures	
	Public Safety Organization Chart	7-2
	Police	7-3
	Animal Services	7-13
	Parking.....	7-19

TABLE OF CONTENTS (continued)

8.	Public Transit Expenditures	
	Public Transit Organization Chart	8-2
	Public Transit	8-3
9.	Solid Waste Expenditures	
	Solid Waste Organization Chart	9-2
	Solid Waste	9-3
10.	Redevelopment Successor Agency Expenditures	
	Redevelopment Successor Agency Organization Chart	10-2
	Redevelopment Successor Agency	10-3
11.	Five-Year Capital Improvement Plan	
12.	Appendices	
	Notes on Budget Preparation	I
	The Budget Process	I
	Basis of Accounting.....	II
	Budget Status of Town Funds	III
	Town Policy Documents Used in the Development of the Annual Budget	IV
	GANN Appropriations Limit	V
	Cost Allocation Plans	VI
	Summary of Fiscal Policies.....	VII
	Personnel Budgets.....	XI
	Budget Projections.....	XIV
	Litigation	XIV
	Debt Obligations	XV
	Glossary of Budget Terms	XVI
	Acconym List.....	XIX

SECTION 1 - OVERVIEW



A SNOWBLOWER CLEARING NEIGHBORHOOD ROADS AFTER A WINTER STORM

LETTER FROM THE TOWN MANAGER
RESOLUTION TO ADOPT THE BUDGET

BUDGET AWARD

COUNCIL GOALS

INTRODUCTION TO THE TOWN OF TRUCKEE

MAP OF THE TOWN OF TRUCKEE

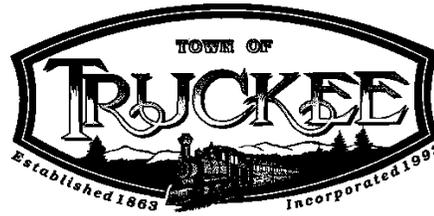
ORGANIZATION CHART

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Town Council

David Tirman, Mayor

Morgan Goodwin, Vice Mayor

David Polivy, Council Member
Anna Klovstad, Council Member
Jessica Abrams, Council MemberDepartment Heads

Jeff Loux, Town Manager
 Andy Morris, Town Attorney
 Robert Leftwich, Chief of Police
 Kim Szczurek, Administrative Services Director
 Judy Price, Communications Director/Town Clerk
 Daniel Wilkins, Public Works Director/Town Engineer
 Denyelle Nishimori, Community Development Director

June 11, 2019

Honorable Mayor and Members of the Town Council

Subject: Fiscal Year 2019/20 Annual Operating and Capital Budget

We are very pleased to provide the proposed fiscal year 2019/20 Annual Operating and Capital Budgets for Council's consideration. This budget includes consideration of the Council's 2019 priorities established in January of 2019, direction given at the April 1st workshop as well as the detailed budget review by the Council at its May 16 workshop.

Much like last year, we are beginning to have constraints on General Fund expenditures that have required difficult prioritization discussions amongst many deserving projects and programs. Any additions to funded items, either capital or operations, will need to be offset by reductions in some other area. In staff's view, we simply do not have the resources to continue to add without a commensurate reduction.

Starting from the highest level, the assumptions that staff used in building the budget are outlined here:

1. **Service Assumptions:** Basic Town services will continue to be provided at a similar level as provided in the previous year.
2. **Basic Budgeting Assumptions:** Revenues and expenditures are estimated over a rolling five year period. As a matter of practice, staff attempts to provide a true projection of the future - as a general rule we will be conservative (low) on the revenue side and conservative (high) on the expenditure side. Each year provides an opportunity to "true up" to reality as the five year model rolls forward.
3. **Revenue Projections:** We are generally looking at a slow-down in the increases in revenues this year from what we have seen in the past few years. This year we are modeling a 4.0% growth in property tax and a 5.6% increase in sales tax from the budgeted amounts last year. We are budgeting a 12.8% decrease in Transient Occupancy Tax (TOT) as we believe the 18/19 fiscal year estimated actuals were driven by the good snow conditions during the year, although the budget-to-budget estimates are increased by 9.7%. Additionally, no increase was projected for franchise fees due to low natural gas prices and a continuing decline in court fines was included in the model.

We have experienced more revenues in the 18/19 fiscal year than anticipated, primarily in property taxes and transient occupancy taxes, and this has provided a modest "cushion".

Page 2 of 9

4. **Labor Cost Assumptions:** Labor costs are modeled based on the contracts in place with the three employee associations. For FY19/20 we have included a 2.5% Cost of Living Increase for non-safety (3.3% for safety, offset by an additional 3% CalPERS pension contribution), 5% pay for performance pool and a 10% increase in health care costs for all employees except the police officers (in accordance with their MOU). On the good news front, 2019 health care costs were lower than expected as CalPERS Health offered a lower-cost but still comprehensive health plan that saved both the employees and the Town premium costs.
5. **Pension Cost Assumptions (CalPERS):** We have modeled the very significant increasing California Public Employee's Retirement System (CalPERS) retirement costs that are a result of CalPERS lowering of their assumed rate of investment return. As Council is aware, we are anticipating a doubling (an additional \$1.6 million) of the overall cost of providing retirement benefits to employees over our five year planning horizon. These increasing costs and the resulting reduction in net operating revenue will have an effect on the Town's General Fund ability to generate cash to pay for things not in operations including the road maintenance reserve and capital projects. As we noted last year and during the Public Service Center Garage discussion, we are by no means in a budget "crisis", we are certainly in a budget "belt tightening" that we wouldn't otherwise have to address if the CalPERS rates were stable. Because expenses are predicted to increase faster than revenues during the planning period, the net operating revenue (after operations and debt service) reduces each year – from about \$5.2 million in FY19/20 to about \$3.4 million in FY23/24. This is concerning for two reasons: the increasing costs will, over time, become larger than the available revenues, and this net operating revenue is what pays for road maintenance and capital projects funded by the General Fund. We have tried to balance and buffer this trend via our employee memorandums of understand and in the FY19/20 budget while not impacting services. Staff will continue to monitor this trend over the next budget periods.
6. **General Fund Reserve Assumptions:** New Council assigned reserves in this budget plan include the reserve for road maintenance of \$1.25 million per year. This represents full funding in accordance with the 2018 Pavement Maintenance Plan. Staff has also followed the Council's April 1st direction to allocate enough general funds to the Housing Designation to bring it to a \$2 million level. No other additional targeted savings for future projects are included in the proposal. This is due to the increased financial constraints discussed above.
7. **Unallocated Reserves Assumption:** In keeping with prior Council direction, a target of \$5 million has been set for the unallocated reserve. The current plan does result in a single year that is slightly **below this target, while the remainder of the years exceed that target. What it does mean, however,** is that the Town may not have as much flexibility in new capital spending the next couple years because of the large spate of projects being funded during FY19/20.

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OPERATING BUDGET HIGHLIGHTS

- **Pavement Maintenance:** The recommended contribution amount of \$1.25 million plus expected revenues from Measure V Sales Tax and SB1 Gas Tax, represents full funding in accordance with the 2018 Pavement Maintenance Plan. It is important to note that the Town has continued to fund this reserve every year, but in FY17/18 fully funded it for the first time at \$1.25 million. Adjustments were made during the recession when Council reduced the acceptable road maintenance indices in order to fund other operating costs. With successful passage of SB1, we have received approximately \$370,000 in roads funding and are expecting approximately \$270,000 per year going forward. These funds will be set aside for road maintenance to supplement the overall General Fund funding. This General Fund funding may vary year to year depending on SB1 and Measure V Sales Tax revenues.
- **Staffing Changes:** The primary proposals in the General Fund include a full-time housing coordinator position to address this Council priority, reallocation of some existing staff resources to a newly created Sustainability division, some adjustments in the police department, and the addition of an Information Technology full time position to replace the anticipated departure of our long-term IT contractor. This IT position cost will be offset, for the most part, with a reduction in the professional services costs of the contractor. Staff has also included an “unfunded” Associate Planner addition to the Planning Division. This position will be more fully analyzed once the property tax revenues are known for the year and once the effects of having a Housing Coordinator on board are understood.

In addition to the above, nearly \$150,000 of existing staff costs for various positions (Town Manager, Town Attorney, Administrative Services Director, Town Clerk, etc.) have been reallocated from the Redevelopment Successor Agency to the General Fund. This reallocation was made due to the decreasing workload related to the Redevelopment Successor Agency, and is a requirement in which the Town has no choice.

- **Information Technology:** The Information Technology Strategic Plan identified the need for stepped up investment - both in people and infrastructure – to be prepared for the current and future demand from our citizens for technology based communications. This includes an increased investment in Geographic Information Systems (GIS), and increased capacity for cyber security, system resilience and upgrades. The FY18/19 budget included these investments and we have continued to include budget allocations for these efforts in the current proposal.
- **Climate Change Resiliency:** The Town completed an energy efficiency audit on all of our Town buildings and facilities including options for solar installation. Solar will be included in the new corporation yard facility and is in this budget. The budget also includes two capital projects for future Town facility energy efficiency upgrades and a project for climate action activities that would promote renewable energy, resource conservation, and other related programs. The Town has been awarded a \$155,000 grant from Caltrans for additional climate change resiliency policy work related to the General Plan Update.

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Page 4 of 9

- Cumulative Housing Funding:** The five-year total spent on housing related expenditures is over \$13 million. The five-year plan includes not only a new housing coordinator position mentioned above, but also infrastructure projects or direct subsidies that support Coburn Crossing (138 rental units mostly for locals), the Artist Lofts (77 affordable units downtown), and the Coldstream affordable housing (48 units). The Town’s Planning Division has committed significant efforts to the General Plan update (and Housing Element update) and work with the Town’s housing grant consultant. Council should also recall the two very significant State grants we have received (and are using) to support affordable housing including nearly \$11 million of general fund funding for both the Railyard and Coldstream developments.
- Cumulative Sustainability and “Keep Truckee Green” Funding:** The five-year total expenditures on projects and programs that support sustainability objectives totals over \$16 million. The five-year plan includes the ongoing Keep Truckee Green initiatives and the newly created Sustainability Division. It also has stream restoration projects, walkability projects (such as Donner Pass Road sidewalks, West River sidewalks), bicycle path improvements, a Town-sponsored EV charging station (and electric car purchase) and many others.
- Solid Waste Fund:** Recycling and Solid Waste, while not paid for by the General Fund, is moving in to the second year of the phased implementation of the new residential and commercial services and still negotiating improvements at Placer County's landfill operation.
- Community Arts:** \$25,000 per year has been identified in the Economic Development budget for funding of art based upon the completion of the Arts Master Plan. This is completely new General Fund funding for this purpose.
- Public Transit:** Staff is proposing to remove the General Fund contribution to the transit operations in light of the additional funding being allocated from the County. This has resulted in the ability to both use transit-specific funding for the current operations and to also add substantial customer services as detailed in the Transit portion of the budget.
- Short-Term Rental and Transient Occupancy:** Based on the continued increase in short-term rental registrations and tax revenue, staff is proposing a continuation of enhanced TOT compliance efforts through an ongoing relationship with Host Compliance and Town staff.
- General Plan Update:** The Planning Division and others (e.g. Engineering, Sustainability, Administrative Services, Communications Department) are immersed in the General Plan update process including a new Housing Element and housing initiatives, an updated Downtown Specific Plan and Climate Action Plan. Continued funding for the General Plan/Environmental Impact Report consultant team is included in the budget for this project.
- Potential Legal Action:** With the current high level of potentially significant development projects and projects in appeal, the Town Attorney’s operating budget includes some funding should legal services be necessary related to this activity.

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Page 5 of 9

- **Parking Strategic Plan:** To better understand the current and future needs of the downtown parking situation, the Public Safety staff is proposing a strategic analysis study. We have received ten bids for this project and will select a consultant to complete this study in the fall of 2019.
- **Economic Development:** The Economic Development Division will continue to pursue a number of initiatives including marketing work with the Chamber of Commerce.
- **Fleet Replacements:** Fleet replacements are included in the budget per the fleet replacement plan. Per the 2017 update to the Town purchasing rules, fleet replacements that are approved in this budget will not be presented to Council for re-approval during the fiscal year unless specifically requested.
- **Fleet Maintenance Division Cost Allocation:** The Town's Fleet Maintenance Division services equipment for all Town divisions. The costs of the Fleet Maintenance Division are allocated to Town divisions based on the actual cost and proportion of labor used to service each division's equipment. The fleet maintenance allocation budget is based on a 3-year average of those costs and can fluctuate from year to year, especially due to snow related activities (or lack thereof).

CAPITAL IMPROVEMENT PROJECTS THAT ARE INCLUDED AS FUNDED IN THE GENERAL FUND BUDGET

Major capital projects that will be completed or start construction this year based upon prior Council direction and previous budget approval as follows:

- **New Storage and Garage Building at the Public Service Center** – As Council is aware, this project was budgeted at \$8.4 million last year, but based on the one bid received (and awarded by the Council at its April 23, 2019 meeting) has a current total budget of \$14.2 million for garage, facilities maintenance building and police evidence storage building. Funding has been included in the capital budget using facilities fees, general fund savings (\$1.3 million), General Fund cash (\$6.4 million), Facilities Impact Fees (\$1.5 million) and \$5 million of General Fund borrowing. This would represent the third outstanding debt for the Town (we have a loan on the corporation yard (\$5 million) and on the Town Hall building (\$5.5 million)) and add approximately \$310,000 per year in debt service per year. These proposed buildings, planned as part of the original corporation yard design but not constructed due to funding constraints, will improve operational efficiencies and equipment longevity. An advantage of moving forward with this building is expanding our options for the future use of the "Old" Corporation Yard site (as identified in the multi-site plan) because the old sand barn and shop are used for activities that would occur in this new building.

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Page 6 of 9

- **Significant re-paving and slurry seals** (\$1,514,000 in FY19/20 and \$14,557,000 in FY20/21 through FY23/24). These projects will pave approximately 30 miles of roadway and apply slurry seal to 29-39 miles of roadway per year in addition to the paving work that is part of other projects. Our 2018 Pavement Maintenance Program estimates an average annual road maintenance cost of \$4,281,000 per year (\$712,000 of which would be funded with Tahoe Donner TSSA and Glenshire TSSA funds). Staff estimates approximately \$1,955,000 per year in Measure V Sales Tax funds would be available for preventative and rehabilitative road maintenance. This would then require an additional \$1.25 million in general fund road maintenance reserve or other funds to fully fund the program.
- **Coldstream Road Culvert/Bridge** This \$2.3 million project with \$680,000 of General Fund funding is allocated for the bridge project. In conjunction with this project, the Coldstream roundabout is included for construction in FY20/21 and is funded with grant and traffic impact fees. This project is necessary infrastructure for the planned community at Coldstream.
- Significant funding is provided for the **Envision DPR** project including new sidewalks west of Frates Lane (construction in FY18/19 and FY19/20). With the total project cost of \$6.9 million, General Fund funding of \$3.1 million is included for the Envision DPR project based on the bid recently awarded for construction. The utility undergrounding for Envision DPR has a total budget of \$3.9 million and is expected to be completed in FY19/20 with approximately \$2.2 million in General Fund funding.
- The **Northwood Blvd Roundabout** project, which is considered an integral part of the Envision DPR program, no longer includes funding for construction in the current plan. This is a recognition of the limited general funds available given the other Council project priorities. The planning and design for this project are expected to continue (and are funded in the budget), but construction funding will either be delayed or depend on the availability of additional capital funds in the coming years.
- The **DPR-Stockrest Springs-Jibboom Street Roundabout** project has a total budget of \$3.8 million and is being funded with a General Fund contribution of \$3.5 million from the Council-designated housing General Fund monies and other General Fund fund balances. The use of this designation is in support of the work force housing portion of the project to be constructed on the west side of the roundabout. Preliminary design started in FY17/18 with construction to begin in FY19/20.
- The **General Plan** is included with \$1.17 million of funding over the next 2-3 years. Council is well aware of the schedule for this very important project for visioning the Town's future. This will include a new Housing Element, updated Downtown Specific Plan and Climate Action Plan. A General Plan/EIR consultant and Project Manager are included.

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- **West River Street-** there are two projects included for General Fund funding included in the budget. The **streetscape** plan includes sidewalks, curbs, gutters, utility undergrounding, landscaping and parking improvements from Bridge Street to the Old County Corp Yard site. The total for this project is \$5.0 million (\$4.5 million of General Fund funding). The budget also includes nearly \$3.6 million for **redevelopment** on the Old County Corp yard parcel to create a river front park and to ready it for visitor-serving commercial river-front uses. These improvements include river park design and improvements. This is also funded primarily out of the General Fund in the amount of \$3.1 million.
- **Property Acquisition** – the Town has considered certain land acquisitions over the last few years for parking and other opportunities. The current plan includes \$1.6 million for potential purchase of parking lots on West River Street and next to the JAX lot. \$1.2 million of these funds are from the Parking Fund balance and the remainder is in the form of a loan from the General Fund that will be repaid on an annual basis. No other monies have been included for other property acquisition.
- **Railyard Commitment:** To provide the Council an overall understanding of the Town’s financial involvement (for a total of \$13,105,000, increased from \$10.15 million in the prior year) as recommended by staff, a summary is provided here:
 - \$1.0 million in streetscape funding (General Fund) and \$500,000 in economic development funding (also from the General Fund) to be used for the theatre building.
 - \$1.65 million in financial assistance for the Artist Loft Affordable Housing from restricted housing funds.
 - \$4.4 million in improvements to the Bridge Street/Donner Pass Road (DPR) and Bridge Street/West River Street intersections. It is noteworthy that in the 2009 Railyard Master Plan the Railyard Development was financially responsible for these improvements. Now the Town is providing the funding via traffic impact fees.
 - \$5.1 million for the Town share of the Church Street extension. This is an important community project that will alleviate the level of service challenge at one of our intersections with the lowest level of service (Glenshire/DPR). The project timing is being driven by and facilitated by the Railyard development. This project is funded via traffic impact fees and facilities impact fees for storm drainage.

With this high level of commitment to capital projects, our economic model projects the use of nearly \$10 million in General Fund fund balance in FY19/20, thereby leaving a limited number of funds for other projects or designations. Below is staff’s recommendation for the planned expenditure of these projected resources in the coming year and over the next four years.

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Page 8 of 9

- **Streetscape Designation** – the \$1.7 million available in FY19/20 is programmed to be used for the West River Street Streetscape Improvement Program. This will not be available for other possible streetscape opportunities as they arise such as portions of Jibboom Street or Church Street.
- **General Fund Housing Designation** – As Council directed, this budget sets aside \$2.0 million available to be used in the future for affordable and work force housing at the discretion of the Council. Staff does not have specific projects in mind for these funds, but there are many projects in the proposal stages which may be candidates. Additionally, there may be new programs that emerge either through the updated Housing Element or the newly created Housing Coordinator position that would benefit from substantial funding such as a deed restriction program.
- **Open Space Funding** - The \$500,000 set aside in FY16/17 is still available for opportunities in this area. There are several upcoming potential projects that could be realized with some additional open space funding, that are moving closer to fruition. In particular, Town staff is working closely with the Land Trust on a couple open space and trail opportunities like the Bright property.

A SELECTION OF PROJECTS NOT INCLUDED FOR FUNDING:

As mentioned above, there are worthy projects for which funding has not been identified and that have been included in the “unfunded” portion of the capital plan. These include:

- **Truckee River Trail Phase 4** is partially funded using \$4 million Measure R funds and \$4.7 million unfunded. Actual construction is predicated on procurement of grant or other funding.
- **Eastern Donner Pass Road (DPR)/Envision DPR** would continue the work on DPR between Frates Lane and Brickelltown. Utility undergrounding and construction of this project is currently unfunded.
- **Bridge, Jibboom, and Church Street streetscape improvements** are currently unfunded.
- Restoration of the **Mclver Dairy** site is currently unfunded. Staff is working with the Truckee River Watershed Council on the restoration and communication plan for the site. No Town monies have been allocated for the restoration work. The Watershed Council has funding for the hydro-ecological restoration elements and design drawings are complete.
- **Northwoods Roundabout** is funded for the planning portion of the project only, with the remaining nearly \$4.3 million of costs not funded at this time.

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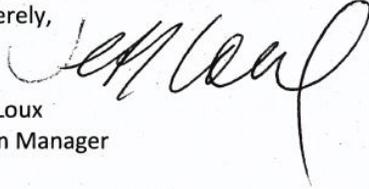
Page 9 of 9

CONCLUSION

The Town's proposed annual operating budget and five-year model presents a very fiscally healthy organization that continues to provide core community services, such as road maintenance, snow removal, and public safety, as well as significant capital and policy projects planned for completion. The Town continues to experience positive trends in revenue growth, but staff will closely monitor significant revenue sources as well as outside pressures on expenditure levels for employee retirement in order to be best prepared for changes in financial resources.

Thank you for this opportunity to serve the community.

Sincerely,



Jeff Loux
Town Manager

10183 Truckee Airport Road, Truckee, CA 96161-3306

www.townoftruckee.com

Administration: 530-582-7700 / Fax: 530-582-7710 / email: truckee@townoftruckee.com

Community Development: 530-582-7820 / Fax: 530-582-7889 / email: cdd@townoftruckee.com

Animal Control/Vehicle Abatement: 530-582-7830 / Fax: 530-582-7889 / email: animalcontrol@townoftruckee.com

Police Department: 530-550-2328 / Fax: 530-550-2326 / email: policedepartment@townoftruckee.com

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**TOWN OF TRUCKEE
California**

RESOLUTION 2019-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE

WHEREAS; the Town of Truckee is a fiscally responsible public entity and is required to adopt an annual operating and capital budget; and

WHEREAS; the budget includes estimated personnel costs based on an approved Job Classification List with established salary ranges; and

NOW THEREFORE BE IT RESOLVED

1. That said Annual Operating and Capital Budget for fiscal year 2019-20, including proposed personnel changes, is hereby approved and adopted, and estimated actual amounts for the fiscal year 2018-19 Capital Improvement Projects are adopted as amended budget amounts; and
2. The Job Classification List for fiscal 2019-20, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved and adopted.

The foregoing resolution was introduced by Council Member Abrams, seconded by Vice Mayor Goodwin, at a regular meeting of the Truckee Town Council, held on the 11th day of June, 2019 and adopted by the following vote:

AYES: Council Member Abrams, Vice Mayor Goodwin, Council Member Klovstad, and Mayor Tirman.

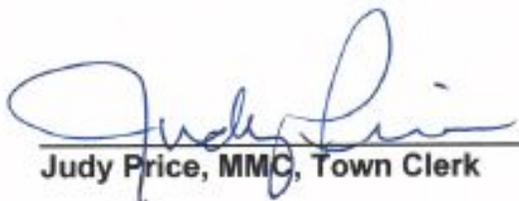
NOES: none.

ABSENT: Council Member Polivy.



David Tirman, Mayor

ATTEST:



Judy Price, MMC, Town Clerk

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*California Society of
Municipal Finance Officers*

Certificate of Award

*Excellence Award for
Fiscal Year 2018-2019 Operating Budget*

Presented to the

Town of Truckee

For meeting the criteria established to achieve the CSMFO Excellence Award for Budgeting.

December 19, 2018



Margaret Moggia

*Margaret Moggia
CSMFO President*

Sara J Roush

*Sara Roush, Chair
Recognition Committee*

Dedicated Excellence in Municipal Financial Reporting

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COUNCIL PRIORITIES AND MISSION STATEMENT

FY 2019/20

Affordable

Achievable

Housing

**Renewable Energy
& Reduced**

Carbon Footprint

**Make Truckee
Greener**

**2019 Council
Mission Statement**

The Truckee Town Council is committed to protecting and improving Truckee's quality of life. We are dedicated to understanding the values and perspectives of each segment of our community and integrating those values into decision making. We believe in a balanced budget, continued provision of quality infrastructure and services, and efficient and collaborative governance to ensure that growth, preservation, capital investments, and Town operations enhance our unique environmental, social, cultural, and historical resources.

**Disaster Preparedness
& Forest Stewardship**

**Revitalize
Downtown, River
& Other Key Areas**

**Support Diverse
Economic &
Employment Base**

**Expand Alternative
Transportation
Programs**

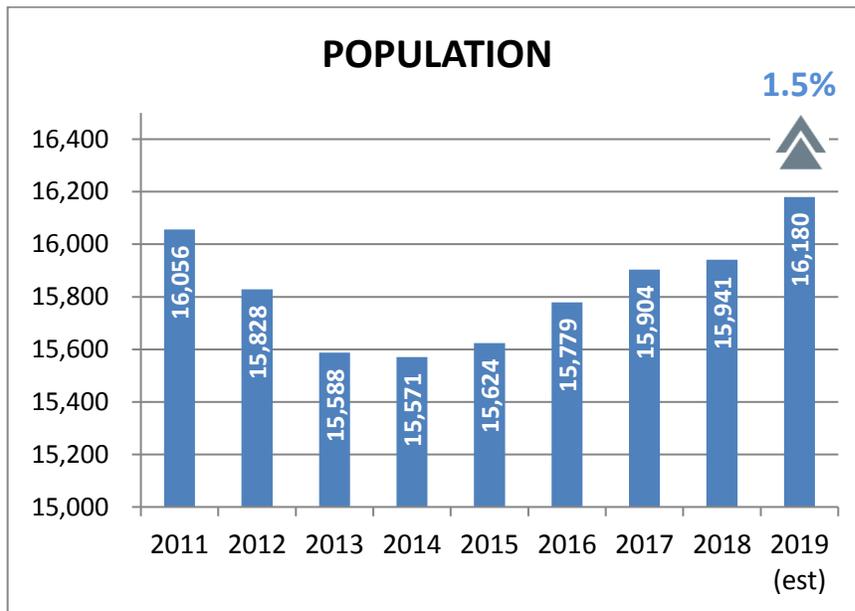
**Enhance Community
Services**

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INTRODUCTION TO THE TOWN OF TRUCKEE

The Town of Truckee is an incorporated town in Nevada County, California. It is located in the majestic northern Sierra Nevada Mountains and is bisected by Interstate 80 and the Truckee River. It has a total area of 33.7 square miles and encompasses a 1.31 square mile lake, Donner Lake. The Town sits at almost 6,000 feet and experiences snowy and cold winters, followed by dry summers. With an average of 245 days of sunshine and 194 inches of snowfall a year, it's no wonder Truckee has been named Coolest Ski Town in North America and one of the top ten Coolest Outdoor Towns in America by Matador Network.

DEMOGRAPHIC PROFILE –

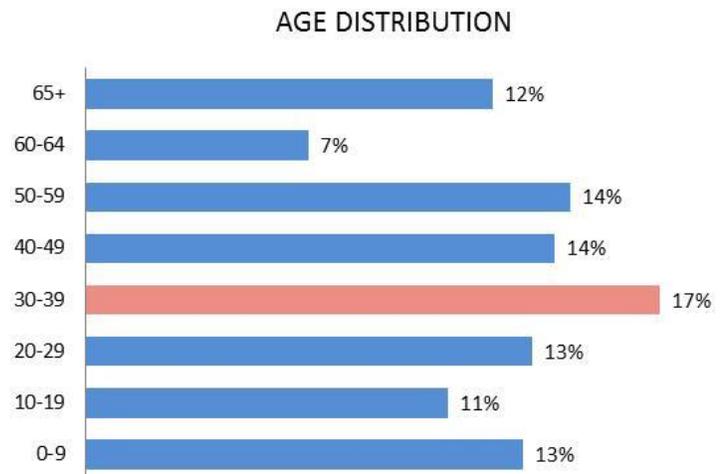
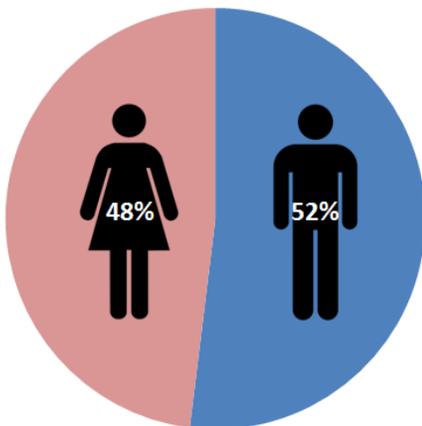


ESTIMATED POPULATION AS OF
JANUARY 1st, 2019:

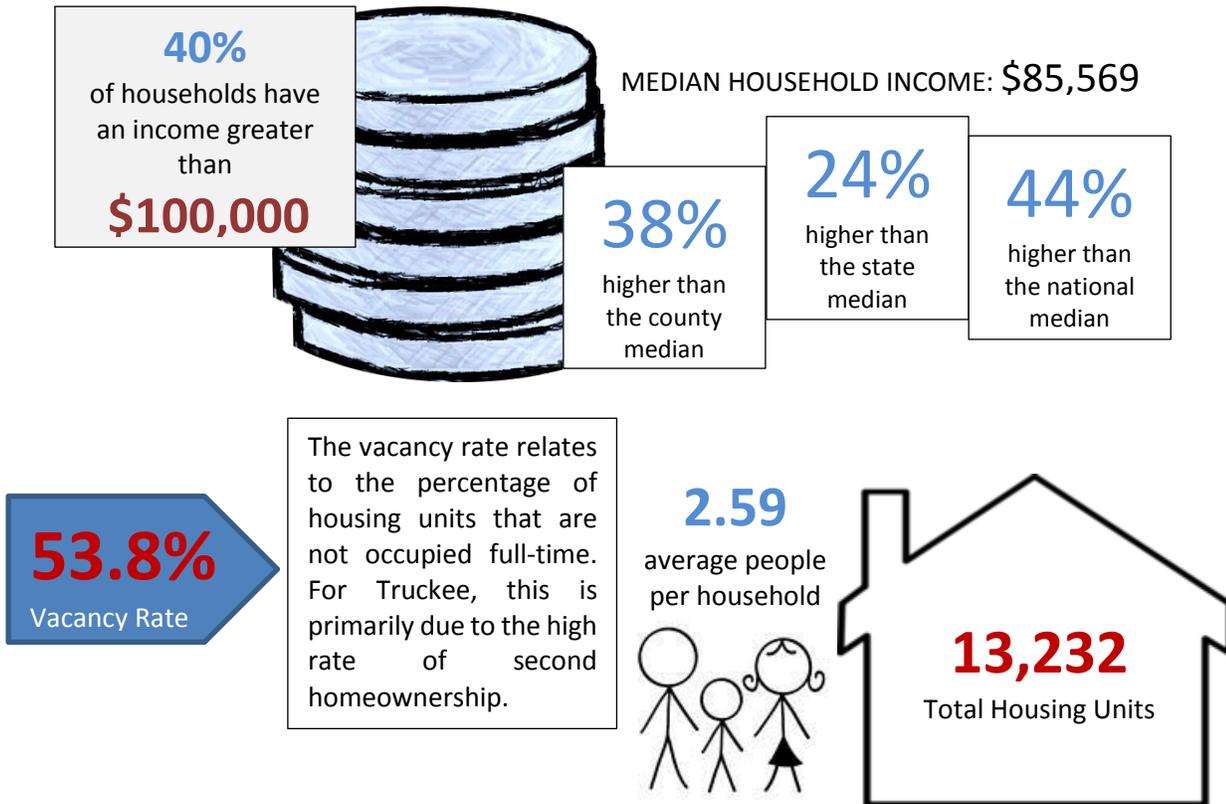
16,180

MEDIAN AGE:

38

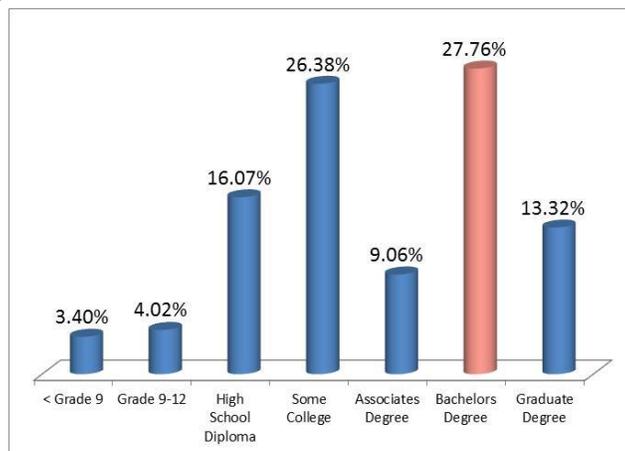


INTRODUCTION TO THE TOWN OF TRUCKEE



COMMUNITY PROFILE –

- Employment:** The Town of Truckee is a major tourist destination and therefore a large part of the economy is service based. The top five occupational categories are Office and Administrative Support (15.98%); Sales (12.17%); Executive, Managers, and Administrators (10.93%); Food Preparation and Serving (7.21%); and Construction and Extraction (5.64%). The Town’s Economic Development Division works in conjunction with the Truckee Chamber of Commerce to market Truckee as a desirable place to run a business. The Division also works with the Sierra Business Council to assist with small-business start-up. Many Truckee businesses are experiencing a shortage in the labor force, particularly for entry-level workers, believed to be due to a shortage of workforce housing.



INTRODUCTION TO THE TOWN OF TRUCKEE

- **Recreational Opportunities:** The climate in Truckee lends itself to a wide variety of recreational opportunities for residents and visitors alike. The Town maintains 12.5 miles of paved trail systems. Maintenance includes snow removal during the winter months and sweeping and slurry sealing in the non-winter months. There is a separate public entity that manages all other municipal recreational facilities within the Town, the Truckee Donner Recreation and Parks District. There are more than a dozen ski resorts located in or within driving distance of Truckee, which is a major draw for tourists during the winter months. Donner Lake is located within the town limits, and is primarily under the management of the Department of Fish and Wildlife. Many special events occur in Truckee at the lake in the winter snow, on the trail systems and in the sunshine, such as sport races, outdoor concerts, and water events at Donner Lake.
- **Safety:** The Town maintains their own 25 officer police department, but the Town's safety is augmented by California Highway Patrol who patrols Interstate 80 and the Nevada County Sheriff's Department that has a small station within the city limits. The Town's patrol team includes two detectives, a school resource officer to interface with the schools within Truckee, and two traffic officers. The force also offers an alternative patrol service which includes bike patrol on the Town's trail systems and boat patrol on Donner Lake.

MISSION STATEMENT – THE TRUCKEE WAY

Creating the best future for our community requires the highest level of public service – every day. We will accomplish that in partnership with the Town's citizens and our fellow governmental agencies.

We will treat everyone, and their point of view, with respect, courtesy and fairness. We will approach issues with creativity and innovation. We will conduct ourselves, and the Town's business, according to high ethical standards. We will encourage the free exchange of ideas and information by open and honest communication. We believe that non-adversarial dispute resolution results in effective community and employee involvement in the Town and its future.

The reason Town staff feels we have been successful in implementing the mission statement is because of the following:

Sense of Place – The Town and the community it serves are united in their desire to protect and preserve the historic downtown as the heart and soul of this special place. They are equally united in the desire to preserve and protect the environment and quality of life which makes Truckee an attractive place to live and visit. These shared values shape, and frequently control the establishment of Town policies and their related actions.

Clear Priorities – When the Town incorporated the voters made it clear that they desired a different approach to roads, law enforcement, and land use planning. A lot of hard work and expanding economic base have combined to fulfill these priorities. That record of accomplishment, although certainly not without difficult moments, has created an organization and community which believes it can accomplish what it sets out to do. Establishing clear priorities continues today, with annual Council workshops and an aggressive ongoing community outreach and communication effort.

INTRODUCTION TO THE TOWN OF TRUCKEE

No Surprises – Everyone working for the Town is committed to a “No Surprises” policy. An early warning of potential problems or upcoming crisis is mandatory.

Community Outreach and Involvement – Although it may be a cliché to some, the Town views itself as part of a larger family which makes up the community. Beyond customary Town duties, when a significant community concern exists the Town believes its role is to reach out and actively engage all parts of the community in considering and, if possible, dealing successfully with that concern using the techniques that are outlined below. Exactly what concerns may arise in the future and the ability of the Town to assist in resolving them cannot be known or predicted. It is the commitment to do so whenever the need arises that distinguishes Truckee.

Non Adversarial Decision Making – All governmental agencies have a decision making style ranging from autocrat to paralysis by analysis. The Truckee Way largely uses a decision making process modeled on the book “Getting to Yes” by Roger Fischer and William Ury of the Harvard Negotiation Project.

Truckee’s adaptation of these principles means the typical decision making protocols on significant issues goes something like this:

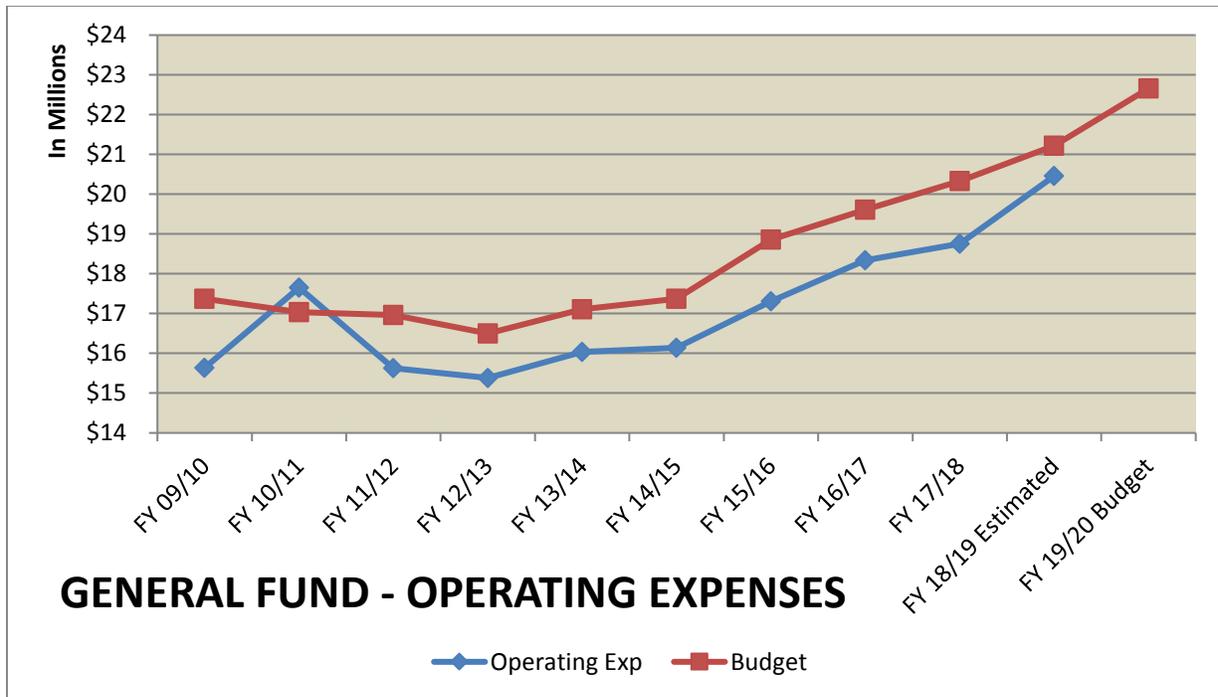
- An individual or team is created to research the issue, develop an understanding of it, and see if other organizations have or are currently facing the same issues
- Once the boundaries of the issue have been determined, the likely interested parties are identified and contact is made to determine their point of view and interest in seeking solutions.
- If Town Council approval is legally required before a decision can be made the Town Council is briefed on the issue and approval is sought to begin an issue resolution process. At this point a decision is made whether the issue is or should be a priority to which Town resources should be devoted and what the impact of the decision will be on other already established priorities.



INTRODUCTION TO THE TOWN OF TRUCKEE

FINANCIAL TRENDS –

Total Operating Expenses: The Town’s total general fund operating expenses have gradually increased over the past 10 years. The Town has a practice of budgeting expenses conservatively, as is evident when comparing the budgeted operating expenses (red) for FY17/18 and FY18/19 to the actual and estimated actuals (blue) for the respective years. The Town works to ensure that expenses are only increased commensurate with the ability to offer additional services to our citizens.



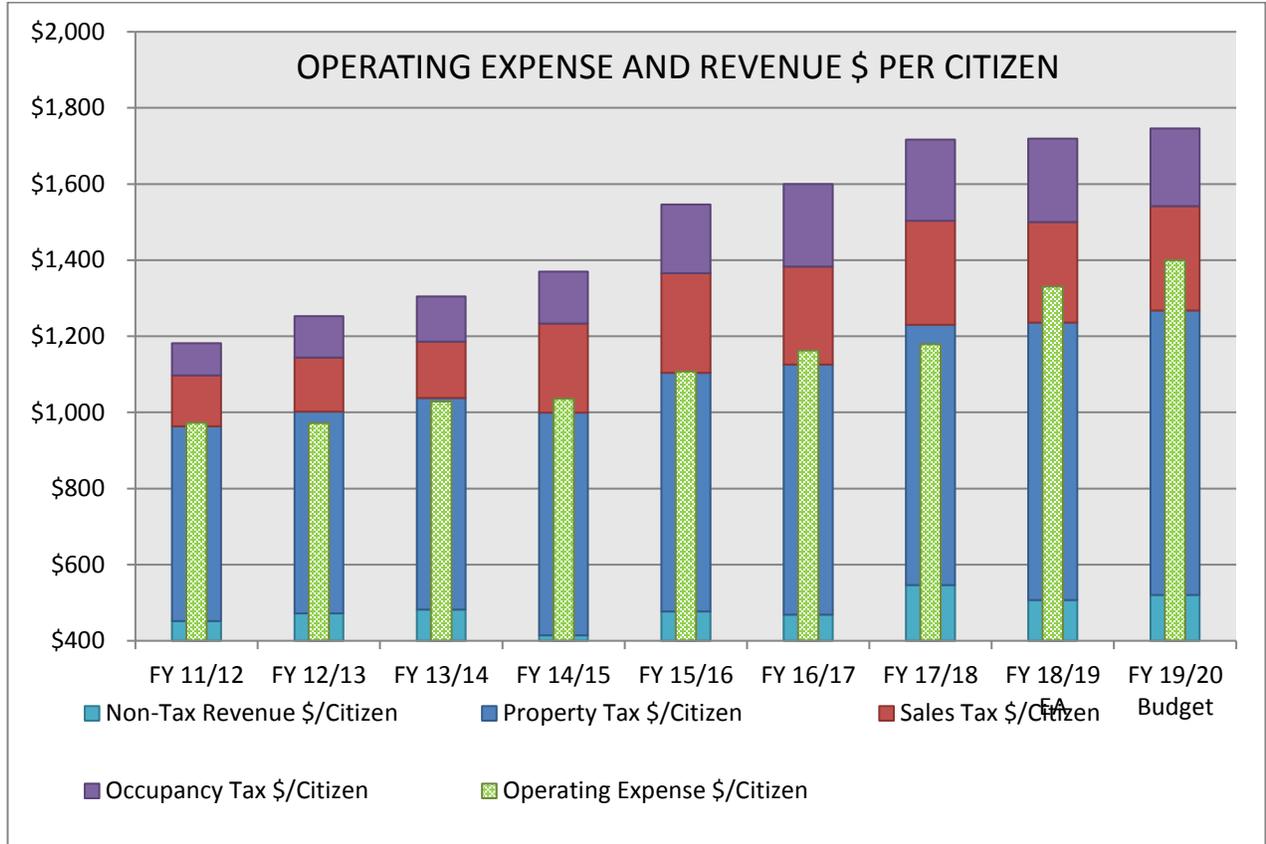
Operating Expenses and Revenues per Citizen: Despite increasing operating expenses, the Town has maintained a relatively stable operating expense dollar per citizen. This means that although our operating expenses have been increasing, they have been increasing relatively proportionate with population increases. The operating expense dollar per citizen in FY10/11 was \$1,091. The estimated actual operating expense dollar per citizen for FY18/19 is \$1,311.24.

Property tax is one of the main revenue sources the Town uses to pay for services. Property tax has only increased on average 3% per year over the eight year horizon displayed. Due to California’s Proposition 13, property tax assessments can only increase 2% per year, unless the property changes ownership. Therefore, the bulk of the 3% average increase is due to sales.

Truckee is a tourist destination and the Town endeavors to share some of the cost of services to the transient populations that come to Truckee. Transient occupancy tax (or hotel tax) and sales tax are two ways to accomplish that. Transient occupancy tax is a direct assessment on hotels and single family residences that host temporary stays of 30 nights or less. Sales tax is charged on goods and applicable services. The Town is collecting \$115 per citizen more in transient occupancy tax and \$138 per citizen in

INTRODUCTION TO THE TOWN OF TRUCKEE

sales tax than in FY10/11. In total, the Town is budgeting to collect \$478 of transient occupancy tax and sales tax per citizen.

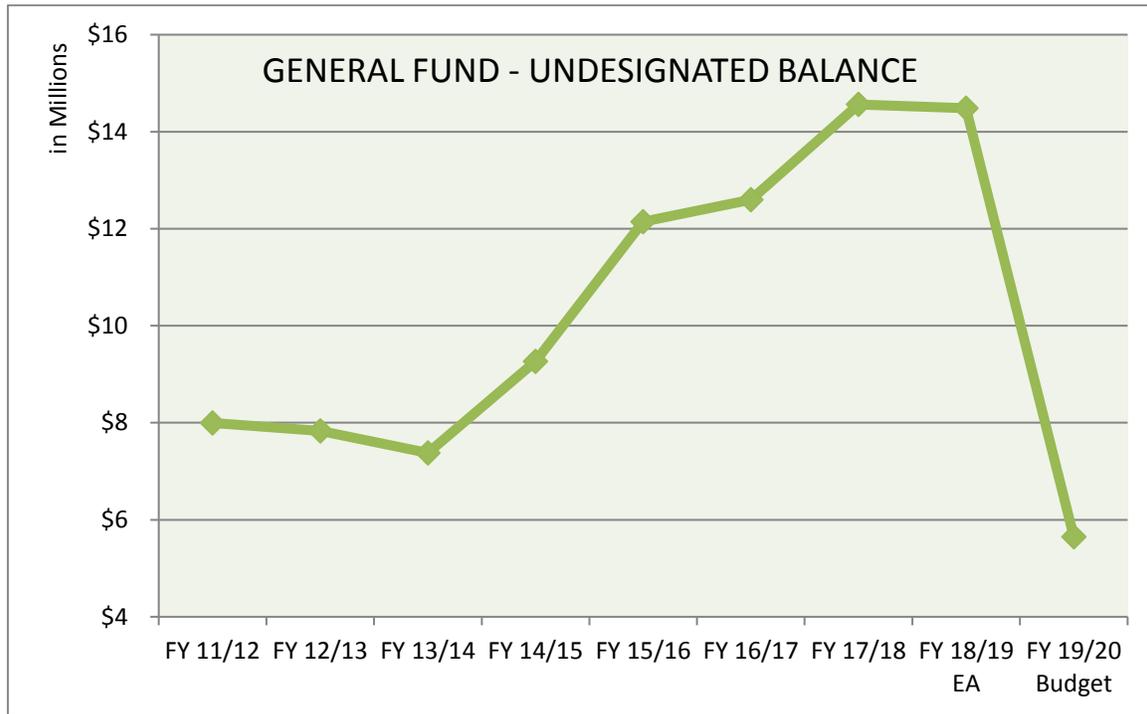


Population estimates obtained from the California Department of Finance

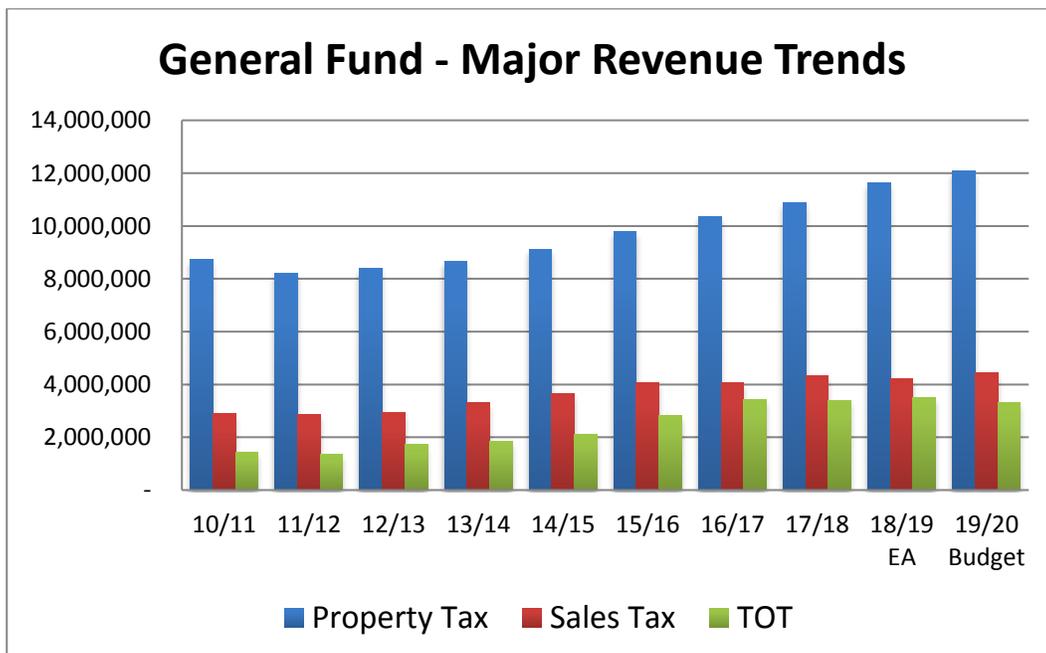
General Fund – Undesignated Balance: Any revenue collected in excess of expenses collects in the General Funds fund balance.

Council has discretion over these available funds and has designated funds towards specific future projects or programs. Council has accumulated \$17 million in various designations, which could fund future capital projects or provide for the Town’s operating expenses, in case of emergencies. The current five year budget model, has plans to spend \$19 million of General Fund undesignated cash (both currently available and expected to be available) during the period between FY19/20 and FY23/24 with the bulk of the spending planned for FY19/20 (\$11.3 million).

INTRODUCTION TO THE TOWN OF TRUCKEE

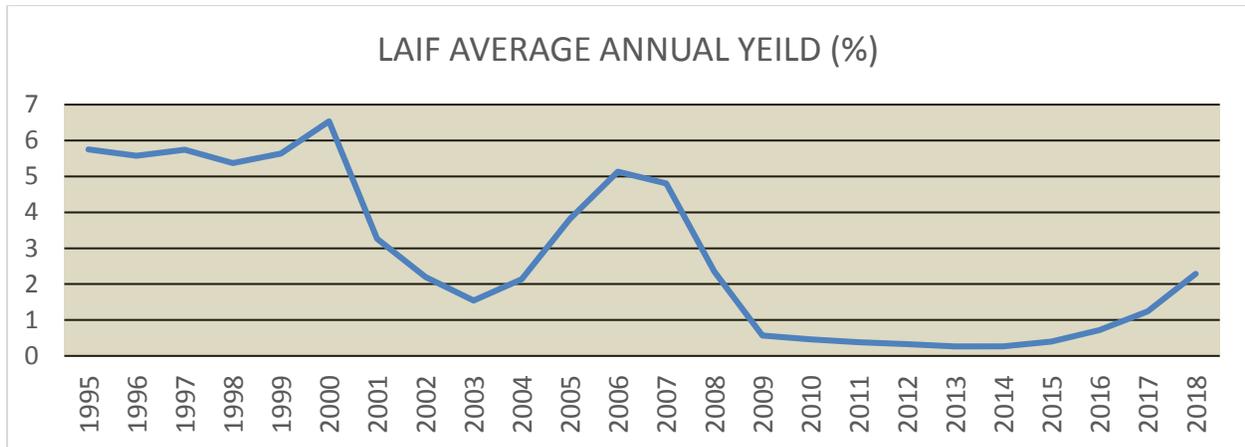


General Fund – Major Revenue Sources: The Town of Truckee relies on three main sources of revenue to fund operations: property tax, sales tax and transient occupancy tax. Staff monitors these sources closely in order to develop accurate budgets. Although the Town experienced decreases in all three sources as a result of the Great Recession, there has been a pattern of increase in the past eight years that have brought these revenue sources, not only to amounts seen prior to the Recession, but higher levels. The FY19/20 budget includes moderate revenue increases. Staff in consultation with outside consultants, believes that revenue growth will slow in the next few years.

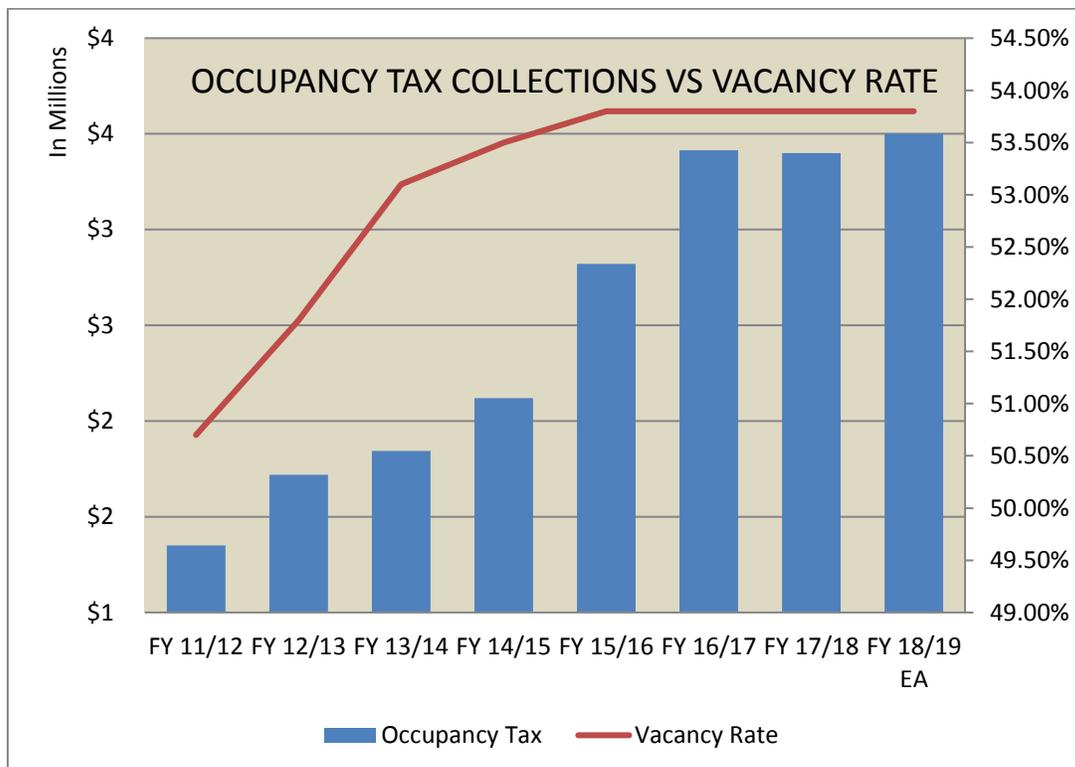


INTRODUCTION TO THE TOWN OF TRUCKEE

LAIF Average Annual Yield: The Town maintains a portion of its cash balance in the Local Agency Investment Pool (LAIF). This pool is maintained by the State of California and acts as a savings and investment account for public agencies. Due to the economic changes, the pool’s rate of return decreased beginning in 2010. Unlike other sources of revenue, investment returns have not returned to pre-recession levels. In the past year, the Town has seen increases in interest rates.



Transient Occupancy Tax Collections and the Town’s Vacancy Rate: Transient Occupancy Tax (TOT) is one of the Town’s three main sources of revenue. The Town has mapped the collections against the estimated vacancy rate (provided by the California Department of Finance). The Town believes that the main driver of vacancy rates for Truckee is second home ownership. The graph demonstrates the correlation between vacancy rate and TOT collections.



INTRODUCTION TO THE TOWN OF TRUCKEE

FISCAL HEALTH OF TRUCKEE –

In May of 2014, the League of California Cities completed a Municipal Financial Health Diagnostic test on the Town of Truckee. The diagnostic test looked at three financial contexts: 1) cash solvency – the ability to meet immediate financial obligations – generally over the next 30 or 60 days (i.e. accounts payable, payroll); 2) budgetary solvency – the ability to meet all financial obligations during a budget year; and 3) long-run solvency – the ability to meet all financial obligations into the future. The diagnostic looked at recent past and near future financial measures and indicators to provide an assessment of the Town’s level of financial distress (or continued imbalance between its level of financial commitments and its available financial resources over time) and focused on the General Fund. The Town has reevaluated the diagnostics for the current time period. A review of each question is below the check list.

The diagnostic indicates that the Town is current fiscally healthy.

The California Municipal Financial Health Diagnostic – Financial Distress Checklist		
Measures	1. Does the city have recurring General Fund Operating Deficits?	No
	2. Are the General Fund reserves decreasing over multiple consecutive years?	No
	3. Are General Fund current liabilities (including short-term debt and accounts payable within 60 days) increasing? Are cash and short-term investments decreasing?	Yes
	4. Are General Fund fixed costs, salaries, and benefits increasing over multiple years at a rate faster than recurring revenue growth?	No
	5. Is the General Fund subsidizing other enterprise or special funds?	No
Practices and Conditions	6. Does the City Council have unconstrained authority (could be constrained by charter, contract or law) to make changes (e.g. binding arbitration, minimum spending, minimum staffing or compensation formulas, etc.)?	No
	7. Is the General Fund’s budget repeatedly balanced with reserves, selling assets, or deferring asset maintenance?	No
	8. Is the General Fund’s budget repeatedly balanced with short-term borrowing, internal borrowing, or transfers from special funds?	No
	9. Are General Fund pension liabilities, post-employment or other non-salary benefits repeatedly deferred or have the costs not been determined, disclosed or actuarially funded?	No
	10. Are General Fund debt service payments “backloaded” into future years?	No
	11. Are ongoing General Fund operating costs funded with temporary development revenues?	No
	12. Are Financial Reports repeatedly filed late? (CAFR, Annual Audit, State Controller’s Financial Transactions Report)	No
	13. Are public service levels far below standards needed in the community?	No

INTRODUCTION TO THE TOWN OF TRUCKEE

1. Does the city have recurring General Fund Operating Deficits?

This question reviews the Town's net true operating deficits or surplus. It includes net operating revenues adjusted to exclude temporary revenues and net operating expenses including any unbudgeted current liabilities. The Town has maintained an operating surplus in the recent past and is projected to maintain a surplus in the near future. In creating the budget, the Town scrutinizes the budgetary surplus and looks for cost control measures to help stabilize the surplus over the five-year budget horizon. For the FY 19/20 annual budget, one of the biggest factors threatening a stable surplus, is the increasing CalPERS pension costs. Management worked with employee associations through contract negotiations in order to help control pensionable wages.

Score: Because the Town maintains a relatively stable surplus over the review period, this is not an area of concern for the Town.

2. Are the General Fund reserves decreasing over multiple consecutive years?

This question reviews the Town's unreserved fund balance against the Town's net operating expenses. The unreserved fund balance includes any funds that have been assigned at Council's direction and any unassigned funds. In the recent past, the Town's ending fund balance is relatively stable.

Score: The League's diagnostic believes there is need for concern if the unreserved fund balance is 8% or more of the Town's net operating expenses. At the end of the five-year projection, the Town's unreserved fund balance is 98% of the Town's operating expenses. Therefore, this is not an area of concern for the Town.

3. Are General Fund current liabilities (including short-term debt and accounts payable within 60 days) increasing? Are cash and short-term investments decreasing?

This question reviews the Town's liquidity by reviewing cash and short-term investments in relation to the Town's current liabilities. The Town has 10x the cash and short-term investments as it does current liabilities.

Score: If the ratio of cash and short-term investments to current liabilities is relatively stable, there is no reason for concern. Because the Town's cash and short-term investments are substantial, this is not an issue of concern.

4. Are General Fund fixed costs, salaries, and benefits increasing over multiple years at a rate faster than recurring revenue growth?

This question deals with the fixed costs and Town's budgetary flexibility. When a Town's fixed costs as a percentage of net operating expenditures are increasing or are over 80% of the total net operating expenditures, this may indicate an unstable financial structure. Fixed costs include salaries, wages, and benefits. They could also include those costs over which the Town has little or no control over in the short-run due to contractual agreements, charter restrictions, or state or federal law. The Town does not have many non-personnel related fixed costs. Personnel and miscellaneous fixed costs make up around 70% of the Town's total net operating costs.

INTRODUCTION TO THE TOWN OF TRUCKEE

Score: The League's diagnostic indicates that this is an area of concern when fixed costs are increasing and are over 80% of total net operating expenses. Since the Town's ratio is relatively stable over the review period and is lower than 80%, it is not an issue of concern.

5. Is the General Fund subsidizing other enterprise or special funds?
The Town's General Fund does not subsidize any other funds within the Town.
Score: Since there is not General Fund subsidization, this is not an area of concern.

6. Does the City Council have unconstrained authority (could be constrained by charter, contract or law) to make changes (e.g. binding arbitration, minimum spending, minimum staffing or compensation formulas, etc.)?
The diagnostic is looking for any restrictions on the Town Council's authority due to binding arbitration; formulas that require minimum employee compensation, hiring or staffing levels, or spending levels or anything that requires the agreement of others; pledges of general fund support or public facilities as securities for non-general fund debt; or other restrictions.
Score: Since the Town Council's authority is not constrained by any of the above restrictions, this is not an area of concern.

7. Is the General Fund's budget repeatedly balanced with reserves, selling assets, or deferring asset maintenance?
Score: Since the General Fund (budgetary or financial year close) is not balanced, has not been balanced, and there are no plans to balance it using reserves, selling assets or deferring asset maintenance, this is not an area of concern.

8. Is the General Fund's budget repeatedly balanced with short-term borrowing, internal borrowing, or transfers from special funds?
Score: The General Fund (budgetary or financial year close) is not balanced with short-term borrowing, internal borrowing or by owing amounts to other funds through pooled cash. This is true over the diagnostic period of review.

9. Are General Fund pension liabilities, post-employment or other non-salary benefits repeatedly deferred or have the costs not been determined, disclosed or actuarially funded?
Score: The Town has deferred but reported pension costs, other post-employment benefit liabilities, or risk programs in accordance with Generally Accepted Accounting Principles for government agencies.

10. Are General Fund debt service payments "backloaded" into future years?
Score: The General Fund's debt payments are decreasing over the payment schedule therefore this is not an area of concern.

INTRODUCTION TO THE TOWN OF TRUCKEE

11. Are ongoing General Fund operating costs funded with temporary development revenues?
This question looks at whether or not the Town covers on-going operating costs (other than work associated with that development such as planning or building) or debt service with funding from developer fees or taxes or sales taxes from construction.
Score: The Town is not using these fees to cover operating expenses other than those expenses associated with planning or building staff directly related to development tasks therefore this is not an area of concern.

12. Are Financial Reports repeatedly filed late? (CAFR, Annual Audit, State Controller's Financial Transactions Report)
Score: The Town has filed the Annual Financial Report, the Annual Audit and the State Controller's Financial Transactions Report in a timely manner.

13. Are public service levels far below standards needed in the community?
This questions looks at the Town's levels of service related to police staffing, road conditions, and facility maintenance. From a budget perspective, all major services are fully funded. The police department has funding for full staff and expects to be fully staffed during FY19/20. Staffing shortages in prior years were covered by reserve officers or overtime from other staff members.
There are no Town facilities with immediate deferred maintenance needs.
Score: Since service levels meet standards, this is not an area of concern.

The diagnostic also reviewed the following warning signs for financial crisis:

1. Failure to pay an undisputed claim from a creditor within 90 days past claim date.
 - The Town of Truckee does not have any unpaid undisputed claims.

2. Failure to forward income taxes withheld or Social Security contributions for over 30 days past the due date.
 - The Town of Truckee is current on all payroll related tax deposits.

3. Failure to make *required* pension fund contributions on time.
 - The Town of Truckee is current on all payments to CalPERS, the Town's pension benefit provider.

4. Missing a payroll for 7 days.
 - The Town has never been late on payroll.

INTRODUCTION TO THE TOWN OF TRUCKEE

5. General Fund Available Unrestricted Balance for the end of the fiscal year will be negative.
 - For FY17/18, the Town’s General Fund Available Unrestricted Balance was \$33,914,737 and is budgeted to be \$21,115,355 for FY19/20. Council has set a goal for the budgeted available undesignated balance to be a minimum of \$5 million over the five-year projection horizon. For FY23/24, staff expects the balance to be around \$6 million.

MAJOR ACCOMPLISHMENTS –

2018 Pavement Maintenance Program Update: During FY17/18, staff finished a two-year review and update to the Town’s Pavement Maintenance Program (PMP). The PMP provides an overall picture of the costs and work required to maintain the roads, trails, and parking lots within the Town, with a focus on preventative and rehabilitative maintenance. With the completion of this update, Council approved a slight increase in the savings rate for the Road Maintenance Reserve and with that change, the Town’s pavement maintenance is projected to be fully funded over the next seven years.

Bond Refunding: Currently, the Town only has two bond issuances outstanding. Both issuances have been refinanced in the form of a refunding and the bond refundings have resulted in substantial savings in interest costs.

General Fund Bond Refunding - Summary of Savings				
Bond Issue Year	2005	2015	2017	Total
Refunded Bond Issue	2000	2005	2009	
Par Amount	\$ 5,670,000	\$ 4,645,000	\$ 4,265,000	\$ 14,580,000
Total Savings	\$ 1,181,566	\$ 443,008	\$ 688,670	\$ 2,313,244

In addition to interest savings, the Town was able to increase the Town’s Standard and Poor’s Ratings with each new issuance or refunding. A Standard and Poor’s Rating is essentially a credit rating for commercial and governmental agencies. It describes the creditworthiness of an agency’s bonds and gives buyers a level assurance when deciding which bonds to purchase and affects the interest rates an agency is offered through issuers. The better the rating, the lower the interest rate the Town is able to secure on debt financing.

Bond Issue	S&P Rating
2000	BBB
2005	A-
2009	AA-
2017	AA+

Memoranda of Understanding: During FY17/18, staff entered negotiations with the three employment groups. The Town entered into agreements with two of the three groups, the Mid Managers and the General Employees Association during FY17/18. Changes from these two newly negotiated MOU’s were implemented at the beginning of FY18/19. The changes to the employee’s benefits packages helped the Town stabilize operating expense increases over the five-year planning horizon. An agreement was

INTRODUCTION TO THE TOWN OF TRUCKEE

reached with the third employment group, the Police Officer’s Association during the spring of FY18/19, which went into effect shortly after the agreement was reached.

Solid Waste Franchise Agreement: Town staff successfully negotiated a new solid waste franchise agreement with Truckee Tahoe Sierra Disposal and new services began on July 1, 2018. 5,251 residential customers opted into the new green cart service, which resulted in keeping an estimated 50,000 green bags from entering the landfill. The first phase of the blue cart program 73% of the households in the Glenshire neighborhood opted into the blue cart program.



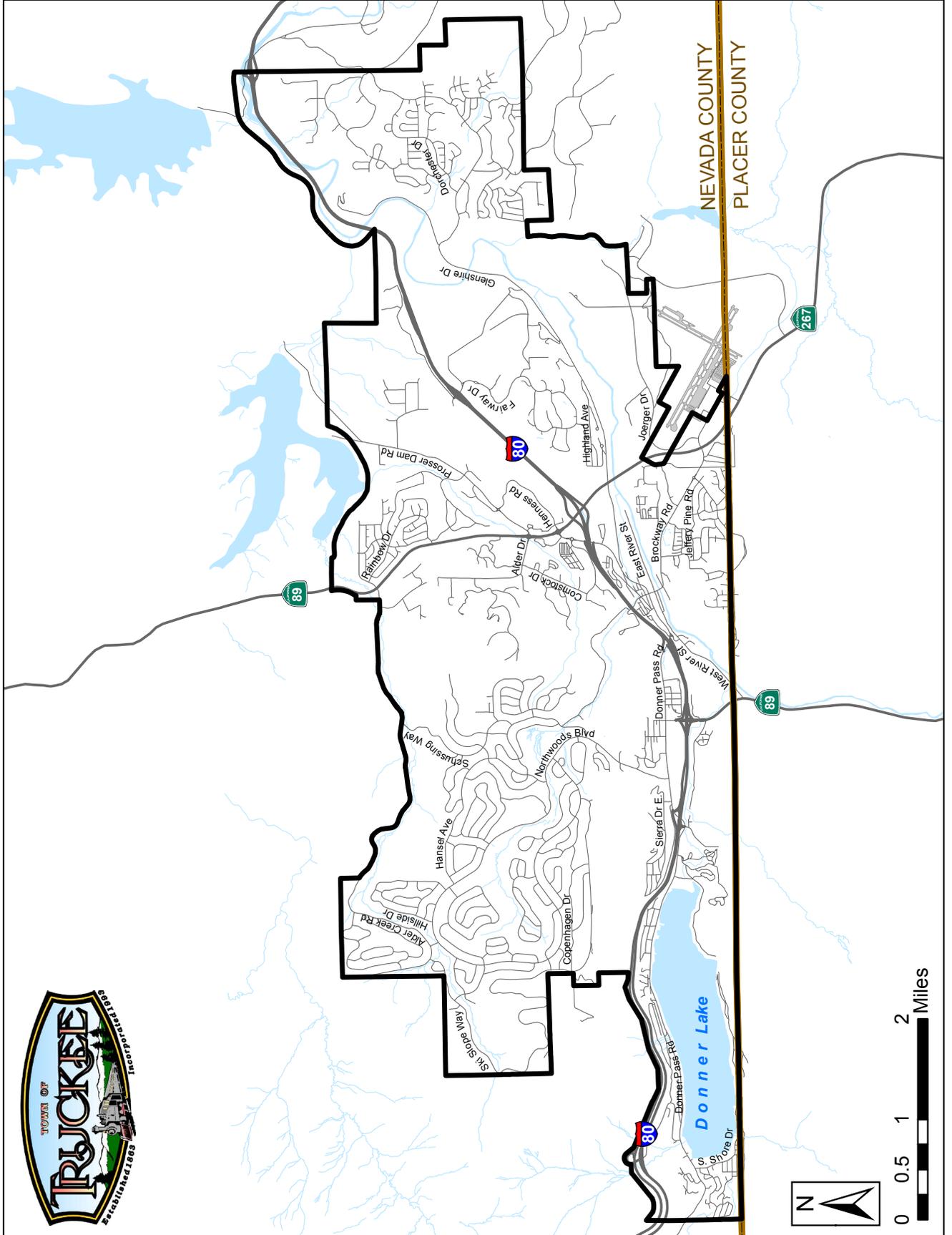
As part of the new franchise agreement, source separated containers were made available to businesses within the Town. Town staff enrolled 253 businesses into the recycling cart program. 93.6 tons of recyclables were collected in the new carts. Prior to July 2018, only a handful of business sorted their recyclable materials. 50 food-service businesses opted into a food waste cart and during the first week of service 14,000 pounds of food waste were collected and were eligible for diversion away from landfill.

SR 89 Pedestrian Undercrossing (Mousehole): During FY17/18, staff put the finishing touches on a major project, State Route 89 Pedestrian Undercrossing (C0338), a project that was originally conceived by the Town in 1993. This project improved the pedestrian safety on SR 89 by constructing a “mini-Mousehole” pedestrian railroad undercrossing to prevent pedestrians from having to use the main roadway and the vehicle “Mousehole” to cross under the railroad tracks. The project used minimal General Fund funds.

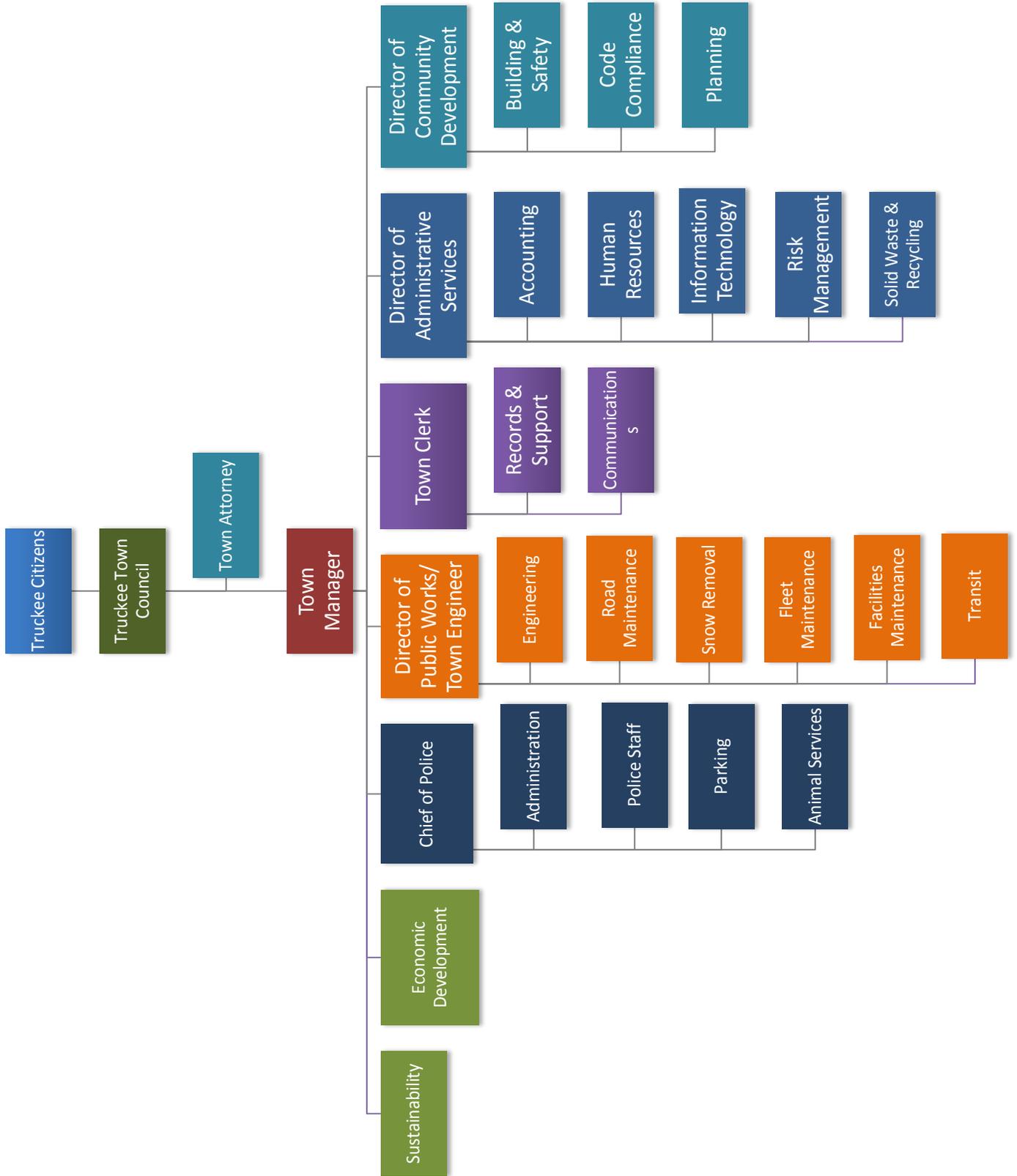
Transient Occupancy Tax Compliance and Market Equity: The Town continued its relationship with Host Compliance for transient occupancy tax (TOT) monitoring and auditing. As of September of 2017, Host Compliance has been able to identify 92.5% of all properties listed as available for short-term rental online. The Town has registered 429 properties for the collection and remittance of TOT, a 38% increase. This has led to the collection of more than \$250,000 in back taxes and \$300,000 of additional ongoing yearly payments.

Active TOT Registrants	Prior to Compliance	Host As of August 2017	Change
Individual	410	684	+274
Property Managers	729	884	+155
Total	1,139	1,568	+429

MAP OF THE TOWN OF TRUCKEE FY 2019/20



ORGANIZATION CHART FY 2019/20



SECTION 2 - SUMMARY



RECOGNITION OF COUNCILMEMBER CAROLYN WALLACE DEE WHO RETIRED IN 2018 .

TOTAL BUDGET SUMMARY
TOTAL OPERATING EXPENSES BY ORGANIZATION
SUMMARY BY FUND
GRANT & LOAN ACTIVITIES
FULL-TIME EQUIVALENT HISTORY

**TOTAL BUDGET SUMMARY
2019/20 SUMMARY BUDGET**

FUND	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
REVENUES						
101 GENERAL FUND	27,309,657	26,204,606	27,744,595	28,653,210	3.3%	9.3%
SPECIAL REVENUE FUNDS						
203 Affordable Housing In-Lieu	146,661	13,592	109,496	21,217	-80.6%	56.1%
204 Air Quality Mitigation	49,916	3,000	11,339	5,493	-51.6%	83.1%
206 Town Housing Fund	128,263	10,148	34,521	12,226	-64.6%	20.5%
210 Tahoe Donner TSSA	631,177	640,500	706,768	692,636	-2.0%	8.1%
211 Glenshire TSSA	182,675	180,600	185,498	188,015	1.4%	4.1%
212 Brickelltown Maintenance District	66,783	73,681	74,676	75,093	0.6%	1.9%
213 Joerger Community Facilities District	168	-	1,180	1,592	34.9%	100.0%
214 Railyard Community Facilities District	-	-	-	101,112		100.0%
250 Gas Tax	2,277,230	2,284,865	2,302,984	2,794,816	21.4%	22.3%
252 Measure V Sales Tax	2,568,585	2,475,000	2,519,799	2,626,230	4.2%	6.1%
253 Measure R Sales Tax	1,266,809	1,204,000	1,273,572	1,331,544	4.6%	10.6%
270 Traffic Impact Fees	1,274,257	1,060,000	2,147,020	1,145,842	-46.6%	8.1%
271 Facilities Impact Fees - Law Enforcement	28,151	95,333	55,556	51,163	-7.9%	-46.3%
272 Facilities Impact Fees - Animal Services	10,592	9,543	12,869	10,827	-15.9%	13.5%
273 Facilities Impact Fees - Storm Drainage	150,443	170,496	246,723	195,091	-20.9%	14.4%
274 Facilities Impact Fees - General Governmen	167,088	174,628	260,294	191,033	-26.6%	9.4%
301 BEGIN Re-Use	2,148	1,512	37,498	3,477	-90.7%	130.0%
310 CalHome Reuse	40,877	181,467	220,238	6,217	-97.2%	-96.6%
320 CDBG - Misc Income	1,601	28,682	30,156	30,759	2.0%	7.2%
321 CDBG - Program Income	54,027	28,221	28,736	28,748	0.0%	1.9%
CAPITAL PROJECT FUNDS						
200 Capital Improvement Projects	8,646,438	31,078,143	16,978,921	31,884,715	87.8%	2.6%
299 Fleet Replacement Fund	1,060,919	1,060,919	1,060,919	1,084,252	2.2%	2.2%
ENTERPRISE FUNDS						
501 Parking	974,424	844,500	937,073	953,212	1.7%	12.9%
502 Transit	1,087,323	1,432,103	1,455,114	1,554,126	6.8%	8.5%
503 Solid Waste	3,670,099	4,208,008	4,217,049	4,513,719	7.0%	7.3%
504 Building & Safety	1,892,575	1,762,000	1,758,783	1,907,586	8.5%	8.3%
FIDUCIARY FUND						
599 Redevelopment Successor Agency	1,097,703	1,134,792	1,095,719	946,318	-13.6%	-16.6%
	54,786,590	76,360,338	65,507,097	81,010,268	23.7%	6.1%
EXPENDITURES						
101 GENERAL FUND	22,083,928	27,609,837	25,583,056	35,714,484	39.6%	29.4%
SPECIAL REVENUE FUNDS						
203 Affordable Housing In-Lieu	80,750	1,700,000	50,000	1,700,000	3300.0%	
204 Air Quality Mitigation	9,910	82,696	32,667	5,000	-84.7%	-94.0%
210 Tahoe Donner TSSA	89,650	1,680,950	1,420,877	370,950	-73.9%	-77.9%
211 Glenshire TSSA	71,695	61,325	59,639	118,647	98.9%	93.5%
212 Brickelltown Maintenance District	34,366	62,418	54,124	62,711	15.9%	0.5%
214 Railyard Community Facilities District	-	-	-	21,000		100.0%
250 Gas Tax	2,182,405	2,276,785	2,262,236	2,909,561	28.6%	27.8%
252 Measure V Sales Tax	2,790,289	3,463,000	3,853,370	2,626,263	-31.8%	-24.2%
253 Measure R Sales Tax	297,229	958,509	356,775	708,540	98.6%	-26.1%
270 Traffic Impact Fees	2,092,100	1,806,899	913,644	610,700	-33.2%	-66.2%
271 Facilities Impact Fees - Law Enforcement	45,551	125,796	275,200	40,575	-85.3%	-67.7%
272 Facilities Impact Fees - Animal Services	947	149	75	150	100.0%	0.7%
273 Facilities Impact Fees - Storm Drainage	61,484	87,241	39,500	62,200	57.5%	-28.7%
274 Facilities Impact Fees - General Governmen	90,155	424,405	877,000	177,300	-79.8%	-58.2%
310 CalHome Reuse	31,038	-	-	-		
321 CDBG - Program Income	2,568	27,618	28,118	28,118	0.0%	1.8%
CAPITAL PROJECT FUNDS						
200 Capital Improvement Projects	10,942,569	32,078,143	16,978,921	32,839,715	93.4%	2.4%
299 Fleet Replacement Fund	2,295,881	782,000	750,000	1,117,500	49.0%	42.9%
ENTERPRISE FUNDS						
501 Parking	557,586	591,395	568,872	678,340	19.2%	14.7%
502 Transit	1,154,597	1,301,223	1,193,416	1,812,104	51.8%	39.3%
503 Solid Waste	3,283,408	4,201,071	4,129,739	4,575,119	10.8%	8.9%
504 Building & Safety	1,445,640	1,724,115	1,447,270	1,609,137	11.2%	-6.7%
FIDUCIARY FUND						
599 Redevelopment Successor Agency	965,479	1,009,450	1,008,981	848,041	-16.0%	-16.0%
Total Expenditures	50,609,225	82,055,024	61,883,479	88,636,155	43.2%	8.0%
Total Revenue Over (Under) Expenditures	4,177,365	(5,694,685)	3,623,618	(7,625,886)	-310.4%	

TOTAL BUDGET SUMMARY
2019/20 SUMMARY BUDGET

FUND		2020/21 PROJECTED BUDGET	2021/22 PROJECTED BUDGET	2022/23 PROJECTED BUDGET	2023/24 PROJECTED BUDGET
REVENUES					
101	GENERAL FUND	28,644,381	29,236,978	29,805,180	30,374,097
SPECIAL REVENUE FUNDS					
203	Affordable Housing In-Lieu	21,342	18,234	18,266	18,299
204	Air Quality Mitigation	5,517	3,086	3,128	3,170
206	Town Housing Fund	12,841	11,277	11,575	11,876
210	Tahoe Donner TSSA	699,084	632,816	631,985	636,107
211	Glenshire TSSA	189,406	183,805	185,028	185,984
212	Brickelltown Maintenance District	77,545	78,868	80,387	81,929
213	Joerger Community Facilities District	1,839	891	850	802
214	Railyard Community Facilities District	105,747	108,762	110,907	113,095
250	Gas Tax	2,471,861	2,545,677	2,596,506	2,648,352
252	Measure V Sales Tax	2,704,151	2,771,899	2,845,684	1,143,003
253	Measure R Sales Tax	1,381,616	1,382,181	1,409,906	1,437,163
270	Traffic Impact Fees	1,186,545	1,120,652	1,111,336	1,124,849
271	Facilities Impact Fees - Law Enforcement	52,875	54,255	55,853	57,487
272	Facilities Impact Fees - Animal Services	11,298	10,450	10,735	11,026
273	Facilities Impact Fees - Storm Drainage	203,256	201,088	204,670	210,665
274	Facilities Impact Fees - General Governmen	196,944	202,968	208,959	215,090
301	BEGIN Re-Use	4,204	2,137	2,137	2,179
310	CalHome Reuse	6,342	3,234	3,266	3,299
320	CDBG - Misc Income	31,374	29,810	30,108	30,409
321	CDBG - Program Income	28,761	28,196	28,196	28,197
CAPITAL PROJECT FUNDS					
200	Capital Improvement Projects	19,431,689	11,793,926	13,732,768	5,008,000
299	Fleet Replacement Fund	1,084,252	1,084,252	1,084,252	1,084,252
ENTERPRISE FUNDS					
501	Parking	954,691	978,282	999,970	1,021,857
502	Transit	2,005,356	2,067,277	2,110,876	2,155,340
503	Solid Waste	4,647,324	4,776,558	4,871,216	4,968,449
504	Building & Safety	1,949,244	2,001,565	2,043,009	2,084,959
FIDUCIARY FUND					
599	Redevelopment Successor Agency	974,538	1,000,785	1,020,745	1,041,103
		<u>69,084,022</u>	<u>62,329,910</u>	<u>65,217,499</u>	<u>55,701,039</u>
EXPENDITURES					
101	GENERAL FUND	28,790,339	27,204,353	26,450,898	29,060,221
SPECIAL REVENUE FUNDS					
203	Affordable Housing In-Lieu	-	-	-	-
204	Air Quality Mitigation	-	-	-	-
210	Tahoe Donner TSSA	2,148,950	716,950	220,950	202,950
211	Glenshire TSSA	234,647	61,647	89,647	71,647
212	Brickelltown Maintenance District	80,412	82,973	85,102	87,044
214	Railyard Community Facilities District	36,630	37,279	37,724	38,179
250	Gas Tax	2,307,236	2,307,236	2,307,236	2,307,236
252	Measure V Sales Tax	2,513,240	904,487	2,421,657	429,830
253	Measure R Sales Tax	685,431	1,269,848	1,397,497	150,784
270	Traffic Impact Fees	3,038,596	4,174,004	1,924,284	224,570
271	Facilities Impact Fees - Law Enforcement	592	610	622	635
272	Facilities Impact Fees - Animal Services	155	159	162	166
273	Facilities Impact Fees - Storm Drainage	277,266	232,334	2,381	2,428
274	Facilities Impact Fees - General Governmen	2,369	2,440	2,489	2,539
310	CalHome Reuse	-	-	-	-
321	CDBG - Program Income	28,118	28,118	28,118	28,118
CAPITAL PROJECT FUNDS					
200	Capital Improvement Projects	24,881,689	22,035,041	30,957,768	8,238,000
299	Fleet Replacement Fund	1,151,025	1,185,556	1,209,267	1,233,452
ENTERPRISE FUNDS					
501	Parking	734,125	737,046	755,310	773,562
502	Transit	1,864,986	1,920,714	1,960,593	1,962,951
503	Solid Waste	4,706,320	4,846,962	4,875,001	4,976,580
504	Building & Safety	1,676,067	1,744,706	1,817,930	1,874,336
FIDUCIARY FUND					
599	Redevelopment Successor Agency	888,134	914,403	932,922	951,948
	Total Expenditures	<u>76,046,326</u>	<u>70,406,865</u>	<u>77,477,558</u>	<u>52,617,176</u>
	Total Revenue Over (Under) Expenditures	<u>(6,962,305)</u>	<u>(8,076,955)</u>	<u>(12,260,059)</u>	<u>3,083,863</u>

**HISTORICAL TOTAL BUDGET SUMMARY
2019/20 SUMMARY BUDGET**

FUND		AMENDED	PER AUDIT	AMENDED	PER AUDIT
		BUDGET 2013/14	2013/14	BUDGET 2014/15	2014/15
	REVENUES				
101	GENERAL FUND	19,269,934	20,331,840	19,736,229	21,332,431
	SPECIAL REVENUE FUNDS				
203	Affordable Housing In-Lieu	-	23,138	3,000	174,809
204	Air Quality Mitigation	2,000	2,502	1,700	1,939
206	Town Housing Fund	27,618	20,162	-	34,156
210	Tahoe Donner TSSA	602,000	633,767	605,000	615,467
211	Glenshire TSSA	177,000	183,362	177,000	179,252
212	Brickelltown Maintenance District	-	-	-	14,786
250	Gas Tax	1,747,096	1,860,976	1,576,893	1,431,419
252	Measure A/V Sales Tax	1,722,500	1,975,239	1,845,000	2,132,678
253	Measure R Sales Tax	-	-	-	744,685
270	Traffic Impact Fees	318,245	640,992	471,680	826,353
271	Facilities Impact Fees - Law Enforcement	30,994	20,694	46,653	25,144
272	Facilities Impact Fees - Animal Services	3,711	8,577	5,585	11,245
273	Facilities Impact Fees - Storm Drainage	56,824	105,471	85,532	146,753
274	Facilities Impact Fees - General Government	57,394	113,057	86,390	182,122
301	BEGIN Re-Use	700	35,801	700	75,333
302	BEGIN	-	35,422	-	-
310	CalHome Reuse	500	40,696	50	41,868
312	06-CalHome-183	-	-	-	41,417
320	CDBG - Misc Income	34,263	32,447	30,117	599
321	CDBG - Program Income	33,462	32,447	29,317	75,724
322	01-STBG-1614	1,699	1,558	1,699	850
323	10-STBG-6741	27,618	25,386	27,618	27,657
330	Boulders	-	9,019	2,500	-
	CAPITAL PROJECT FUNDS				
200	Capital Improvement Projects	17,035,004		23,030,645	
299	Fleet Replacement Fund	938,126	983,906	599,139	956,651
	ENTERPRISE FUNDS				
501	Parking	550,622	579,439	577,925	628,713
502	Transit	830,190	791,829	1,334,239	903,940
503	Solid Waste	3,055,829	3,077,249	3,227,964	3,199,837
504	Building & Safety	908,300	1,420,342	1,182,543	1,587,705
	FIDUCIARY FUND				
599	Redevelopment Successor Agency	1,063,491	905,128	1,087,232	1,095,850
		<u>48,495,120</u>	<u>33,890,446</u>	<u>55,772,350</u>	<u>36,489,383</u>
	EXPENDITURES				
101	GENERAL FUND	19,529,603	18,084,537	19,829,783	18,091,926
	SPECIAL REVENUE FUNDS				
203	Affordable Housing In-Lieu	-	-	25,000	-
204	Air Quality Mitigation	-	-	-	-
206	Town Housing Fund	-	14	-	-
210	Tahoe Donner TSSA	4,130,252	337,416	2,129,900	1,371,374
211	Glenshire TSSA	1,135,632	288,742	938,747	627,789
212	Brickelltown Maintenance District	-	-	-	2,994
250	Gas Tax	1,747,096	1,860,976	1,579,893	1,431,419
252	Measure A/V Sales Tax	3,184,616	2,730,646	6,415,811	3,631,282
253	Measure R Sales Tax	-	-	-	95,407
270	Traffic Impact Fees	1,091,000	965,357	2,141,689	1,365,563
271	Facilities Impact Fees - Law Enforcement	-	171	-	154
272	Facilities Impact Fees - Animal Services	-	71	-	69
273	Facilities Impact Fees - Storm Drainage	387,121	99,728	195,832	417,305
274	Facilities Impact Fees - General Government	-	933	-	1,119
301	BEGIN Re-Use	-	-	-	-
302	BEGIN	-	35,422	-	-
310	CalHome Reuse	-	-	-	68,000
312	06-CalHome-183	-	-	-	41,417
320	CDBG - Misc Impact	-	-	-	25,000
321	CDMG - Program Income	33,462	32,447	29,317	-
322	01-STBG-1614	1,699	1,558	1,699	850
323	10-STBG-6741	27,618	25,386	27,618	27,657
330	Boulders	-	9,019	2,500	-
	CAPITAL PROJECT FUNDS				
200	Capital Improvement Projects	17,035,004		23,030,645	
299	Fleet Replacement Fund	710,000	599,139	645,599	150,268
	ENTERPRISE FUNDS				
501	Parking	488,474	427,322	488,745	423,385
502	Transit	897,354	861,333	891,027	918,179
503	Solid Waste	3,064,808	3,069,154	3,218,962	3,129,633
504	Building & Safety	916,497	901,232	1,212,110	1,080,165
	FIDUCIARY FUND				
599	Redevelopment Successor Agency	2,623,724	1,624,072	4,571,261	1,113,485
	Total Expenditures	<u>57,003,960</u>	<u>31,954,675</u>	<u>67,376,138</u>	<u>18,091,926</u>
	Total Revenue Over (Under) Expenditures	<u>(8,508,840)</u>	<u>1,935,771</u>	<u>(11,603,788)</u>	<u>18,397,457</u>

HISTORICAL TOTAL BUDGET SUMMARY
2019/20 SUMMARY BUDGET

FUND		AMENDED	PER AUDIT	AMENDED	PER AUDIT
		BUDGET 2015/16	BUDGET 2015/16	BUDGET 2016/17	BUDGET 2016/17
REVENUES					
101	GENERAL FUND	21,292,498	24,163,586	22,882,096	25,247,359
SPECIAL REVENUE FUNDS					
203	Affordable Housing In-Lieu	-	88,576	3,000	1,157,244
204	Air Quality Mitigation	450	2,763	650	6,217
206	Town Housing Fund	9,084	10,131	9,084	22,235
210	Tahoe Donner TSSA	610,000	639,057	605,000	609,370
211	Glenshire TSSA	179,000	180,284	180,500	179,464
212	Brickelltown Maintenance District	33,854	33,869	69,932	76,092
250	Gas Tax	1,238,508	1,431,761	1,500,252	1,719,202
252	Measure A/V Sales Tax	2,140,000	2,139,309	2,238,000	2,374,299
253	Measure R Sales Tax	1,064,500	999,905	1,114,500	1,156,419
270	Traffic Impact Fees	875,000	853,066	825,000	850,457
271	Facilities Impact Fees - Law Enforcement	70,762	40,394	75,300	21,841
272	Facilities Impact Fees - Animal Services	8,472	10,198	11,590	10,552
273	Facilities Impact Fees - Storm Drainage	129,733	134,426	116,138	130,768
274	Facilities Impact Fees - General Government	131,034	149,454	127,493	156,431
301	BEGIN Re-Use	700	1,224	700	38,782
302	BEGIN	-	-	-	-
310	CalHome Reuse	500	41,868	500	27,495
312	06-CalHome-183	-	45,686	-	-
320	CDBG - Misc Income	30,116	793	30,116	963
321	CDBG - Program Income	29,316	91,761	29,316	37,412
322	01-STBG-1614	1,699	991	1,699	-
323	10-STBG-6741	27,617	29,919	27,617	-
330	Boulders	-	67,862	-	-
CAPITAL PROJECT FUNDS					
200	Capital Improvement Projects	14,912,179	-	21,993,477	14,779,229
299	Fleet Replacement Fund	770,907	973,126	949,125	983,126
ENTERPRISE FUNDS					
501	Parking	592,000	748,118	648,700	839,206
502	Transit	1,158,788	1,167,523	1,302,320	1,099,377
503	Solid Waste	3,440,336	3,399,475	3,491,837	3,445,070
504	Building & Safety	1,396,450	1,551,884	1,476,674	1,543,298
FIDUCIARY FUND					
599	Redevelopment Successor Agency	1,181,803	1,210,988	1,231,848	1,186,929
		<u>21,302,032</u>	<u>40,207,997</u>	<u>60,942,464</u>	<u>57,698,837</u>
EXPENDITURES					
101	GENERAL FUND	21,708,002	18,695,911	24,992,561	20,400,087
SPECIAL REVENUE FUNDS					
203	Affordable Housing In-Lieu	25,000	76,000	-	42,063
204	Air Quality Mitigation	143,713	39,450	126,547	16,423
206	Town Housing Fund	-	-	-	-
210	Tahoe Donner TSSA	97,400	474,091	1,534,900	962,586
211	Glenshire TSSA	340,000	429,212	158,502	68,618
212	Brickelltown Maintenance District	28,854	36,138	51,407	58,984
250	Gas Tax	1,238,508	1,431,761	1,500,252	1,719,202
252	Measure A/V Sales Tax	3,547,190	896,423	4,226,740	3,496,182
253	Measure R Sales Tax	537,860	316,205	565,392	361,778
270	Traffic Impact Fees	1,867,110	333,216	1,634,057	777,257
271	Facilities Impact Fees - Law Enforcement	624	-	683	-
272	Facilities Impact Fees - Animal Services	75	-	105	-
273	Facilities Impact Fees - Storm Drainage	36,145	32,571	21,054	24,328
274	Facilities Impact Fees - General Government	1,156	-	1,157	-
301	BEGIN Re-Use	-	-	-	60,000
302	BEGIN	-	-	-	-
310	CalHome Reuse	-	68,000	-	38,000
312	06-CalHome-183	-	45,686	-	-
320	CDBG - Misc Impact	-	-	-	-
321	CDMG - Program Income	29,316	1,576	29,316	198,859
322	01-STBG-1614	1,699	991	1,699	-
323	10-STBG-6741	27,617	29,919	27,617	-
330	Boulders	-	67,862	-	-
CAPITAL PROJECT FUNDS					
200	Capital Improvement Projects	14,912,179	-	21,993,477	14,779,229
299	Fleet Replacement Fund	745,500	414,664	612,555	294,039
ENTERPRISE FUNDS					
501	Parking	503,054	497,583	513,951	658,433
502	Transit	1,627,449	979,387	1,134,026	1,029,163
503	Solid Waste	3,451,793	3,329,507	3,491,837	3,233,031
504	Building & Safety	1,339,710	1,176,685	1,417,421	1,224,181
FIDUCIARY FUND					
599	Redevelopment Successor Agency	1,138,743	1,117,069	1,149,366	1,131,511
	Total Expenditures	<u>21,733,002</u>	<u>30,489,907</u>	<u>65,184,622</u>	<u>50,573,954</u>
	Total Revenue Over (Under) Expenditures	<u>(430,970)</u>	<u>9,718,090</u>	<u>(4,242,158)</u>	<u>7,124,883</u>

**TOTAL OPERATING EXPENDITURES BY ORGANIZATION
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
GENERAL GOVERNMENT						
Town Council	112,777	139,100	127,705	137,760	7.9%	-1.0%
Town Manager	330,860	300,729	281,851	332,720	18.0%	10.6%
Town Attorney	326,230	342,292	295,038	380,953	29.1%	11.3%
Town Clerk & Communication	491,395	552,094	515,378	614,139	19.2%	11.2%
Administrative Services	1,350,899	1,059,411	1,036,842	1,167,574	12.6%	10.2%
General Government	1,152,555	1,310,223	1,299,251	1,408,385	8.4%	7.5%
Economic Development	643,552	1,137,478	703,095	1,110,963	58.0%	-2.3%
Information Technology	-	565,367	557,838	700,332	25.5%	23.9%
Sustainability	-	-	-	152,324		
Subtotal General Government	4,408,267	5,406,694	4,816,998	6,005,150	24.7%	11.1%
PUBLIC WORKS						
Engineering	1,312,351	1,493,500	1,434,143	1,564,987	9.1%	4.8%
Road Maintenance	1,761,893	2,171,766	1,980,164	2,115,848	6.9%	-2.6%
Snow Removal	2,805,001	3,309,465	3,436,724	3,304,934	-3.8%	-0.1%
Fleet Maintenance	22,869	25,000	25,000	25,000		
Trails Maintenance	153,014	177,346	156,366	174,587	11.7%	-1.6%
Facilities Maintenance	1,269,784	1,538,378	1,350,095	1,506,934	11.6%	-2.0%
Subtotal Public Works	7,324,912	8,715,454	8,382,493	8,692,290	3.7%	-0.3%
COMMUNITY DEVELOPMENT						
Planning	861,893	1,046,461	964,138	1,050,896	9.0%	0.4%
Building & Safety	1,437,983	1,724,115	1,447,270	1,599,137	10.5%	-7.2%
Code Compliance	64,834	74,725	69,753	80,388	15.2%	7.6%
Subtotal Community Development	2,364,710	2,845,301	2,481,161	2,730,421	10.0%	-4.0%
PUBLIC SAFETY						
Police	5,723,202	6,235,156	5,780,598	6,629,802	14.7%	6.3%
Animal Services	441,721	494,003	488,762	492,966	0.9%	-0.2%
Parking	557,582	591,395	568,872	358,840	-36.9%	-39.3%
Subtotal Public Safety	6,722,505	7,320,554	6,838,232	7,481,608	9.4%	2.2%
TRANSIT	1,154,597	1,301,223	1,193,416	1,812,104	51.8%	39.3%
SOLID WASTE	3,283,408	4,201,071	4,129,739	4,575,119	10.8%	8.9%
REDEVELOPMENT SUCCESSOR AGENCY	981,308	1,009,450	1,008,981	848,041	-16.0%	-16.0%
TOTAL OPERATING EXPENDITURES	26,239,708	30,799,747	28,851,022	32,144,733	11.4%	4.4%

**TOTAL OPERATING EXPENDITURES BY ORGANIZATION
2019/20 SUMMARY BUDGET**

	2020/21 PROJECTED		2021/22 PROJECTED		2022/23 PROJECTED		2023/24 PROJECTED
	BUDGET	% CHG	BUDGET	% CHG	BUDGET	% CHG	BUDGET
GENERAL GOVERNMENT							
Town Council	144,277	4.7%	145,409	0.8%	153,480	5.6%	153,733
Town Manager	346,589	4.2%	362,867	4.7%	376,958	3.9%	386,924
Town Attorney	384,370	0.9%	392,601	2.1%	398,797	1.6%	407,693
Town Clerk & Communication	651,867	6.1%	663,463	1.8%	699,626	5.5%	713,331
Administrative Services	1,348,403	15.5%	1,398,596	3.7%	1,448,401	3.6%	1,490,355
General Government	1,424,755	1.2%	1,479,851	3.9%	1,504,855	1.7%	1,544,717
Economic Development	1,229,914	11%	903,439	-26.5%	923,803	2.3%	945,651
Information Technology	738,897	5.5%	775,464	4.9%	809,087	4.3%	841,048
Sustainability	158,588	4.1%	164,932	4.0%	170,670	3.5%	176,784
Subtotal General Government	6,427,661		6,286,622		6,485,676		6,660,236
PUBLIC WORKS							
Engineering	1,640,047	4.2%	1,708,194	3.5%	1,767,301	3.7%	1,832,930
Road Maintenance	2,223,282	4.0%	2,311,802	3.3%	2,388,348	3.4%	2,469,103
Snow Removal	3,383,707	3.1%	3,489,357	2.5%	3,576,663	2.6%	3,667,985
Fleet Maintenance	25,750	3.0%	26,523	2.0%	27,053	2.0%	27,594
Trails Maintenance	173,024	3.2%	178,616	2.1%	182,299	2.4%	186,622
Facilities Maintenance	1,679,146	4.9%	1,761,279	2.9%	1,811,589	3.4%	1,873,951
Subtotal Public Works	9,124,957		9,475,771		9,753,253		10,058,185
COMMUNITY DEVELOPMENT							
Planning	1,102,748	5.0%	1,157,661	3.6%	1,199,797	3.9%	1,246,216
Building & Safety	1,676,067	4.1%	1,744,706	4.2%	1,817,930	3.1%	1,874,336
Code Compliance	86,714	4.0%	90,144	3.1%	92,946	3.5%	96,181
Subtotal Community Development	2,865,529		2,992,511		3,110,673		3,216,732
PUBLIC SAFETY							
Police	6,747,865	3.2%	6,961,365	3.0%	7,170,987	3.2%	7,400,387
Animal Services	497,887	4.9%	522,123	3.7%	541,593	4.2%	564,436
Parking	734,125	0.4%	737,046	2.5%	755,310	2.4%	773,562
Subtotal Public Safety	7,979,877		8,220,533		8,467,890		8,738,385
TRANSIT	1,864,986	3.0%	1,920,714	2.1%	1,960,593	0.1%	1,962,951
SOLID WASTE	4,706,320	3.0%	4,846,962	0.6%	4,875,001	2.1%	4,976,580
REDEVELOPMENT SUCCESSOR AGENCY	888,134	3.0%	914,403	2.0%	932,922	2.0%	951,948
TOTAL OPERATING EXPENDITURES	33,857,463	2.4%	34,657,515	2.7%	35,586,007	2.8%	36,565,017

HISTORICAL TOTAL OPERATING EXPENDITURES BY ORGANIZATION 2019/20 SUMMARY BUDGET

	AMENDED BUDGET 2013/14	PER AUDIT 2013/14	AMENDED BUDGET 2014/15	PER AUDIT 2014/15
GENERAL GOVERNMENT				
Town Council	90,838	80,254	91,975	90,535
Town Manager	288,956	314,207	288,513	285,516
Town Attorney	225,778	149,518	295,016	243,760
Town Clerk & Communication	341,785	379,894	484,604	453,017
Administrative Services	997,164	969,932	1,019,565	987,213
General Government	1,427,236	1,398,056	1,063,519	854,913
Economic Development	-	113,495	488,089	481,411
Subtotal General Government	3,371,757	3,405,356	3,731,281	3,396,365
PUBLIC WORKS				
Engineering	1,046,607	993,650	1,040,088	1,037,668
Road Maintenance	1,886,422	2,045,687	2,014,575	2,205,166
Snow Removal	2,872,052	1,809,457	3,058,524	2,006,867
Trails Maintenance	-	-	165,316	127,210
Brickelltown Maintenance District	-	-	-	2,994
Facilities Maintenance	1,171,074	968,305	1,235,608	989,657
Subtotal Public Works	6,976,155	5,817,099	7,514,111	6,369,562
COMMUNITY DEVELOPMENT				
Planning	792,254	704,537	824,874	713,934
Building & Safety	916,497	901,232	1,212,110	1,080,165
Code Compliance	73,320	66,014	69,374	72,958
Subtotal Community Development	1,782,071	1,671,783	2,106,358	1,867,057
PUBLIC SAFETY				
Police	5,261,143	5,090,163	5,491,222	5,299,934
Animal Services	633,676	547,129	289,320	281,776
Parking	488,474	427,322	488,745	423,385
Subtotal Public Safety	6,383,293	6,064,614	6,269,287	6,005,095
TRANSIT	897,354	861,333	891,027	903,940
SOLID WASTE	3,064,808	3,069,154	3,218,962	3,129,633
REDEVELOPMENT SUCCESSOR AGENCY	2,623,724	1,624,072	4,571,261	1,113,485
TOTAL OPERATING EXPENDITURES	25,099,162	22,513,411	28,302,287	22,785,137

HISTORICAL TOTAL OPERATING EXPENDITURES BY ORGANIZATION 2019/20 SUMMARY BUDGET

	AMENDED BUDGET 2015/16	PER AUDIT 2015/16	AMENDED BUDGET 2016/17	PER AUDIT 2016/17
GENERAL GOVERNMENT				
Town Council	95,065	87,506	165,610	138,788
Town Manager	306,336	329,625	321,995	318,620
Town Attorney	286,628	218,911	301,182	220,010
Town Clerk & Communication	493,914	411,119	519,363	474,106
Administrative Services	1,133,228	1,210,920	1,222,220	1,192,684
General Government	1,141,073	973,321	1,343,867	1,149,040
Economic Development	1,273,978	540,245	711,462	659,770
Subtotal General Government	4,730,222	3,771,647	4,585,699	4,153,018
PUBLIC WORKS				
Engineering	1,244,867	1,220,004	1,347,246	1,249,815
Road Maintenance	2,055,213	2,004,232	2,020,166	1,789,508
Snow Removal	2,621,881	2,322,341	2,691,529	3,119,818
Trails Maintenance	321,614	297,844	161,856	154,677
Brickelltown Maintenance District	28,854	36,138	51,407	58,984
Facilities Maintenance	1,128,358	1,030,033	1,283,766	1,183,377
Subtotal Public Works	7,400,787	6,910,592	7,555,970	7,556,179
COMMUNITY DEVELOPMENT				
Planning	835,912	826,126	1,019,460	896,386
Building & Safety	1,339,710	1,176,685	1,417,421	1,224,181
Code Compliance	62,974	60,652	66,271	60,271
Subtotal Community Development	2,238,596	2,063,463	2,503,152	2,180,838
PUBLIC SAFETY				
Police	5,545,412	5,448,903	6,050,563	5,364,983
Animal Services	334,008	326,075	384,185	370,769
Parking	503,054	497,583	513,951	658,433
Subtotal Public Safety	6,382,474	6,272,561	6,948,699	6,394,185
TRANSIT	1,158,788	979,387	1,134,026	1,029,163
SOLID WASTE	3,451,793	3,329,507	3,491,837	3,233,031
REDEVELOPMENT SUCCESSOR AGENCY	1,138,743	1,117,069	1,149,366	1,107,641
TOTAL OPERATING EXPENDITURES	26,501,403	24,444,226	27,368,749	25,654,055

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**GENERAL FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
REVENUES						
Taxes	20,221,428	19,808,315	21,147,578	21,332,808	0.9%	7.7%
Intergovernmental	2,091,033	1,888,000	1,818,181	1,889,954	3.9%	0.1%
Other	2,076,248	1,719,731	2,015,852	2,110,607	4.7%	22.7%
Planning Fees	263,166	183,000	175,020	182,433	4.2%	-0.3%
Gas Taxes	2,145,700	1,975,785	2,015,236	2,502,955	24.2%	26.7%
Transfers	512,082	629,776	572,728	634,453	10.8%	0.7%
Total Revenues	27,309,657	26,204,606	27,744,595	28,653,210	3.3%	9.3%
EXPENDITURES						
Town Council	112,777	139,100	127,705	137,760	7.9%	-1.0%
Town Manager	330,860	300,729	281,851	332,720	18.0%	10.6%
Town Attorney	326,230	342,292	295,038	380,953	29.1%	11.3%
Town Clerk & Communications	491,395	552,094	515,378	614,139	19.2%	11.2%
Administrative Services	1,350,899	1,059,411	1,036,842	1,167,574	12.6%	10.2%
General Government	1,152,555	1,303,284	1,295,781	1,389,685	7.2%	6.6%
Economic Development	626,708	737,478	646,395	744,263	15.1%	0.9%
Information Technology	-	565,367	557,838	700,332	25.5%	23.9%
Sustainability	-	-	-	152,324		
Engineering	1,312,351	1,493,500	1,434,143	1,564,987	9.1%	4.8%
Road Maintenance	1,761,893	2,171,766	1,980,164	2,115,848	6.9%	-2.6%
Snow Removal	2,805,001	3,309,465	3,436,724	3,304,934	-3.8%	-0.1%
Fleet Maintenance	22,869	25,000	25,000	25,000		
Trails Maintenance	153,014	177,346	156,366	174,587	11.7%	-1.6%
Facilities Maintenance	1,235,418	1,475,960	1,295,972	1,423,223	9.8%	-3.6%
Planning	861,893	1,046,461	964,138	1,050,896	9.0%	0.4%
Code Compliance	64,834	74,725	69,753	80,388	15.2%	7.6%
Police	5,723,202	6,235,156	5,780,598	6,629,802	14.7%	6.3%
Animal Services	441,721	494,003	488,762	492,966	0.9%	-0.2%
Total Operating Expenditures	18,773,619	21,503,136	20,388,450	22,482,381	10.3%	4.6%
Debt Service	666,978	689,427	649,771	694,726	6.9%	0.8%
Total Expenditures	19,440,597	22,192,563	21,038,221	23,177,108	10.2%	4.4%
Operating Rev Over (Under) Expense	7,869,060	4,012,043	6,706,375	5,476,102	-18.3%	36.5%
Transfer to CIP Fund	2,643,331	5,417,274	4,544,835	12,537,376	175.9%	131.4%
Revenue Over (Under) Exp Inc CIP	5,225,729	(1,405,231)	2,161,540	(7,061,274)	-426.7%	
Savings of General Fund for Specific Purposes						
General Fund Contingency Designation	467,148	-	330,798	227,154		
Road Maintenance Reserve	1,200,000	1,250,000	1,250,000	1,250,000		
Economic Development Designation	-	-	-	(500,000)		
Streetscape Designation	-	1,000,000	1,000,000	-		
General Fund Housing Designation	-	500,000	500,000	1,000,000		
Town Facilities Improvement Design	100,000	-	-	-		
Truckee Fire Fee Designation	9,463	-	-	-		
Developer Partnership Opp Design	1,500,000	(1,500,000)	(1,500,000)	-		
Railyard Commitments Design.	-	-	-	500,000		
Pocket Park Designation	-	-	-	(18,362)		
Subtotal of Savings Programs	3,276,611	1,250,000	1,580,798	2,458,792		
Revenue Over (Under) Expenses Including Savings	1,949,118	(2,655,231)	580,742	(9,520,066)		

**GENERAL FUND SUMMARY - DETAILED
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
REVENUES						
Taxes	20,221,428	19,808,315	21,147,578	21,332,808	0.9%	7.7%
Intergovernmental	2,091,033	1,888,000	1,818,181	1,889,954	3.9%	0.1%
Other	2,076,248	1,719,731	2,015,852	2,110,607	4.7%	22.7%
Planning Fees	263,166	183,000	175,020	182,433	4.2%	-0.3%
Gas Taxes	2,145,700	1,975,785	2,015,236	2,502,955	24.2%	26.7%
Transfers	512,082	629,776	572,728	634,453	10.8%	0.7%
Total Revenues	27,309,657	26,204,606	27,744,595	28,653,210	3.3%	9.3%
EXPENDITURES						
PERSONNEL						
Town Council	45,544	49,925	46,455	45,585	-1.9%	-8.7%
Town Manager	303,806	263,629	252,001	296,870	17.8%	12.6%
Town Attorney	219,260	232,842	240,338	271,153	12.8%	16.5%
Town Clerk & Communications	430,473	468,645	436,089	524,365	20.2%	11.9%
Administrative Services	1,124,422	946,741	922,392	1,054,744	14.3%	11.4%
Economic Development	173,093	179,581	174,128	268,063	53.9%	49.3%
Information Technology	-	433,917	387,138	596,240	54.0%	37.4%
Sustainability	-	-	-	110,012		
Engineering	1,194,424	1,351,674	1,280,219	1,391,094	8.7%	2.9%
Road Maintenance	1,113,758	1,294,010	1,185,510	1,304,192	10.0%	0.8%
Snow Removal	1,199,496	1,527,132	1,535,874	1,343,140	-12.5%	-12.0%
Trails Maintenance	95,184	105,506	91,148	93,051	2.1%	-11.8%
Facilities Maintenance	504,097	591,746	548,711	641,077	16.8%	8.3%
Planning	794,365	953,811	883,363	947,946	7.3%	-0.6%
Code Compliance	61,045	66,474	64,416	71,717	11.3%	7.9%
Police	4,498,158	5,029,265	4,523,378	5,418,129	19.8%	7.7%
Animal Services	396,364	437,803	434,662	443,116	1.9%	1.2%
Subtotal Personnel	12,153,489	13,932,701	13,005,823	14,820,493	14.0%	6.4%
SUPPLIES & SERVICES						
Town Council	65,472	88,175	79,450	90,175	13.5%	2.3%
Town Manager	26,830	37,100	29,850	34,150	14.4%	-8.0%
Town Attorney	106,969	109,450	54,700	109,800	100.7%	0.3%
Town Clerk & Communications	58,103	76,949	76,614	84,474	10.3%	9.8%
Administrative Services	218,710	111,170	113,050	111,830	-1.1%	0.6%
General Government	1,151,767	1,303,284	1,293,581	1,389,685	7.4%	6.6%
Economic Development	433,053	449,497	443,527	451,200	1.7%	0.4%
Information Technology	-	131,450	168,900	102,292	-39.4%	-22.2%
Sustainability	-	-	-	42,312		
Engineering	110,599	136,126	147,024	163,393	11.1%	20.0%
Road Maintenance	423,303	642,756	559,654	596,656	6.6%	-7.2%
Snow Removal	997,218	1,159,733	1,288,251	1,306,461	1.4%	12.7%
Fleet Maintenance	22,869	25,000	25,000	25,000		
Trails Maintenance	23,756	37,840	31,218	47,536	52.3%	25.6%
Facilities Maintenance	710,775	858,214	725,661	771,146	6.3%	-10.1%
Planning	60,818	89,350	78,415	99,450	26.8%	11.3%
Code Compliance	3,139	6,851	4,097	8,022	95.8%	17.1%
Police	1,034,835	1,023,172	1,074,501	1,029,104	-4.2%	0.6%
Animal Services	45,357	53,200	51,100	49,850	-2.4%	-6.3%
Subtotal Supplies & Services	5,493,572	6,339,316	6,244,593	6,512,537	4.3%	2.7%

**GENERAL FUND SUMMARY - DETAILED
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
CAPITAL OUTLAY						
Town Council	1,761	1,000	1,800	2,000	11.1%	100.0%
Town Manager	223	-	-	1,700		
Town Clerk & Communications	2,819	6,500	2,675	5,300	98.1%	-18.5%
Administrative Services	7,767	1,500	1,400	1,000	-28.6%	-33.3%
General Government	789	-	2,200	-	-100.0%	
Economic Development	20,562	108,400	28,740	25,000	-13.0%	-76.9%
Information Technology	-	-	1,800	1,800		
Engineering	7,328	5,700	6,900	10,500	52.2%	84.2%
Road Maintenance	224,832	235,000	235,000	215,000	-8.5%	-8.5%
Snow Removal	608,287	622,600	612,600	655,333	7.0%	5.3%
Trails Maintenance	34,074	34,000	34,000	34,000		
Facilities Maintenance	20,546	26,000	21,600	11,000	-49.1%	-57.7%
Planning	6,710	3,300	2,360	3,500	48.3%	6.1%
Code Compliance	650	1,400	1,240	650	-47.6%	-53.6%
Police	190,209	182,719	182,719	182,569	-0.1%	-0.1%
Animal Services	-	3,000	3,000	-	-100.0%	-100.0%
Subtotal Capital Outlay	1,126,558	1,231,119	1,138,034	1,149,352	1.0%	-6.6%
Total Operating Expenditures	18,773,619	21,503,136	20,388,450	22,482,381	10.3%	4.6%
Debt Service	666,978	689,427	649,771	694,726	6.9%	0.8%
Total Expenditures	19,440,597	22,192,563	21,038,221	23,177,108	10.2%	4.4%
Operating Rev Over (Under) Expense	7,869,059	4,012,043	6,706,375	5,476,102	-18.3%	36.5%
Transfer to CIP Fud	2,643,331	5,417,274	4,544,835	12,537,376	175.9%	131.4%
Revenue Over (Under) Exp Inc CIP	5,225,728	(1,405,231)	2,161,540	(7,061,274)	-426.7%	
Savings of General Fund for Specific Purposes						
General Fund Contingency Designation	467,148	-	330,798	227,154		
Road Maintenance Reserve	1,200,000	1,250,000	1,250,000	1,250,000		
Economic Development Designation	-	-	-	(500,000)		
Streetscape Designation	-	1,000,000	1,000,000	-		
General Fund Housing Designation	-	500,000	500,000	1,000,000		
Town Facilities Improvement Design	100,000	-	-	-		
Truckee Fire Fee Designation	9,463	-	-	-		
Developer Partnership Opp Design	1,500,000	(1,500,000)	(1,500,000)	-		
Railyard Commitments Design.	-	-	-	500,000		
Railyard Commitments Design.	-	-	-	(18,362)		
Subtotal of Savings Programs	3,276,611	1,250,000	1,580,798	2,458,792		
Revenue Over (Under) Expenses Including Savings	1,949,117	(2,655,231)	580,742	(9,520,066)		

CALCULATION OF TOTAL FUND BALANCE

GENERAL FUND	PER AUDIT 2017/18	AMENDED BUDGET 2018/19	ESTIMATED ACTUALS 2018/19	PROPOSED BUDGET 2019/20
Beginning Total Fund Balance	30,387,002	32,941,023	34,336,116	34,480,485
Revenues	27,340,465	26,204,605	27,744,595	28,653,210
Less: Operating Expenditures	(18,757,915)	(21,503,136)	(20,388,450)	(22,482,381)
Net Operating Revenue/Expense	8,582,550	4,701,469	7,356,146	6,170,828
Less: Debt Service	(666,978)	(689,427)	(649,771)	(694,726)
Net Operating Surplus/(Deficit) with Debt Service	7,915,572	4,012,042	6,706,375	5,476,102
Repayment of Loans	-	-	-	100,000
Capital Transfers	(2,643,331)	(5,417,274)	(4,544,835)	(12,537,376)
Expenditures from Road Maintenance Reserve	(1,314,088)	(1,307,000)	(1,157,000)	-
Expenditures from Economic Development Design	(16,844)	(400,000)	(56,700)	(116,700)
Expenditures from Streetscape Designation	-	(1,000,000)	(500,000)	(800,000)
Expenditures from Railyard Commitments Design.	-	-	-	(250,000)
Expenditures from Facilities Improvement Design.	-	(1,300,000)	-	(1,300,000)
Expenditures from General Fund Housing Design.	(668)	(1,220,000)	(300,000)	(1,699,332)
Expenditures from Truckee Fire Fee Design.	9,463	(6,939)	(3,470)	(18,700)
Expenditures from Pocket Park Maint. Design.	(991)	(1,000)	-	-
Net Change	3,949,114	(6,640,171)	144,370	(11,146,006)
Total Ending Fund Balance	34,336,116	26,300,852	34,480,485	23,334,479
<i>Less: Nonspendable Fund Balances</i>				
Inventory	336,739	302,735	336,739	336,739
Prepaid Costs & Deposits	84,640	73,711	84,640	84,640
Subtotal Nonspendable Fund Balance	421,379	376,446	421,379	421,379
<i>Less: Assigned Fund Balances</i>				
General Fund Contingency Designation (25%)	6,605,351	6,605,351	6,936,149	7,163,302
Litigation Designation	50,000	50,000	50,000	50,000
Road Maintenance Reserve	3,437,470	3,671,606	3,530,470	4,780,470
Economic Development/Infrastructure Designation	1,315,345	915,046	1,258,645	641,945
Streetscape Designation	2,000,000	2,000,000	2,500,000	1,700,000
General Fund Housing Designation	2,499,332	1,730,000	2,699,332	2,000,000
Open Space Acquisition Designation	500,000	500,000	500,000	500,000
Developer Partnership Opportunity Designation	1,500,000	-	-	-
Railyard Commitments Design.	-	-	-	250,000
Town Facilities Improvement Designation	1,300,000	-	1,300,000	-
Truckee Fire Fee Designation	23,049	16,110	19,579	879
Pocket Park Designation	18,362	17,553	18,362	-
Total Nonspendable and Designations	19,670,288	15,882,112	19,233,916	17,507,976
Total Undesignated Fund Balance	14,665,827	10,418,740	15,246,569	5,826,503
<i>Less: Restricted Fund Balances</i>				
Self Insured Retention - Liability	75,000	75,000	75,000	75,000
Self Insured Retention - Workers Comp	30,000	30,000	30,000	30,000
Cash Available	14,560,827	10,313,740	15,141,569	5,721,503
<i>Outstanding Long-Term Loans due to General Fund</i>				
Loan to Parking Fund - Parking Lot Purchases	239,250	848,500	239,250	524,250
Loan to CFDs - Equipment Purchase	-	-	-	165,000
N/R - Alder Pacific - Frishman Hollow Land	1,672,671	1,710,171	1,710,171	1,747,671
N/R - Streetscape Loan Receivable	205,396	227,621	184,748	163,622
Total Outstanding Loans due to the General Fund	2,117,317	2,786,292	2,134,169	2,600,544

CALCULATION OF TOTAL FUND BALANCE

GENERAL FUND	PROJECTED 2020/21	PROJECTED 2021/22	PROJECTED 2022/23	PROJECTED 2023/24
Beginning Total Fund Balance	23,334,479	21,790,797	23,643,422	21,654,704
Revenues	28,644,381	29,236,978	29,805,180	30,374,097
Less: Operating Expenditures	(23,408,066)	(24,263,433)	(25,011,425)	(25,790,417)
Net Operating Revenue/Expense	5,236,315	4,973,545	4,793,755	4,583,680
Less: Debt Service	(847,018)	(978,765)	(976,973)	(973,805)
Net Operating Surplus/(Deficit) with Debt Service	4,389,297	3,994,780	3,816,782	3,609,875
Repayment of Loans	130,000	130,000	130,000	130,000
Capital Transfers	(4,535,255)	(1,962,155)	(462,500)	(2,296,000)
Expenditures from Road Maintenance Reserve	(865,000)	-	(4,063,000)	-
Expenditures from Economic Development Design	(461,845)	(60,000)	(60,000)	(60,000)
Expenditures from Streetscape Designation	(200,000)	(200,000)	(1,300,000)	-
Expenditures from Railyard Commitments Design.	-	(50,000)	(50,000)	(50,000)
Expenditures from Facilities Improvement Design.	-	-	-	-
Expenditures from General Fund Housing Design.	-	-	-	-
Expenditures from Truckee Fire Fee Design.	(879)	-	-	-
Expenditures from Pocket Park Maint. Design.	-	-	-	-
Net Change	(1,543,682)	1,852,625	(1,988,718)	1,333,875
Total Ending Fund Balance	<u>21,790,797</u>	<u>23,643,422</u>	<u>21,654,704</u>	<u>22,988,579</u>
<i>Less: Nonspendable Fund Balances</i>				
Inventory	336,739	336,739	336,739	336,739
Prepaid Costs & Deposits	84,640	84,640	84,640	84,640
Subtotal Nonspendable Fund Balance	421,379	421,379	421,379	421,379
<i>Less: Assigned Fund Balances</i>				
General Fund Contingency Designation (25%)	7,163,302	7,309,245	7,451,295	7,593,524
Litigation Designation	50,000	50,000	50,000	50,000
Road Maintenance Reserve	5,165,470	6,415,470	3,602,470	4,852,470
Economic Development/Infrastructure Designation	180,100	120,100	60,100	100
Streetscape Designation	1,500,000	1,300,000	-	-
General Fund Housing Designation	2,000,000	2,000,000	2,000,000	2,000,000
Open Space Acquisition Designation	500,000	500,000	500,000	500,000
Developer Partnership Opportunity Designation	-	-	-	-
Railyard Commitments Design.	250,000	200,000	150,000	100,000
Town Facilities Improvement Designation	-	-	-	-
Truckee Fire Fee Designation	-	-	-	-
Pocket Park Designation	-	-	-	-
Total Nonspendable and Designations	17,230,252	18,316,194	14,235,244	15,517,474
Total Undesignated Fund Balance	<u>4,560,545</u>	<u>5,327,228</u>	<u>7,419,460</u>	<u>7,471,106</u>
<i>Less: Restricted Fund Balances</i>				
Self Insured Retention - Liability	75,000	75,000	75,000	75,000
Self Insured Retention - Workers Comp	30,000	30,000	30,000	30,000
Cash Available	<u>4,455,545</u>	<u>5,222,228</u>	<u>7,314,460</u>	<u>7,366,106</u>
<i>Outstanding Long-Term Loans due to General Fund</i>				
Loan to Parking Fund - Parking Lot Purchases	394,250	264,250	134,250	4,250
Loan to CFDs - Equipment Purchase	150,000	135,000	120,000	105,000
N/R - Alder Pacific - Frishman Hollow Land	1,785,171	1,822,671	1,860,171	1,897,671
N/R - Streetscape Loan Receivable	142,007	119,910	97,327	74,262
Total Outstanding Loans due to the General Fund	2,471,428	2,341,832	2,211,749	2,081,184

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**GENERAL FUND - FIVE YEAR OPERATING PROJECTIONS
2019/20 SUMMARY BUDGET**

	2019/20 PROPOSED BUDGET	2020/21 PROJECTED BUDGET	2021/22 PROJECTED BUDGET	2022/23 PROJECTED BUDGET	2023/24 PROJECTED BUDGET
REVENUES					
GENERAL FUND					
Taxes	21,332,808	21,969,192	22,624,704	23,074,552	23,533,423
Intergovernmental	1,889,954	1,946,652	2,005,052	2,045,153	2,086,056
Other	2,745,060	2,366,559	2,174,506	2,204,339	2,223,939
Total General Fund Revenue	25,967,821	26,282,404	26,804,262	27,324,044	27,843,418
SPECIAL REVENUE					
Planning Fees	182,433	187,906	193,543	197,414	201,362
Streets Revenue	2,502,955	2,174,071	2,239,173	2,283,722	2,329,316
Total Special Revenue	2,685,388	2,361,977	2,432,716	2,481,136	2,530,679
TOTAL REVENUES	28,653,210	28,644,381	29,236,978	29,805,180	30,374,097
EXPENDITURES					
OPERATING EXPENDITURES					
Town Council	137,760	144,277	145,409	153,480	153,733
Town Manager	332,720	346,589	362,867	376,958	386,924
Town Attorney	380,953	384,370	392,601	398,797	407,693
Town Clerk & Communications	614,139	651,867	663,463	699,626	713,331
Administrative Services	1,167,574	1,348,403	1,398,596	1,448,401	1,490,355
General Government	1,389,685	1,423,876	1,479,851	1,504,855	1,544,717
Economic Development	744,263	768,069	793,439	813,803	835,651
Information Technology	700,332	738,897	775,464	809,087	841,048
Sustainability	152,324	158,588	164,932	170,670	176,784
Engineering	1,564,987	1,640,047	1,708,194	1,767,301	1,832,930
Road Maintenance	2,115,848	2,223,282	2,311,802	2,388,348	2,469,103
Snow Removal	3,304,934	3,383,707	3,489,357	3,576,663	3,667,985
Fleet Maintenance	25,000	25,750	26,523	27,053	27,594
Trails Maintenance	174,587	173,024	178,616	182,299	186,622
Facilities Maintenance	1,423,223	1,562,104	1,641,027	1,688,762	1,748,728
Planning	1,050,896	1,102,748	1,157,661	1,199,797	1,246,216
Code Compliance	80,388	86,714	90,144	92,946	96,181
Police	6,629,802	6,747,865	6,961,365	7,170,987	7,400,387
Animal Services	492,966	497,887	522,123	541,593	564,436
Total Operating Expenditures	22,482,381	23,408,066	24,263,433	25,011,425	25,790,417
OTHER EXPENDITURES					
Debt Service - Town Hall	373,180	377,062	376,934	375,592	373,248
Debt Service - Stevens Lane Corp Yard	270,708	292,269	291,169	294,769	293,069
Debt Service - Stevens Lane Garage	50,839	177,688	310,663	306,613	307,488
Capital Projects (General Fund Portion)	12,537,376	4,535,255	1,962,155	462,500	2,296,000
Total Other Expenditures	13,232,102	5,382,273	2,940,920	1,439,473	3,269,805
TOTAL EXPENDITURES	35,714,484	28,790,339	27,204,353	26,450,898	29,060,221
CHANGE IN FUND BALANCE	(7,061,274)	(145,958)	2,032,625	3,354,282	1,313,875
Savings of General Fund for Specific Purposes					
General Fund Contingency Designation	227,154	-	145,942	142,050	142,229
Road Maintenance Reserve	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Economic Devel/Infrastructure Design	(500,000)	-	-	-	-
General Fund Housing Designation	1,000,000	-	-	-	-
Railyard Commitments Design.	500,000	-	-	-	-
Pocket Park Designation	(18,362)	-	-	-	-
Truckee Fire Fee Designation	-	-	-	-	-
Subtotal of Savings Programs	2,458,792	1,250,000	1,395,942	1,392,050	1,392,229
Revenue Over (Under) Expenses Including Savings Programs	(9,520,066)	(1,395,958)	636,683	1,962,232	(78,354)

GENERAL FUND DESIGNATION SUMMARY

		ACTUAL 2016/17	AUDITED BALANCE 6/30/2017	ACTUAL 2017/18	AUDITED BALANCE 6/30/2018
Assigned Fund Balances					
32.10	General Fund Contingency Designation	387,577	6,138,203	467,148	6,605,351
32.11	Litigation Designation	-	50,000	-	50,000
32.12	Road Maintenance Reserve	1,000,000	7,375,000	1,200,000	8,575,000
	Road Maintenance Reserve - Use of Funds	(3,784,091)	(3,823,442)	(1,314,088)	(5,137,530)
	Net Road Maintenance Reserve		3,551,558		3,437,470
32.13	Economic Devel/Infrastructure Designation	-	2,750,000	-	2,750,000
	Use of Economic Devel/Infrastructure Designation	(791,071)	(1,417,811)	(16,844)	(1,434,655)
	Net Economic Devel/Infrastructure Designation		1,332,189		1,315,345
32.15	Streetscape Project Designation	-	2,000,000	-	2,000,000
	Use of Streetscape Project Designation	-	-	-	-
	Net Streetscape Project Designation		2,000,000		2,000,000
32.16	General Fund Housing Designation	2,500,000	2,500,000	-	2,500,000
	Use of General Fund Housing Designation	-	-	(668)	(668)
	Net General Fund Housing Designation		2,500,000		2,499,332
32.17	Open Space Acquisition Designation	500,000	500,000	-	500,000
	Use of Open Space Acquisition Designation	-	-	-	-
	Net Open Space Acquisition Designation		500,000		500,000
32.18	Developer Partnership Opportunity Designation	-	-	1,500,000	1,500,000
32.19	Railyard Development Designation	-	-	-	-
	Use of Railyard Development Designation	-	-	-	-
	Net Railyard Development Designation		-		-
32.20	Town Facilities Improvement Designation	100,000	1,200,000	100,000	1,300,000
32.21	Truckee Fire Fee Designation	(4,856)	13,586	9,463	23,049
32.22	Pocket Park Maintenance Designation	(647)	19,353	(991)	18,362
32.23	Bond Infrastructure Designation	(1,859,587)	-	-	-
Restricted Fund Balances					
31.10	Self-Insured Retention - Liability	-	75,000	-	75,000
31.15	Self-Insured Retention - Workers Compensation	-	30,000	-	30,000
Nonspendable Fund Balances					
30.40	Inventory	(85,402)	302,735	34,004	336,739
30.45	Prepaid Costs & Deposits	(12,952)	73,711	10,929	84,640
Total General Fund Assigned, Restricted & Nonspendable		<u>(2,051,029)</u>	<u>17,786,335</u>	<u>1,988,954</u>	<u>19,775,289</u>

GENERAL FUND DESIGNATION SUMMARY

	BUDGET 2018/19	BUDGETED BALANCE 6/30/2019	ESTIMATED ACTUAL 2018/19	ESTIMATED BALANCE 6/30/2019	PROPOSED BUDGET 2019/20	ESTIMATED BALANCE 6/30/2020
32.10	-	6,605,351	330,798	6,936,149	227,154	7,163,302
32.11	-	50,000	-	50,000	-	50,000
32.12	1,250,000	9,825,000	1,250,000	9,825,000	1,250,000	11,075,000
	(1,307,000)	(6,444,530)	(1,157,000)	(6,294,530)	-	(6,294,530)
		3,380,470		3,530,470		4,780,470
32.13	-	2,750,000	-	2,750,000	(500,000)	2,250,000
	(400,000)	(1,834,655)	(56,700)	(1,491,355)	(116,700)	(1,608,055)
		915,345		1,258,645		641,945
32.15	1,000,000	3,000,000	1,000,000	3,000,000	-	3,000,000
	(1,000,000)	(1,000,000)	(500,000)	(500,000)	(800,000)	(1,300,000)
		2,000,000		2,500,000		1,700,000
32.16	500,000	3,000,000	500,000	3,000,000	1,000,000	4,000,000
	(1,220,000)	(1,220,668)	(300,000)	(300,668)	(1,699,332)	(2,000,000)
		1,779,332		2,699,332		2,000,000
32.17	-	500,000	-	500,000	-	500,000
	-	-	-	-	-	-
		500,000		500,000		500,000
32.18	(1,500,000)	-	(1,500,000)	-	-	-
32.19	-	-	-	-	(18,362)	(18,362)
	-	-	-	-	(250,000)	(250,000)
		-	-	-		(268,362)
32.20	(1,300,000)	-	-	1,300,000	-	1,300,000
32.21	(6,939)	16,110	(3,470)	19,579	(18,700)	879
32.22	(1,000)	17,362	-	18,362	-	18,362
32.23	-	-	-	-	-	-
31.10	-	75,000	-	75,000	-	75,000
31.15	-	30,000	-	30,000	-	30,000
30.40		302,735	(0)	336,739	-	336,739
30.45		73,711	-	84,640	-	84,640
	<u>(3,984,939)</u>	<u>15,745,417</u>	<u>(436,372)</u>	<u>19,338,916</u>	<u>(925,940)</u>	<u>18,412,976</u>

GENERAL FUND DESIGNATION SUMMARY DETAIL

<u>ASSIGNED FUND BALANCES</u>		<u>BUDGETED BALANCE FY19/20</u>
32.10	<p><u>GENERAL FUND CONTINGENCY DESIGNATION</u></p> <p>Council policy is to set aside an amount equal to 25% of operating revenues to provide for working capital and/or potential emergencies. The policy also states that the contingencies will not be reduced as a result of declining revenues. The General Fund Contingency has been in place in some form since the inception of the Town. The original contingency amount for FY1993/94 was \$100,000, or 2% of the General Fund revenues.</p>	\$ 7,163,302
32.11	<p><u>LITIGATION DESIGNATION</u></p> <p>Provides for potential costs associated with defending the Town against litigation. This money was first set aside in FY00/01 at \$50,000 and has been drawn upon on two occasions</p>	\$ 50,000
32.12	<p><u>ROAD MAINTENANCE RESERVE</u></p> <p>Provides for General Fund reserves set aside specifically for use on pavement preservation or rehabilitation. The Town initially started savings for this purpose in FY06/07, with the Overlay Designation at \$500,000 per year (renamed the Road Maintenance Reserve in later years). The Town's Pavement Maintenance Program (PMP) was reviewed and updated during FY17/18 and indicated that additional funding would be needed. The savings were increased to \$1.25 million per year starting in FY18/19.</p>	\$ 4,780,470
32.13	<p><u>ECONOMIC DEVELOPMENT AND INFRASTRUCTURE DESIGNATION</u></p> <p>Provides funding for infrastructure and/or economic development projects consistent with Town Council direction. \$750,000 was initially set aside in FY12/13, with an additional \$500,000 set aside in FY13/14 and \$2 million set aside in FY14/15.</p>	\$ 641,945
32.15	<p><u>STREETSCAPE PROJECT DESIGNATION</u></p> <p>Provides for General Fund fund balance set aside for various streetscape projects in the downtown area based on Council direction. The initial \$2 million was set aside in FY15/16.</p>	\$ 1,700,000
32.16	<p><u>GENERAL FUND HOUSING DESIGNATION</u></p> <p>Provides for General Fund fund balance set aside for Council prioritized "locals" future housing projects within the community. The initial \$2.5 million was set aside in FY16/17.</p>	\$ 2,000,000
32.17	<p><u>OPEN SPACE ACQUISITION DESIGNATION</u></p> <p>Provides for General Fund fund balance set aside for Council prioritized acquisitions of open space within the Town for public benefit. This was initially set aside in FY16/17.</p>	\$ 500,000
32.18	<p><u>DEVELOPER PARTNERSHIP OPPORTUNITY DESIGNATION</u></p> <p>General Fund fund balance set aside by Council in FY17/18 for partnership opportunities with local developers on Council priorities. For FY18/19, staff proposed to reallocate these funds between the Streetscape Project Designation and the General Fund Housing Designation.</p>	\$ -
32.19	<p><u>RAILYARD COMMITMENTS DESIGNATION</u></p> <p>General Fund fund balance reallocated in FY19/20 from the Economic Development Designation for greater clarity in showing the commitments to the Railyard Development which are specifically \$250,000 commitment for the theater in FY19/20 and \$50,000 a year for five years for work associated with the theater.</p>	\$ (268,362)

GENERAL FUND DESIGNATION SUMMARY DETAIL

		<u>BUDGETED BALANCE FY19/20</u>
<u>ASSIGNED FUND BALANCES (cont'd)</u>		
32.20	<u>TOWN FACILITIES IMPROVEMENT DESIGNATION</u> Provides for General Fund fund balance set aside for the build-out of Town facilities to provide constituents with consistent levels of service. Current savings plan adds \$100,000 per year to the saved balance. The Town has used this designation to save \$15 million for the construction of the existing public service center garage. The \$1.3 million balance is budgeted for use on C1609 Public Service Center Garage in FY18/19.	\$ 1,300,000
32.21	<u>TRUCKEE FIRE FEE DESIGNATION</u> Provides for future rate increases of wild-land fire protection services. A balance of \$19,167 was initially set aside in FY13/14 and the balance has fluctuated annually.	\$ 879
32.22	<u>POCKET PARK MAINTENANCE DESIGNATION</u> Provides funding, contributed by the Mountain Area Preservation, to be used to reimburse the Town for expenses related to the maintenance of the Trout Creek Pocket Park (see the Facilities Maintenance Division budget in section 5 for more details regarding specific expenses).	\$ 18,362
32.23	<u>BOND INFRASTRUCTURE DESIGNATION</u> Funding from a transfer of the remainder of the Redevelopment Agency bond funds in FY14/15 and was designated for use on infrastructure projects. All remaining funds were used on the Brickelltown Streetscape project (C0322) in FY16/17.	\$ -
<u>RESTRICTED FUND BALANCES</u>		
31.10	<u>SELF-INSURED RETENTION - LIABILITY (RESTRICTED)</u> Required by PARSAC, the Town's insurance pool, to provide for the Town's self-insured retention (SIR) for liability insurance. The required amount is two (2) times the SIR of \$25,000. Three (3) times the SIR is saved. This balance was initially set aside in FY94/95 in the amount of \$30,000, increased to the current balance in FY96/97.	\$ 75,000
31.15	<u>SELF-INSURED RETENTION - WORKERS COMPENSATION (RESTRICTED)</u> Provides for the Town's SIR for worker's compensation claims. Represents three (3) times the per incident deductible of \$10,000. \$15,000 was initially set aside for this purpose in FY11/12 and was increased to the current amount in FY13/14.	\$ 30,000
<u>NONSPENDABLE FUND BALANCES</u>		
30.40	<u>INVENTORY</u> This accounts for the value of inventory held at the Public Works Service Center. Changes to the value of inventory are recorded to 101.116.00.63.99 in the Road Maintenance Division budget. Inventory was first booked in FY12/13.	\$ 336,739
30.45	<u>PREPAID COSTS AND DEPOSITS</u> This accounts for amounts paid in advance of receipt of the related goods and services at year-end. This balance was initially distinguished in the year-end General Fund balance as part of the FY15/16 financial statements.	\$ 84,640

HISTORICAL CALCULATION OF TOTAL FUND BALANCE

GENERAL FUND	AMENDED BUDGET 2013/14	PER AUDIT 2013/14	AMENDED BUDGET 2014/15	PER AUDIT 2014/15
Beginning Total Fund Balance	18,397,719	19,038,207	19,969,467	20,964,409
Revenues	19,269,934	20,225,767	19,736,229	21,341,335
Less: Operating Expenditures	(17,108,304)	(16,036,940)	(17,920,181)	(16,137,372)
Net Operating Revenue/Expense	2,161,630	4,188,827	1,816,048	5,203,963
Less: Debt Service	(727,432)	(733,713)	(728,167)	(734,606)
Net Operating Surplus/(Deficit) with Debt Service	1,434,198	3,455,114	1,087,881	4,469,357
Repayment of Loans	-	4,647	9,363	9,338
Repayment of Humane Society of Truckee Tahoe Loan	-	215,940	116,587	96,910
Pocket Park Maintenance Contribution	-	-	-	-
Operating Transfers In	-	20,769	-	-
Capital Transfers	(1,693,867)	(783,275)	(1,181,435)	(1,225,784)
Humane Society of Truckee Tahoe Loan Forgiveness	-	(15,940)	(29,147)	(19,382)
Other Transfers Out	-	(33,799)	-	(10,240)
Expenditures from Road Maintenance Reserve	-	-	-	-
Expenditures from Economic Development Design.	-	(50,000)	(1,075,000)	(307,451)
Expenditures from Animal Shelter Designation	(83,980)	-	-	-
Expenditures from Humane Society Advance Design.	(1,015,867)	(887,253)	-	-
Expenditures from General Fund Housing Design.	-	-	-	-
Expenditures from Truckee Fire Fee Design.	-	-	(2,072)	(2,072)
Expenditures from Pocket Park Maint. Design.	-	-	-	-
Expenditures from Bond Infrastructure Design.	-	-	-	(2,929,506)
Extraordinary Gain	-	-	-	6,010,439
Net Change	(1,359,516)	1,926,202	(1,073,823)	6,091,609
Total Ending Fund Balance	17,038,203	20,964,409	18,895,644	27,056,018
<i>Less: Nonspendable Fund Balances</i>				
Inventory	557,309	490,792	557,309	449,614
Prepaid Costs & Deposits	-	-	-	-
Subtotal Nonspendable Fund Balance	557,309	490,792	557,309	449,614
<i>Less: Assigned Fund Balances</i>				
General Fund Contingency Designation (25%)	4,817,483	4,888,616	4,934,057	5,111,218
Litigation Designation	50,000	50,000	50,000	50,000
Road Maintenance Reserve	4,834,085	4,835,649	5,585,649	5,585,649
Economic Development/Infrastructure Designation	1,250,000	2,700,000	1,550,000	2,392,549
Streetscape Designation	-	-	-	-
General Fund Housing Designation	-	-	-	-
Open Space Acquisition Designation	-	-	-	-
Developer Partnership Opportunity Designation	-	-	-	-
Town Facilities Improvement Designation	500,000	500,000	1,000,000	1,000,000
Truckee Fire Fee Designation	19,167	19,167	17,095	17,095
Pocket Park Designation	-	-	-	-
Bond Infrastructure Designation	-	-	-	3,080,933
Total Nonspendable and Designations	12,028,044	13,484,224	13,694,110	17,687,058
Total Undesignated Fund Balance	5,010,159	7,480,185	5,201,534	9,368,960
<i>Less: Restricted Fund Balances</i>				
Self Insured Retention - Liability	75,000	75,000	75,000	75,000
Self Insured Retention - Workers Comp	30,000	30,000	30,000	30,000
Cash Available	4,905,159	7,375,185	5,096,534	9,263,960
<i>Outstanding Long-Term Loans due to General Fund</i>				
Loan to Parking Fund - Parking Lot Purchases	-	-	-	-
N/R - Alder Pacific - Frishman Hollow Land	1,200,000	1,522,671	1,560,171	1,560,171
N/R - Humane Society of Truckee Tahoe - Animal Shelter	1,165,867	679,389	521,078	113,729
N/R - Streetscape Loan Receivable	-	-	-	121,114
N/R - Loan Receivable	-	408,400	397,990	394,795
Total Outstanding Loans due to the General Fund	2,365,867	2,610,460	2,479,239	2,189,809

HISTORICAL CALCULATION OF TOTAL FUND BALANCE

GENERAL FUND	AMENDED BUDGET 2015/16	PER AUDIT 2015/16	AMENDED BUDGET 2016/17	PER AUDIT 2016/17
Beginning Total Fund Balance	22,902,993	27,056,018	30,020,608	31,979,983
Revenues	21,292,498	24,163,587	22,882,096	25,247,359
Less: Operating Expenditures	(18,880,461)	(17,307,856)	(19,610,743)	(18,341,974)
Net Operating Revenue/Expense	2,412,037	6,855,731	3,271,353	6,905,385
Less: Debt Service	(723,078)	(714,407)	(727,103)	(705,796)
Net Operating Surplus/(Deficit) with Debt Service	1,688,959	6,141,324	2,544,250	6,199,589
Repayment of Loans	9,432	444,083	9,211	-
Repayment of Humane Society of Truckee Tahoe Loan	116,587	582,479	-	-
Pocket Park Maintenance Contribution	-	20,000	-	-
Operating Transfers In	-	-	-	-
Capital Transfers	(2,104,463)	(673,648)	(4,434,715)	(1,352,318)
Humane Society of Truckee Tahoe Loan Forgiveness	(29,147)	(116,479)	-	-
Other Transfers Out	-	-	-	-
Expenditures from Road Maintenance Reserve	(1,855,500)	-	(4,238,460)	(3,784,091)
Expenditures from Economic Development Design.	(2,265,000)	(252,448)	(937,935)	(791,071)
Expenditures from Animal Shelter Designation	-	-	-	-
Expenditures from Humane Society Advance Design.	-	-	-	-
Expenditures from General Fund Housing Design.	-	-	(800,000)	-
Expenditures from Truckee Fire Fee Design.	-	-	(4,856)	(4,856)
Expenditures from Pocket Park Maint. Design.	-	-	-	(647)
Expenditures from Bond Infrastructure Design.	-	(1,221,346)	(1,859,587)	(1,859,587)
Extraordinary Gain	-	-	-	-
Net Change	(4,439,132)	4,923,965	(9,722,092)	(1,592,981)
Total Ending Fund Balance	18,463,861	31,979,983	20,298,516	30,387,002
<i>Less: <u>Nonspendable Fund Balances</u></i>				
Inventory	490,792	388,137	449,614	302,735
Prepaid Costs & Deposits	-	86,663	-	73,711
Subtotal Nonspendable Fund Balance	490,792	474,800	449,614	376,446
<i>Less: <u>Assigned Fund Balances</u></i>				
General Fund Contingency Designation (25%)	5,323,124	5,750,626	5,750,626	6,138,203
Litigation Designation	50,000	50,000	50,000	50,000
Road Maintenance Reserve	4,480,649	6,335,649	3,087,189	3,551,558
Economic Development/Infrastructure Designation	-	2,123,260	1,143,834	1,332,189
Streetscape Designation	2,000,000	2,000,000	2,000,000	2,000,000
General Fund Housing Designation	-	-	1,700,000	2,500,000
Open Space Acquisition Designation	-	-	500,000	500,000
Developer Partnership Opportunity Designation	-	-	-	-
Town Facilities Improvement Designation	1,100,000	1,100,000	1,200,000	1,200,000
Truckee Fire Fee Designation	18,442	18,442	13,586	13,586
Pocket Park Designation	-	20,000	-	19,353
Bond Infrastructure Designation	-	1,859,587	-	-
Total Nonspendable and Designations	13,463,007	19,732,364	15,894,849	17,681,335
Total Undesignated Fund Balance	5,000,854	12,247,619	4,403,667	12,705,667
<i>Less: <u>Restricted Fund Balances</u></i>				
Self Insured Retention - Liability	75,000	75,000	75,000	75,000
Self Insured Retention - Workers Comp	30,000	30,000	30,000	30,000
Cash Available	4,895,854	12,142,619	4,298,667	12,600,667
<u>Outstanding Long-Term Loans due to General Fund</u>				
Loan to Parking Fund - Parking Lot Purchases	-	-	1,000,000	239,250
N/R - Alder Pacific - Frishman Hollow Land	1,597,671	1,597,672	1,635,171	1,635,171
N/R - Humane Society of Truckee Tahoe - Animal Shelter	436,745	-	-	-
N/R - Streetscape Loan Receivable	-	111,396	101,428	225,560
N/R - Loan Receivable	393,743	-	386,783	-
Total Outstanding Loans due to the General Fund	2,428,159	1,709,068	3,123,382	2,099,981

**AIR QUALITY MITIGATION FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	230,974	241,482	270,980	249,652		
REVENUES						
Interest Income	3,337	2,500	10,839	4,993	-53.9%	99.7%
Air Quality Mitigation Fees	46,579	500	500	500		
Total Revenues	49,916	3,000	11,339	5,493	-51.6%	83.1%
EXPENDITURES						
Transfer to Capital Projects - Woodstove Program	9,910	15,000	32,667	5,000	-84.7%	-66.7%
Transfer to Transit Fund - Hwy 267 Program ¹	-	67,696	-	-		-100.0%
Total Expenditures	9,910	82,696	32,667	5,000	-84.7%	-94.0%
Revenue Over (Under) Expenses	40,006	(79,696)	(21,328)	493		
ENDING FUND BALANCE	270,980	161,786	249,652	250,145	0.2%	54.6%

¹ Staff requested \$212,200 (~\$70,666 per year) to fund a three-year pilot program to run a year-around shuttle on Highway 267 as detailed in the Transit Division. Due to cost savings and the receipt of grant funding (see the Transit Revenues section of this budget), staff intends to use the original funding amount to continue this program for as long as funding is available.

267 TRANSIT FUNDING PROGRAM	
Original Request	212,200
Usage	
FY 15/16	(39,450)
FY 16/17	-
FY 17/18	(25,092)
FY 18/19	-
FY 19/20	-
FY 20/21	-
FY 21/22	-
Remaining Funds	147,658

**TAHOE DONNER TSSA FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	5,029,386	5,555,612	5,570,913	4,856,804		
REVENUES						
Parcel Charges	595,440	595,000	595,000	595,000		
Interest Income	35,737	45,500	111,768	97,636	-12.6%	114.6%
Total Revenues	631,177	640,500	706,768	692,636	-2.0%	8.1%
EXPENDITURES						
Special Assessment Admin Fees	3,431	3,450	3,431	3,450	0.6%	
Professional Services	5,139	1,500	2,500	2,500		66.7%
Transfer to Capital Projects	81,081	1,676,000	1,414,946	365,000	-74.2%	-78.2%
Total Expenditures	89,650	1,680,950	1,420,877	370,950	-73.9%	-77.9%
Revenue Over (Under) Expenses	541,527	(1,040,450)	(714,109)	321,686		
ENDING FUND BALANCE						
Roads Only	1,593,662	411,167	234,681	-	-100.0%	-100.0%
Roads, Trails and Parking	3,348,587	3,348,556	3,346,587	3,216,267	-3.9%	-4.0%
Roads, Trails, Parking and Snow Enhancements	628,665	1,050,439	1,275,537	1,962,223	53.8%	86.8%
ENDING FUND BALANCE	5,570,913	4,515,162	4,856,804	5,178,490	6.6%	14.7%

**GLENSHIRE TSSA FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	208,953	320,692	319,932	445,791		
REVENUES						
Parcel Charges	179,007	179,000	179,000	179,000		
Interest Income	3,668	1,600	6,498	9,015	38.7%	463.4%
Total Revenues	182,675	180,600	185,498	188,015	1.4%	4.1%
EXPENDITURES						
Special Assessment Admin Fees	1,191	1,200	1,192	1,200	0.7%	
Professional Services	1,624	2,000	2,000	2,000		
Transfer to Capital Projects	61,433	53,125	49,000	108,000	120.4%	103.3%
Transfer Out - Other	7,447	5,000	7,447	7,447		48.9%
Total Expenditures	71,695	61,325	59,639	118,647	98.9%	93.5%
Revenue Over (Under) Expenses	110,979	119,275	125,859	69,368	-44.9%	-41.8%
ENDING FUND BALANCE	319,932	439,967	445,791	515,159	15.6%	17.1%

**BRICKELLTOWN MAINTENANCE DISTRICT FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	26,631	69,398	59,048	79,601	34.8%	14.7%
REVENUES						
Parcel Charges	66,220	73,481	73,481	73,481		0.0%
Interest Income	563	200	1,195	1,612	34.9%	706.0%
Total Revenues	66,783	73,681	74,676	75,093	0.6%	1.9%
EXPENDITURES						
Personnel	22,769	40,219	32,000	37,353	16.7%	-7.1%
Supplies & Services	6,402	16,900	16,825	19,900	18.3%	17.8%
Non-Depreciable Capital Outlay	-	-	-	-		
Transfer to General Fund	5,195	5,299	5,299	5,458	3.0%	3.0%
Total Expenditures	34,366	62,418	54,124	62,711	15.9%	0.5%
Revenue Over (Under) Expenses	32,417	11,263	20,552	12,382	-39.8%	9.9%
ENDING FUND BALANCE	59,048	80,661	79,601	91,983	15.6%	14.0%
Assigned Fund Balance						
Risk Management Designation ¹	5,000	25,000	25,000	25,000		
Fleet Replacement Designation ²	-	-	-	5,500		
Capital Projects Designation ³	-	-	54,601	61,483	12.6%	
Net Cash Available	54,048	55,661	-	-		-100.0%

¹ Designation is for risk management and will be fully funded in FY18/19. \$25,000 is the amount of the Town's self-insured retention liability.

² Designation to save for the eventual replacement of the Brickelltown Maintenance District's portion of specialized snow removal equipment, equal to \$5,500 per year.

³ Designation is accumulated to complete capital maintenance projects to the Brickelltown area once such repairs or maintenance projects are needed (examples include repaving the sidewalks).

**JOERGER COMMUNITY FACILITIES DISTRICT FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	12,928	-	13,097	14,277	9.0%	
REVENUES						
Parcel Charges	-	-	-	-		
Interest Income	168	-	1,180	1,592	34.9%	
Total Revenues	168	-	1,180	1,592	34.9%	
EXPENDITURES						
Supplies & Services	-	-	-	-		
Total Expenditures	-	-	-	-		
Revenue Over (Under) Expenses	168	-	1,180	1,592	34.9%	
ENDING FUND BALANCE	13,097	-	14,277	15,869	11.2%	
Assigned Fund Balance						
Capital Projects Designation ¹	13,097	-	14,277	15,869	11.2%	
Net Cash Available	-	-	-	-		

Note: Operations in the Joerger Community Facilities District have not commenced, hence expenses are \$0.

¹ Designation is accumulated to complete capital maintenance projects to the Joerger Community Facilities District area once such repairs or maintenance projects are needed (examples include repaving the sidewalks).

**RAILYARD COMMUNITY FACILITIES DISTRICT FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	-	-	-	-		
REVENUES						
Parcel Charges	-	-	-	101,112		
Interest Income	-	-	-	-		
Total Revenues	-	-	-	101,112		
EXPENDITURES						
Supplies & Services	-	-	-	21,000		
Total Expenditures	-	-	-	21,000		
Revenue Over (Under) Expenses	-	-	-	80,112		
ENDING FUND BALANCE	-	-	-	80,112		
Assigned Fund Balance						
Fleet Replacement Designation ²	-	-	-	5,500		
Capital Projects Designation ²	-	-	-	74,612		
Net Cash Available	-	-	-	-		

¹ Designation to save for the eventual replacement of the Railyard Community Facilities District's portion of specialized snow removal equipment, equal to \$5,500 per year.

² Designation is accumulated to complete capital maintenance projects to the Railyard Community Facilities District area once such repairs or maintenance projects are needed (examples include repaving the sidewalks).

**GAS TAX FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	-	-	94,824	135,572		
REVENUES						
Intergovernmental Revenues	2,277,213	2,284,865	2,301,088	2,792,105	21.3%	22.2%
Interest Income	17	-	1,896	2,711	43.0%	
Total Revenues	2,277,230	2,284,865	2,302,984	2,794,816	21.4%	22.3%
EXPENDITURES						
Transfer to General Fund	2,145,700	1,975,785	2,015,236	2,484,144	23.3%	25.7%
Transfer to Parking Fund	36,705	22,000	22,000	15,000	-31.8%	-31.8%
Transfer to Capital Projects	-	279,000	225,000	410,417	82.4%	47.1%
Total Expenditures	2,182,405	2,276,785	2,262,236	2,909,561	28.6%	27.8%
Revenue Over (Under) Expenses	94,824	8,080	40,748	(114,745)	-381.6%	-1520.1%
ENDING FUND BALANCE	94,824	8,080	135,572	20,827	-84.6%	157.8%

**MEASURE V SALES TAX FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING BALANCE AS PREVIOUSLY REPORTED			2,652,301			
Prior Period Adjustment			123,279			
BEGINNING FUND BALANCE	2,874,005	2,593,682	2,775,580	1,442,009		
REVENUES						
Sales Tax	2,548,299	2,455,000	2,466,753	2,597,390	5.3%	5.8%
Interest Income	20,286	20,000	53,046	28,840	-45.6%	44.2%
Total Revenues	2,568,585	2,475,000	2,519,799	2,626,230	4.2%	6.1%
EXPENDITURES						
Other Expenditures	19,472	8,000	8,000	8,000		
Transfer to Capital Projects	2,770,817	3,455,000	3,845,370	2,618,263	-31.9%	-24.2%
Total Expenditures	2,790,289	3,463,000	3,853,370	2,626,263	-31.8%	-24.2%
Revenue Over (Under) Expenses	(221,704)	(988,000)	(1,333,571)	(33)		
ENDING FUND BALANCE	2,652,301	1,605,682	1,442,009	1,441,976	0.0%	-10.2%

Note: The sales tax funds generated by the Measure V are for use on road maintenance and construction only.

**MEASURE R SALES TAX FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING BALANCE AS PREVIOUSLY REPORTED			3,097,201			
Prior Period Adjustment			(123,279)			
BEGINNING FUND BALANCE	2,127,620	2,828,367	2,973,922	3,890,719		
REVENUES						
Sales Tax	1,251,682	1,185,000	1,211,628	1,253,730	3.5%	5.8%
Interest Income	15,127	19,000	61,944	77,814	25.6%	309.5%
Total Revenues	1,266,809	1,204,000	1,273,572	1,331,544	4.6%	10.6%
EXPENDITURES						
Transfer to General Fund	123,279	141,509	125,775	143,540	14.1%	1.4%
Transfer to Capital Projects	173,949	817,000	231,000	565,000	144.6%	-30.8%
Total Expenditures	297,229	958,509	356,775	708,540	98.6%	-26.1%
Revenue Over (Under) Expenses	969,581	245,491	916,797	623,004	-32.0%	153.8%
ENDING FUND BALANCE	3,097,201	3,073,858	3,890,719	4,513,723	16.0%	46.8%

Note: The sales tax funds generated by Measure R are for use on trails construction and maintenance only. Therefore, this fund is referred to as the Trails fund in some places or materials.

**TRAFFIC IMPACT FEES FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	6,876,580	6,072,365	6,058,737	7,292,113		
REVENUES						
Fees	832,880	1,000,000	2,025,846	1,000,000	-50.6%	
Other Reimbursement Revenue	393,731	-	-	-		
Interest Income	47,645	60,000	121,174	145,842	20.4%	143.1%
Total Revenues	1,274,257	1,060,000	2,147,020	1,145,842	-46.6%	8.1%
EXPENDITURES						
Credit Card Fees	-	5,755	5,000	6,000	20.0%	4.3%
Transfer to Capital Projects	2,083,625	1,794,144	901,644	597,500	-33.7%	-66.7%
Engineering Labor	8,475	7,000	7,000	7,200	2.9%	2.9%
Total Expenditures	2,092,100	1,806,899	913,644	610,700	-33.2%	-66.2%
Revenue Over (Under) Expenses	(817,843)	(746,899)	1,233,376	535,142	-56.6%	
ENDING FUND BALANCE	6,058,737	5,325,466	7,292,113	7,827,255	7.3%	47.0%

Note: This fund has been referred to as the AB1600 Traffic Fees Fund in previous years' budgets.

FACILITIES IMPACT FEES FUNDS SUMMARY 2019/20 SUMMARY BUDGET

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
LAW ENFORCEMENT FUND						
BEGINNING FUND BALANCE	295,236	182,473	277,836	58,192		
Revenues	28,151	95,333	55,556	51,163	-7.9%	-46.3%
Expenditures - Engineering Labor	947	636	-	375		-41.0%
Expenditures - Capital Projects	44,604	125,000	275,000	40,000	-85.5%	-68.0%
Expenditures - Credit Card Fees	-	160	200	200		25.0%
ENDING FUND BALANCE	277,836	152,010	58,192	68,780	18.2%	-54.8%
ANIMAL SERVICES FUND						
BEGINNING FUND BALANCE	89,362	95,677	99,007	111,801		
Revenues	10,592	9,543	12,869	10,827	-15.9%	13.5%
Expenditures - Engineering Labor	947	64	50	100	100.0%	56.3%
Expenditures - Capital Projects	-	-	-	-		
Expenditures - Credit Card Fees	-	85	25	50	100.0%	-41.2%
ENDING FUND BALANCE	99,007	105,072	111,801	122,478	9.5%	16.6%
STORM DRAINAGE FUND						
BEGINNING FUND BALANCE	280,852	306,793	369,811	577,034		
Revenues	150,443	170,496	246,723	195,091	-20.9%	14.4%
Expenditures - Engineering Labor	947	1,137	1,000	1,000		-12.0%
Expenditures - Capital Projects	60,537	85,000	37,500	60,000	60.0%	-29.4%
Expenditures - Credit Card Fees	-	1,105	1,000	1,200	20.0%	8.6%
ENDING FUND BALANCE	369,811	390,048	577,034	709,925	23.0%	82.0%
GENERAL GOVERNMENT FUND						
BEGINNING FUND BALANCE	698,605	464,522	775,538	158,832		
Revenues	167,088	174,628	260,294	191,033	-26.6%	9.4%
Expenditures - Engineering Labor	947	1,164	1,000	1,000		-14.1%
Expenditures - Capital Projects	89,208	422,000	875,000	175,000	-80.0%	-58.5%
Expenditures - Credit Card Fees	-	1,241	1,000	1,300	30.0%	4.8%
ENDING FUND BALANCE	775,538	214,745	158,832	172,565	8.6%	-19.6%
TOTAL ENDING FUND BALANCES	1,522,192	861,876	905,859	1,073,748	19%	25%

**PARKING FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING BALANCE AS PREVIOUSLY REPORTED	1,026,592					
Prior Period Adjustment	(5,844)					
BEGINNING FUND BALANCE	1,020,748	1,348,039	1,437,587	1,805,788		
REVENUES						
Parking Fees	843,753	742,500	812,500	822,500	1.2%	10.8%
Parking Fines	77,870	71,000	75,500	84,000	11.3%	18.3%
Other Revenue	-	-	25	-	-100.0%	
Snow Removal Reimbursement	36,705	22,000	22,000	15,000	-31.8%	-31.8%
Interest Income	16,097	9,000	27,048	31,712	17.2%	252.4%
Total Revenues	974,424	844,500	937,073	953,212	1.7%	12.9%
EXPENDITURES						
Personnel	214,561	232,031	234,419	240,573	2.6%	3.7%
Services & Supplies	333,054	349,393	324,482	328,421	1.2%	-6.0%
Loan Repayment	-	-	-	100,000		
Depreciation	9,971	9,971	9,971	9,346	-6.3%	-6.3%
Total Expenditures	557,586	591,395	568,872	678,340	19.2%	14.7%
Revenue Over (Under) Expenses	416,839	253,105	368,201	274,872	-25.3%	8.6%
ENDING FUND BALANCE	1,437,587	1,601,144	1,805,788	2,080,660	15.2%	29.9%
<i>Nonspendable Fund Balance</i>						
Capital Assets	85,158	650,187	220,187	1,780,841	709%	174%
<i>Assigned Fund Balance</i>						
Contingency ¹	309,062	309,062	309,062	300,141	-3%	-3%
Capital Improvement Designation ²	200,000	250,000	250,000	-	-100%	-100%
Total Assigned Fund Balance	509,062	559,062	559,062	300,141	-46%	-46%
Net Cash Available	843,366	391,895	1,026,539	(322)	-100%	-100%
Outstanding Long-Term Loans						
Loan to General Fund	239,250	848,500	239,250	639,250	167%	-25%

¹ The contingency designation is intended to equal six (6) months of operating expenses if enough funds are available.

² The capital improvement designation is intended to be used for capital improvements and/or replacements of the Parking Districts equipment (e.g. parking meters) and parking lots. Savings for the capital improvement designation are \$50,000 per fiscal year.

**TRANSIT FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING BALANCE AS PREVIOUSLY REPORTED	476,359					
Prior Period Adjustment	(1,545)					
BEGINNING FUND BALANCE	474,814	769,529	407,540	669,238		
REVENUES						
State Transportation Funds (LTF,STA)	350,949	595,036	689,590	749,756	8.7%	26.0%
CTSA Funds	23,547	24,820	24,820	28,669	15.5%	15.5%
Federal Funds	310,610	319,502	319,503	336,478	5.3%	5.3%
Other Grants	100,741	130,639	167,756	59,007	-64.8%	-54.8%
Charges for Services	30,413	-	2,500	2,000	-20.0%	
County Funds	16,068	16,429	16,429	137,991	739.9%	739.9%
Private Contributions	204,376	168,581	202,053	234,688	16.2%	39.2%
Interest Income	1,689	1,000	872	2,537	190.9%	153.7%
Transfers In	45,654	176,096	28,740	-	-100.0%	-100.0%
Other Revenue	3,275	-	2,851	3,000	5.2%	
Total Revenues	1,087,323	1,432,103	1,455,114	1,554,126	6.8%	8.5%
EXPENDITURES						
Personnel	148,521	155,773	146,721	167,920	14.4%	7.8%
Services & Supplies	924,096	1,055,850	966,047	1,559,796	61.5%	47.7%
Non-depreciable Capital Outlay	13,160	-	-	-		
Depreciation	68,819	89,600	80,648	84,388	4.6%	-5.8%
Total Expenditures	1,154,597	1,301,223	1,193,416	1,812,104	51.8%	39.3%
Revenue Over (Under) Expenses	(67,274)	130,880	261,698	(257,978)	-198.6%	-297.1%
ENDING FUND BALANCE	407,540	900,409	669,238	411,260	-38.5%	-54.3%
<i>Nonspendable Fund Balance</i>						
Capital Assets	463,916	568,445	542,367	457,979	-16%	-19%
Net Cash Available	(56,376)	331,964	126,871	(46,719)	-137%	-114%

SOLID WASTE FUND SUMMARY 2019/20 SUMMARY BUDGET

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING BALANCE AS PREVIOUSLY REPORTED						
Prior Period Adjustment	496,716					
	(4,129)					
BEGINNING FUND BALANCE	492,587	499,216	879,278	966,588		
REVENUES						
Interest Income	5,583	3,000	7,181	19,330	169.2%	544.3%
Grant Revenue	112,254	35,000	35,000	30,000	-14.3%	-14.3%
Intergovernmental Funding	29,218	-	-	-		
Parcel Charges	3,508,926	4,080,195	4,085,246	4,372,073	7.0%	7.2%
Other Revenue	14,120	89,813	89,622	92,316	3.0%	2.8%
Total Revenues	3,670,099	4,208,008	4,217,049	4,513,719	7.0%	7.3%
EXPENDITURES						
Personnel	175,600	227,832	242,464	237,711	-2.0%	4.3%
Services & Supplies	3,105,951	3,901,672	3,887,142	4,262,692	9.7%	9.3%
Non-depreciable Capital Outlay	1,207	-	-	3,400		
Depreciation	133	317	133	66	-50.1%	-79.1%
Loss/(Gain) on Disposal of Assets	518	-	-	-		
Transfer to Capital Projects	-	71,250	-	71,250		
Total Expenditures	3,283,408	4,201,071	4,129,739	4,575,119	10.8%	8.9%
Revenue Over (Under) Expenses	386,691	6,937	87,310	(61,400)	-170.3%	-985.1%
ENDING FUND BALANCE	879,278	506,153	966,588	905,188	-6.4%	78.8%
Nonspendable Fund Balance						
Capital Assets	199	215	66	-	-100%	-100%
Net Cash Available	879,079	505,938	966,522	905,188	-6%	79%

**BUILDING AND SAFETY FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING BALANCE AS PREVIOUSLY REPORTED	1,540,317					
Prior Period Adjustment	(32,643)					
BEGINNING FUND BALANCE	1,507,674	1,903,297	1,954,609	2,266,122		
REVENUES						
Building Fees	1,882,395	1,748,000	1,731,020	1,877,894	8.5%	7.4%
Interest Income	10,181	14,000	27,763	29,692	6.9%	112.1%
Total Revenues	1,892,575	1,762,000	1,758,783	1,907,586	8.5%	8.3%
EXPENDITURES						
Personnel	865,621	1,081,680	801,014	911,449	13.8%	-15.7%
Services & Supplies	546,330	624,435	606,499	674,308	11.2%	8.0%
Non-depreciable Capital Outlay	6,360	12,000	6,500	15,100	132.3%	25.8%
Depreciation	18,375	6,000	7,229	3,280	-54.6%	-45.3%
Loss/(Gain) on Disposal of Assets	1,297	-	-	-		
Transfer to Capital Projects	7,657	-	26,029	5,000	-80.8%	
Total Expenditures	1,445,640	1,724,115	1,447,270	1,609,137	11.2%	-6.7%
Revenue Over (Under) Expenses	446,935	37,885	311,513	298,449	-4.2%	687.8%
ENDING FUND BALANCE	1,954,609	1,941,182	2,266,122	2,564,572	13.2%	32.1%
Nonspendable Fund Balance						
Capital Assets	98,120	92,792	90,891	92,612	2%	0%
Assigned Fund Balance						
Contingency ¹	408,866	600,000	600,000	1,600,857	167%	167%
Vehicle Replacement ²	59,432	63,221	90,583	120,428	33%	90%
Total Assigned Fund Balance	468,298	663,221	690,583	1,721,285	149%	160%
Net Cash Available	1,388,192	1,185,169	1,484,648	750,675	-49%	-37%

¹ The current savings plan accumulates one years worth of operating expenditures. It is estimated at the Building and Safety Division has collected payment for building permits for approximately one year. By setting aside one year's worth of operating expenses, the Town ensures that the services could be provided should the Town experience a major event preventing regular operations.

² The Vehicle Replacement contingency savings are calculated as 10% of any projected revenues in excess of expenditures.

**REDEVELOPMENT SUCCESSOR AGENCY FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	(10,282,103)	(10,114,045)	(10,149,880)	(10,063,142)		
REVENUES						
Property Tax Revenue	705,887	750,000	701,495	705,686	0.6%	-5.9%
Administrative Cost Reimbursement	249,250	250,000	250,000	94,910	-62.0%	-62.0%
Loan Interest	9,160	9,792	9,800	9,800		0.1%
Interest Income	18,061	10,000	20,640	20,640		106.4%
Other Revenue	115,344	115,000	113,784	115,282	1.3%	0.2%
Total Revenues	1,097,703	1,134,792	1,095,719	946,318	-13.6%	-16.6%
EXPENDITURES						
Non-Administrative Costs	736,988	735,573	734,574	729,261	-0.7%	-0.9%
Loan Principal Forgiveness	23,870	23,870	23,870	23,870		
Administrative Costs	204,621	250,007	250,537	94,910	-62.1%	-62.0%
Total Expenditures	965,479	1,009,450	1,008,981	848,041	-16.0%	-16.0%
Revenue Over (Under) Expenses	132,223	125,343	86,738	98,277	13.3%	-21.6%
ENDING FUND BALANCE	(10,149,880)	(9,988,702)	(10,063,142)	(9,964,865)		

**FLEET REPLACEMENT FUND SUMMARY
2019/20 SUMMARY BUDGET**

	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
BEGINNING FUND BALANCE	6,275,247	5,169,573	5,040,285	5,351,204		
REVENUES						
Departmental Contributions	1,060,919	1,060,919	1,060,919	1,084,252	2.2%	2.2%
Total Revenues	1,060,919	1,060,919	1,060,919	1,084,252	2.2%	2.2%
EXPENDITURES						
Equipment Purchases	2,295,881	782,000	750,000	1,117,500	49.0%	42.9%
Transfers Out - Capital Projects	-	-	-	50,000		
Total Expenditures	2,295,881	782,000	750,000	1,117,500	49.0%	42.9%
Revenue Over (Under) Expenses	(1,234,962)	278,919	310,919	(33,248)	-110.7%	-111.9%
ENDING FUND BALANCE	5,040,285	5,448,492	5,351,204	5,317,956	-0.6%	-2.4%

FLEET EQUIPMENT REPLACEMENT 2019/20 SUMMARY BUDGET

DEPARTMENT AND EQUIPMENT	FY 2019/20 PROPOSED BUDGET
Public Works - Combined Road Maintenance & Snow Removal	
Unit #408 - 6-Wheel Drive Motor Grader w/ 14-Foot Blade & Wing Plow	\$ 365,000
Unit #628 - 950/644 Hybrid Loader/Snow Plow	375,000
Subtotal Combined Road Maintenance & Snow Removal	740,000
 Public Works - Road Maintenance	
Unit #629 - 410 4WD Backhoe	150,000
Subtotal Road Maintenance	150,000
 Police Department	
Unit #818 - Unmarked Police Vehicle	55,000
Unit #835 - Marked Patrol Vehicle	57,500
Unit #836 - Marked Patrol Vehicle	57,500
Unit #837 - Marked Patrol Vehicle	57,500
Subtotal Police Department	227,500
TOTAL FLEET REPLACEMENT	\$ 1,117,500

Please see the Town's Fleet Replacement Plan for more detail. It can be located by searching "Fleet Replacement Plan" on the Town's website.

Per the Town's Purchasing Policies, as adopted in FY16/17, purchase orders for the purchase of the above mentioned fleet replacement vehicles will only be brought to Council for approval should Council specifically request such action, regardless of the amount.

EQUIPMENT OR PROPERTY	FY 2019/20 TRADE-INS & SALES REVENUE
Auction	
Unit # 613 - Caterpillar 950F Loader	20,000
Unit # 614 - Caterpillar 950F Loader	20,000
Unit #326 - Patch Truck	15,000
Unit #334 - Craftco Crack Filler	10,000
Unit #114 - Cone Truck	3,500
Unit #121 - 4WD 5 Ton Dump Truck	5,000
Unit #122 - 4WD 5 Ton Dump Truck	5,000
Unit #130 - 4WD 1 Ton Service Truck	8,000
Unit #135 - 4WD Supervisor Truck	8,000
Unit #210 - 8 Ton Flatbed	10,000
Unit #132 - 4WD Service Truck	8,000
Unit #147 - 1/2 Ton Truck	5,000
Unit #148 - 1/2 Ton Truck	5,000
Unit #408 - Motor Grader	20,000
Unit #628 - Loader	15,000
Unit #629 - Backhoe	8,000
Unit #818 - Unmarked Police Vehicle	2,500
Unit #835 - Marked Patrol Vehicle	2,500
Unit #836 - Marked Patrol Vehicle	2,500
Unit #837 - Marked Patrol Vehicle	2,500
TOTAL TRADE-INS & SALES OF EQUIPMENT OR PROPERTY ¹	\$ 175,500

¹ Revenue from the sale or trade-in of surplus equipment is recorded in the General Fund Revenues section of this budget.

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITIES
2019/20 SUMMARY BUDGET**

FUND	DESCRIPTION	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
<u>FEDERAL DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</u>					
315	99-HOME-0402 - Sierra Pines (Village) \$950,000 Award, 72 Unit Apartment Building				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Interest Revenue	-	-	-	-
	<i>Less: Expenditures</i>	-	-	-	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balance - Sierra Pines	2,627,431	2,790,858	2,790,858	2,964,449
313	04-HOME-0761 - Henness Flats \$3,662,500 Award, 92 Unit Apartment Building				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Interest Revenue	-	-	-	-
	<i>Less: Expenditures</i>	-	-	-	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balance - Truckee Pacific Associates	4,599,354	4,701,726	4,650,540	4,701,726
311	06-HOME-2452 - \$4,000,000 Award, Frishman Hollow 32 Unit Apartment Building				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Interest Revenue	-	-	-	-
	<i>Less: Expenditures</i>	-	-	-	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balance - Alder Pacific	5,092,358	5,209,355	5,209,355	5,326,352

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITIES
2019/20 SUMMARY BUDGET**

FUND	DESCRIPTION	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
<u>FEDERAL DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</u>					
322	01-STBG-1614 - \$500,000 award, one loan remaining				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Loan Principal Payments	5,012	-	-	-
	<i>Less: Expenditures</i>				
	Transfer to Program Income	(5,012)	-	-	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balance	45,692	46,754	46,758	48,628
<u>CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)</u>					
323	CDBG-10-STBG-6741 - \$800,000 award, Housing Rehab - Multi-Unit Residential				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Loan Principle Payment	13,689	13,988	13,965	14,247
	Loan Interest Payments	13,929	13,630	13,653	13,371
	<i>Less: Expenditures</i>				
	Transfer to Program Income	(27,618)	(27,618)	(27,618)	(27,618)
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balance - Senior Housing Loan	689,021	673,880	675,057	660,810
314	00-CalHome-023 - \$500,000 Award, Rehab Loans				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Loan Principle Payment	-	180,721	180,721	
	Loan Interest Payments	-	-	-	
	<i>Less: Expenditures</i>				
	Transfer to CalHome Reuse Fund	-	(180,721)	(180,721)	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balances	180,721	-	-	-

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITIES
2019/20 SUMMARY BUDGET**

FUND	DESCRIPTION	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
<u>CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)</u>					
312	06-CalHome-183 - \$600,000 Grant Awarded October 2007 - Rehab and Down Payment Assistance Loans				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Loan Principle Payment	30,838	-	28,689	-
	Loan Interest Payments	8,856	-	9,015	-
	<i>Less: Expenditures</i>				
	Transfer to CalHome Reuse Fund	(39,694)	-	(37,704)	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balances	274,448	280,987	242,693	248,374
302	05 BEGIN - Down Payment Assistance, Stone Ridge (047) and Spring Creek (051) projects				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Loan Principle Payment	-	-	-	-
	Loan Interest Payments	-	-	2,000	-
	<i>Less: Expenditures</i>				
	Transfer to BEGIN Reuse Fund	-	-	(2,000)	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balances	316,384	323,320	293,354	299,894
<u>OTHER DOWN PAYMENT HOUSING ASSISTANCE</u>					
330	Boulders Moderate Housing and Down Payment Assistance				
	Beginning Fund Balance	-	-	-	-
	<i>Revenues:</i>				
	Loan Principle Payment	87,418	-	-	-
	Loan Interest Payments	13,406	-	-	-
	<i>Less: Expenditures</i>				
	Transfer to Affordable Housing In-Lieu	(100,824)	-	-	-
	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Loan Balances	491,926	562,368	502,614	513,564

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITIES
2019/20 SUMMARY BUDGET**

FUND	DESCRIPTION	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
<u>OTHER DOWN PAYMENT HOUSING ASSISTANCE (cont'd)</u>					
301	BEGIN - Re-Use Funds				
	Beginning Fund Balance	170,589	172,367	172,737	210,235
	<i>Revenues:</i>				
	Interest Revenue	2,148	1,512	3,454	3,477
	Loan Principle Payment	-	-	30,000	
	Loan Interest Payment	-	-	2,044	
	Transfer from 05 BEGIN	-	-	2,000	-
	<i>Less: Expenditures</i>				
	Loan Expenditure	-	-	-	-
	Ending Fund Balance	<u>172,737</u>	<u>173,879</u>	<u>210,235</u>	<u>213,712</u>
	Loan Balances	63,257	65,057	64,690	66,490
310	CalHome - Re-Use Funds				
	Beginning Fund Balance	80,823	96,736	90,661	310,899
	<i>Revenues:</i>				
	Interest Revenue	1,183	746	1,813	6,217
	Loan Principle Payment	-	-	-	-
	Loan Interest Payment	-	-	-	-
	Transfer from CalHOME	39,694	180,721	218,425	-
	<i>Less: Expenditures</i>				
	Professional Services	(3,799)	-	-	-
	Loan Expenditure	(27,239)	-	-	-
	Ending Fund Balance	<u>90,661</u>	<u>278,203</u>	<u>310,899</u>	<u>317,116</u>
	Loan Balances	182,865	184,612	188,001	193,140

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITIES
2019/20 SUMMARY BUDGET**

FUND	DESCRIPTION	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
<u>OTHER DOWN PAYMENT HOUSING ASSISTANCE (cont'd)</u>					
320	Misc Income from CDBG Use				
	Beginning Fund Balance	125,331	126,583	126,932	157,088
	<i>Revenues:</i>				
	Interest Revenue	1,601	1,064	2,538	3,141
	Loan Principle Payment	-	-	-	-
	Transfer from CDBG Program Income	-	27,618	27,618	27,618
	<i>Less: Expenditures</i>				
	Loan Expenditure	-	-	-	-
	Ending Fund Balance	<u><u>126,932</u></u>	<u><u>155,265</u></u>	<u><u>157,088</u></u>	<u><u>187,846</u></u>
	Loan Balances	52,583	53,083	53,083	53,583
321	CDBG Program Income				
	Beginning Fund Balance	4,462	45,728	55,922	56,540
	<i>Revenues:</i>				
	Interest Revenue	437	603	1,118	1,130
	Loan Principle Payment	-	-	-	-
	Loan Interest Payment	-	-	-	-
	Transfer from CDBG Programs	53,591	27,618	27,618	27,618
	<i>Less: Expenditures</i>				
	Professional Services	(2,568)	-	(500)	(500)
	Loan Expenditure	-	-	-	-
	Transfer to Misc Income	-	(27,618)	(27,618)	(27,618)
	Ending Fund Balance	<u><u>55,922</u></u>	<u><u>46,331</u></u>	<u><u>56,540</u></u>	<u><u>57,170</u></u>
	Loan Balances	51,508	53,008	53,008	54,512

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITIES
2019/20 SUMMARY BUDGET**

FUND	DESCRIPTION	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
<u>OTHER DOWN PAYMENT HOUSING ASSISTANCE (cont'd)</u>					
206	Town Housing Fund				
	Beginning Fund Balance	91,217	126,583	219,480	254,001
	<i>Revenues:</i>				
	Interest Revenue	2,522	1,063	4,389	3,141
	Loan Principle Payment	104,510	4,594	20,594	4,686
	Loan Interest Payments	21,231	4,491	9,539	4,398
	<i>Less: Expenditures</i>				
	Loan Expenditure	-	-	-	-
	Ending Fund Balance	<u>219,480</u>	<u>136,731</u>	<u>254,001</u>	<u>266,227</u>
	Loan Balances	569,487	685,672	550,788	552,778
203	Affordable Housing In-Lieu Fund				
	Beginning Fund Balance	1,922,295	1,984,459	1,988,206	2,047,702
	<i>Revenues:</i>				
	Interest Revenue	27,172	13,592	39,764	6,217
	Housing In-Lieu Fees Collected	18,605	-	69,732	15,000
	Other Sources of Revenue	60	-	-	-
	Transfers from Other Funds	100,824	-	-	-
	<i>Less: Expenditures</i>				
	Professional Services	(30,750)	-	-	-
	Loan Expenditure	-	-	-	-
	Transfer to Capital Projects	(50,000)	(1,700,000)	(50,000)	(1,700,000)
	Ending Fund Balance	<u>1,988,206</u>	<u>298,051</u>	<u>2,047,702</u>	<u>368,919</u>
	Loan Balances	-	-	-	-

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITY
2019/20 ANNUAL BUDGET DETAIL**

ACTIVITY DESCRIPTION

Various affordable housing projects and down payment assistance loans funded by Federal funds including HOME, CDBG, and STBG grants, as well as state funds from CalHOME, BEGIN, and other down payment assistance grants and developer in-lieu housing funds. Most program funding is fully expended. Some program funds are eligible for re-use once repaid.

FEDERAL DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT315 99-HOME-0402

August 2000 HOME Program Grant was executed to fund a loan of \$950,000 for a developer to build Sierra Pines (Village), a 72-unit apartment building. Interest is compounded annually at a rate of 6.22% per annum and deferred for ten years or until cash flows allow repayment to begin. The term of this loan is 30 years.

313 04-HOME-0761

November 2006 HOME grant executed for a maximum amount of \$3,662,500 which originally provided funds for the development of Henness Flats 92 low/very low unit project and \$200,000 for the American Dream Down Payment initiative (which was disencumbered and is no longer available). A loan was made to the developer, Truckee Pacific Associates, in the amount of \$3,412,400 with a 55 year term and simple interest calculated at a rate of 3% per annually. Interest and payments were deferred up to twelve years or until cash flows allowed for payments to begin. Certificates of occupancy were issued in September of 2007.

311 06-HOME-2452

In August of 2005, the HOME grant was executed for a maximum amount of \$4,000,000, used to fund a loan for the development of Frishman Hollow, low/very low unit project. A loan to the developer, Alder Pacific Association, was issued in the amount of \$3,900,000 is a 55 year term note with simple interest calculated at a rate of 3% per annually. Interest and payments are deferred, to be paid from residual receipts according to the loan agreement.

322 01-STBG-1614

In December of 2001, the CDBG grant was executed. It included funding for rehab loans, total amount encumbered was \$500,000. Two rehab loans were given for a total amount of \$81,650 during FY03/04. These were zero interest, zero payments until the property is sold, with restrictions according to 01-STBG-1614 CDBG application guidelines. Unpaid balances at year-end are listed. One of the two loans termed in FY17/18 and was fully paid off. The second loan was extended with 4% compound interest.

CDBG-04-EDBG-1022

In July of 2001 Economic Development Block Grant (EDBG) was executed. Funds were used for economic development loans, total amount encumbered was \$500,000. All four (4) economic development loans have been paid off as of June of 2014. Three (3) were given for a total amount of \$70,000 during FY06/07 and an additional loan for \$25,000 was loaned in FY07/08. These were simple interest (6.75% and 4.25% respectively) with payments due monthly. Grant is now closed, remainder of the funds were disencumbered. Funds from paid-off loans were transferred to the CDBG Program Income Fund.

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITY
2019/20 ANNUAL BUDGET DETAIL**

FEDERAL DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (cont'd)

323 CDBG-10-STBG-6741

A CDBG Grant was executed on January 31, 2011 for \$800,000 for Housing Rehabilitation Multi-Unit Residential loans for the rehabilitation of the Senior Apartments on Martis Valley Road in Truckee. The grant funds were loaned to the owner of the property as of January of 2013 on a reimbursement basis. The related construction was completed in FY12/13. The owner is making monthly payments. Payments on the loan are transferred to the CDBG Program Income fund annually.

CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

314 00-CALHOME-023

CalHome grant awarded June 22, 2001 for rehab loans. The total amount encumbered was \$500,000. Rehab loans are zero interest with payments deferred 15 years and/or transfer of ownership, or other criteria as outlined in the grant documents. Two (2) rehab loans were outstanding as of June of 2018 and are expected to be paid off before June 30th, 2019, when the loans term.

312 06-CALHOME-183

CalHOME Grant, funded by State of California Proposition 1C, was awarded on October 23, 2007 for down payment assistance and rehabilitation loans; total amount encumbered was \$600,000. Down payment assistance loans were 3% simple interest with payments and interest deferred 30 years. Sixteen (16) loans had been issued as of FY12/13. Seven (7) of which are expected to be outstanding at year-end. Repayment occurs upon transfer of ownership or other criteria as outlined in the grant documents.

302 05-BEGIN-047

California Department of Housing and Community Development agreement executed August of 2005 for low/moderate housing down payment assistance. Maximum grant commitment of \$330,000 allowed for down payment assistance in the StoneRidge housing project in the amount of \$30,000 per unit. Down payment assistance loans are 3% simple interest with payments and interest deferred 30 years. Eleven (11) loans were issued, of which eight (8) are expected to be unpaid at year-end. All grant funds have been expended. When payments are made, funds are transferred to the BEGIN Re-Use Fund.

05-BEGIN-051

California Department of Housing and Community Development agreement executed April of 2006 for low and moderate housing down payment assistance. Maximum grant commitment was \$900,000. The grant allowed for down payment assistance in the Spring Creek housing project in the amount of \$30,000 per unit. If units were sold at market, the developer was required to split the additional revenue with the Town 50/50; a minimum amount of \$15,000 was paid for each unit sold at market. These funds are included in deferred revenue and are available for other down payment assistance programs. Three (3) low or moderate housing unit loans were issued at \$30,000. All three (3) have been repaid.

**AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT
GRANT AND LOAN ACTIVITY
2019/20 ANNUAL BUDGET DETAIL**

OTHER DOWNPAYMENT HOUSING ASSISTANCE

330 BOULDERS MODERATE HOUSING

The developers of the Boulders, Deerfield Truckee Associates, LLC had an agreement for down payment assistance in the form of a "Community Second" loan. When the units were sold at market rate the developer paid the Town \$36,000 in housing in-lieu fees. Nine (9) zero interest \$30,000 loans were originally issued. Subsequently, twelve (12) loans were issued subsequent to initial offering with 3% simple interest accruing annually. Payment of principal and interest for all loans are deferred 30 years or if ownership changed, as outlined in the promissory note. Developer funds were used for First-Time Homebuyer Loans and all funds are utilized. When the loans are re-paid those funds are transferred to the Affordable Housing In-Lieu fund for other affordable housing assistance.

301 BEGIN RE-USE FUND

BEGIN funded loan payments which meet certain criteria (detailed above) are transferred to this fund to be used for additional housing assistance, with the same restrictions required to the original grant.

310 CALHOME RE-USE

CalHome funded loan payments which meet certain criteria are transferred to this fund to be used for additional housing assistance, with the same restrictions required in the original grant.

320 MISC INCOME FROM CDBG RE-USE

Funds received which meet certain criteria from payment of CDBG loans. Funds can be used without any restrictions. Town intentions are to use the funds to supplement housing down payment assistance.

321 CDBG PROGRAM INCOME

Funds received from the re-payment of loans issued out of other CDBG grants. If the total deposited into the fund is less than \$35,000 per fiscal year, the amount may be transferred to the Miscellaneous Income fund. If over \$35,000, restrictions apply to using the money for the first time home buyers up to 80% median income in the county. There is currently one (1) loan outstanding.

206 TOWN HOUSING FUND

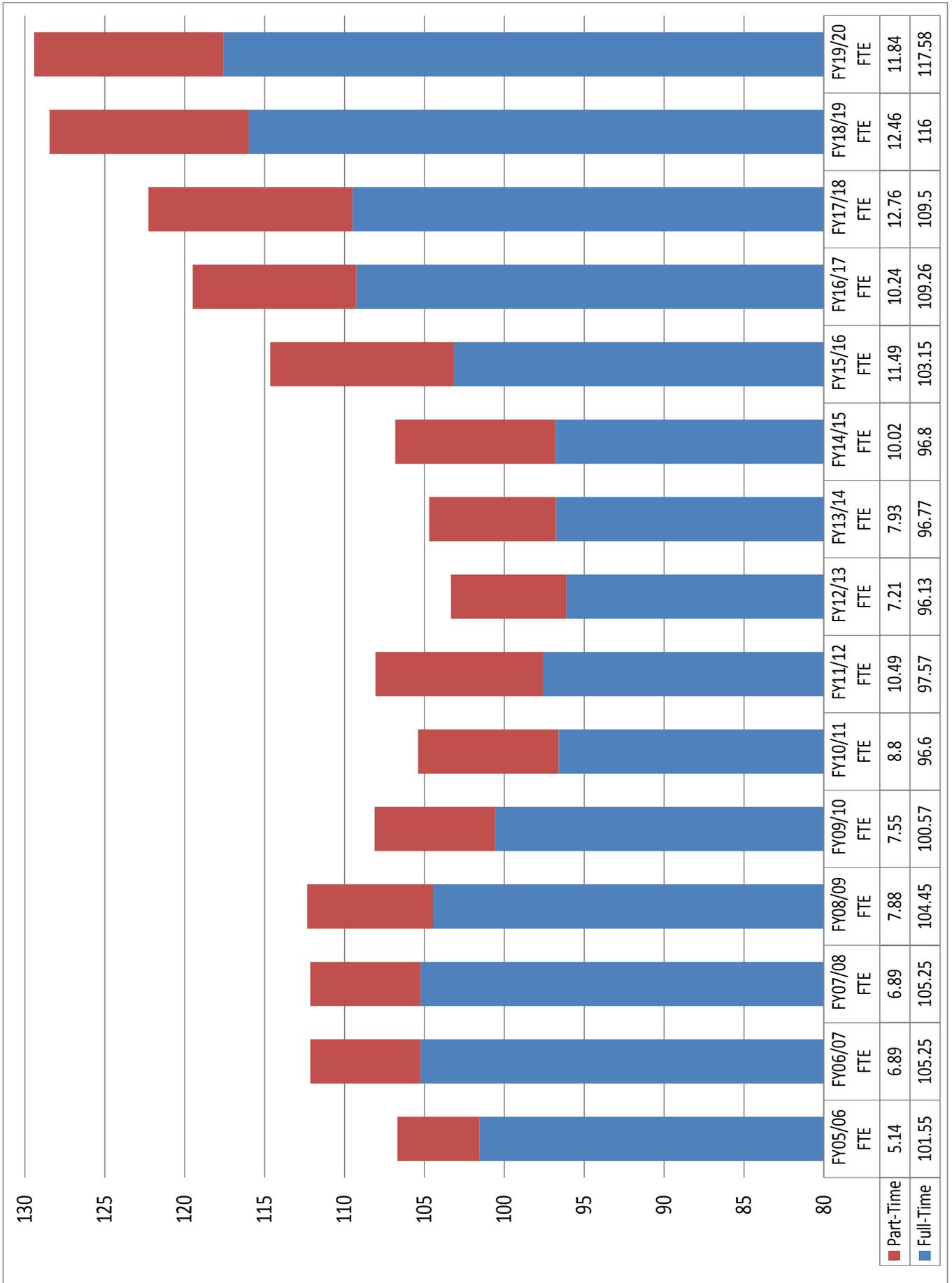
This fund included fifteen (15) loans issued from the former Redevelopment Housing fund, including a loan for the rehabilitation of the Senior Housing apartments. There are currently twelve (12) loans expected to be outstanding at year-end. As loans are paid-off, the Town intends to use the funds for housing assistance.

203 AFFORDABLE HOUSING IN-LIEU FUND

Funds received as part of the payment for certain building permits. The money is intended for use in the production of affordable housing. For FY19/20, funding is being used on the Railyard Housing Development. For FY18/19 and prior, the Town contributed \$50,000 a year for three years to the Mountain Housing Council.

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**FULL-TIME EQUIVALENT (FTE) HISTORY
FY 2019/20**

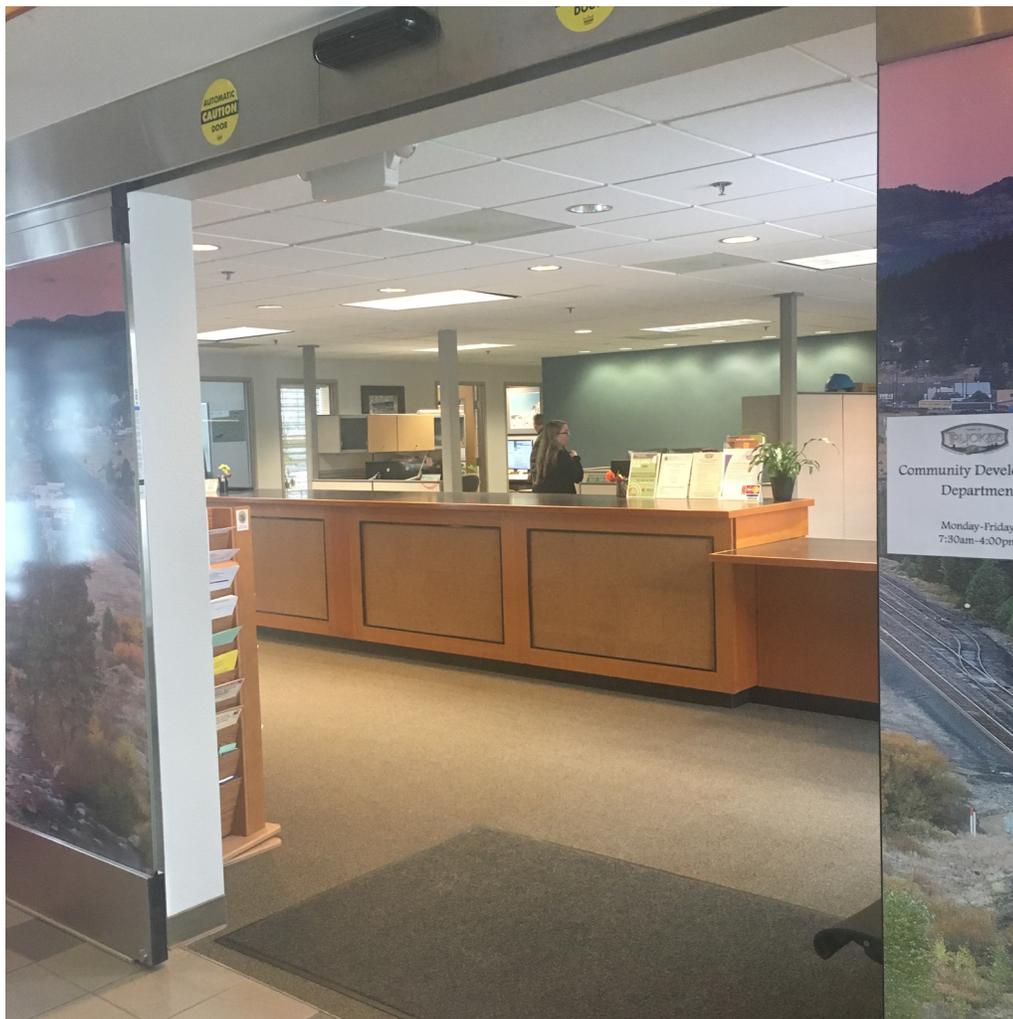


FULL-TIME EQUIVALENT (FTE) HISTORY - BY DIVISION FY 2015/16 - FY2019/20

Fund	Division	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Change
		FTE	FTE	FTE	FTE	FTE	
General Fund	101.102.00 - Town Manager	0.95	0.95	1.00	1.00	1.09	0.09
	101.103.00 - Town Attorney	0.85	0.85	0.90	0.90	0.99	0.09
	101.104.00 - Town Clerk & Communications	4.15	4.65	4.53	4.78	4.58	-0.20
	101.105.00 - Administrative Services	9.35	8.53	9.28	7.49	7.69	0.20
	101.107.00 - Economic Development	0.95	0.95	1.40	1.30	1.99	0.69
	101.108.00 - Information Technology	0.00	0.00	0.00	3.44	4.44	1.00
	101.109.00 - Sustainability	0.00	0.00	0.00	0.00	0.90	0.90
	101.110.xx - Police	32.55	33.11	32.21	31.87	32.28	0.41
	101.111.00 - Animal Services	4.17	4.86	5.25	5.61	5.66	0.05
	101.115.00 - Engineering	7.83	8.18	7.70	8.16	8.16	0.00
	101.116.00 - Road Maintenance	11.69	12.11	12.61	12.70	12.77	0.07
	101.117.00 - Snow Removal	11.30	11.06	11.87	12.27	12.19	-0.08
	101.118.00 - Fleet Maintenance	5.18	5.18	6.18	6.47	6.47	0.00
General Fund (partial)	101.120.00 - Planning	6.65	7.99	7.45	8.32	7.82	-0.50
	101.130.xx - Facilities	3.80	5.19	5.29	5.65	5.77	0.12
Brickelltown Fund	101.119.00 - Trails Maintenance	0.90	0.90	1.02	0.87	0.75	-0.12
	101.121.00 - Code Compliance	1.10	1.10	1.10	1.10	1.10	0.00
Parking Fund	212.000.00 - Brickelltown	0.00	0.48	0.52	0.32	0.32	0.00
	501.000.00 - Parking	1.75	1.58	2.05	2.01	2.20	0.19
Public Transit Fund	502.xxx.00 - Public Transit	0.95	0.95	0.88	1.11	1.11	0.00
	503.000.00 - Solid Waste	1.60	1.60	1.78	2.80	2.28	-0.52
Building & Safety Fund	504.000.00 - Building	7.77	8.12	8.44	9.49	8.51	-0.98
	599.000.00 - Redevelopment Successor Agency	1.15	1.16	0.80	0.80	0.35	-0.45
Grand Total		114.64	119.5	122.26	128.46	129.42	0.96

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SECTION 3 - REVENUES



THE COMMUNITY DEVELOPMENT DEPARTMENT FRONT DESK IS THE MAIN FRONT COUNTER IN TOWN HALL.

REVENUES BY FUND REVENUE BUDGET DETAIL

**GENERAL FUND REVENUE
2019/20 REVENUE BUDGET**

101.000.00 General Fund.Non-Department.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
TAX REVENUE							
40.11	Property Tax - Secured Current Yr	10,477,843	10,830,315	11,317,679	11,770,386	4.0%	8.7%
40.20	Property Tax - Unsecured Current Yr	172,372	169,000	183,708	191,056	4.0%	13.1%
40.25	Property Tax - Unsecured Prior Yrs	3,099	2,000	500	523	4.5%	-73.9%
40.30	Supplemental Secured Current Yr	220,686	120,000	120,000	125,400	4.5%	4.5%
40.40	Supplemental Unsecured Current Yr	3,220	-	20	-	-100.0%	
40.50	Supplemental Prior Years	1,345	-	-	-		
40.61	RPTTF - RSA Residual	103,144	90,000	92,000	90,000	-2.2%	
40.70	Real Property Transfer Tax	305,873	250,000	280,000	291,200	4.0%	16.5%
41.10	Sales & Use Tax	4,342,553	4,197,000	4,203,671	4,439,243	5.6%	5.8%
41.30	Transient Occupancy Tax	3,399,229	3,100,000	3,900,000	3,400,000	-12.8%	9.7%
41.50	Franchise Tax	1,192,065	1,050,000	1,050,000	1,025,000	-2.4%	-2.4%
	Total Tax Revenue	20,221,428	19,808,315	21,147,578	21,332,808	0.9%	7.7%
INTERGOVERNMENTAL REVENUE							
40.80	Homeowner's Property Tax Relief	96,276	98,000	98,000	98,000		
45.10	Grant Revenue	37,453	13,000	17,000	18,000	5.9%	38.5%
45.11	Property Tax - In-Lieu MVL Fee	1,633,879	1,550,000	1,550,000	1,619,750	4.5%	4.5%
45.12	Motor Vehicle License Fees	8,517	7,500	8,000	7,500	-6.3%	
45.13	Aquatic Invasive Species Prog Grant	82,414	75,000	-	-		-100.0%
45.40	NVC Pass Through Payment	62,575	63,000	63,000	63,000		
45.70	Intergovernmental Funding	74,145	-	700	500	-28.6%	100.0%
45.73	Water Quality Monitoring Reimb	13,450	-	-	-		
45.75	State Mandated Cost Reimb	6,837	1,000	1,000	1,000		
45.90	TTUSD - SRO Reimbursement	75,488	80,500	80,481	82,204	2.1%	2.1%
	Total Intergovernmental Revenue	2,091,033	1,888,000	1,818,181	1,889,954	3.9%	0.1%
OTHER REVENUE							
Animal Services							
42.10	Animal Licenses	24,564	25,000	25,000	25,000		
46.05	Contract Animal Services	16,141	15,000	17,000	17,000		13.3%
46.06	Animal Shelter Fees & Charges	14,748	18,000	20,000	20,000		11.1%
Interest Income							
44.10	Interest Income - County	19,399	15,000	15,000	20,000	33.3%	33.3%
44.20,44.30	Interest Income - Investments	299,949	300,000	686,722	689,609		129.9%
Lease Revenue							
47.50	Town Facility Tenant Leases	188,814	288,164	287,373	284,900	-0.9%	-1.1%
47.51	Depot Tenant Leases	32,956	26,495	15,000	15,000		-43.4%
Public Safety Department							
42.30	Watercraft Invasive Spec Inspec Fee	29,240	25,000	12,315	-	-100.0%	-100.0%
43.05	Court Fines	178,425	150,000	175,000	175,000		16.7%
45.76	POST Reimbursement	21,795	10,000	5,000	10,000	100.0%	
46.40	Special Police Dept Services	78,171	60,000	80,000	80,000		33.3%
46.41	Police Special Event Reimbursement	18,148	15,000	21,989	27,799	26.4%	85.3%
46.42	Abandoned Vehicle Abate Reimb	9,163	5,000	8,000	8,000		60.0%

**GENERAL FUND REVENUE
2019/20 REVENUE BUDGET**

101.000.00 General Fund.Non-Department.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
	OTHER REVENUE (cont'd)						
	<i>Engineering Division</i>						
42.28	Plan Check & Inspection Fees	324,442	150,000	250,000	150,000	-40.0%	
46.25	Capital Labor Charge	112,364	200,000	150,000	90,000	-40.0%	-55.0%
46.30	Impact Admin Fee	157,711	10,000	25,000	100,000	300.0%	900.0%
	<i>Public Works Department</i>						
46.28	Capital Labor Charge - Road Maint.	21,225	25,000	20,000	20,000		-20.0%
46.50	PW Service Charge - Snow Removal	96,736	115,000	100,000	100,000		-13.0%
46.51	PW Service Charge - Road Maint.	9,114	10,000	6,000	8,000	33.3%	-20.0%
46.52	PW Service Charge - Fleet Maint.	22,869	25,000	25,000	25,000		
	<i>Miscellaneous Revenue</i>						
46.31	Special Event Fees	12,512	41,572	7,685	8,199	6.7%	-80.3%
46.90	Other Current Service Charges	8,048	8,000	7,500	7,500		-6.3%
47.04	Channel 6 Subscriber Contributions	50,894	55,000	50,000	50,000		-9.1%
47.05	Downtown Newsrack Lease Revenue	3,720	4,000	3,060	3,000	-2.0%	-25.0%
47.30	Miscellaneous Revenue	2,017	1,000	-	1,000		
47.32	Other Reimbursement Revenue	2,878	-	-	-		
47.33	PERS NBPC Refund	187,504	-	108	-	-100.0%	
47.55	Town Hall Room Rental Fees	-	-	350	100	-71.4%	100.0%
47.60	Sales of Equipment/Property	132,702	122,500	2,750	175,500	6281.8%	43.3%
	Total Other Revenue	2,076,248	1,719,731	2,015,852	2,110,607	4.7%	22.7%
	INTERFUND TRANSFERS						
46.26	Transfer of Admin Overhead Chrgs	369,481	473,718	421,957	471,407	11.7%	-0.5%
47.70	Transit Shelter Maintenance	6,679	4,250	12,250	6,600	-46.1%	55.3%
49.10	Transfer from TSSAs	7,447	5,000	7,447	7,447		48.9%
49.10	Transfer from Measure R Trails Fund	123,279	141,509	125,775	143,540	14.1%	1.4%
49.10	Transfer from Brickelltown Fund	5,195	5,299	5,299	5,458	3.0%	3.0%
	Total Interfund Transfers	512,082	629,776	572,728	634,453	10.8%	0.7%
	TOTAL GENERAL FUND REVENUE	24,900,791	24,045,821	25,554,339	25,967,821	1.6%	8.0%
	Reconciliation to General Fund Summary (p. 2-11):						
49.10	Plus: Gas Tax (Streets Revenue)	2,145,700	1,975,785	2,015,236	2,502,955	24.2%	26.7%
	Plus: Planning Division Revenue	263,166	183,000	175,020	182,433	4.2%	-0.3%
		27,309,657	26,204,606	27,744,595	28,653,210	3.3%	9.3%

**COMMUNITY DEVELOPMENT DEPARTMENT REVENUE
2019/20 REVENUE BUDGET**

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
504.000.00	Building and Safety Fund.Non-Department.Non-Division						
	BUILDING AND SAFETY FUND						
42.20	Building Permit Fees	1,091,524	1,160,000	1,125,000	1,200,000	6.7%	3.4%
42.21	Plan Check	633,577	500,000	450,000	525,000	16.7%	5.0%
42.22	Energy Plan Check	78,962	35,000	75,000	75,000		114.3%
42.23	Fire Administration Fee	8,117	7,500	7,500	7,500		
42.24	Record Retention	25,509	15,000	25,000	30,000	20.0%	100.0%
42.25	Park & Rec Administration Fee	7,265	7,500	7,500	6,961	-7.2%	-7.2%
42.26	Street Administration	-	3,500	2,000	-	-100.0%	-100.0%
42.27	Encroachment - Building	6,186	5,000	20,000	7,500	-62.5%	50.0%
43.30	Code Compliance	14,710	8,000	5,020	12,433	147.7%	55.4%
44.20,44.30	Interest Income	10,181	14,000	27,763	29,692	6.9%	112.1%
46.30	Impact Fees - Administration Fee	11,301	5,000	6,500	8,500	30.8%	70.0%
47.30	Other Revenue	5,244	1,500	7,500	5,000	-33.3%	233.3%
	Total Building and Safety Revenue	1,892,575	1,762,000	1,758,783	1,907,586	8.5%	8.3%
101.000.00	General Fund.Non-Department.Non-Division						
	PLANNING DIVISION AND CODE COMPLIANCE - GENERAL FUND						
42.21	Plan Processing Fees	249,731	175,000	170,000	170,000		-2.9%
43.30	Code Compliance	13,434	8,000	5,020	12,433	147.7%	55.4%
	Total Building and Safety Revenue	263,166	183,000	175,020	182,433	4.2%	-0.3%
	TOTAL COMMUNITY DEVELOPMENT DEPARTMENT REVENUE	2,155,741	1,945,000	1,933,803	2,090,019	8.1%	7.5%

**AIR QUALITY MITIGATION FUND REVENUE
2019/20 REVENUE BUDGET**

204.000.00 Air Quality Mitigation Fund.Non-Department.Non-Division							
ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
44.30	Interest Income	3,337	2,500	10,839	4,993	-53.9%	99.7%
42.40	Air Quality Mitigation Fee	46,579	500	500	500		
TOTAL AIR QUALITY MITIGATION FUND REVENUE		49,916	3,000	11,339	5,493	-51.6%	83.1%

**STREETS FUNDS REVENUE
2019/20 REVENUE BUDGET**

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
210.000.00	Tahoe Donner TSSA Fund.Non-Department.Non-Division						
	TAHOE DONNER TSSA FUND						
44.10	Interest Income - County	699	500	350	500	42.9%	
44.20,44.30	Interest Income	35,039	45,000	111,418	97,136	-12.8%	115.9%
46.75	Parcel Charges	595,440	595,000	595,000	595,000		
	Total Tahoe Donner TSSA Fund Revenue	631,177	640,500	706,768	692,636	-2.0%	8.1%
211.000.00	Glenshire TSSA Fund.Non-Department.Non-Division						
	GLENSHIRE TSSA FUND						
44.10	Interest Income - County	210	100	100	100		
44.20,44.30	Interest Income	3,458	1,500	6,398	8,915	39.3%	494.3%
46.75	Parcel Charges	179,007	179,000	179,000	179,000		
	Total Glenshire TSSA Fund Revenue	182,675	180,600	185,498	188,015	1.4%	4.1%
250.000.00	Gas Tax Fund.Non-Department.Non-Division						
	GAS TAX FUND						
44.30	Interest Income	17	-	1,896	2,711	43.0%	100.0%
45.41	Highway Use Tax §2105	87,804	93,153	92,650	92,642	0.0%	-0.5%
45.42	Highway Use Tax §2106	127,068	129,365	129,660	129,649	0.0%	0.2%
45.43	Highway Use Tax §2107	114,271	128,482	183,258	183,258		42.6%
45.44	Highway Use Tax §2107.5	4,000	4,000	4,000	4,000		
45.45	Highway Use Tax §2107 - Snow	1,767,860	1,518,739	1,547,673	1,945,925	25.7%	28.1%
45.50	Highway Use Tax R & T Code §7360	63,009	124,046	61,184	143,670	134.8%	15.8%
45.51	Road Maintenance & Rehab	94,808	287,080	263,852	274,150	3.9%	-4.5%
45.52	SB1 Loan Repayment	18,394	-	18,811	18,811		100.0%
	Total Gas Tax Fund Revenue	2,277,230	2,284,865	2,302,984	2,794,816	21.4%	22.3%
252.000.00	Measure V Sales Tax Fund.Non-Department.Non-Division						
	MEASURE V SALES TAX FUND						
41.10	Sales and Use Tax	2,548,299	2,455,000	2,466,753	2,597,390	5.3%	5.8%
44.20,44.30	Interest Income	20,286	20,000	53,046	28,840	-45.6%	44.2%
	Total Measure V Sales Tax Fund Revenue	2,568,585	2,475,000	2,519,799	2,626,230	4.2%	6.1%
	TOTAL STREETS FUNDS REVENUE	813,852	821,100	892,266	880,651	-1.3%	7.3%

**COMMUNITY FACILITY DISTRICT FUNDS REVENUE
2019/20 REVENUE BUDGET**

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
212.000.00	Brickelltown Maintenance District Fund.Non-Department.Non-Division						
	BRICKELLTOWN MAINTENANCE DISTRICT FUND						
44.10	Interest Income - County	48	15	15	20	33.3%	33.3%
44.20,44.30	Interest Income	515	185	1,180	1,592	34.9%	760.5%
46.75	Parcel Charges	66,220	73,481	73,481	73,481		0.0%
	Total Brickelltown Maintenance District Fund Revenue	66,783	73,681	74,676	75,093	0.6%	1.9%
213.000.00	Joerger Ranch Trails Maintenance District Fund.Non-Department.Non-Division						
	JOERGER RANCH TRAILS MAINTENANCE DISTRICT FUND						
44.20,44.30	Interest Income	168	-	1,180	1,592	34.9%	100.0%
46.75	Parcel Charges	-	-	-	-		
	Total Joerger Ranch Trails Maintenance Fund Revenue	168	-	1,180	1,592	34.9%	
214.000.00	Railyard Community Facilities District Fund.Non-Department.Non-Division						
	RAILYARD COMMUNITY FACILITIES DISTRICT FUND						
44.20,44.30	Interest Income	-	-	-	-		
46.75	Parcel Charges	-	-	-	101,112		100.0%
	Total Railyard Community District Fund Revenue	-	-	-	101,112		
	TOTAL COMMUNITY FACILITIES DISTRICT FUNDS REVENUE	66,951	73,681	75,856	177,797	134.4%	141.3%

**MEASURE R SALES TAX FUND REVENUE
2019/20 REVENUE BUDGET**

253.000.00 Measure R Sales Tax Fund.Non-Department.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
41.10	Sales & Use Tax Revenue	1,251,682	1,185,000	1,211,628	1,253,730	3.5%	5.8%
44.20,44.30	Interest Income	15,127	19,000	61,944	77,814	25.6%	309.5%
TOTAL MEASURE R SALES TAX FUND REVENUE		1,266,809	1,204,000	1,273,572	1,331,544	4.6%	10.6%

**TRAFFIC IMPACT FEES FUND REVENUE
2019/20 REVENUE BUDGET**

270.000.00 Traffic Impact Fees Fund.Non-Department.Non-Division

ACCOUNT	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
42.50 Developer Impact Fees	818,900	1,000,000	2,000,000	1,000,000	-50.0%	
42.51 NVC AB1600 Mitigation Fees	13,980	-	25,846	-	-100.0%	
44.20,44.30 Interest Income	47,645	60,000	121,174	145,842	20.4%	143.1%
47.32 Other Reimbursement Revenue	393,731	-	-	-		
TOTAL TRAFFIC IMPACT FEES FUND REVENUE	1,274,257	1,060,000	2,147,020	1,145,842	-46.6%	8.1%

**FACILITIES IMPACT FEES FUNDS REVENUE
2019/20 REVENUE BUDGET**

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
271.000.00	Facility Impact Fees - Law Enforcement Fund.Non-Department.Non-Division						
	FACILITIES IMPACT FEES - LAW ENFORCEMENT FUND						
42.50	Developer Impact Fees	24,342	92,933	50,000	50,000		-46.2%
44.30	Interest Income	3,844	2,400	5,556	1,163	-79.1%	-51.5%
46.30	Admin Fees	(35)	-	-	-		
	Total Facilities Impact Fees - Law Enforcement Fund Revenue	28,151	95,333	55,556	51,163	-7.9%	-46.3%
272.000.00	Facility Impact Fees - Animal Services Fund.Non-Department.Non-Division						
	FACILITIES IMPACT FEES - ANIMAL SERVICES FUND						
42.50	Developer Impact Fees	9,440	8,843	10,889	8,591	-21.1%	-2.8%
44.30	Interest Income	1,172	700	1,980	2,236	12.9%	219.4%
46.30	Admin Fees	(20)	-	-	-		
	Total Facilities Impact Fees - Animal Services Fund Revenue	10,592	9,543	12,869	10,827	-15.9%	13.5%
273.000.00	Facility Impact Fees - Storm Drain Fund.Non-Department.Non-Division						
	FACILITIES IMPACT FEES - STORM DRAIN FUND						
42.50	Developer Impact Fees	146,262	168,196	239,327	183,551	-23.3%	9.1%
44.30	Interest Income	4,434	2,300	7,396	11,540	56.0%	401.7%
46.30	Admin Fees	(253)	-	-	-		
	Total Facilities Impact Fees - Storm Drain Fund Revenue	150,443	170,496	246,723	195,091	-20.9%	14.4%
274.000.00	Facility Impact Fees - General Government Fund.Non-Department.Non-Division						
	FACILITIES IMPACT FEES - GENERAL GOVERNMENT FUND						
42.50	Developer Impact Fees	157,615	172,628	244,784	187,857	-23.3%	8.8%
44.30	Interest Income	9,748	2,000	15,510	3,176	-79.5%	58.8%
46.30	Admin Fees	(275)	-	-	-		
	Total Facilities Impact Fees - General Government Fund Revenue	167,088	174,628	260,294	191,033	-26.6%	9.4%
	TOTAL FACILITIES IMPACT FEES FUNDS REVENUE	356,274	450,000	575,442	448,114	-22.1%	-0.4%

**PARKING FUND REVENUE
2019/20 REVENUE BUDGET**

501.000.00 Parking Fund.Non-Department.Non-Division

ACCOUNT	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
43.10 Fines	73,047	65,000	73,000	80,000	9.6%	23.1%
43.11 Fines - DMV Hold	4,823	6,000	2,500	4,000	60.0%	-33.3%
44.30 Interest Income	16,097	9,000	27,048	31,712	17.2%	252.4%
46.10 Parking Fees - Meters	826,943	730,000	800,000	810,000	1.3%	11.0%
46.12 Parking Fees - Employee Permit	16,810	12,500	12,500	12,500		
47.30 Other Sources of Revenue	-	-	25	-	-100.0%	
49.10 Transfer In - HUT §2107 - Snow	36,705	22,000	22,000	15,000	-31.8%	-31.8%
TOTAL PARKING FUND REVENUE	974,424	844,500	937,073	953,212	1.7%	12.9%

**PUBLIC TRANSIT FUND REVENUE
2019/20 REVENUE BUDGET**

502.000.00 Public Transit Fund.Non-Department.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
OPERATING REVENUES							
44.30	Interest Income	1,689	1,000	872	2,537	190.9%	153.7%
45.20	FTA - Section 5311 Grant	83,498	85,404	85,405	95,182	11.4%	11.4%
45.21	Local Transportation Fund	293,434	471,588	605,226	544,701	-10.0%	15.5%
45.22	NCTC - CTS Fund	23,547	24,820	24,820	28,669	15.5%	15.5%
45.23	State Transit Assistance	57,515	123,448	84,364	205,055	143.1%	66.1%
45.26	A4AA - NTTT Senior Shuttle Grant	27,508	30,423	-	-		-100.0%
45.27	NV Co - Donner Summit Shuttle Cont	16,068	16,429	16,429	17,916	9.1%	9.1%
45.28	FTA - Section 5310 Grant	227,112	234,098	234,098	241,296	3.1%	3.1%
45.31	LCTOP Grant	21,609	-	21,609	33,207	53.7%	100.0%
45.32	NSAQMD Grant	40,000	-	67,696	-	-100.0%	
46.80	Fare Box Receipts Retained	30,413	-	2,500	2,000	-20.0%	100.0%
46.81	Donner Summit Shuttle Partner Cont	85,617	88,781	89,568	123,065	37.4%	38.6%
46.82	Partnership Funding - Placer County	-	-	-	120,075		100.0%
47.30	Other Sources of Revenue	3,275	-	2,851	3,000	5.2%	100.0%
47.34	Community Shuttle Funding	65,555	30,000	62,365	60,000	-3.8%	100.0%
48.10	Gray's Crossing Contribution	53,204	49,800	50,120	51,623	3.0%	3.7%
49.10	Transfer In - General Fund	45,654	108,400	28,740	-	-100.0%	-100.0%
49.10	Transfer In - Air Quality Mitigation	-	67,696	-	-		-100.0%
	Subtotal Operating Revenue	1,075,699	1,331,887	1,376,663	1,528,326		
CAPITAL REVENUE							
45.25	Prop 1B PTMISEA - Grant	1,900	76,917	78,451	-	-100.0%	-100.0%
45.30	Cal OES - Grant	9,724	23,299	-	25,800		10.7%
	Subtotal Capital Revenue	11,624	100,216	78,451	25,800		
	TOTAL PUBLIC TRANSIT FUND REVENUE	1,087,323	1,432,103	1,455,114	1,554,126	6.8%	8.5%

**SOLID WASTE FUND REVENUE
2019/20 REVENUE BUDGET**

503.000.00 Solid Waste Fund.Non-Department.Non-Division

ACCOUNT	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
44.30 Interest Income	5,583	3,000	7,181	19,330	169.2%	544.3%
45.10 Grants	112,254	35,000	35,000	30,000	-14.3%	-14.3%
45.70 Intergovernmental Funding	29,218	-	-	-		
46.75 Parcel Charges	3,508,926	4,080,195	4,085,246	4,372,073	7.0%	7.2%
46.76 Commercial Customer Admin Fee	14,120	14,625	14,434	15,000	3.9%	2.6%
46.77 Education & Outreach Funding	-	75,188	75,188	77,316	2.8%	2.8%
TOTAL SOLID WASTE FUND REVENUE	3,670,099	4,208,008	4,217,049	4,513,719	7.0%	7.3%

**REDEVELOPMENT SUCCESSOR AGENCY FUND REVENUE
2019/20 REVENUE BUDGET**

599.000.00 Redevelopment Successor Agency Fund.Non-Department.Non-Division							
ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
40.11	Property Tax	705,887	750,000	701,495	705,686	0.6%	-5.9%
44.20,44.30	Interest Income	18,061	10,000	5,640	5,640		-43.6%
44.31	Interest Income - Bond Reserve Acct	-	-	15,000	15,000		100.0%
45.80	Federal Bond Interest Subsidy	115,344	115,000	113,784	115,282	1.3%	0.2%
47.11	Loan Interest Payment	9,160	9,792	9,800	9,800		0.1%
47.30	Administrative Cost Reimbursement	249,250	250,000	250,000	94,910	-62.0%	-62.0%
TOTAL REDEVELOPMENT SUCCESSOR AGENCY FUND REVENUE		1,097,703	1,134,792	1,095,719	946,318	-13.6%	-16.6%

CAPITAL IMPROVEMENT PROJECTS FUNDING SOURCES 2019/20 REVENUE BUDGET

200.000.00 Capital Improvement Project Fund.Non-Department.Non-Division

FUNDING SOURCE	2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET
Affordable Housing In-Lieu Fund	50,000	1,700,000	50,000	1,700,000
Air Quality Mitigation Fund	9,910	15,000	32,667	5,000
ATP Grant	905,000	-	-	-
Beverage Container Payment Program	-	5,000	-	5,000
Bicycle Transportation Account - Grant	(1,968)	-	-	-
Bond Financing	-	6,045,000	-	5,000,000
Building & Safety Fund	7,657	-	26,029	15,000
CDBW Grant	-	250,000	-	-
COPS Fund	49,707	37,320	37,320	52,932
Developer Funding	61,928	280,000	20,000	380,000
Economic Development Design.	-	250,000	-	-
Event Sponsorships	8,791	23,000	32,642	-
Facilities Impact Fees - General Government	89,208	422,000	875,000	175,000
Facilities Impact Fees - Law Enforcement	44,604	125,000	275,000	40,000
Facilities Impact Fees - Storm Drainage	60,537	85,000	37,500	60,000
Facilities Improvement Designation	-	1,300,000	-	1,300,000
Federal HSIP Grant	1,080	600,000	600,000	1,000,620
Fleet Replacement Fund	-	-	-	50,000
General Fund	2,636,731	5,417,274	4,544,835	12,537,376
General Fund Housing Designation	668	1,220,000	300,000	1,699,332
Glenshire TSSA Fund	61,433	53,125	49,000	108,000
Local Transportation Fund	-	11,470	5,000	6,470
Measure R Sales Tax Fund	297,229	817,000	231,000	565,000
Measure V Sales Tax Fund	2,647,537	4,190,000	3,845,370	2,618,263
NSAQMD Grant	-	100,000	-	39,542
OES	176,604	-	109,550	-
Parking Fund	-	620,000	145,000	1,250,500
PEG Fund	21,803	4,500	4,500	-
Placer County	-	-	19,208	92,000
Private Contributions	59,567	28,750	24,150	-
Railyard Commitments Design.	-	-	-	250,000
Road Maintenance & Rehab Acct	-	279,000	225,000	410,417
Road Maintenance Reserve	1,314,088	1,307,000	1,157,000	-
SB1 Programmatic Funding	-	501,310	266,559	402,038
Solid Waste Fund	-	71,250	-	71,250
Streetscape Designation	-	1,000,000	500,000	800,000
Tahoe Donner TSSA Fund	81,081	1,676,000	1,414,946	365,000
Traffic Impact Fees Fund	2,083,625	1,794,144	901,644	597,500
Urban Greening Grant	-	-	-	100,000
Utility Reimbursement	272,750	850,000	1,250,000	188,475
Subtotal Before Unfunded	10,939,569	31,078,143	16,978,921	31,884,715
Unfunded	-	1,000,000	-	955,000
TOTAL CAPITAL IMPROVEMENT PROJECT FUNDING	10,939,569	32,078,143	16,978,921	32,839,715

REVENUES

2019/20 REVENUE BUDGET DETAIL

A description for each budgeted revenue account is below. If there are no other factors or outside calculations to consider, the budget for the revenue accounts listed below are estimated at the same rate of increase as the General Fund property tax (40.11).

GENERAL FUND

<u>TAX REVENUE</u>	<u>BUDGET</u>
40.11 <u>PROPERTY TAX - SECURED CURRENT YEAR</u> The portion of the taxes collected by Nevada County for secured property that is allocated to the Town. The 4% estimated actual to budget increase was estimated with help from the Nevada County Deputy County Executive Officer and local real estate data. Increase is driven by the 2% Prop 13 annual maximum increase as well as moderate continued construction and home turnover.	\$ 11,770,386
40.20 <u>PROPERTY TAX - UNSECURED CURRENT YEAR</u> Taxes collected by the County for unsecured personal property (i.e. boats) with a portion allocated to the Town. Budget based on the estimated collections in the prior year and general economic indicators.	\$ 191,056
40.25 <u>PROPERTY TAX - UNSECURED PRIOR YEARS</u> The portion of tax collected for prior fiscal years in the current year by the County on unsecured private property (i.e. boats) that is allocated to the Town.	\$ 523
40.30 <u>SUPPLEMENTAL SECURED CURRENT YEAR</u> Additional property tax, collected by the County, during the first year a property is owned. This amount is increasing due to turnover and new construction.	\$ 125,400
40.61 <u>RPTTF - RSA RESIDUAL</u> Expected ongoing residual revenue from the Redevelopment Property Tax Trust Fund (RPTTF) for the dissolution of the Redevelopment Agency that was previously allocated to the Redevelopment Successor Agency (RSA). This revenue source will continue to decrease as bond payments for the RSA's in the county increase.	\$ 90,000
40.70 <u>REAL PROPERTY TRANSFER TAX</u> This tax is imposed on the transfer of real property. Counties are authorized to levy the tax at a rate of \$1.10 per \$1,000 of the sale value of the property. The town is then authorized to levy an amount at 1/2 the County's rate. The amounts are remitted to the Town as part of the property tax payments from the County.	\$ 291,200
41.10 <u>SALES AND USE TAX</u> 1% of the State of California (CA) sales tax levy collected from merchants on retail sales and taxable services transacted within the Town. These amounts are remit to the Town by the California Department of Tax and Fee Administration, previously the Board of Equalization. In general, the Town is experiencing moderate increases in sales tax collections, with building and construction and online sales leading the increases. Revenue estimates are generated by an outside sales tax consulting firm. The state implemented a new collection and reporting system in 2018 which resulted in some additional revenues in FY18/19 that were actually for FY17/18. There was an error in the reporting system which led to a serious delay in reporting and remittance to the local jurisdictions.	\$ 4,439,243

REVENUES

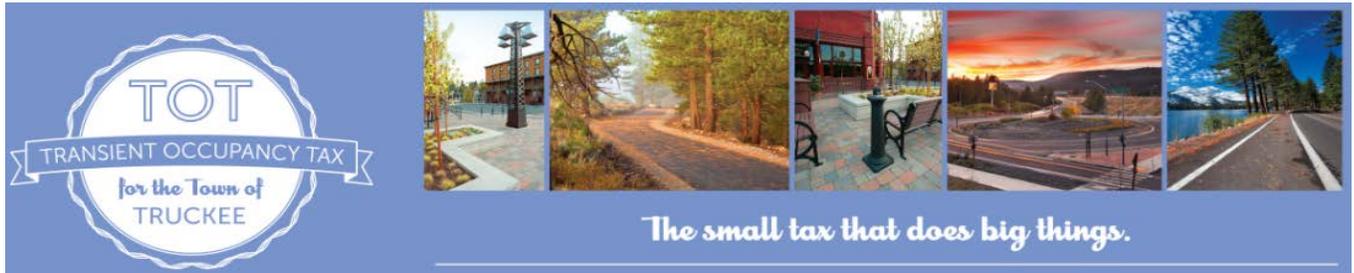
2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)

TAX REVENUE (cont'd)

BUDGET

41.30	<u>TRANSIENT OCCUPANCY TAX</u> 10% tax levied on temporary occupancy (30 nights or less) of hotel, motel, vacation home, or other similar facilities by temporary residents or visitors. The Town continues to see annual increases in reported visitors and registrants under this program, in particular for single family home rentals. The Town continues to use Host Compliance to electronically monitor rentals on vacation rental sites. See the General Government section of this budget for more details regarding the related expenses.	\$ 3,400,000
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41.50	<u>FRANCHISE TAX</u> Provides for amounts received for special privileges granted by the Town and in some cases, in permitting the continued use of public property for such activities as poles and lines for public utilities. Franchisees include Southwest Gas Corporation, Suddenlink Cable (Altice), AT&T/Pacific Bell Telephone, Liberty Energy, and Tahoe Truckee Sierra Disposal (TTSD). Franchise fees are calculated as a percentage of revenue earned by the franchisees through contracts with either the Town directly, as is the case with TTSD, or with the State of California, as required by law.	\$ 1,025,000
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INTERGOVERNMENTAL REVENUE

40.80	<u>HOMEOWNER'S PROPERTY TAX RELIEF</u> A grant of money from the State of CA due to a legislative reduction of the property tax assessment base for owner-occupied residential properties.	\$ 98,000
45.10	<u>GRANT REVENUE</u> Money for specific grant funded projects, which will include the following. Will also be used to account for any miscellaneous grants awarded throughout the year which are not otherwise accounted for.	\$ 18,000
	- Animal services spay neuter grant from the State of CA	\$ 7,000
	- Wellness grant from the Town's self-insurance pool, PARSAC	\$ 10,000
	- Bulletproof vest program from the Department of Justice.	\$ 1,000
45.11	<u>PROPERTY TAX - IN-LIEU MVL TAX</u> These funds are intended to partially offset reductions in the Motor Vehicle License (MVL) revenue allocation to cities and states as a result of various state legislature amendments affecting local government sales tax collections.	\$ 1,619,750
45.12	<u>MOTOR VEHICLE LICENSE FEES</u> Fees collected by the State as a tax on ownership of a registered vehicle.	\$ 7,500

REVENUES

2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)

INTERGOVERNMENTAL REVENUE

BUDGET

45.40	<u>NVC PASS THRU PAYMENT</u> Pass-through payment from Nevada County (NVC). This represents the amount that was traditionally "passed through" the county to the Town's Redevelopment Agency (RA). Since the dissolution of the RA, this amount is now allocated to the General Fund. This amount should receive a small increase due to the decrease in jurisdictional administrative fees.	\$ 63,000
45.70	<u>INTERGOVERNMENTAL FUNDING</u> Provides for amounts from Nevada County Transportation Commission for reimbursement for staff time on specific projects.	\$ 500
45.75	<u>STATE MANDATED COSTS REIMBURSEMENT</u> Partial reimbursement from the State for legislated programs that increase Town operating costs.	\$ 1,000
45.90	<u>TTUSD - SRO REIMBURSEMENT</u> Funding from the Tahoe Truckee Unified School District (TTUSD) for 50% of the budgeted cost of the School Resource Officer (SRO) in the Truckee Police Department. Due to increases in the position costs as negotiated by the Truckee Police Officers Association (POA).	\$ 82,204

OTHER REVENUE - ANIMAL SERVICES

42.10	<u>ANIMAL LICENSES</u> A Town ordinance mandates the payment of a fee for licensing of a dog within the Town.	\$ 25,000
46.05	<u>ANIMAL SERVICE - CONTRACT SERVICES</u> The Town currently has agreements with Sierra County and Placer County to provide animal shelter services. This account reflects anticipated revenues to be received (currently \$258.50 per animal) pursuant to these agreements. 50% of the per animal fee collected from Placer County is transferred to the Humane Society of Truckee Tahoe (HSTT) to reimburse the cost of adoption of the animal. The amount budgeted is net of the amounts sent to the HSTT.	\$ 17,000
46.06	<u>ANIMAL SHELTER FEES AND CHARGES</u> Revenues received to reimburse the Town for actual costs incurred for housing animals taken to the local animal shelter facility, including fees collected from Placer County residents. The Town retains 100% of the fees from Placer County residents as agreed upon in the operating agreement with Placer County.	\$ 20,000

OTHER REVENUE - INTEREST INCOME

44.10	<u>INTEREST INCOME - COUNTY</u> Interest earned on property taxes held by the County prior to the remittance of taxes to the Town.	\$ 20,000
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REVENUES

2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)

OTHER REVENUE - INTEREST INCOME (cont'd)

BUDGET

44.20,44.30 INTEREST INCOME \$ 689,609

Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Interest rates have increased significantly in the the last twelve months from 1% to nearly 2%. The budget estimate is based on the three-year average interest rate against the prior year's ending fund balance.

OTHER REVENUE - LEASE REVENUE

47.50 TOWN FACILITY TENANT LEASES \$ 284,900

Areas of Town Hall and the Riverview Yard are being leased to the Sierra Business Council, Truckee-North Tahoe Transit Management Association, Paratransit, the Chamber of Commerce, Nevada County Environmental Health and Caltrans. Also provides for rental revenue, including utilities, facilities maintenance, snow removal and janitorial services from the Building and Safety Fund, Parking Fund, Solid Waste Fund and Redevelopment Successor Agency Fund to reflect the total cost of operations in those funds. The decrease in rental revenue from the Town's enterprise funds is due a change in the way the common area maintenance (CAM) rate is calculated. The updated calculation divides town-wide costs such as utilities by the total occupied Town Hall space verse just the space occupied by Town employees. In the past, tenants paid for many of their own costs including utilities, but the current lease rates are meant to encompass some of these costs.

47.51 DEPOT TENANT LEASES \$ 15,000

Space is currently leased to the Truckee Donner Chamber of Commerce, the Mountain Arts Collective, Truckee Railyard Society and the Truckee Historical Society. Decrease in FY18/19 was due to the move of a portion of the Chamber of Commerce operations from the Depot to Town Hall.

OTHER REVENUE - PUBLIC SAFETY DEPARTMENT

42.30 WATERCRAFT INVASIVE SPECIES INSPECTION FEE \$ -

Fees collected for invasive species inspections from users launching water vessels into Donner Lake. The program is currently unfunded. The Town continues to pursue funding partnerships with outside organizations.

43.05 COURT FINES \$ 175,000

Revenues from fines and forfeitures levied by the courts. Budget is based on receipts from FY17/18. This is based on amounts levied by the court, which the Town has little influence or control over.

45.76 POST REIMBURSEMENT \$ 10,000

Funds received from the State of California to reimburse the Town for Police Officer Standard Training (POST) costs incurred by sworn officers. Budget is kept constant as eligible training fluctuates annually.

REVENUES 2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)

OTHER REVENUE - PUBLIC SAFETY DEPARTMENT (cont'd)

BUDGET

46.40 SPECIAL POLICE DEPARTMENT SERVICES \$ 80,000
 Reporting and fingerprinting for Livescans, impound fees, restitution, court time reimbursements and abandoned property revenue from members of the public. Services provided by the police department have been steadily increasing. The budget is based on FY17/18 actual collections.

	FY15/16	FY16/17	FY17/18
\$ of LiveScan Collections	36,387	45,356	52,624
# of LiveScan Collections	600	835	926

46.41 POLICE DEPARTMENT SPECIAL EVENT REIMBURSEMENTS \$ 27,799
 Reimbursements to the Town for the cost of police services provided by the Truckee Police Department at privately hosted special events. The budget is an estimation of the main annual special events hosted in the Town, plus some for unknown events.

46.42 ABANDONED VEHICLE ABATEMENT REIMBURSEMENT \$ 8,000
 Reimbursement of Town expenses to remove abandoned vehicles from public and private property. This money is allocated to the Town through a county-wide joint-powers authority managed by Nevada County, who receives their funding from vehicle license registration fees. The funds received are to cover the administration and towing fees. The budget is based on prior year collections as allocations are based on costs, which fluctuate annually.

OTHER REVENUE - ENGINEERING DIVISION

42.28 PLAN CHECK AND INSPECTION FEES \$ 150,000
 Funds from applicants to reimburse the Town for the cost of engineering services performed as part of plan check and inspection processes for the Building and Planning divisions. High estimated actuals include revenues from large commercial developments that are expected to submit applications such as the Railyard Phase 2 inspection fees and the new commercial development project at the corner of highway 267 and Soaring Way.

46.25 CAPITAL LABOR CHARGE \$ 90,000
 Reimbursement for charges for services by the Engineering division staff working on various capital improvement projects funded by sources other than the General Fund, such as Facilities Impact Fees, Measure R Sales Tax Fund, or Glenshire TSSA Fund. The General Fund is reimbursed at a rate of \$75 per hour.

46.30 IMPACT ADMINISTRATION FEES \$ 100,000
 Provides for a transfer of Traffic Impact Fees to the General Fund for staff time, including staff time on capital projects. Costs are allocated based on specific project nexus calculations and are transferred to the General Fund to offset the impact of specific development projects.

REVENUES

2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)

OTHER REVENUE - PUBLIC WORKS

BUDGET

46.28	<u>CAPITAL LABOR CHARGE - ROAD MAINTENANCE</u> Charges for services provided by Public Works Road Maintenance division staff working on various capital improvement projects funded from non-General Fund sources, such as Facilities Impact Fees, Measure R Sales Tax, or Measure V Sales Tax.	\$ 20,000
46.50	<u>PUBLIC WORKS SERVICE CHARGES - SNOW REMOVAL</u> Provides for the following: <ul style="list-style-type: none"> - Reimbursement from Placer County for contracted snow removal on specified Placer County roads that are adjacent to or only accessible from roads maintained by the Town. \$ 40,000 - Reimbursement from Nevada County for contracted snow removal on specified Nevada County roads that are adjacent to or only accessible from roads maintained by the Town. This contract was added during FY17/18. \$ 40,000 - Reimbursement for snow removal and off-haul from the downtown parking spaces within the Town's parking district. This is funded by the Parking Fund. \$ 20,000 	\$ 100,000
46.51	<u>PUBLIC WORKS SERVICE CHARGES - ROAD MAINTENANCE</u> Reimbursement for invoiced labor, vehicle and/or equipment costs associated with community special events and maintenance of the parking lots located within the Town's parking district (a portion is funded by the Parking Fund; ~ \$5,000).	\$ 8,000
46.52	<u>PUBLIC WORKS SERVICE CHARGES - FLEET MAINTENANCE</u> Reimbursement for invoiced labor, part and equipment costs incurred by the Fleet Maintenance division in performing maintenance on the Truckee Fire Districts fleet on an as needed basis. FY18/19 was the second year the Town has offered this service to the Fire District and is still trying to establish ongoing levels.	\$ 25,000

OTHER REVENUE - MISCELLANEOUS REVENUE

46.31	<u>SPECIAL EVENT FEES</u> Fees collected for special event applications (\$243 each). Fees for services provided by the Town in administering these public events is recorded to the specific revenue accounts.	\$ 8,199
46.90	<u>OTHER CURRENT SERVICE CHARGES</u> Fees collected for document copies, supplies necessary for the fulfillment of a public records request and similar services. Also accounts for amounts retained by the Town for administration of the Truckee Tourism Business Improvement District (TTBID) collection (~\$6,600 per year). The Town collects a 2% assessment on short-term rentals on behalf of the TTBID and remits the amount to the Truckee Chamber of Commerce quarterly for management.	\$ 7,500

REVENUES

2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)**OTHER REVENUE - MISCELLANEOUS REVENUE (cont'd)**

		BUDGET
47.04	<u>CHANNEL 6 SUBSCRIBER CONTRIBUTION</u> Public Education and Government Access (PEG) television fees are established by the State of CA franchise agreement as 1% of the franchisees' revenues and are collected to support local cable television programming. 70% of the PEG collections are passed through to Truckee Tahoe Community Television, the Town's provider of public access television. The budget for this pass-through amount is located in the General Government section of this budget. The remaining 30% retained by the Town, is in the PEG fund (not shown in this budget).	\$ 50,000
47.05	<u>DOWNTOWN NEWS RACK LEASE REVENUE</u> Lease payments for downtown news racks to various publishers (\$60 per box per year).	\$ 3,000
47.30	<u>MISCELLANEOUS REVENUE</u> Any miscellaneous income not otherwise provided for, such as candidate statement fees, garnishment fees, agenda subscriptions, and returned check fees.	\$ 1,000
47.55	<u>TOWN HALL ROOM RENTAL FEES</u> Charge to outside parties to rent conference rooms in Town Hall for events. Fee to cover cost of having employees available after-hours to unlock doors as well as base rate for room rental. Due to competition for conference room space with Town employees as well as the tenants already renting space in Town Hall, the Town does not actively solicit the rooms for	\$ 100
47.60	<u>SALES OF EQUIPMENT/PROPERTY</u> Proceeds received from the sale or trade-in of Town surplus property. See the Fleet Replacement Summary page for details on the expected trade-in value of surplus equipment. The expected sales were not made in FY18/19 and were rebudgeted for FY19/20, along with additional sales for FY19/20. This also accounts for the battery core return fee recieved for car batteries that the Town returns to a designated recycling facility. See page 2-39 for	\$ 175,500

INTERFUND TRANSFERS

46.26	<u>TRANSFER OF ADMIN OVERHEAD CHARGES</u> Transfer from the Town's enterprise funds (Building and Safety, Parking and Solid Waste) and the fiduciary fund (Redevelopment Successor Agency) for administrative support provided by General Fund staff. The drop in the FY18/19 estimated actual is due to lower spending than budgeted in the Administrative divisions and in the Information Technology capital project. The sustained low level in FY19/20 is due to the drop in administrative overhead reimbursement from the fiduciary fund which is somewhat offset by higher labor costs in the administrative divisions driving up administrative overhead to the enterprise funds.	\$ 471,407
47.70	<u>TRANSIT SHELTER MAINTENANCE</u> Charge to the Transit Fund for Facilities Maintenance division staff time spent on maintaining the transit shelters. Although collections have been higher in prior fiscal years, maintaining a low budget as the Town is currently replacing one of the oldest shelters, which should reduce maintenance costs.	\$ 6,600

REVENUES

2019/20 REVENUE BUDGET DETAIL

GENERAL FUND (cont'd)**INTERFUND TRANSFERS (cont'd)****BUDGET**

49.10	<u>TRANSFERS IN</u>	\$ 2,659,401
	Transfers in to the General Fund from:	
	- Glenshire TSSA Fund: Reimbursement for snow removal services provided on roads not accepted as Town roads in the Cambridge Estates subdivision.	\$ 7,447
	- Measure R Sales Tax Fund (Trails): Reimbursement of 75% of the General Fund Trails Maintenance division non-capital expenditures and 100% of the division's capital expenditures.	\$ 143,540
	- Brickelltown Maintenance District Fund: Administrative cost reimbursement to the General Fund. Increases are based on a CPI and are Council approved.	\$ 5,458
	- Gas Tax Fund (Streets Revenue): See the Streets Revenue page for detailed information regarding the Gas Tax collections.	\$ 2,502,955

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

42.20	<u>BUILDING PERMIT FEES</u>	\$ 1,200,000
	Fees charged to defray the cost of inspecting building construction to ensure compliance with Town building codes and applicable standards.	
42.21	<u>PLAN CHECK</u>	\$ 525,000
	A fee paid at the time a building permit application is submit to defray the cost of Building and Safety division staff plan review.	
42.22	<u>ENERGY PLAN CHECK</u>	\$ 75,000
	A separate energy fee equal to 15% of the building permit fee collected on projects that include work on the building envelope or when commercial lighting is including in the building permit fee.	
42.23	<u>FIRE ADMINISTRATIVE FEE</u>	\$ 7,500
	A portion of the Fire District Impact Fee returned to the Building and Safety Division to defray the cost of collecting the fee.	
42.24	<u>RECORD RETENTION FEE</u>	\$ 30,000
	A fee charged as part of a building permit that defrays the direct cost of imaging building permits and plans to permanently retain file information.	
42.25	<u>PARKS AND RECREATION ADMINISTRATION FEE</u>	\$ 6,961
	A portion of the Truckee Donner Parks and Recreation District administration impact fee returned to the Building and Safety Division to defray the cost of collecting the fee.	
42.26	<u>STREETS ADMINISTRATION</u>	\$ -
	A portion of the traffic impact fees retained by the Building and Safety Division to defray the cost of collecting the fee.	

REVENUES 2019/20 REVENUE BUDGET DETAIL

<u>COMMUNITY DEVELOPMENT - BUILDING AND SAFETY (cont'd)</u>	<u>BUDGET</u>
<p>42.27 <u>ENCROACHMENT - BUILDING</u> The portion of an encroachment fee retained by the Building and Safety Division for permit issuance and inspection services.</p>	<p>\$ 7,500</p>
<p>43.30 <u>CODE COMPLIANCE</u> Revenue from fines and judgments that reimburse the staff costs associated with code compliance. This is equal to 1/2 of all code compliance revenue collected by the Town.</p>	<p>\$ 12,433</p>
<p>44.20,44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.</p>	<p>\$ 29,692</p>
<p>46.30 <u>ADMINISTRATION FEES</u> Fees charged to offset the cost of processing traffic and facility impact fee permits.</p>	<p>\$ 8,500</p>
<p>47.30 <u>OTHER REVENUE</u> Fees charged on Building and Safety Division services not accounted for in any other category. For example, administrative fees retained by the Town for processing Seismic and other state required reports, the 25% administrative fee on cancelled building permits and the non-sufficient funds check fees.</p>	<p>\$ 5,000</p>
<u>COMMUNITY DEVELOPMENT - PLANNING DIVISION AND CODE COMPLIANCE</u>	
<p>42.21 <u>PLAN PROCESSING FEES</u> Fees collected from property owners and developers for planning services performed by Community Development Department Planning Division.</p>	<p>\$ 170,000</p>
	
<p>43.30 <u>CODE COMPLIANCE</u> Fines and judgments that reimburse the staff costs associated with code compliance. This is equal to 1/2 of all code compliance revenue collected by the Town (the other half is allocated to the Building and Safety Fund).</p>	<p>\$ 12,433</p>
<u>AIR QUALITY MITIGATION FUND</u>	
<p>44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.</p>	<p>\$ 4,993</p>
<p>42.40 <u>AIR QUALITY MITIGATION FEES</u> Mitigation fees assessed on large projects to offset development-generated emissions at a specific particulate diameter (i.e. 10 micrometers or PM10). The budget for this source is kept low unless a specific development project is known to be submitting project applications.</p>	<p>\$ 500</p>

REVENUES

2019/20 REVENUE BUDGET DETAIL

STREETS FUNDS - TAHOE DONNER TSSA FUND

44.10	<u>INTEREST INCOME - COUNTY</u>	\$ 500
	Interest earned on parcel charges held by the County prior to the remittance of taxes to the Town.	
44.20,44.30	<u>INTEREST INCOME</u>	\$ 97,136
	Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	
46.75	<u>PARCEL CHARGES</u>	\$ 595,000
	Parcel charges assessed on properties within the Tahoe Donner Town Special Service Areas (TSSA). This revenue can be used for road maintenance, trails maintenance, and/or snow removal purposes. This revenue source only increases if additional parcels are added to the service area.	

STREETS FUNDS - GLENSHIRE TSSA FUND

44.10	<u>INTEREST INCOME - COUNTY</u>	\$ 100
	Interest earned on parcel charges held by the County prior to the remittance of taxes to the Town.	
44.20,44.30	<u>INTEREST INCOME</u>	\$ 8,915
	Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	
46.75	<u>PARCEL CHARGES</u>	\$ 179,000
	Parcel charges assessed on properties within the Glenshire TSSA. This revenue can be used for road maintenance, trails maintenance, and/or snow removal purposes. This revenue source only increases if additional parcels are added to the service area.	

STREETS FUNDS - GAS TAX FUND

44.30	<u>INTEREST INCOME</u>	\$ 2,711
	Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	
45.41	<u>HIGHWAY USE TAX SECTION 2105</u>	\$ 92,642
	Funds received from the State of CA which are derived from a charge on each gallon of gasoline sold. Amounts are allocated to the Town on a per-capita basis and are earmarked for use for maintenance on Town streets. Authorized by Proposition 111. Revenue estimates are provided by the CA Department of Finance (DOF) as part of the draft State of CA budget.	
45.42	<u>HIGHWAY USE TAX SECTION 2106</u>	\$ 129,649
	State funds received from the sale of gasoline throughout CA which may only be expended for select construction or maintenance. Revenue estimates are provided by the CA DOF as part of the draft State of CA budget.	

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>STREETS FUNDS - GAS TAX FUND (cont'd)</u>	<u>BUDGET</u>
45.43 <u>HIGHWAY USE TAX SECTION 2107</u> Fund received from the State which are derived from a per gallon charge on gasoline sold throughout the State and are allocated to the Town on a per-capita basis. These funds are earmarked for maintenance and construction of Town streets. Revenue estimates are provided by the CA DOF as part of the draft State of CA budget.	\$ 183,258
45.44 <u>HIGHWAY USE TAX SECTION 2107.5</u> State funds generated from the sale of gasoline throughout the State which may only be expended for engineering costs and administrative expenses with respect to Town streets. Revenue estimates are provided by the CA DOF as part of the draft State of CA budget.	\$ 4,000
45.45 <u>HIGHWAY USE TAX SECTION 2107 - SNOW</u> Reimbursement from the State of CA for 50% of the costs incurred by the Town for snow removal on all public streets. Funding levels are based on prior year snow removal costs (i.e. collections for FY19/20 are based on FY18/19 snow removal costs). February of 2019 saw a record snowfall, therefore the reimbursement in FY19/20 is expected to be higher than average. Outyear projections are based on average yearly reimbursements.	\$ 1,945,925
45.50 <u>HIGHWAY USE TAX REVENUE AND TAXATION CODE SECTION 7360</u> CA's legislature passed ABx8 6 and ABx8 9 in March of 2010 which authorized Revenue and Taxation Code 7360. Effective July 1, 2010, this code replaced Proposition 42 funding with an increase in gasoline excise tax and diesel sales taxes. Revenue estimates are provided by the CA DOF as part of the draft State of CA budget.	\$ 143,670
45.51 <u>ROAD MAINTENANCE AND REHAB</u> Amounts generated by SB1 Beall Transportation Act funding which passed the CA Senate in April of 2017, allocated to the Town on a per-capita basis. These funds are restricted for use on projects dedicated to road maintenance or rehabilitation. There is a maintenance of effort calculation that must be completed annually to show that the Town is committing similar levels of General Fund money to this effort as prior to the passage of this bill. Revenue estimates are provided by the CA DOF as part of the draft State of CA budget. Amounts are generated by additional gas taxes.	\$ 274,150
 <u>STREETS FUNDS - MEASURE V SALES TAX FUND</u>	
41.10 <u>SALES AND USE TAX</u> 1/2 sales tax collected as a result of the Measure "V" election which went into effect January 1, 2009, sunseting in 2029. The funds generated from this source shall be used exclusively for the maintenance, repair, reconstruction, and improvement of Town roads and for no other purpose. Maintaining the roads shall include activities such as slurry seal, pavement overlays, grind and reconstruction, and other similar treatments as determined by the Town Council. As funding permits, the funds may also be used to improve existing roadways, including widening of shoulders for safety and the inclusion of bicycle and pedestrian facilities within the roadway right-of-way and associated safety and drainage improvements.	\$ 2,597,390
44.20,44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 28,840

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>COMMUNITY FACILITIES DISTRICTS</u>	<u>BUDGET</u>
44.10 <u>INTEREST INCOME - COUNTY</u> Interest earned on parcel charges held by the County prior to the remittance of taxes to the Town.	\$ 20
44.20,44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 3,184
46.75 <u>PARCEL CHARGES</u> Parcel charges assessed on properties within the maintenance district for maintenance of the streetscaping. The parcel charges for Brickelltown were increased by 3% after approval by Council for FY19/20 based on a CCI index.	\$ 174,593
<u>MEASURE R SALES TAX FUND</u>	
41.10 <u>SALES AND USE TAX</u> 1/4 cent sales tax collected as a result of the Measure "R" election which went into effect in January of 2015, sunseting in 2025. The funds generated from this source shall be used exclusively for the maintenance, repair, reconstruction, improvement and construction of trail systems and no other purposes. Trail maintenance shall include activities such as slurry seal of paved trails, maintenance of fencing along trail ways, replacement of dog-waste removal bags, emptying of trailside garbage cans and snow removal on some high-traffic trails. As funding permits, the funds may also be used to add additional trail miles to the	\$ 1,253,730
44.20,44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 77,814
<u>TRAFFIC IMPACT FEES FUND</u>	
42.50 <u>DEVELOPER IMPACT FEES</u> Fees charged on the issuance of building permits to provide for the expansion of the capacity of existing or needed infrastructure caused by development growth, consistent with the Traffic Impact Fee Program. The budget and estimated actuals include fees from permits which are expected to be drawn for the approved commercial development at the corner of highway 267 and Soaring Way. Additionally, the Town expects a consistent level of new single family dwelling permits to be pulled as with FY 17/18 and FY 18/19.	\$ 1,000,000
44.20,44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 145,842

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>FACILITIES IMPACT FEES FUNDS</u>		<u>BUDGET</u>
42.50	<u>DEVELOPER IMPACT FEES</u> Fees charged on the issuance of building permits to provide for the expansion of the capacity of existing or needed infrastructure caused by development growth, consistent with the Facilities Impact Fee Program. The budget and estimated actuals include fees from permits which are expected to be drawn for the approved commercial development at the corner of 267 and Soaring Way. Additionally, the Town expects a consistent level of new single family dwelling permits to be pulled as with FY 17/18 and FY 18/19.	\$ 429,999
44.30	<u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 18,115
<u>PARKING FUND</u>		<u>BUDGET</u>
43.10	<u>FINES</u> Fines or forfeited bail for infractions of the vehicle code. The Parking District is converting the part-time Police Aide to full-time, therefore higher parking fine revenue is expected.	\$ 80,000
43.11	<u>FINES - DMV HOLD</u> The Town's unpaid parking tickets issued to CA registered vehicles are sent to the CA Department of Motor Vehicles (DMV) for a fee of \$3 per ticket after an internal collection effort by the Parking Division has occurred. The DMV collects the parking fine as part of the vehicle registration process and sends the collected amount to the Parking Fund. The collected fines include late fees as calculated by the Parking Division.	\$ 4,000
44.30	<u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 31,712
46.10	<u>PARKING FEES - METERS</u> Fees paid via parking meters for parking in the Downtown Parking District. Increase to account for additional revenue expected from additional meters added in the Railyard development area.	\$ 810,000
46.12	<u>PARKING FEES - EMPLOYEE PERMITS</u> Purchases of employee parking permits to park in the Downtown Parking District.	\$ 12,500
49.10	<u>TRANSFER IN - SECTION 2107 - SNOW</u> Reimbursement from the State of CA for eligible snow removal costs. For the Town Parking District, this is equal to 1/2 the cost to repay the General Fund for snow removal in the Parking District's parking lots. Funding levels are based on prior year snow removal costs (i.e. collections for FY19/20 are based on FY18/19 snow removal costs). Public Works has started providing all snow removal for the Parking District in-house rather than contracting the service out and expects the costs to be lower.	\$ 15,000

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>PUBLIC TRANSIT FUND - OPERATING REVENUES</u>		<u>BUDGET</u>
44.30	<u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 2,537
45.20	<u>FTA - SECTION 5311 GRANT</u> Federal Transit Administration (FTA) grant funding passed through Caltrans and administered by Nevada County Transportation Commission (NCTC) for operational and capital funding associated with the transit program. NCTC has jurisdiction over apportionment of the funds based on service needs of each transit agency.	\$ 95,182
45.21	<u>LOCAL TRANSPORTATION FUND</u> Transportation Development Act (TDA) funds, administered by Nevada County Transportation Commission (NCTC), allocated based on population per CA Public Utilities Commission, for capital projects or operational expenses of the transit program.	\$ 544,701
45.22	<u>NCTC - COMMUNITY TRANSIT SERVICE FUNDING</u> The NCTC Community Transit Service (CTS) funding supports transit service for persons with disabilities who cannot use conventional transit services such as the Fixed Route. This funding supports a portion of the cost to operate the Dial-A-Ride (DAR) program that provides transit services to persons with disabilities in our community. NCTC has jurisdiction over apportionment of the funds based on service needs of each transit agency.	\$ 28,669
45.23	<u>STATE TRANSIT ASSISTANCE FUNDING</u> Funding available based on allocation estimates from the State of CA Controller's Office, administered by the NCTC, and used for capital projects or operating costs associated with the transit program. The passage of SB1 has nearly doubled the total allocation to our County as a whole. NCTC has jurisdiction over apportionment of the funds based on service needs of each transit agency.	\$ 205,055
45.27	<u>NEVADA COUNTY - DONNER SUMMIT SHUTTLE CONTRIBUTION</u> This funding source is provided by Nevada County (NV CO) to operate service in unincorporated eastern Nevada County on Donner Summit. The service on Donner Summit is provided through the Town's winter shuttle and the funding apportionment is based on population within the described program.	\$ 17,916
45.28	<u>FTA - SECTION 5310 GRANT</u> FTA competitive grant (\$702,506) to fund operations of the Dial-A-Ride (DAR) service provided outside the Fixed Route 3/4 mile ADA corridor and in areas of Truckee not served by the Fixed Route. The grant also funds the new demand response Sunday service operating during the non-winter months (program began in March of 2018). The grant funds three years of operations from FY17/18 through FY19/20. The DAR program was funded by this grant in FY15/16 and FY16/17 and prior to that was funded by TDA funding.	\$ 241,296

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>PUBLIC TRANSIT FUND - OPERATING REVENUES (cont'd)</u>		<u>BUDGET</u>
45.31	<u>LCTOP GRANT</u> Low Carbon Transit Operations Program grant through the State funds a portion of the Donner Summit Winter Shuttle that operates between Truckee and the Donner Summit Ski Resorts. The grant cycle opens after budget adoption.	\$ 33,207
45.32	<u>NSAQMD GRANT</u> For the past three fiscal years, the Town has received the Northern Sierra Air Quality Management District (NSAQMD) grant that funds the Town's contribution of the non-winter service on Hwy 267 operated by Placer County. The grant cycle opens after budget adoption. Air Quality Mitigation funds (described below) are set aside as an alternative funding source to support this service.	\$ -
46.80	<u>FARE BOX RECEIPTS RETAINED</u> A high priority in the short-range and long-range transit plans is providing a fare-free transit system that the Town implemented July 1, 2018. Free fares are offered on the Fixed Route service and on the Dial-A-Ride service for ADA eligible clients. All other DAR passengers are required to pay the standard fare.	\$ 2,000
46.81	<u>DONNER SUMMIT SHUTTLE PARTNER CONTRIBUTIONS</u> Funding received from community partners to operate a shuttle to transport employees and skiers between Truckee and the Donner Summit ski resorts. Funding is contributed by the Donner Summit ski resorts and Placer County. The Town contributes \$40,000 toward the operation of these services, funded as part of the Public Transit division budget.	\$ 123,065
46.82	<u>PARTNERSHIP FUNDING - PLACER COUNTY</u> Funding received from Placer County for regional services operated by the Town including peak winter and summer evening service between the Northstar and Squaw Valley resorts into Downtown Truckee Train Depot.	\$ 120,075
47.30	<u>OTHER SOURCES OF REVENUE</u> NCTC reimburses for Town staff time spent working on regional transit projects.	\$ 3,000
47.34	<u>COMMUNITY SHUTTLE FUNDING</u> Town staff has secured funding commitments of \$30,000 each from the Truckee Tahoe Airport District and Truckee Tourism Business Improvement District to support the community shuttles that provides transit to the Truckee Thursdays events, July 4th celebration, and the week between Christmas and New Year's Eve.	\$ 60,000
48.10	<u>GRAYS CROSSING ANNUAL CONTRIBUTION</u> As defined in the development agreement with Grays Crossing Homeowners Association, the funds collected are used to support public transit operations.	\$ 51,623
49.10	<u>TRANSFER IN</u> This represented funding from the General Fund and the Air Quality Mitigation Fund for the community shuttle program and year around service on Highway 267. Other funding sources have been secured for these programs for the budget horizon.	\$ -

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>SOLID WASTE (cont'd)</u>	<u>BUDGET</u>
46.77 <u>EDUCATION AND OUTREACH FRANCHISE FUNDING</u> Amounts collected from the Town's solid waste hauler pursuant to the recently negotiated Solid Waste franchise agreement. The amounts are to be used to offset the expenses incurred to provide public education and outreach, compliance monitoring, and to enforce the Franchise agreement. Specifically, this revenue source will be used to offset the cost of staffing an Administrative Technician within the Solid Waste division.	\$ 77,316
 <u>REDEVELOPMENT SUCCESSOR AGENCY</u>	
40.11 <u>PROPERTY TAX</u> Property taxes collected by the County and distributed per AB 1X 26 for approved Redevelopment Successor Agency (RSA) Recognized Obligation Schedule (ROPS)	\$ 705,686
44.20,44.30 <u>INTEREST INCOME</u> Interest earned on the Town's bank deposits and investments. Amounts are allocated based on average fund balance. Budget estimate based on the three year average interest rate earned by the Town applied to the budgeted ending cash balance for the prior year.	\$ 5,640
44.31 <u>INTEREST INCOME - BOND RESERVE ACCOUNT</u> Interest earned on the bond reserve account for the RSA bonds. These amounts were previously lumped into 44.20 - Interest Income.	\$ 15,000
45.80 <u>FEDERAL BOND INTEREST SUBSIDY</u> Interest subsidy received on the 2010 Redevelopment bond issuance.	\$ 115,282
47.11 <u>LOAN INTEREST PAYMENT</u> Provide for interest accrual amounts on the outstanding loans due to the RSA.	\$ 9,800
47.30 <u>ADMINISTRATIVE COST REIMBURSEMENT</u> Legislatively allowed reimbursement of costs to administer the RSA, in relation to the wind-down activities of the Redevelopment Agency, which are reimbursed by the County.	\$ 94,910

REVENUES

2019/20 REVENUE BUDGET DETAIL

ACTIVITY DESCRIPTION

Various revenues and/or grants have been applied for or are available to fund the Town's capital projects. The capital projects expenditures section includes individual project pages that describe the project and the project's funding sources. Staff attempts to use funding with a restricted purpose before moving to more generalized funding for capital projects. The funding priority list starts with attempts to procure grants, developer partnership funding or private contributions to cover the cost or a portion of the cost of a project. If no grants or outside funds are available, staff will attempt to use funds with restricted purposes such as the PEG Fund, Measure R Sales Tax Fund and the Tahoe Donner TSSA Fund. If those sources are not available or the project does not meet the criteria for use of special revenue fund, staff will then look to General Fund designations and the General Fund. In this way, staff is able to spread out the available funding to the most projects. The following is the list of the various revenues anticipated for projects for FY19/20.

<u>CAPITAL IMPROVEMENT PROJECTS REVENUES</u>	<u>BUDGET</u>
<u>AFFORDABLE HOUSING IN-LIEU FUND</u>	\$ 1,700,000
These funds are collected as part of developer application fees in-lieu of building affordable housing as required in some types of developments. These are designated for the express purpose of establishing or promoting affordable housing in Truckee.	
<u>AIR QUALITY MITIGATION FUND</u>	\$ 5,000
These funds are collected during the building permitting process to offset the air quality effects of some projects. They must be used on projects that help offset the Town's emissions. Capital uses for FY19/20 include the Woodstove Rebate Program.	
<u>BEVERAGE CONTAINER PAYMENT PROGRAM</u>	\$ 5,000
These funds are from CalRecycle and are administered to programs that enhance beverage container recycling.	
<u>BOND FINANCING</u>	\$ 5,000,000
The Town intends to issue bonds to fund the construction of the Public Service Center garage. The ongoing yearly bond payments would be an obligation of the General Fund and are included in the current budget model.	
<u>BUILDING & SAFETY FUND</u>	\$ 15,000
These are funds from the Building and Safety fund and are available for use on projects that enhance or maintain the Building and Safety division's operations.	
<u>COPS FUND</u>	\$ 52,932
Citizens Option for Public Safety (COPS) Fund is money from a CA state fund allocated by the State of California Controller for use by front-line law enforcements. The Town uses it to fund a portion of the Police Department Technology project, C1208.	
<u>DEVELOPER FUNDING</u>	\$ 380,000
These funds represent private developers' contributions to various projects.	
<u>FACILITIES IMPACT FEES</u>	\$ 275,000
These funds are charges for impacts to Town services collected as part of building permits. The funds are to be used to bring Town services to comparable levels prior to the building activity.	

REVENUES

2019/20 REVENUE BUDGET DETAIL

<u>CAPITAL IMPROVEMENT PROJECTS REVENUES (cont'd)</u>	<u>BUDGET</u>
<u>FEDERAL HSIP GRANT</u> Federal Highway Safety Improvement Program grant funds awarded to the Town for use on the Envision Donner Pass Road streetscape project and the Town wide Guardrail Project.	\$ 1,000,620
<u>FLEET REPLACEMENT FUND</u> These are funds set aside from General Fund divisions for the eventual and identified replacement of Town fleet vehicles. The amount budgeted here is the match on an electric vehicle that will replace one of the Town's general pool vehicles.	\$ 50,000
<u>GENERAL FUND</u> The amount of General Fund money committed for use on capital projects.	\$ 12,537,376
<u>GENERAL FUND HOUSING DESIGNATION</u> General Fund money designated by the Town Council for projects dedicated to workforce or "local" housing projects within the community.	\$ 1,699,332
<u>GLENSHIRE TSSA FUND</u> These funds are parcel charge revenues assessed on properties within the Glenshire Town special service area (TSSA) and are for enhanced road maintenance within the service area.	\$ 108,000
<u>LOCAL TRANSPORTATION FUND</u> Transportation Development Act funds, administered by the Nevada County Transportation Commission, allocated based on population and can be used for capital projects related to public transit. The Town proposes to use them on the Transit Center Relocation Feasibility Study.	\$ 6,470
<u>MEASURE R SALES TAX FUND</u> These funds are available as a result of a 1/4 cent sales tax measure passed by voters in June of 2014. These funds are only available for use on trails construction or maintenance related projects.	\$ 565,000
<u>MEASURE V SALES TAX FUND</u> These funds are available as a result of a 1/2 cent sales tax measure passed by voters in November of 2008. Funds are only available for use on road maintenance and construction related projects.	\$ 2,618,263
<u>NSAQMD GRANT</u> Northern Sierra Air Quality Management District (NSAQMD) grant funds awarded to the Town for use on the Climate Action Activities project, particularly for the installation of an electric vehicle charging station.	\$ 39,542
<u>PARKING FUND</u> The amount of Parking Fund money committed for use on capital projects.	\$ 1,250,500

REVENUES 2019/20 REVENUE BUDGET DETAIL

<u>CAPITAL IMPROVEMENT PROJECTS REVENUES (cont'd)</u>	<u>BUDGET</u>
<p><u>ROAD MAINTENANCE & REHAB ACCT</u> Funds distributed to the Town as per a provision of SB1 Transportation Funding, to be used for the repair, maintenance or rehabilitation of California roadways. These funds are tracked as part of the Gas Tax fund.</p>	\$ 410,417
<p><u>SB1 PROGRAMMATIC FUNDING</u> These are funds made available from the State of California SB1 Transportation Funding. They are allocated based on population and a project list submit by the Town to the state of California.</p>	\$ 402,038
<p><u>SOLID WASTE FUND</u> These are funds from the Solid Waste fund balance used to pay for solid waste related projects. The cost of any projects funded from this source are not factored into the solid waste collection rates for FY19/20 and are from the Solid Waste fund balance.</p>	\$ 71,250
<p><u>TAHOE DONNER TSSA FUND</u> These funds are collected as parcel charge revenues assessed on properties within the Tahoe Donner special service area. They are limited for use on enhanced road maintenance, trails maintenance and snow removal activities within the service area.</p>	\$ 365,000
<p><u>TRAFFIC IMPACT FEES FUND</u> These funds are available for use on traffic improvement projects. They are collected as part of the building permit process and are intended to be used to offset the impacts of new construction on the traffic in Town.</p>	\$ 597,500
<p><u>URBAN GREENING GRANT</u> Grant awarded by the California Natural Resources Agency.</p>	\$ 100,000
<p><u>UTILITY REIMBURSEMENT</u> Reimbursement from utility companies for a portion of the work that their agency would have been responsible for on road or drainage projects.</p>	\$ 188,475



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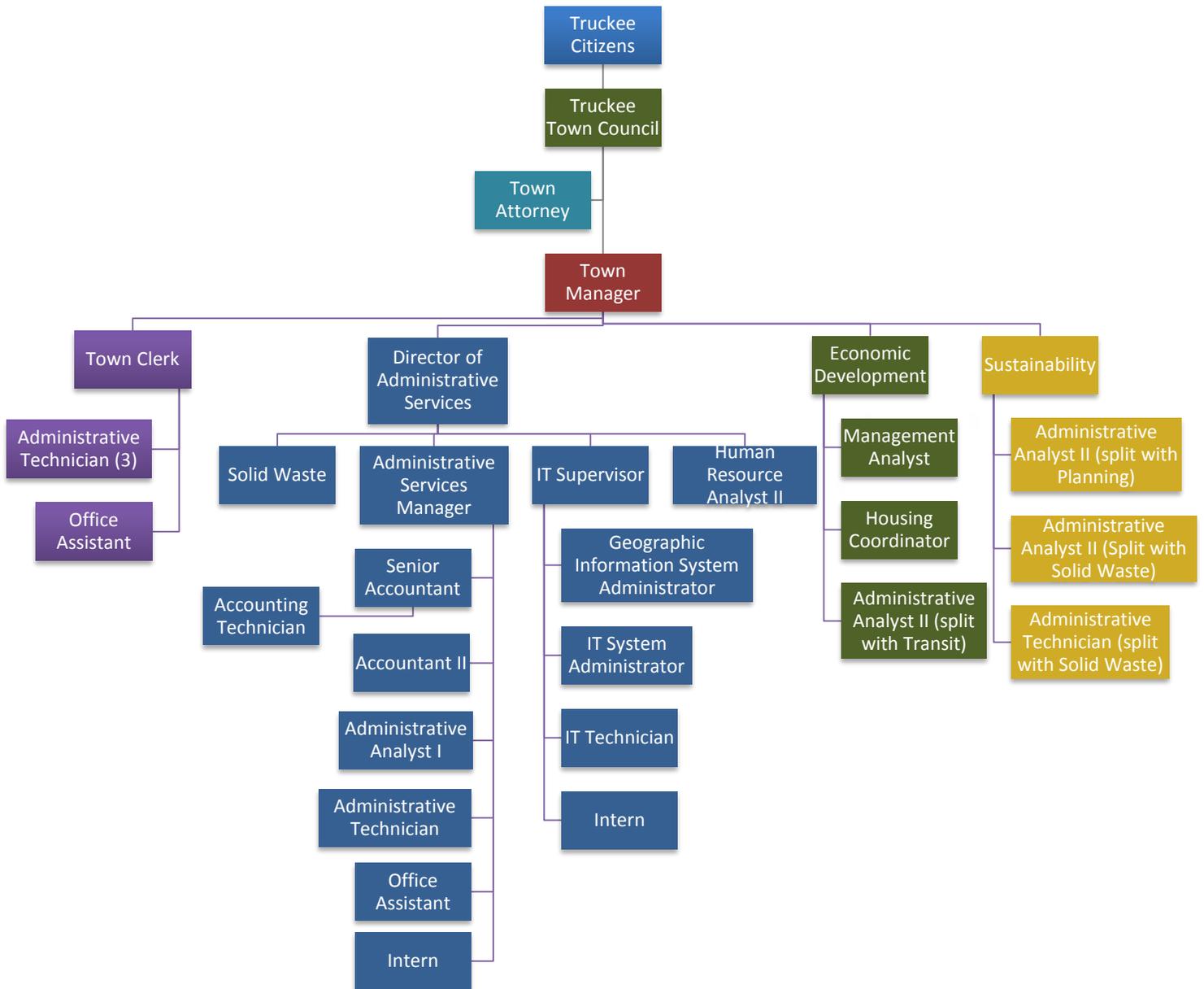
SECTION 4 - GENERAL GOVERNMENT EXPENDITURES



TOWN HALL ON A SNOWY DAY DURING FY18/19.

GENERAL GOVERNMENT ORGNANIZATION CHART
TOWN COUNCIL EXPENDITURES
TOWN MANAGER EXPENDITURES
TOWN ATTORNEY EXPENDITURES
TOWN CLERK & COMMUNICATIONS EXPENDITURES
ADMINISTRATIVE SERVICES EXPENDITURES
GENERAL GOVERNMENT EXPENDITURES
ECONOMIC DEVELOPMENT EXPENDITURES
INFORMATION TECHNOLOGY EXPENDITURES
SUSTAINABILITY EXPENDITURES

GENERAL GOVERNMENT ORGANIZATION CHART
2019/20 BUDGET



**TOWN COUNCIL
2019/20 EXPENDITURES BUDGET**

101.101.00 General Fund.Town Council.Non-Division							
ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.19	Wages - Elected Officials	38,701	42,750	39,296	38,701	-1.5%	-9.5%
54.xx	Benefits	6,843	7,175	7,159	6,884	-3.8%	-4.0%
	Total Personnel	45,544	49,925	46,455	45,585	-1.9%	-8.7%
SUPPLIES & SERVICES							
60.15	Education & Training	101	7,500	7,500	10,000	33.3%	33.3%
61.00	Professional Services	49,030	53,700	53,700	53,200	-0.9%	-0.9%
63.05	Advertising	-	1,500	250	1,500	500.0%	
63.25	Membership & Dues	6,730	7,000	7,000	7,000		
63.32	Sister City Exchange Program	-	-	-	7,500		
63.33	Software Supplies	320	7,000	-	-		-100.0%
63.35	General Supplies	3,180	3,500	3,500	3,500		
63.38	Promotional Events & Supplies	5,787	6,000	6,000	6,000		
63.50	Postage, Freight, & Delivery	-	25	450	25	-94.4%	
63.55	Printing	159	200	100	200	100.0%	
63.70	Telephone	164	1,000	200	500	150.0%	-50.0%
69.20	Vehicles - Mileage	-	750	750	750		
	Total Supplies & Services	65,472	88,175	79,450	90,175	13.5%	2.3%
CAPITAL OUTLAY							
80.05	Furniture & Fixtures	1,761	-	-	-		
80.20	Computer Equipment	-	1,000	1,800	2,000	11.1%	100.0%
	Total Capital Outlay	1,761	1,000	1,800	2,000	11.1%	100.0%
	TOTAL	112,777	139,100	127,705	137,760	7.9%	-1.0%

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TOWN COUNCIL 2019/20 EXPENDITURES BUDGET DETAIL

101.101.00 General Fund.Town Council.Non-Division

ACTIVITY DESCRIPTION

The Town Council is composed of five (5) members elected by the citizens of Truckee as representatives to make the legislative and policy decisions of the Town, subject to the provisions of the Government Code and the Constitution of the State of California. The Mayor and Town Council Members also represent the Town at official functions and in relationships with other organizations.



PERSONNEL

BUDGET

50.19	<u>WAGES - ELECTED OFFICIALS</u> Provides for a stipend of \$645 per month to each of the five (5) elected Council members. The FY18/19 budget included a potential increase. Since an increase was not requested (must be implemented during an election year), no increase can be implemented for FY19/20.	\$ 38,701
54.xx	<u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the payroll taxes and workers compensation insurance. FY18/19 budget included benefits for overlapping Council members and to cover a potential increase in stipend, which did not occur.	\$ 6,884

SUPPLIES AND SERVICES

60.15	<u>EDUCATION AND TRAINING</u> Provides for councilmember attendance at a variety of training, educational seminars and local meetings. This provides an average of \$2,000 per Council Member.	\$ 10,000
61.00	<u>PROFESSIONAL SERVICES</u> Provides for the following: - Council and Department Head team building consultant, meals, facility and consultant travel expenses. \$ 14,000 - Sacramento legislative lobbyist costs (~\$3,000 monthly). Amount has an annual contract increase. If there are specific issues that relate to a special revenue fund, the Town will charge our the lobbying costs to that fund. \$ 39,000 - Quarterly filing for the Fair Political Practices Commission (FPPC) (\$50 per quarter). \$ 200	\$ 53,200
63.05	<u>ADVERTISING</u> Provides for various advertising costs for Council related events.	\$ 1,500

TOWN COUNCIL 2019/20 EXPENDITURES BUDGET DETAIL

101.101.00 General Fund.Town Council.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.25	<u>MEMBERSHIP AND DUES</u> Provides for League of California Cities annual membership for the Town.	\$ 7,000
63.32	<u>SISTER CITY EXCHANGE PROGRAM</u> This program will cultivate mutually beneficial relationships and cultural awareness among the youth, adults, businesses and organizations of Truckee and its sister cities through educational and cultural exchange programs. Program expenses may include travel to designated sister city by Council and funding of travel scholarship for local youth.	\$ 7,500
63.35	<u>GENERAL SUPPLIES</u> Provides for meeting meals, office stationery, forms, miscellaneous small items and equipment for Council use.	\$ 3,500
63.38	<u>PROMOTIONAL EVENTS AND SUPPLIES</u> Provides for items such as flowers, plaques, cards and other community recognition; ceremonial mementos for council members to hand out at training conferences; annual Town Council photograph; board, commission and committee service recognition; and entrance fees to ceremonial and special events such as the Truckee Chamber Awards Dinner Sponsorship (\$2,750). The Capital Improvement Project Budget, C1514, provides funding for major milestone celebrations for the Town, such as the Town 25th Anniversary celebration.	\$ 6,000
63.50	<u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs that may arise during the fiscal year. For FY18/19, this included mailings to potential Sister City candidates.	\$ 25
63.55	<u>PRINTING</u> Provides for special printing needs.	\$ 200
63.70	<u>TELEPHONE</u> Provides for an allocation of the optical fiber internet connection. The Town used to allocate a portion of the Town's telephone network costs to this Division. Since there is no longer an allocation, this budget has been decreased.	\$ 500
69.20	<u>VEHICLES - MILEAGE</u> Provides for Council Members mileage on personal vehicles to attend meetings or training (average of \$150 per member).	\$ 750
 <u>CAPITAL OUTLAY</u>		
80.20	<u>COMPUTER EQUIPMENT</u> Provides for replacement of the presentation computer in Council Chambers.	\$ 2,000

**TOWN MANAGER
2019/20 EXPENDITURES BUDGET**

101.102.00 General Fund.Town Manager.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	223,236	181,680	177,205	205,481	16.0%	13.1%
54.xx	Benefits	55,209	54,611	43,879	55,036	25.4%	0.8%
54.61	Deferred Compensation	15,029	15,709	19,401	23,620	21.7%	50.4%
54.81	RHS	1,548	1,764	1,729	1,951	12.8%	10.6%
55.71	Car Allowances	8,784	9,866	9,786	10,781	10.2%	9.3%
Total Personnel		303,806	263,629	252,001	296,870	17.8%	12.6%
SUPPLIES & SERVICES							
60.15	Education & Training	4,282	6,000	5,000	6,000	20.0%	
60.20	Employee Relations Activities	15,668	18,900	15,000	18,100	20.7%	-4.2%
60.21	Employee Incentive Program	2,052	5,000	2,200	2,400	9.1%	-52.0%
61.00	Professional Services	74	2,000	2,000	2,000		
63.05	Advertising	-	200	300	300		50.0%
63.25	Membership & Dues	100	1,500	1,500	1,500		
63.33	Software Supplies	286	500	-	-		-100.0%
63.35	General Supplies	3,724	1,700	2,900	2,900		70.6%
63.50	Postage, Freight, & Delivery	-	100	100	100		
63.55	Printing	-	100	100	100		
63.56	Publications	-	100	100	100		
63.70	Telephone	644	1,000	650	650		-35.0%
Total Supplies & Services		26,830	37,100	29,850	34,150	14.4%	-8.0%
CAPITAL OUTLAY							
80.20	Computer Equipment	223	-	-	1,700		100.0%
Total Capital Outlay		223	-	-	1,700		100.0%
TOTAL		330,860	300,729	281,851	332,720	18.0%	10.6%

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TOWN MANAGER 2019/20 EXPENDITURES BUDGET DETAIL

101.102.00 General Fund.Town Manager.Non-Division

ACTIVITY DESCRIPTION

The Town Manager is directly responsible to the Town Council for the day-to-day administration of all Town affairs. The Manager is directly responsible for the preparation and administration of the annual budget, organization and allocation of Town resources and all matters related to staffing and personnel. The Town Manager is responsible for both assisting in policy formulation and ensuring that the policy directives of the Town Council are carried out.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 99% of the salary of the Town Manager and 10% of the salary of the Town Clerk. For FY18/19, 10% of the salary of the Town Manager was distributed to the Redevelopment Successor Agency (RSA). This has been decreased to 1%. Staff completed a review of the RSA activities and adjusted the staff allocations, re-allocating any remaining amounts from RSA to the employee's primary department.	\$ 205,481
54.xx	<u>BENEFITS</u> Provides for the employer paid portion of Town-sponsored benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increases related to RSA re-allocation.	\$ 55,036
54.61	<u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The budgeted increase is due to the RSA reallocation. The estimated actual increase is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 23,620
54.81	<u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The budgeted increase is due to the RSA reallocation.	\$ 1,951
55.71	<u>CAR ALLOWANCE</u> Provides for the use of the Town Manager's (99%) and the Town Clerk's (10%) private vehicles on Town business. The budgeted increase is due to the RSA reallocation.	\$ 10,781

SUPPLIES AND SERVICES

60.15	<u>EDUCATION AND TRAINING</u> Provides for education, training seminars and workshops for the Town Manager. In addition to League of California Cities training, this item will fund planning related training, monthly Mayors and Managers meetings, quarterly meetings with Eastern Placer County and Nevada County Area Managers.	\$ 6,000
60.20	<u>EMPLOYEE RELATIONS AND ACTIVITIES</u>	\$ 18,100
	- Holiday Celebration.	\$ 8,500
	- All-employee quarterly meetings (\$1,250 each).	\$ 5,000
	- Employee service awards. Amount fluctuates annually based on the number of staff that have reached milestone years. In FY19/20, staff will implement a fifteen (15) year service recognition in to the program.	\$ 4,100
	- New Employee Orientation Workshops, as needed.	\$ 500

TOWN MANAGER 2019/20 EXPENDITURES BUDGET DETAIL

101.102.00 General Fund.Town Manager.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
60.21	<u>EMPLOYEE INCENTIVE PROGRAM</u> Provides for rewards for individual employees of the Town of a one-time incentive for extraordinary performance, services or cost savings. Incentives shall be granted at the Town Manager's discretion. Awards have been based on the Town Employee's values of Integrity, Teamwork, Excellence, Commitment and Accountability.	\$ 2,400
61.00	<u>PROFESSIONAL SERVICES</u> Provides for a teambuilding and planning workshop for the Department Heads. The current team does not intend to use a facilitator, which helps keeps costs low. For FY18/19, includes amounts for a mediator for the Grey's Crossing development.	\$ 2,000
63.05	<u>ADVERTISING</u> Provides for various advertising needs.	\$ 300
63.25	<u>MEMBERSHIP AND DUES</u> Provides for the Town Manager's membership in professional organizations, such as the American Planning Association, the League of California Cities, or the Local Government Commission.	\$ 1,500
63.35	<u>GENERAL SUPPLIES</u> Provides for office stationery, forms, office supplies, small equipment, small housewares items, needed to accommodate group meetings, and meals and snacks for meetings.	\$ 2,900
63.50	<u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs.	\$ 100
63.55	<u>PRINTING</u> Provides for any special printing needs.	\$ 100
63.56	<u>PUBLICATIONS</u> Provides for subscriptions to necessary city management publications or reference books.	\$ 100
63.70	<u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for an allocation of staff cellular phone service and equipment.	\$ 650
 <u>CAPITAL OUTLAY</u>		
80.20	<u>COMPUTER EQUIPMENT</u> Provides for a replacement desktop computer (\$1,200) with two (2) 24 inch monitors (\$250 each).	\$ 1,700

**TOWN ATTORNEY
2019/20 EXPENDITURES BUDGET**

101.103.00 General Fund.Town Attorney.Non-Division							
ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	164,981	178,572	180,418	202,341	12.2%	13.3%
54.xx	Benefits	44,626	45,133	46,718	53,911	15.4%	19.5%
54.61	Deferred Compensation	8,020	7,437	11,501	13,057	13.5%	75.6%
54.81	RHS	1,633	1,701	1,700	1,844	8.4%	8.4%
	Total Personnel	219,260	232,842	240,338	271,153	12.8%	16.5%
SUPPLIES & SERVICES							
60.15	Education & Training	2,171	3,500	3,500	3,500		
61.00	Professional Services	100,035	100,000	45,000	100,000	122.2%	
63.05	Advertising	-	200	200	200		
63.25	Membership & Dues	534	600	600	600		
63.33	Software Supplies	461	500	250	250		-50.0%
63.35	General Supplies	446	1,000	1,000	1,000		
63.50	Postage, Freight, & Delivery	-	100	100	100		
63.55	Printing	-	50	50	50		
63.56	Publications	3,025	3,000	3,500	3,600	2.9%	20.0%
63.70	Telephone	298	500	500	500		
	Total Supplies & Services	106,969	109,450	54,700	109,800	100.7%	0.3%
TOTAL		326,230	342,292	295,038	380,953	29.1%	11.3%

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TOWN ATTORNEY 2019/20 EXPENDITURES BUDGET DETAIL

101.103.00 General Fund.Town Attorney.Non-Division

ACTIVITY DESCRIPTION

The function of the Town Attorney is to serve as legal counsel for Town employees during day-to-day operations and to serve as legal advisor to the Council, Planning Commission, and Town Manager. The Town Attorney is also charged with general knowledge of legal issues arising from court decisions, awareness of the need for specialized attorneys and the supervision of those attorneys in the handling of Town litigation. Additionally, the Town Attorney is charged with the preparation and review of ordinances, resolutions and other legislation.

Activities include assisting the Council and staff in crafting proposed public policies and local ordinances. The Town Attorney will also assist the Town in administering any specialty legal counsel services that may be needed, and will protect the Town when litigation and threats of litigation arise. A goal for FY19/20 is to finalize the revised personnel rules in conjunction with the Administrative Services Division.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 99% of the salary of the Town Attorney. For FY18/19, the Town Attorney was distributed 10% to the Redevelopment Successor Agency (RSA). Staff completed a review of the RSA activities and adjusted the staff allocations, re-allocating any amounts from RSA to the employee's primary department.	\$ 202,341
54.xx	<u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. The budget increase is due to the RSA re-allocation. Additionally, CalPERS pension costs continue to rise.	\$ 53,911
54.61	<u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The budget increase is due to the RSA re-allocation. The estimated actuals overage is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 13,057
54.81	<u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The budget increase is due to the RSA re-allocation.	\$ 1,844

SUPPLIES AND SERVICES

60.15	<u>EDUCATION AND TRAINING</u> Provides for attendance at education or training seminars and workshops for the Town Attorney and one (1) of the Administrative Technicians in the Town Clerk and Communications Division.	\$ 3,500
61.00	<u>PROFESSIONAL SERVICES</u> Provides for specialized outside legal services as needed. Amount fluctuates annually based on legal issues that arise during the year. Due to the unpredictable nature of most legal action, there is no way to accurately estimate the necessary funding levels year-on-year. Therefore, the budget for this item remains relatively consistent regardless of the yearly activity to accommodate for the fluctuations. The budget does not include legal services for which the Town would be reimbursed by planning applicants. Also provides for the completion of the Town's revised personnel policies.	\$ 100,000

TOWN ATTORNEY 2019/20 EXPENDITURES BUDGET DETAIL

101.103.00 General Fund.Town Attorney.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.05	<u>ADVERTISING</u> Provides for advertising costs as needed.	\$ 200
63.25	<u>MEMBERSHIP AND DUES</u> Provides for California State Bar Association annual dues for the Town Attorney.	\$ 600
63.33	<u>SOFTWARE SUPPLIES</u> Provides for Workshare software (\$175 per year) (a secure enterprise file sharing and collaboration platform) and other miscellaneous software costs that may arise.	\$ 250
63.35	<u>GENERAL SUPPLIES</u> Provides for office stationery, forms, office supplies, small equipment, small housewares items needed to accommodate group meetings, and meals and snacks for meetings.	\$ 1,000
63.50	<u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs.	\$ 100
63.55	<u>PRINTING</u> Provides for any special printing needs.	\$ 50
63.56	<u>PUBLICATIONS</u> Provides for a subscription to an online legal research platform (~\$300 per month) to assist with legal research. The service has a contracted yearly price increase.	\$ 3,600
63.70	<u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system.	\$ 500

**TOWN CLERK and COMMUNICATIONS
2019/20 EXPENDITURES BUDGET**

101.104.00 General Fund.Town Clerk and Communications.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	285,717	316,490	300,654	354,316	17.8%	12.0%
50.15	Wages - Temporary	14,250	-	-	-		
50.31	Overtime - Regular Full-Time	251	750	700	750	7.1%	
54.xx	Benefits	121,115	135,342	116,684	148,460	27.2%	9.7%
54.61	Deferred Compensation	5,746	12,560	14,493	16,555	14.2%	31.8%
54.81	RHS	992	1,007	1,007	1,151	14.3%	14.3%
55.71	Car Allowances	2,403	2,496	2,552	3,132	22.7%	25.5%
	Total Personnel	430,473	468,645	436,089	524,365	20.2%	11.9%
SUPPLIES & SERVICES							
60.15	Education & Training	8,532	14,000	14,000	14,000		
61.00	Professional Services	510	1,250	2,000	21,500	975.0%	1620.0%
61.08	Communication & Community Outreach	14,175	20,000	20,000	20,000		
63.05	Advertising	5,213	4,500	4,500	4,500		
63.25	Membership & Dues	1,847	1,749	1,749	1,749		
63.30	Document Imaging	3,293	6,000	-	2,500		-58.3%
63.33	Software Supplies	16,066	9,150	13,650	11,000	-19.4%	20.2%
63.35	General Supplies	5,920	5,000	6,000	6,000		20.0%
63.50	Postage, Freight, & Delivery	580	650	650	650		
63.55	Printing	28	100	100	100		
63.70	Telephone	1,686	2,300	2,300	2,300		
66.20	Repair & Maint - Office Equip	-	100	100	100		
67.08	Election Expenses	254	12,000	11,490	-	-100.0%	-100.0%
69.20	Vehicles - Mileage	-	150	75	75		-50.0%
	Total Supplies & Services	58,103	76,949	76,614	84,474	10.3%	9.8%
CAPITAL OUTLAY							
80.05	Furniture & Fixtures	-	5,000	-	-		-100.0%
80.20	Computer Equipment	2,819	1,500	2,675	5,300	98.1%	253.3%
	Total Capital Outlay	2,819	6,500	2,675	5,300	98.1%	-18.5%
	TOTAL	491,395	552,094	515,378	614,139	19.2%	11.2%

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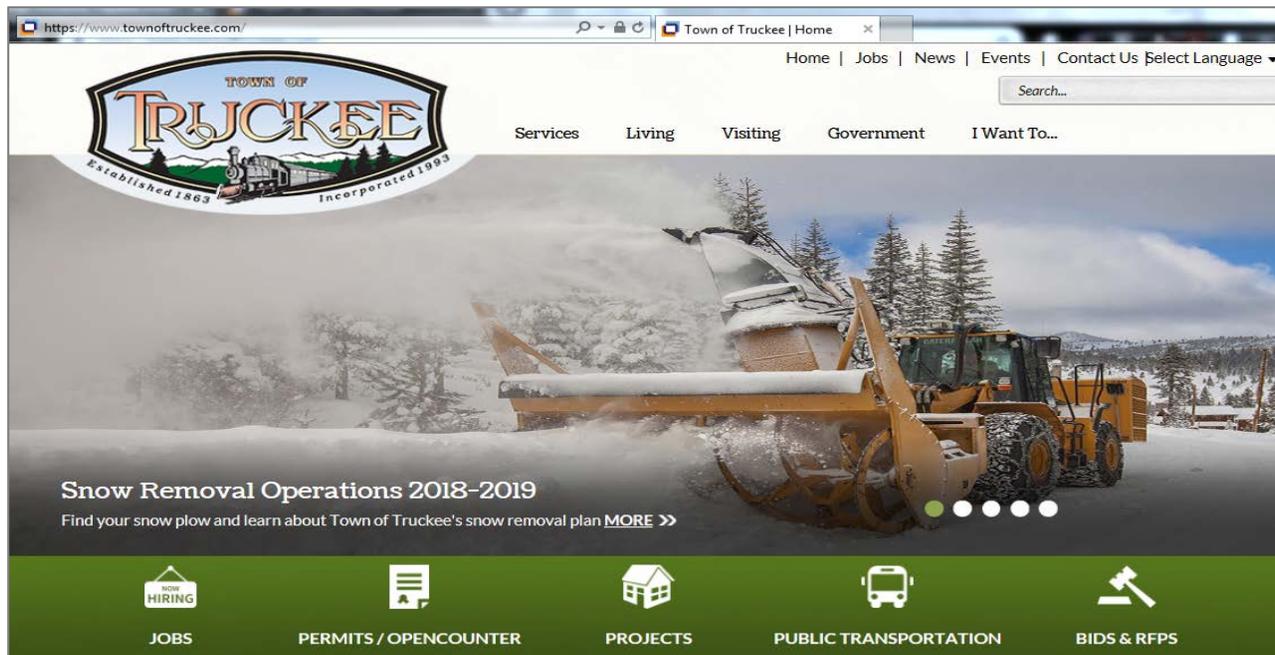
TOWN CLERK and COMMUNICATIONS 2019/20 EXPENDITURES BUDGET DETAIL

101.104.00 General Fund.Town Clerk and Communications.Non-Division

ACTIVITY DESCRIPTION

The Town Clerk and Communications (TCC) Division is responsible for matters relating to the official business of the Town Council and the Town's compliance with California public access and safeguard laws. These laws include the Brown Act, the Public Records Act, the Political Reform Act, the Fair Political Practices Commission (FPPC), the Maddy Act, conflict of interest laws, election laws, ethics laws, Voter Participation Rights Act and Voting Rights Act. These laws safeguard the public's investments and ensure resources are used for the benefit of the public to ensure (as stakeholders in government) public access to Town business. Additionally, the TCC Division is responsible for administrative tasks for the Engineering Division, the Town Manager, the Town Attorney, the Redevelopment Successor Agency (RDA) and the Truckee Public Financing Authority; website maintenance; and conducting municipal elections.

For FY18/19, Council approved an additional Office Assistant position, replacing the half-time Office Assistant that was previously shared with Public Works. The new position is split with Transit (25%) and was originally filled in August 2018, which allowed the division to begin implementation of the SiteImprove Software to improve the Town website. The Town's website has 700 pages, a large majority of these pages have now been reviewed for grammar, typos and broken links, with the aid of the additional staff time and the new software. Once the position has been re-hired (employee promoted to a position in Planning), we will focus on implementing the accessibility portion of the website review process. The TCC has been able to increase efforts in relation to the FY18/19 Council goals and priorities related to public outreach, becoming more consistent and generally increasing the Town's messaging.



Priorities for FY19/20 include continuing to train newer staff members on Town processes and Town Clerk duties; maintaining a high level of outreach with the community through social media; continuing to work with local classes to provide education on local government; continue work on development of an updated Town-wide Records Management Program manual; upgrading FPPC filings to an electronic format; and improve the readability and accessibility of the Town's website. It is our continued goal to provide staff support to Town Departments in implementing Council's goals and priorities. In FY19/20, the TCC will focus some effort on increasing accessibility to Town meeting information through new agenda posting screens and a kiosk; and begin the data cleanup necessary to implement an upgrade to our Records Management Platform LaserFiche (see C1610 in the Capital Improvement Project budget for details).

TOWN CLERK and COMMUNICATIONS 2019/20 EXPENDITURES BUDGET DETAIL

101.104.00 General Fund.Town Clerk and Communications.Non-Division

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 87% of the salary of the Town Clerk [10% to Town Manager and 3% to the Redevelopment Successor Agency (RSA)], the wages for one (1) Administrative Technician, 98% of the wages for two (2) Administrative Technicians and 75% of the wages of one (1) Office Assistant (25% to Transit). For FY18/19, 15% of the Town Clerk's salary and 5% of two (2) of the Administrative Technician's were allocated to the RSA. Staff completed a review of the RSA activities and adjusted the staff allocations, re-allocating any amounts from the RSA to the employee's primary department.	\$ 354,316
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime costs to non-exempt employees to work in addition to their normal working hours to provide notetaking at public meetings.	\$ 750
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increases are being driven by rising pension costs.	\$ 148,460
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The increases in estimated actuals are a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 16,555
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. Increase is a result of the RSA re-allocation.	\$ 1,151
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the Town Clerk's private vehicle on Town business (87%). Increase is a result of the RSA re-allocation.	\$ 3,132
 <u>SUPPLIES AND SERVICES</u>	
60.15 <u>EDUCATION AND TRAINING</u> Provides for attendance at education and training seminars and workshops. Training activities anticipated to include the Technical Training for Clerks, North Tahoe/Truckee Leadership, New Law and Election Seminar, the City Clerks' Association of California (CCAC) annual conference/training, records management training, public information officer training, and regional CCAC meetings. Staff will continue to seek scholarships for Clerk's certification training whenever possible.	\$ 14,000

TOWN CLERK and COMMUNICATIONS 2019/20 EXPENDITURES BUDGET DETAIL

101.104.00 General Fund.Town Clerk and Communications.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
63.35 <u>GENERAL SUPPLIES</u> Provides for office supplies and equipment, including costs for document shredding (monthly and periodic for record destruction).	\$ 6,000
63.50 <u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs.	\$ 650
63.55 <u>PRINTING</u> Provides for any special printing needs.	\$ 100
63.70 <u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.	\$ 2,300
66.20 <u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u> Provides for maintenance and unscheduled repair of office equipment.	\$ 100
67.08 <u>ELECTION EXPENSES</u> Provides for election expenses during election years. In FY19/20 there is no election anticipated. The Town contracts with Nevada County to run elections.	\$ -
69.20 <u>VEHICLES - MILEAGE</u> Provides for payment to staff for use of a private vehicle on Town business not already provided for under a car allowance or through the education and training budget.	\$ 75
<u>CAPITAL OUTLAY</u>	
80.20 <u>COMPUTER EQUIPMENT</u> Provides for computer needs as follows:	\$ 5,300
- One (1) desktop computer for the Office Assistant (\$1,200) with two (2) 24 inch monitors (\$250 each).	\$ 1,700
- One (1) surface portable computer to replace department head iPad.	\$ 1,600
- One (1) laptop to replace the minute taking laptop with docking station in Council Chambers.	\$ 2,000
Note: FY18/19 spending including an unexpected replacement for an end-of-life printer.	

**ADMINISTRATIVE SERVICES
2019/20 EXPENDITURES BUDGET**

101.105.00 General Fund.Administrative Services.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	743,883	583,313	577,508	640,007	10.8%	9.7%
50.14	Wages - Part-Time	36,377	62,859	60,764	73,625	21.2%	17.1%
50.15	Wages - Temporary	6,244	8,000	4,368	8,000	83.2%	
50.31	Overtime - Regular Full-Time	463	500	-	500		
54.xx	Benefits	315,512	260,749	245,650	295,190	20.2%	13.2%
54.61	Deferred Compensation	19,659	28,097	27,044	28,325	4.7%	0.8%
54.81	RHS	1,286	980	4,898	6,758	38.0%	589.7%
55.71	Car Allowances	997	2,243	2,160	2,340	8.3%	4.3%
	Total Personnel	1,124,422	946,741	922,392	1,054,744	14.3%	11.4%
SUPPLIES & SERVICES							
60.15	Education & Training	27,894	30,000	25,000	30,000	20.0%	
61.00	Professional Services	165,197	57,050	63,000	56,000	-11.1%	-1.8%
63.05	Advertising	-	1,000	1,500	1,000	-33.3%	
63.25	Membership & Dues	938	1,700	1,500	1,500		-11.8%
63.33	Software Supplies	45	200	200	1,080	440.0%	440.0%
63.35	General Supplies	7,231	7,500	7,500	7,500		
63.37	IT Supplies	1,766	-	-	-		
63.45	Photocopying	2,298	2,000	2,000	2,000		
63.50	Postage, Freight, & Delivery	5,264	4,000	4,000	4,000		
63.55	Printing	1,102	1,320	1,500	1,500		13.6%
63.56	Publications	863	1,000	1,000	1,000		
63.70	Telephone	6,111	5,000	5,700	6,000	5.3%	20.0%
66.20	Repair & Maint - Office Equip	-	300	100	200	100.0%	-33.3%
69.20	Vehicles - Mileage	-	100	50	50		-50.0%
	Total Supplies & Services	218,710	111,170	113,050	111,830	-1.1%	0.6%
CAPITAL OUTLAY							
80.20	Computer Equipment	7,767	1,500	1,400	1,000	-28.6%	-33.3%
	Total Capital Outlay	7,767	1,500	1,400	1,000	-28.6%	-33.3%
TOTAL		1,350,899	1,059,411	1,036,842	1,167,574	12.6%	10.2%

Note: FY17/18 Included amounts for Information Technology (IT). Starting FY18/19, IT is budgeted in a separate division.

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ADMINISTRATIVE SERVICES 2019/20 EXPENDITURES BUDGET DETAIL

101.105.00 General Fund.Administrative Services.Non-Division

ACTIVITY DESCRIPTION

The Administrative Services Division is responsible for providing general administrative services in the areas of Finance and Accounting, Human Resources, Risk Management, and Purchasing to the Town Council, Town Manager and Town Departments. This includes processing and recording of all financial transactions such as accounts payable, revenue receipts, payroll and summarizing financial transactions in a format that allows management and Council to review fiscal performance and related departmental budget conformance. This Division establishes internal accounting controls and aids the Council in contracting for external audits. The Administrative Services Division works with the Town Manager to develop both proposed and final budgets and also prepares all statutorily required financial reporting documents. The division also administers all hiring processes, consults with operating departments on personnel issues, and provides human services to every employee including the administration of all benefits.

	FY15/16	FY16/17	FY17/18
Payments Received	4,035	4,152	4,782
Accounts Payable Invoices	7,101	8,914	9,565
Occupancy Tax Property Filings	4,938	6,261	6,395
Employees Hirings and Promotions Processed	35	57	44
Employee Payroll Payments	3,337	3,491	3,629
Financial Statement Audit Opinion	Unqualified	Unqualified	Unqualified

Department priorities for FY19/20 include completing updates to the Personnel Rules, continued enhancement of transient occupancy tax (TOT) monitoring and enforcement, continued growth and training newer staff on human resources skills, and implementation of software that will facilitate preparation of a comprehensive annual financial report (CAFR) in future years. During FY18/19, the Administrative Services Division implemented negotiated contracts with Town labor groups, implemented a new GASB for other post employment benefits, worked with Council to create potential funding sources for community facilities districts within the Town, was awarded the CSMFO Excellence in Budgeting award for the first time, and dedicated more than 1,000 staff hours to continued enhanced transient occupancy tax monitoring and enforcement.

Transient occupancy tax activity remains at a high level. This includes active registrations and payments as well as monitoring by Town staff with the help of our consultant, Host Compliance. Transient occupancy tax property registrations and revenue continue to increase annually. See the Revenue section of this budget for more information. This budget proposes to increase part-time staff resources from 20 hours per week to 24 hours per week to allow for additional monitoring and revenue validation (audit) activities of registered short-term rental properties.



The human resource tasks that the Administrative Services Division provides continue to grow as Town staffing grows. Through creative job sharing and finding efficiencies in other division tasks (example switching to bi-weekly check runs instead of weekly AP check runs), the existing staff has been able to cover those tasks. Based on the current trend it is expected that additional staffing will likely be needed within the budget horizon. The budget model includes an additional human resources position for FY20/21 and beyond.

ADMINISTRATIVE SERVICES 2019/20 EXPENDITURES BUDGET DETAIL

101.105.00 General Fund.Administrative Services.Non-Division

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 65% of the salary of the Administrative Services Director, 90% of the salary of the Administrative Services Manager, 95% of the salary of the Senior Accountant, the salary of one (1) Administrative Analyst II, 95% of the wages of an Accountant II, one (1) Accounting/Human Resources Technician, one (1) Administrative Technician at 80% time, and 10% of the wages of one (1) Office Assistant (90% is charged to Building and Safety). For FY 18/19, 10% of the salary for the Administrative Services Director and 10% of the salary for the Senior Accountant were allocated to the Redevelopment Successor Agency (RSA). Staff completed a review of the RSA activities and adjusted the staff allocations, re-allocating any amounts from the RSA to the employee's primary department.	\$ 640,007
50.14 <u>WAGES - PART-TIME</u> Provides for 1,248 hours (24 hours per week) for one (1) Administrative Analyst I to work on Transient Occupancy Tax market equity and 1,040 hours for one (1) Office Assistant. This represents increased hours for the Administrative Analyst I to increase the Town's Transient Occupancy Tax monitoring and enforcement.	\$ 73,625
50.15 <u>WAGES - TEMPORARY</u> Provides for 500 hours for a temporary accounting intern to work on various projects.	\$ 8,000
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for non-exempt personnel to work in addition to their normal working hours.	\$ 500
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increases are being driven by rising pension costs.	\$ 295,190
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 28,325
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area. The budget increases are a result of the RSA re-allocation.	\$ 6,758
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the Administrative Services Director's private vehicle on Town business (65%). Budget increase is a result of the RSA re-allocation.	\$ 2,340

ADMINISTRATIVE SERVICES 2019/20 EXPENDITURES BUDGET DETAIL

101.105.00 General Fund.Administrative Services.Non-Division

<u>SUPPLIES AND SERVICES</u>		<u>BUDGET</u>
60.15	<u>EDUCATION AND TRAINING</u> Provides for staff training via attendance at various conferences, seminars and meetings. Training activities could include but are not limited to the League of California Cities annual conference; Governmental Finance Officers Association (GFOA) training; California Society of Municipal Finance Officers (CSMFO) annual conference; California Public Employees Retirement System (CalPERS) conference; annual risk management conference; attendance at the Labor Relations Institute training; attendance by 2-3 employees at the annual Tyler Technologies (New World Enterprise Resource Software) conference; and attendance by 1-2 employees at the annual New World software Advisory Board meeting. Each of the department's three Certified Public Accountants are required to obtain 40 hours of annual training to maintain licensure. Also provides for certification training for the division's Human Resources Analyst from the Society of Human Resources Management (SHRM).	\$ 30,000
61.00	<u>PROFESSIONAL SERVICES</u> Provides for the following: <ul style="list-style-type: none"> - Annual audit expenses. \$ 40,000 - Management team training/coaching which may include leadership, supervision, personnel law or other topics. \$ 5,000 - Annual participation in Gold Country Consortium training and annual management team human resources training. \$ 2,000 - Quarterly bond trustee fees, including disclosure costs. \$ 5,000 - Investment account custodian fees (\$300 per quarter). \$ 1,200 - Biennial anti-harassment training. This was originally budgeted for FY19/20, but recent legislation necessitated that the training occur during the later months of FY18/19. \$ - - Background checks, report filing fees and other miscellaneous services. \$ 2,800 	\$ 56,000
63.05	<u>ADVERTISING</u> Provides for various advertising needs including annual publication of annual financial report in local newspaper, as required by State ordinance. FY18/19 including advertising for a community facilities district funding program that the Town has started to participate in.	\$ 1,000
63.25	<u>MEMBERSHIP AND DUES</u> Provides for membership with CSMFO, the California Public Employers Labor Relations Association, GFOA, Toastmasters International and the SHRM. Also provides for California Certified Public Accountancy licenses for the three (3) staff members within the Division who hold that license. Memberships have not been as high as budgeted in recent years, therefore reducing the FY19/20 budget.	\$ 1,500
63.33	<u>SOFTWARE SUPPLIES</u> Provides for the following: <ul style="list-style-type: none"> - One (1) Adobe Creative Cloud license (\$15 per month). \$ 180 - Purchase of Adobe software to be used in conjunction with Office 2016, which is being installed for FY19/20. \$ 900 	\$ 1,080

ADMINISTRATIVE SERVICES 2019/20 EXPENDITURES BUDGET DETAIL

101.105.00 General Fund.Administrative Services.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.35	<u>GENERAL SUPPLIES</u> Provides for copy paper, envelopes, monthly shredding services (\$15 per month), small items, small printer supplies, miscellaneous office supplies and non-capital equipment and furniture.	\$ 7,500
63.45	<u>PHOTOCOPYING</u> Provides for copier usage based on monthly meter readings and monthly service costs for the division's copy machines which includes ink and maintenance.	\$ 2,000
63.50	<u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs for the bi-weekly vendor payments; quarterly and yearly tax returns; quarterly reports and transient occupancy tax delinquency postcards as needed.	\$ 4,000
63.55	<u>PRINTING</u> Provides for accounts payable check stock, W-2 forms, 1099 forms, business cards, custom envelopes and personnel forms. The increase is due to the increased cost of tax forms charged by Tyler Technologies. Their forms are proprietary to the Town's enterprise resource software.	\$ 1,500
63.56	<u>PUBLICATIONS</u> Provides for subscriptions to various finance, human resource, and payroll publications.	\$ 1,000
63.70	<u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for an allocation of staff cellular phone service and equipment. Increase to provide internet and telephone service to an increased number of employees (which has been increasing over the past couple of years).	\$ 6,000
66.20	<u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u> Provides for maintenance and unscheduled repair of office equipment.	\$ 200
69.20	<u>VEHICLES - MILEAGE</u> Provides payment to staff for use of a private vehicle on Town business not already provided for under a car allowance or through the education and training budget.	\$ 50
<u>CAPITAL OUTLAY</u>		
80.20	<u>COMPUTER EQUIPMENT</u> Provides for a 29 inch monitor replacement for three (3) staff (\$333 each).	\$ 1,000

**GENERAL GOVERNMENT
2019/20 EXPENDITURES BUDGET**

101.106.00 General Fund.General Government.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
SUPPLIES & SERVICES							
60.17	Team Building - Managers	3,374	5,000	3,800	5,000	31.6%	
60.25	Employee Wellness & Safety Program	17,929	36,000	32,000	36,000	12.5%	
61.00	Professional Services	129,646	131,340	130,000	151,740	16.7%	15.5%
61.25	LAFCO Funding	58,215	63,144	61,264	73,000	19.2%	15.6%
61.40	Sales Tax Audit Fees	3,798	7,000	5,000	6,000	20.0%	-14.3%
63.18	Subscriber Contributions	50,894	55,000	54,000	55,000	1.9%	
63.19	Channel 6 Services	14,969	20,000	14,000	16,000	14.3%	-20.0%
63.25	Membership & Dues	3,500	3,500	3,930	4,000	1.8%	14.3%
63.33	Software Supplies	74,772	62,000	64,200	80,700	25.7%	30.2%
63.35	General Supplies	6,331	1,300	1,300	1,300		
63.45	Photocopying	8,613	7,000	7,000	7,000		
67.02	Nevada County SB2557 Fee	212,887	245,531	244,630	269,630	10.2%	9.8%
68.00	General Insurance	343,617	441,432	441,039	444,810	0.9%	0.8%
68.01	Truckee Fire Fee	207,402	228,142	228,142	251,235	10.1%	10.1%
69.10	Vehicles - Fuel	1,594	900	900	1,000	11.1%	11.1%
69.76	Fleet Maintenance Allocation	14,226	2,933	5,846	5,970	2.1%	103.5%
	Total Supplies & Services	1,151,767	1,310,223	1,297,051	1,408,385	8.6%	7.5%
CAPITAL OUTLAY							
80.20	Computer Equipment	789	-	2,200	-	-100.0%	
	Total Capital Outlay	789	-	2,200	-	-100.0%	
	SUB-TOTAL	1,152,555	1,310,223	1,299,251	1,408,385	8.4%	7.5%
32.21	Less: Truckee Fire Fee Designation	-	(6,939)	(3,470)	(18,700)	438.9%	169.5%
	Funded by Designation	-	(6,939)	(3,470)	(18,700)	438.9%	169.5%
	TOTAL	1,152,555	1,303,284	1,295,781	1,389,685	7.2%	6.6%

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GENERAL GOVERNMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.106.00 General Fund.General Government.Non-Division

ACTIVITY DESCRIPTION

This budget was developed to include costs associated with general Town operations that fall within no specific department or division, as well as the costs that are to the benefit of all departments, such as insurance and the maintenance costs of the Town-wide software systems.

As part of this budget, the Town is proposing to add a disaster recovery solution for the New World enterprise resource software. This Disaster Recovery solution will maintain essential services without significant interruption in the event of an interruption of service at Town Hall. Tyler Disaster Recovery will provide the servers, network and personnel to get the Town’s critical processes back up and running within 24 hours. With Tyler’s secure servers and expert operations staff the Town will always have an up-to-date version of data ready if and when we need it. Tyler’s disaster recovery team tests the systems every day to ensure operational readiness. And they can assist with critical processes like payroll and accounts payable invoice payments. This solution helps to manage the Town’s risk and be prepared to complete our most critical administrative functions.

Including in capital project C1510 is the purchase of an electric vehicle. The Town plans to use that vehicle to replace one of the pool vehicles accounted for in this division's budget. This would replace a large SUV with an electric car for use on Town business.

SUPPLIES AND SERVICES

BUDGET

60.17	<u>TEAM BUILDING - MANAGERS</u> Provides for the facilitation of an annual workshop for the management strategic planning by the Town's Management team. The budget for this item fluctuates annually based on the requests of a rotating planning committee.	\$ 5,000
60.25	<u>EMPLOYEE WELLNESS AND SAFETY PROGRAM</u> Provides for an annual employee wellness fair, wellness workshops, exercise classes and safety programs. Safety and wellness programs are administered by the Balanced Employee Safety Team (BEST). Through training and incentives, the BEST committee aims to increase staff awareness of physical and mental well-being with the goal of increasing productivity and keeping healthcare costs to a minimum. The Town receives some grant funding to offset the cost of providing wellness programs, which is recorded in Grant Revenues in the Revenues section of this budget (\$10,000).	\$ 36,000
61.00	<u>PROFESSIONAL SERVICES</u> Provides for the following:	\$ 151,740
	- Contract with a consultant (Host Compliance) for auditing and outreach related to online short-term rentals. Costs in FY18/19 were higher than budgeted as well as the Town contracted with Host Compliance for additional services to enhance occupancy tax monitoring and enforcement. This cost is offset by higher collections of transient occupancy tax.	\$ 110,000
	- SB 90 filings for State Mandated Cost reimbursement claims with the State of California.	\$ 3,500
	- Administrative service fees for Benetrac, a COBRA administrative provider and COBRA services for all Town Employees	\$ 7,440

**GENERAL GOVERNMENT
2019/20 EXPENDITURES BUDGET DETAIL**

101.106.00 General Fund.General Government.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
61.00 <u>PROFESSIONAL SERVICES (cont'd)</u>	
- Employee Assistance Program (EAP) (\$300 per month) available to all Town employees.	\$ 3,600
- Monthly third party administrator fees to allow for credit card payment through the Town's website.	\$ 1,000
- Sphere of influence modification request with the Local Agency Formation Commission (LAFCo) for the property near the Truckee Tahoe Airport District. This was originally budgeted in FY17/18, but the request has not been heard by the commission and will be re-budgeted until it is.	\$ 10,000
- GASB 45 biennial study (last performed in FY17/18) - Performed by a consultant, this study is required to satisfy Governmental Accounting Standards Board (GASB) regulations.	\$ 7,000
- Annual OPEB reporting to satisfy GASB 75 requirements, provided by an actuarial consultant.	\$ 3,000
- Annual GASB 68 study provided by CalPERS and actuarial reports from a consultant. This is an annual, ongoing expense required to satisfy GASB requirements.	\$ 4,000
- Consultant services for Human Resources, as needed. Note: Some services previously included in this account have been moved to the information technology division starting in FY18/19.	\$ 2,200
61.25 <u>LAFCO FUNDING</u>	\$ 73,000
Provides for the Town's portion of the LAFCo costs. AB 2838, the Cortese-Knox-Hertzberg Act effective January 1, 2001, requires that the funding for LAFCo be shared by the county, special districts and cities. The LAFCo Committee is recommending a total 16% increase in the funding from local agencies to cover the costs of running the committee, of which the Town is responsible for \$71,333 as per the preliminary LAFCo budget for the year. Since actual apportionments have typically been higher than the preliminary budget indicates, staff is requesting additional funding to cover the cost of a potential overage.	
61.40 <u>SALES TAX AUDIT FEES</u>	\$ 6,000
Provides for sales tax audit fees to the Town's sales tax auditor. This includes an annual fee of \$3,900 plus a 25% commission for any additional sales tax revenues generated as a result of audit services. This amount is expected to be offset by additional sales tax revenues. Staff is reducing the budget for this item to better reflect historical spending in this category.	
63.18 <u>SUBSCRIBER CONTRIBUTIONS</u>	\$ 55,000
Provides for a pass-through amount of 70% of the Public Education and Governmental (PEG) Access Channel fees collected from Suddenlink and AT&T, the local television providers. Corresponding revenue is included in the General Fund Channel 6 Subscriber Contribution revenue account.	

GENERAL GOVERNMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.106.00 General Fund.General Government.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.19	<u>CHANNEL 6 SERVICES</u> Provides for televised coverage of Council meetings, Planning Commission meetings and other broadcasts. The contract costs are lower than budgeted and as such the budget for this item is decreased.	\$ 16,000
63.25	<u>MEMBERSHIP AND DUES</u> Provides for the Town's membership in the Truckee North Tahoe Transportation Management Association (TNT/TMA) and new, starting in FY18/19, Sister Cities International.	\$ 4,000
63.33	<u>SOFTWARE SUPPLIES</u> Provides for the following: <ul style="list-style-type: none"> - The annual maintenance costs for the Town's enterprise resource software, New World Systems (approximately \$55,000 per year x 82%, 18% is funded by the Building and Safety Fund). This slightly increased cost (up from \$53,000 per year) is part of a renegotiated contract, which begins in FY19/20. \$ 46,000 - Disaster recovery hosting for New World Systems software (new for FY19/20). \$ 14,000 - The Town's Dropbox account which allows for the secure transmission of large files via the internet. \$ 8,500 - The annual update to the Town's electronic document repository system, Laserfiche. The price for this annual update increased in FY18/19. \$ 12,200 Note: Updates to Laserfiche used to be budgeted in the Town Clerk and Communications Division. Starting in FY18/19, they were included in this section of the budget since they are used Town-wide.	\$ 80,700
63.35	<u>GENERAL SUPPLIES</u> Provides for general town administrative expenses, for example, the supplies needed to create Town employee ID and access cards and small items needed for the Town conference rooms.	\$ 1,300
63.45	<u>PHOTOCOPYING</u> Provides for supply (ink) and maintenance costs associated with one (1) high volume copier for use by all employees for large printing jobs. Costs vary by month according to usage.	\$ 7,000
67.02	<u>NEVADA COUNTY SB2557 FEE</u> Provides for the state mandated SB2557 fee paid to the County. Includes the Nevada County's administrative costs for property tax collection, as well as State charges for collection of Sales and Motor Vehicle Taxes. The amount varies year-on-year based on the County's actual costs to collect property tax. The County has estimated an 11% increase but is unclear on the exact reason for the increases. An additional \$11,000 will also be charging the Town annually for a software upgrade that occurred in FY18/19. These charges are scheduled to occur from FY19/20 to FY25/26.	\$ 269,630

GENERAL GOVERNMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.106.00 General Fund.General Government.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
68.00 <u>GENERAL INSURANCE</u>	\$ 444,810
Provides for the Town's insurance premium deposit to the Public Agency Risk Sharing Authority of California (PARSAC). Insurance premiums include coverage for the following:	
- Liability Insurance	\$ 368,310
- Property Insurance	\$ 75,000
- Employee Bonding	\$ 1,500
Note: PARSAC is a risk sharing pool. Annual premiums are an estimate of the Town's portion of the costs of the pool. Depending on the pool's performance, the Town may receive a distribution from excess collections or need to provide a supplement if premiums are under collected pool-wide. The liability and property insurance increases based on PARSAC estimated coverage costs, which are affected by risk pool results and the Town estimate of payroll costs.	
68.01 <u>TRUCKEE FIRE FEE</u>	\$ 251,235
Provides for wild land fire protection services as required by LAFCo, provided by CalFire, adjusted annually based on a CPI. Increases in this item can be partially offset by the Truckee Fire Fee General Fund Designation. During FY17/18, the coverage area was adjusted to help stabilize costs. CalFire proposed costs continue to increase faster than inflation. Staff will negotiate rates and acres covered to control the cost.	
69.10 <u>VEHICLES - FUEL</u>	\$ 1,000
Provides for fuels costs for the Town pool vehicles.	
69.76 <u>FLEET MAINTENANCE ALLOCATION</u>	\$ 5,970
Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	
<u>OTHER</u>	
32.21 <u>TRUCKEE FIRE FEE DESIGNATION</u>	\$ (18,700)
Provides for an offset of rate increases that exceed CPI in the Truckee Fire Fee. Proposed CalFire contract cost in FY19/20 will utilize the remainder of this designation except for \$879.	

**ECONOMIC DEVELOPMENT
2019/20 EXPENDITURES BUDGET**

101.107.00 General Fund.Economic Development.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	133,550	134,585	132,382	194,545	47.0%	44.6%
51.10	Wages - Reimbursed	1,103	-	1,786	-	-100.0%	
54.xx	Benefits	36,710	36,003	34,487	64,565	87.2%	79.3%
54.61	Deferred Compensation	1,730	8,992	2,834	5,324	87.8%	-40.8%
54.81	RHS	-	-	2,638	3,630	37.6%	100.0%
	Total Personnel	173,093	179,581	174,128	268,063	53.9%	49.3%
SUPPLIES & SERVICES							
60.15	Education & Training	85	2,500	-	5,000		100.0%
61.00	Professional Services	8,000	10,000	5,000	5,000		-50.0%
63.05	Advertising	593	1,500	750	1,000	33.3%	-33.3%
63.15	Visitor Center Operations	169,723	175,048	175,048	180,300	3.0%	3.0%
63.16	Marketing & Promotions	226,827	233,399	233,399	240,700	3.1%	3.1%
63.25	Membership & Dues	54	50	-	-		-100.0%
63.33	Software Supplies	18,100	18,100	18,100	10,000	-44.8%	-44.8%
63.35	General Supplies	358	500	2,900	800	-72.4%	60.0%
63.50	Postage, Freight, & Delivery	-	100	30	100	233.3%	
63.65	Community Event Support	8,112	7,200	7,200	7,200		
63.70	Telephone	1,200	1,100	1,100	1,100		
68.51	Rent Expense - Land Lease	1	-	-	-		
	Total Supplies & Services	433,053	449,497	443,527	451,200	1.7%	0.4%
CAPITAL OUTLAY							
77.10	Transfer to Capital Projects - Econ Devt Designation	-	250,000	-	-		-100.0%
77.10	Transfer to Capital Projects - Railyard Commitments Designation	-	-	-	250,000		100.0%
77.10	Transfer to Transit Fund	20,562	108,400	28,740	-	-100.0%	-100.0%
80.05	Furniture & Fixtures	-	-	-	5,000		100.0%
80.20	Computer Equipment	1,844	-	-	1,700		100.0%
80.50	Econ Dev Infrastructure Program	15,000	100,000	56,700	60,000	5.8%	-40.0%
80.53	Econ Dev Partnership Program	-	50,000	-	50,000		
80.55	Econ Dev Public Art Program	-	-	-	25,000		100.0%
	Total Capital Outlay	37,406	508,400	85,440	391,700	358.5%	-23.0%
	SUB-TOTAL	643,552	1,137,478	703,095	1,110,963	58.0%	-2.3%
	Less: Expenditures funded from the Railyard Commitments Designation	-	-	-	(250,000)		
	Less: Expenditures funded from the Econ Dev Designation	(16,844)	(400,000)	(56,700)	(116,700)		
	Funded from Designation	(16,844)	(400,000)	(56,700)	(366,700)		
	TOTAL	626,708	737,478	646,395	744,263	15.1%	0.9%

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ECONOMIC DEVELOPMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.107.00 General Fund.Economic Development.Non-Division

ACTIVITY DESCRIPTION

The primary purpose of the Economic Development Division is to implement activities to support the Town Council's current priorities, the Town's General Plan and other policy documents. Goals for FY19/20 include continuing to support implementation of the updated special events policy; to monitor and respond to business inquiries generated through OpenCounter; to administer the Streetscape Loan program; to participate in Truckee's Cultural District partnership with the Truckee Chamber of Commerce and Truckee Public Arts Commission; and to support and oversee the Chamber's efforts to implement place based marketing program.

The Town currently has a 4-year contract with the Truckee Chamber of Commerce to provide marketing and communications and visitor center operations, which are included in this budget. This contract expires at the end of FY19/20. The Town also collects a 2% assessment on short-term rentals on behalf of the Truckee Tourism Business Improvement District (TBID) that is remit directly to the Truckee Chamber of Commerce for management. For FY19/20, staff estimates that approximately \$660,000 in TBID assessments will be collected on behalf of the Truckee Chamber of Commerce for marketing and other purposes pursuant to the TBID Management Agreement. Per the agreement, the Town retains 1% of the total assessments collected to offset the costs of collection, which is included in the revenue section of this budget. The Truckee Tourism Business Improvement District (TBID) term is set to expires in FY20/21. During FY19/20 Economic Development staff time will support Town consideration of both the Chamber of Commerce marketing and visitor center contract and TBID program expirations, including development/negotiation of any agreements needed to extend these programs.

During FY17/18 and FY18/19, significant Economic Development staff time contributed to managing the West River Site redevelopment project, which is included in C1817 in the Capital Improvement Projects section of this budget. During FY19/20 staff time will continue to support this project, and anticipated project milestones will include completion of park design, real property negotiations with project commercial partners, and the issuance of a RFP for construction.

For FY19/20, staff is proposing to add a Housing Coordinator – a new position reporting to the Town Manager. This position will bolster the Town’s ability to facilitate work force and affordable housing by creating and implementing programs, working with select developers to navigate planning process, taking some of the convening/policy role when Mountain Housing Council sunsets, helping the Planning Division with housing related regulation and policy, working on permanent housing funding, working with partners regionally on housing, and potentially assisting with Town-led (or other agency-led) affordable housing development. This position will also facilitate the short-term rental discussion.

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 79% of the salary of one (1) Management Analyst (20% to Sustainability, 1% to the Redevelopment Successor Agency[RSA]), 20% of the salary of one (1) Administrative Analyst II (80% to Transit), and one (1) Housing Coordinator. FY19/20 salary costs increases from the new Housing Coordinator position are offset by the reallocation of 20% of one (1) Administrative Analyst II (80% to Solid Waste) and one (1) Management Analyst to the new Sustainability division.	\$ 194,545
51.10 <u>WAGES REIMBURSED</u> Provides for reimbursements from the Town's self-insured pool, PARSAC for staff members wages while out on worker's compensation leave.	\$ -

ECONOMIC DEVELOPMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.107.00 General Fund.Economic Development.Non-Division

PERSONNEL (cont'd)	BUDGET
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increase in budget to cover costs for new Housing Coordinator and because of rising pension costs.	\$ 64,565
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The FY18/19 budget included amounts that were expected to be used to fulfill the provisions of employee negotiations, but negotiations resulted in increased Retirement Health Savings costs.	\$ 5,324
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 3,630
 <u>SUPPLIES AND SERVICES</u>	
60.15 <u>EDUCATION AND TRAINING</u> Provides for staff attendance at professional development workshops and seminars. Staff only attends conferences when the topics available are relevant to current division priorities. As such, staff is maintaining the budget level despite fluctuations in usage.	\$ 5,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for third party consultants to work on economic programs outside the scope of current staff expertise. Professional service expenditures to work on the Arts District in Truckee are offset by grant revenues accounted for in the Revenues section of this budget.	\$ 5,000
63.05 <u>ADVERTISING</u> Provides for public education elements, including the purchase of print advertisements in local publications, social media advertising and other promotional activity for Town programs and services. For FY19/20, this will include advertising the new Housing Coordinator position.	\$ 1,000
63.15 <u>VISITOR CENTER OPERATIONS</u> Provides for the Town's portion of the cost to operate the Visitor Center, including management of janitorial services in the Depot (\$45,075 per quarter). Increase based on four-year contract with the Truckee Chamber of Commerce.	\$ 180,300
63.16 <u>MARKETING AND OPERATIONS</u> Provides for a tourism marketing program (also funded by TBID) and integrated marketing to promote economic development (\$60,175 per quarter). Both programs are contracted to be provided by the Truckee Chamber of Commerce under a four-year contract approved by the Town Council.	\$ 240,700

ECONOMIC DEVELOPMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.107.00 General Fund.Economic Development.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
63.33 <u>SOFTWARE SUPPLIES</u> Provides for the annual renewal fee for OpenCounter, a business development software which improves the public's access to the Town's planning and permitting information. FY18/19 spending including amounts for a business analytics software.	\$ 10,000
63.35 <u>GENERAL SUPPLIES</u> Provides for miscellaneous supplies for meetings another division activities and repairs or work needed on the downtown newsracks that the Town leases to various publications. Estimated actuals include \$2,400 for work on the downtown newsracks.	\$ 800
63.50 <u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs.	\$ 100
63.65 <u>COMMUNITY EVENT SUPPORT</u> Provides funding for holiday decoration of Town-owned downtown property (Truckee Depot) to support downtown holiday celebrations and economic vitality.	\$ 7,200
63.70 <u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.	\$ 1,100
 <u>CAPITAL OUTLAY</u>	
77.10 <u>TRANSFERS OUT</u> Transfer to the Five-Year Capital Improvement Project budget: For FY19/20 \$ 250,000 spending is focused on the Railyard Development Agreement Implementations detailed in C1711 for support for the movie theater.	\$ 250,000
80.05 <u>FURNITURE AND FIXTURES</u> Provides for funding to create cubical space for the new Housing Coordinator.	\$ 5,000
80.20 <u>COMPUTER EQUIPMENT</u> Provides for one (1) computer for the new Housing Coordinator (\$1,200) with two (2) 21 inch monitors (\$250 each).	\$ 1,700
80.50 <u>ECONOMIC DEVELOPMENT INFRASTRUCTURE PROGRAM</u> Provides for the implementation of Council approved economic development incentive infrastructure programs. These programs are intended to provide funding for projects that develop or enhance the physical infrastructure needed to attract or retain business or enhance the Town's economic climate. Estimated actuals for FY18/19 include funding of one streetscape improvement loan. FY19/20 funded projects will include one additional streetscape improvement loan that has been executed (Quality Automotive). Amount is reduced for FY19/20 due to timing of anticipated projects. Staff anticipates that the program will ramp back up in FY20/21 and FY21/22 with construction of applicable projects, including West River streetscape.	\$ 60,000

ECONOMIC DEVELOPMENT 2019/20 EXPENDITURES BUDGET DETAIL

101.107.00 General Fund.Economic Development.Non-Division

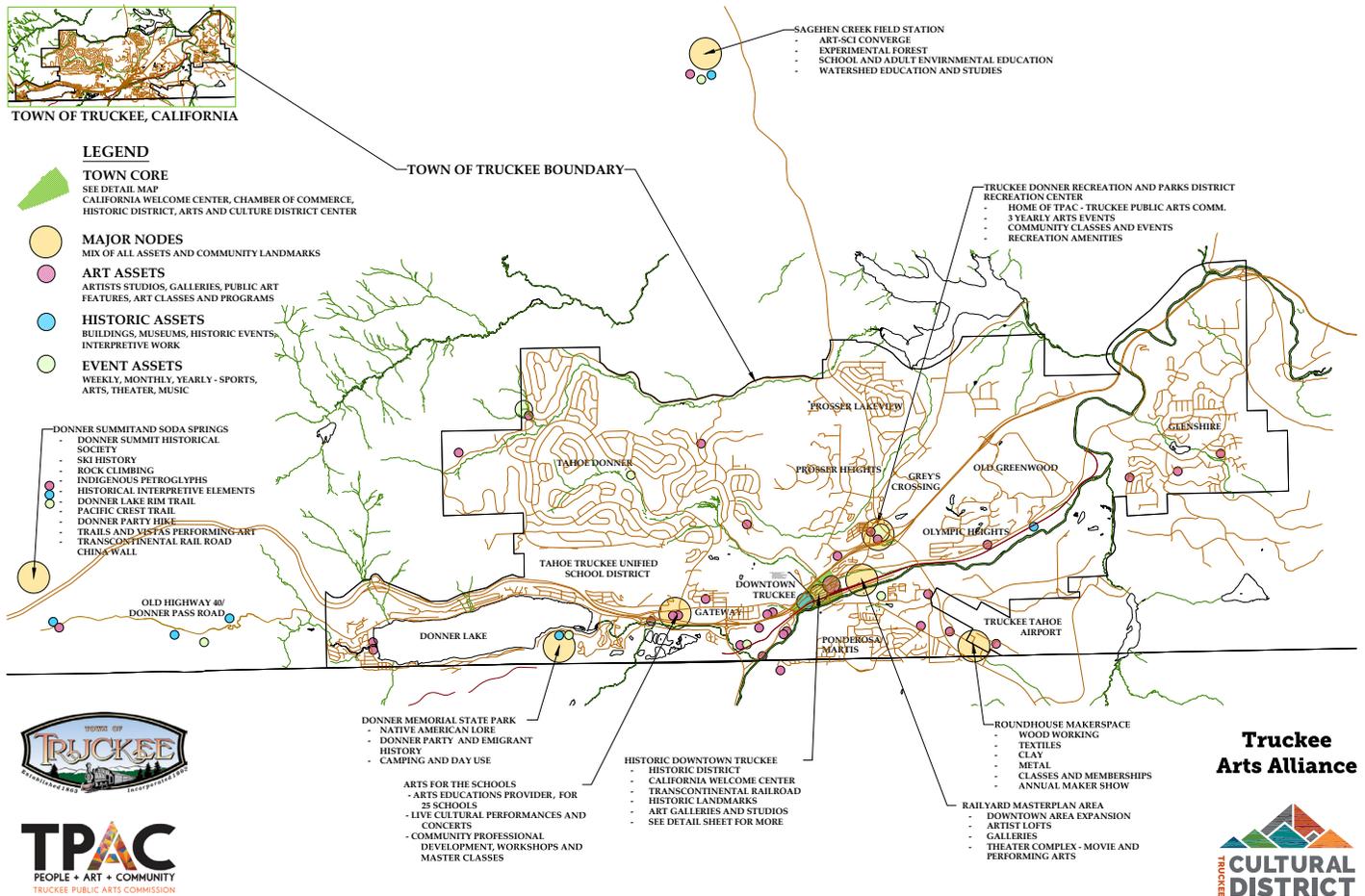
CAPITAL OUTLAY (cont'd)

80.53 ECONOMIC DEVELOPMENT PARTNERSHIP PROGRAM AND OPPORTUNITY BASED FUNDS **BUDGET**
\$ 50,000

Provides funds to develop strategic partnerships to grow suitable jobs, increase the tax base, and diversify the local economy. Use of these funds will support Town Council goals and Town policies, be opportunity driven and will require Council authorization. There are no specific projects identified for funding in FY19/20 at this time.



TruckeeCulturalDistrict.com



**INFORMATION TECHNOLOGY
2019/20 EXPENDITURES BUDGET**

101.108.00 General Fund.Information Technology.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	-	281,751	261,656	395,988	51.3%	40.5%
50.15	Wages - Temporary	-	7,500	-	8,000		6.7%
50.31	Overtime - Regular Full-Time	-	100	4,000	2,000	-50.0%	1900.0%
54.xx	Benefits	-	129,809	108,028	170,131	57.5%	31.1%
54.61	Deferred Compensation	-	13,684	9,296	13,657	46.9%	-0.2%
54.81	RHS	-	326	3,438	5,745	67.1%	1660.6%
55.71	Car Allowances	-	748	720	720	0.0%	-3.7%
	Total Personnel	-	433,917	387,138	596,240	54.0%	37.4%
SUPPLIES & SERVICES							
60.15	Education & Training	-	9,000	2,500	13,500	440.0%	50.0%
61.00	Professional Services	-	94,320	135,000	39,500	-70.7%	-58.1%
63.05	Advertising	-	250	250	500	100.0%	100.0%
63.33	Software Supplies	-	20,850	25,000	41,432	65.7%	98.7%
63.35	General Supplies	-	1,000	1,000	1,030	3.0%	3.0%
63.37	IT Supplies	-	3,500	3,500	3,610	3.1%	3.1%
63.55	Printing	-	80	-	170		112.5%
63.70	Telephone	-	2,300	1,500	2,400	60.0%	4.3%
69.20	Vehicles - Mileage	-	150	150	150		
	Total Supplies & Services	-	131,450	168,900	102,292	-39.4%	-22.2%
CAPITAL OUTLAY							
80.20	Computer Equipment	-	-	1,800	1,800		100.0%
	Total Capital Outlay	-	-	1,800	1,800		100.0%
	TOTAL	-	565,367	557,838	700,332	25.5%	23.9%

Note: Prior to FY18/19 this budget was part of the Administrative Services Division budget.

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INFORMATION TECHNOLOGY 2019/20 EXPENDITURES BUDGET DETAIL

101.108.00 General Fund.Information Technology.Non-Division

ACTIVITY DESCRIPTION

The Information Technology (IT) division is responsible for providing information technology services, including network security to the Town Council, Town Manager and Town Departments. Starting in the FY18/19 the Division was separated from Administrative Services for budgeting purposes to provide transparency of those activities that are purely related to the Town's IT infrastructure.

In the FY18/19, the Division hired a full-time Geographic Information Systems (GIS) Analyst to move the Town forward with GIS software at the request of Council, staff and the recommendations of the IT Strategic Plan (completed in FY17/18). The cost of most things GIS-related are relatively high, and some of these costs have been shifted away from various operating budgets to the IT Division.

The IT Division has relied on staffing resources from an IT contractor for the last few years to augment full-time staff and position vacancies. In accordance with the FY17/18 IT Strategic Plan, the IT department will need to increase their full-time staff in order to maintain sufficient staffing coverage. Staff is proposing adding an IT Systems Administrator to replace the contractor. Although adding an additional staff will increase year-on-year personnel costs, professional services will decrease by approximately \$64,000.

Goals for FY19/20 include the implementation of a disaster recovery system for and hosted by the Town's enterprise resource software, New World Systems; continued participation in the New World Systems Early Adopters program which has given the Town increased access to the software's developers; hiring and training of an IT Systems Administrator; continued training for GIS Analyst and IT Technician; completion of the budgeted software enhancements detailed in capital project C0105; developing the role of the IT Governance Committee (created in FY18/19 as a recommendation of the IT Strategic Plan); and continued support of the Town's IT needs aided by a helpdesk and auditing software.

Accomplishments during FY18/19: Staff hired a GIS Analyst internally, which decreased the training time necessary to get the new position working. Staff expedited installation of new SQL and Windows Server software to allow participation in the 2019 New World Systems Early Adopters program for the yearly update. Participation in the Early Adopters program allows staff to have direct interactions with the software developers and get fixes for software bugs preventing daily operations (especially in the Community Development Department) faster than with regular install of updates. The IT Governance Committee commenced meetings to help IT staff coordinate and prioritize the Town's IT needs. As part of the Information Technology capital project, C0105, staff implemented a new data backup solution (Veeam) and migrated the police domain to updated servers. Staff also migrated the production file server to a newer version of the Windows Server, implemented new Mobile Data Management solution, updated helpdesk software, increased the bandwidth between the Town and Nevada County, and updated the Microsoft Office suite to the 2016 edition. Staff also updated hardware to facilitate training opportunities for Town employees in a newly remodeled training/conference space.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 20% of the salary of the Administrative Services Director, one (1) Information Technology (IT) Supervisor, one (1) Geographic Information Systems Analyst, one (1) IT System Administrator (new, see above for details) and one (1) IT Technician.	\$ 395,988
50.15	<u>WAGES - TEMPORARY</u> Provides for 500 hours for one (1) temporary intern to work on various projects.	\$ 8,000

INFORMATION TECHNOLOGY 2019/20 EXPENDITURES BUDGET DETAIL

101.108.00 General Fund.Information Technology.Non-Division

PERSONNEL (cont'd)	BUDGET
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime costs for non-exempt employees to work in addition to normal working hours on critical IT projects, as they may arise. Overtime is used to cover vacations and other staff absences. During FY18/19, it was determined that a higher budget is necessary to cover these absences.	\$ 2,000
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increase due to the additional position and rising pension costs.	\$ 170,131
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 13,657
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 5,745
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the Administrative Service Director's private vehicle on Town business (20%).	\$ 720
<u>SUPPLIES AND SERVICES</u>	
60.15 <u>EDUCATION AND TRAINING</u> Provides for staff training at conferences and on-line. Training activities are anticipated to include but are not limited to:	\$ 13,500
- Renewal of an online training subscription for various IT training topics for use by the entire division.	\$ 9,000
- Tyler Technologies annual conference for one (1) employee (enterprise resource system).	\$ 2,000
- GIS and Drone Integration Training - Training necessary to aid in integrating the police department's drone information into usable GIS data for analysis and to assist other departments in a similar drone program.	\$ 2,500
- ESRI GIS Annual Conference - Attendance by the GIS Analyst at the annual ESRI GIS conference.	\$ 2,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for the following:	\$ 39,500
- Technical support services related to the Town's telephone system and computer network to assist IT Supervisor when the skills necessary are beyond the capacity of current staff.	\$ 10,000
- Disaster Recovery System fees including a monthly phone line, Nevada County fee and software support (~\$5,000 per quarter).	\$ 20,000

INFORMATION TECHNOLOGY 2019/20 EXPENDITURES BUDGET DETAIL

101.108.00 General Fund.Information Technology.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
<p>61.00 <u>PROFESSIONAL SERVICES (cont'd)</u></p> <ul style="list-style-type: none"> - Technical support services related to New World Systems annual upgrades to assist IT staff with upgrading live and test environments. If the Town participates in the New World Systems Early Adopters Program, this fee is waived. \$ 1,500 - IT Consultant. \$ 4,000 - GIS consultant (Vestra). \$ 4,000 <p>Note: Vacancies in the IT division are currently filled with a consultant who is not expected to be available for FY19/20 forward.</p>	
<p>63.05 <u>ADVERTISING</u></p> <p>Provides for vacant position advertising as needed. For FY19/20, this will include advertising for the new IT System Administrator position.</p>	<p>\$ 500</p>
<p>63.33 <u>SOFTWARE SUPPLIES</u></p> <p>Provides for the following:</p> <ul style="list-style-type: none"> - Yearly license fee for the secure socket layer (SSL) certificates for the Town Website, Webmail and server wildcard certificate. \$ 800 - The yearly licensing fee for the IT Help Desk work-order software. \$ 350 - The yearly licensing fee for the Town's Cisco devices warranty (SmartNet). It was discovered that the Town underreported the number of connected phones. The correction will drastically increase the cost of licensing. \$ 15,500 - The yearly licensing fee for the Trend Micro anti-virus protection software. \$ 3,500 - Monthly server backups were included in the Veeam Backup Solution (\$350 per month). The Town has changed providers and the fee increased from \$275 to \$350 per month. \$ 4,200 - Annual license fee for mobile data management software (Dude Solutions). \$ 3,200 - ESRI ARCGIS Server Maintenance Fee - Includes server software for three servers, two physical boxes and one virtual box. Expected life span of the physical boxes is five (5) years. The expected replacement of the physical servers is 2021. The expectation is that these physical machines will be virtualized at end of life which will lower maintenance cost and upfront cost of server hardware. \$ 5,582 - ESRI Desktop Spatial Analyst License - Extension of the single use Arc Desktop application for the GIS Analyst. Spatial Analyst is the most common GIS analysis tool/extension used and is required for many current and future mapping projects. \$ 200 - ESRI ArcGIS Online Viewer License - ArcGIS Online Viewer licensing allows users to view private information within the organization through the online portal. This is read only access. The license is valid for one year. \$ 200 - ESRI ArcGIS Online Credits - Online credits are used for data storage and geo-processing within online maps and mapping applications. Due to the increased functionality of the online maps and use of the applications town-wide more credits are needed to support continued use and growth. \$ 400 	<p>\$ 41,432</p>

INFORMATION TECHNOLOGY 2019/20 EXPENDITURES BUDGET DETAIL

101.108.00 General Fund.Information Technology.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
63.33 <u>SOFTWARE SUPPLIES (cont'd)</u> - ESRI Desktop Maintenance Fees - Annual maintenance fee associated with the ArcGIS Desktop License. \$ 1,500 - Miscellaneous software costs as they may arise. \$ 6,000 Note: The estimated actuals include an ESRI Standard Desktop License (\$7,300). Desktop GIS software is required to perform analysis and to publish GIS services (maps and mapping applications). This additional license is for the GIS Analyst who was using the license that was purchased for use by the Engineering Technician, which was rehired during FY18/19.	
63.35 <u>GENERAL SUPPLIES</u> Provides for miscellaneous office supplies and small equipment, as needed.	\$ 1,030
63.37 <u>IT SUPPLIES</u> Provides for DVDs, media, cables and other small IT supplies or equipment.	\$ 3,610
63.55 <u>PRINTING</u> Provides for miscellaneous printing needs as needed. For FY19/20, this will include business cards for the new IT System Administrator.	\$ 170
63.70 <u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.	\$ 2,400
69.20 <u>VEHICLES - MILEAGE</u> Provides for staff mileage as needed to service Public Works and Facility division computers and Nevada County Disaster Recovery datacenter when a Town vehicle is not available.	\$ 150
<u>CAPITAL OUTLAY</u>	
80.20 <u>COMPUTER EQUIPMENT</u> Provides for one (1) new workstation for the IT Systems Administrator (\$1,500) with one 29 inch monitor (\$300).	\$ 1,800



SUSTAINABILITY 2019/20 EXPENDITURES BUDGET

101.109.00 General Fund.Sustainability.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	-	-	-	81,209		100.0%
54.xx	Benefits	-	-	-	25,522		100.0%
54.61	Deferred Compensation	-	-	-	1,857		100.0%
54.81	RHS	-	-	-	1,424		100.0%
	Total Personnel	-	-	-	110,012		100.0%
SUPPLIES & SERVICES							
60.15	Education & Training	-	-	-	500		100.0%
61.00	Professional Services	-	-	-	25,000		100.0%
61.30	Marketing	-	-	-	2,500		100.0%
63.05	Advertising	-	-	-	2,480		100.0%
63.25	Membership & Dues	-	-	-	750		100.0%
63.33	Software Supplies	-	-	-	732		100.0%
63.35	General Supplies	-	-	-	250		100.0%
63.50	Postage, Freight, & Delivery	-	-	-	100		100.0%
63.52	Community Outreach	-	-	-	5,000		100.0%
63.70	Telephone	-	-	-	2,000		100.0%
63.75	Utilities	-	-	-	3,000		100.0%
	Total Supplies & Services	-	-	-	42,312		100.0%
	TOTAL	-	-	-	152,324		100.0%

Note: FY19/20 is the first year of operations for this division. All positions are a reallocation from other divisions, not new positions.

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SUSTAINABILITY 2019/20 EXPENDITURES BUDGET DETAIL

101.109.00 General Fund.Sustainability.Non-Division

ACTIVITY DESCRIPTION

The purpose of this division is to oversee and implement all sustainability-related activities of the Town. Although much of this work is currently being completed through other divisions and funding streams, and will continue to be implemented that way, this funding will support the coordination and communication of sustainability work town-wide. Some activities during the upcoming fiscal year will be the maintenance of a sustainability committee comprised of Town staff; development of an annual sustainability report which will cover progress towards existing energy-related goals as well as holistic sustainability activities; community engagement related to the Town's sustainability efforts; ongoing costs of a monitoring tool to track the Town's sustainability efforts; and free public EV charging stations at Town Hall.

The goals supported by this proposed budget include the Town's 100% renewable electricity and energy goals set by Council in 2017, as well as the Keep Truckee Green and Sustainability 2019 Council Priorities.

In addition to the resources included in this budget, additional sustainability activities are included in the Solid Waste program budget, as well as Capital Improvement Projects for C1510 (electric vehicle charging station; \$208,522), C1910 (energy efficiency initiatives; \$409,625), C1822 (source separated public recycling containers; \$227,250), C1903 (the climate adaptation portion of the general plan update; \$175,300), and C1911 (renewable energy generation at town buildings; \$1,520,000). Total capital spending specifically on sustainability in FY19/20 is \$2.5 million. There are many other projects that lend to the Town's sustainability efforts such as the streetscaping projects that add sidewalks to encourage pedestrian travel and projects that enhance the Town's public transportation infrastructure.

The Town also offers employees an incentive to use alternative transportation options or carpool to work. For every 10 days that an employee uses one of these options, they are eligible for an additional hour of vacation.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 20% of the salary of a Management Analyst (79% to Economic Development), 10% of the salary of an Administrative Analyst II (90% to Solid Waste, and 10% previously allocated to Economic Development), 50% of the salary of an Administrative Analyst II (50% to Community Development Planning), and 10% of the wages for one (1) Administrative Technician (90% to Solid Waste). These positions were previously all allocated to other divisional budgets, these are not new positions.	\$ 81,209
54.xx	<u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance.	\$ 25,522
54.61	<u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 1,857
54.81	<u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups.	\$ 1,424

SUSTAINABILITY 2019/20 EXPENDITURES BUDGET DETAIL

101.109.00 General Fund.Sustainability.Non-Division

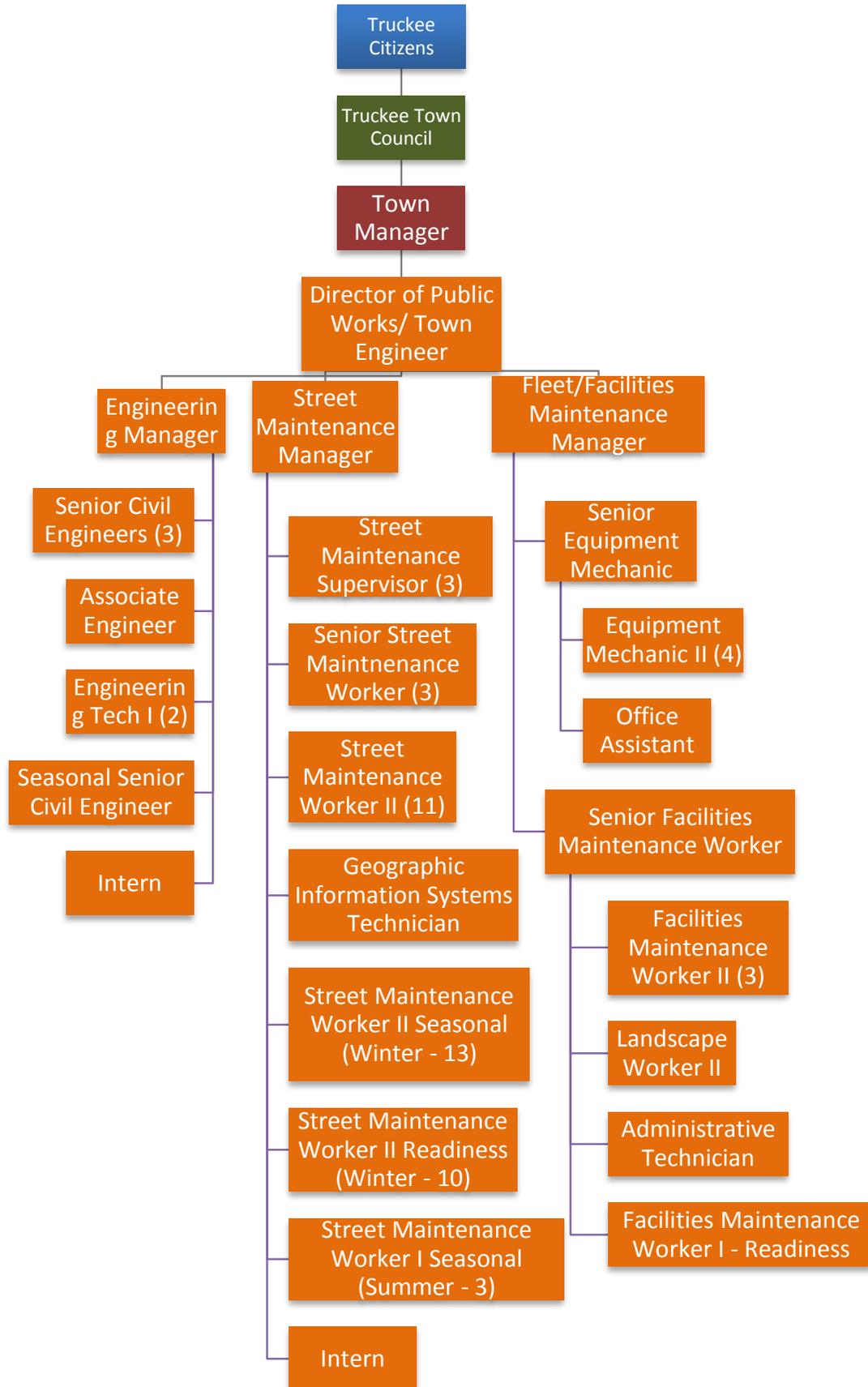
<u>SUPPLIES AND SERVICES</u>	<u>BUDGET</u>
60.15 <u>EDUCATION AND TRAINING</u> Provides for staff attendance at sustainability related trainings or relevant education/certification opportunities that would further the priorities of this budget.	\$ 500
61.00 <u>PROFESSIONAL SERVICES</u> Provides for the following: \$13,000 for a CivicSpark Fellow to work on sustainability activities and associated education and outreach, helping to coordinate the vulnerability assessment work task under the General Plan CIP C1903 (50% funding by Solid Waste Division); grant writing services as needed; and third party services for any operational costs of a monitoring dashboard.	\$ 25,000
61.30 <u>MARKETING</u> Provides for outreach support including campaign ideation, graphic design, artwork, messaging, and timeline coordination of these efforts.	\$ 2,500
63.05 <u>ADVERTISING</u> Provides for public education mediums including radio, social media, and other promotional activity necessary to deepen community engagement on sustainability.	\$ 2,480
63.25 <u>MEMBERSHIP AND DUES</u> Provides for potential membership dues (using International Society of Sustainability Professionals as proxy for budgeting purposes).	\$ 750
63.33 <u>SOFTWARE SUPPLIES</u> Provides for the following:	\$ 732
- Two (2) annual subscription to canva.com for developing simple marketing materials (\$156 each).	\$ 312
- Annual subscription to Adobe creative cloud, cost for one (1) user.	\$ 420
63.35 <u>GENERAL SUPPLIES</u> Provides for small items needed for program activities and events.	\$ 250
63.50 <u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs.	\$ 100
63.52 <u>COMMUNITY OUTREACH</u> Provides for development and distribution of education and outreach materials pertaining to sustainability initiatives, including creative development and broader campaign ideation. These activities may require third party contracting. This budget assumes a crosslink to the community outreach line item of the Solid Waste division budget.	\$ 5,000
63.70 <u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for a portion of staff cellular phone service and equipment.	\$ 2,000
63.75 <u>UTILITIES</u> Provides for ongoing utilities costs for the free electric vehicle charging stations proposed for Town Hall.	\$ 3,000

SECTION 5 - PUBLIC WORKS EXPENDITURES



PUBLIC WORKS ORGANIZATION CHART
ENGINEERING EXPENDITURES
ROAD MAINTENANCE EXPENDITURES
SNOW REMOVAL EXPENDITURES
FLEET MAINTENANCE EXPENDITURES
TRAILS MAINTENANCE EXPENDITURES
FACILITIES MAINTENANCE EXPENDITURES

**PUBLIC WORKS ORGANIZATION CHART
2019/20 BUDGET**



PUBLIC WORKS - ENGINEERING
2019/20 EXPENDITURES BUDGET

101.115.00 General Fund.Engineering.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	799,877	853,304	838,525	882,786	5.3%	3.5%
50.15	Wages - Temporary/Seasonal	13,690	46,389	28,000	46,390	65.7%	0.0%
50.31	Overtime - Regular Full-Time	-	2,500	100	500	400.0%	-80.0%
54.xx	Benefits	350,469	404,675	362,631	407,366	12.3%	0.7%
54.61	Deferred Compensation	26,704	39,524	34,088	37,277	9.4%	-5.7%
54.81	RHS	780	1,099	12,848	12,748	-0.8%	1060.0%
55.71	Car Allowances	2,904	4,183	4,026	4,027	0.0%	-3.7%
Total Personnel		1,194,424	1,351,674	1,280,219	1,391,094	8.7%	2.9%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	93	600	800	1,000	25.0%	66.7%
60.15	Education & Training	13,763	20,000	18,000	20,000	11.1%	
61.00	Professional Services	17,717	25,000	25,000	25,000		
61.16	Stormwater Program Implementation	11,074	21,000	15,000	15,000		-28.6%
63.05	Advertising	376	300	2,000	1,000	-50.0%	233.3%
63.25	Membership & Dues	2,179	1,400	1,400	1,400		
63.30	Document Imaging	6,692	2,000	2,000	1,800	-10.0%	-10.0%
63.33	Software Supplies	7,895	15,750	15,800	15,000	-5.1%	-4.8%
63.XX	Miscellaneous Office Expenses	11,958	18,050	17,500	16,850	-3.7%	-6.6%
63.40	Permits, Licenses, & Fees	-	100	100	100		
66.50	Small Tools	-	300	300	300		
67.12	Signal Maintenance	25,208	25,000	38,800	40,000	3.1%	60.0%
67.13	Railroad Crossing Maintenance	-	-	-	15,500		100.0%
69.10	Vehicles - Fuel	1,532	2,400	2,400	2,400		
69.20	Vehicles - Mileage	-	300	2,200	2,200		633.3%
69.70	Vehicles - Repair & Maint	-	100	100	100		
69.76	Fleet Maintenance Allocation	12,112	3,826	5,624	5,743	2.1%	50.1%
Total Supplies & Services		110,599	136,126	147,024	163,393	11.1%	20.0%
CAPITAL OUTLAY							
80.20	Computer Equipment	3,428	1,800	3,000	6,600	120.0%	266.7%
80.34	Fleet Replacement Fund	3,900	3,900	3,900	3,900		
Total Capital Outlay		7,328	5,700	6,900	10,500	52.2%	84.2%
TOTAL		1,312,351	1,493,500	1,434,143	1,564,987	9.1%	4.8%
Less: Offsetting Revenues							
42.28	Plan Check & Inspection Fees	(324,442)	(150,000)	(250,000)	(150,000)	-40.0%	
45.73	Water Quality Monitoring Reimb.	(13,450)	-	-	-		
46.25	Capital Labor Charge	(112,364)	(200,000)	(150,000)	(90,000)	-40.0%	-55.0%
46.30	Impact Admin Fee	(157,711)	(10,000)	(25,000)	(100,000)	300.0%	900.0%
Net Expenditures less Revenues		704,383	1,133,500	1,009,143	1,224,987	21.4%	8.1%

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PUBLIC WORKS - ENGINEERING 2019/20 EXPENDITURES BUDGET DETAIL

101.115.00 General Fund.Engineering.Non-Division

ACTIVITY DESCRIPTION

The Engineering Division is responsible for implementation of many Capital Improvement Projects (CIPs); review and approval of maps, encroachment permits and improvement plans; advising the Planning Commission and Town Council on traffic, drainage and other engineering matters; being a liaison between the Town and other agencies on engineering matters; and designating the signing and marking of Town streets for traffic safety. The Engineering Division also assists the Community Development Department in the review of land-use development projects. The FY19/20 budget includes a Temporary/Seasonal Engineering Intern position to assist with the development of GIS data and roadway/sidewalk condition ratings.

Departmental goals for FY19/20 include the following: Continue the design of the Truckee River Legacy Trail Phase 4, Donner Pass Road/Northwoods Roundabout, I-80/Donner Pass Road/Coldstream Road Roundabout, Coldstream Road Culvert Replacement, Church Street Extension, Reimagine Bridge Street, and West River Streetscape projects; construction of the Envision DPR sidewalk project, 2019 Slurry Seal Project, Truckee Way/Stockrest Springs Roundabout Project, and Public Service Center Garages; continue to work with the community and developers on the Railyard Development, Coldstream Specific Plan, and Joerger Ranch projects; coordinate the encroachments of all utilities, as well as the encroachments of new building construction; provide construction inspection services for all private construction performed in the right-of-way and onsite grading and drainage work performed; provide technical assistance to the Community Development Department and the Public Works Department; continue management of signage; and ongoing implementation of the National Pollutant Discharge Elimination System (NPDES) permit and associated storm water management plan. The budget for many of these goals is included in the Five Year Capital Improvement Project (CIP) section of this budget.

To help manage workload, the division continues to use outside consultants for the design of larger capital projects, with the management provided by the division staff. The amount of staffing resources required for private development continues to increase and without additional staffing, resources may need to shift from Capital Improvement Project implementation. Engineering staff time will continue to be billed as non-General Fund capital improvement projects for reimbursement wherever possible (using funding sources such as grants, Measure V Sales Tax Fund, Measure R Sales Tax Fund, and Town Special Service Area funds). The reimbursement is recorded as General Fund revenue but is shown as an engineering expenditure to illustrate the net impact of staffing costs charged to the General Fund.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 61% of the salary of the Director of Public Works/Town Engineer (DPW/TE), an Engineering Manager, three (3) Senior Civil Engineers, one (1) Associate Civil Engineer, and two (2) Engineering Technician I's.	\$ 882,786
50.15	<u>WAGES - TEMPORARY/SEASONAL</u> Provides for one (1) seasonal Senior Civil Engineer to work on encroachment permits (non CIP projects) when they arise and one (1) temporary intern (550 hours) to assist with day-to-day technical support for the Engineering Division.	\$ 46,390

**PUBLIC WORKS - ENGINEERING
2019/20 EXPENDITURES BUDGET DETAIL**

101.115.00 General Fund.Engineering.Non-Division

PERSONNEL (cont'd)	BUDGET
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides overtime compensation for non-exempt personnel to work in addition to their regular working hours if necessary to assist with summer construction inspections and day-to-day technical support of the Engineering Division.	\$ 500
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increases being driven by rising pension costs.	\$ 407,366
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 37,277
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 12,748
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (61%).	\$ 4,027
<u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for Town logo apparel, boot allowance (\$300 per employee every two years), and personal protective equipment such as hard hats and safety vests. Increase to provide funding for Town logo apparel.	\$ 1,000
60.15 <u>EDUCATION AND TRAINING</u> Adequate training is crucial to stay up-to-date on current practices and policies and remain proficient in various software applications. Provides for participation in conferences such as the League of California Cities Annual Conference and the California Stormwater Quality Association Annual Conference. Also provides for training opportunities that could include attendance at education seminars or participation in webinars on various subjects such as the California Environmental Quality Act, traffic engineering, drainage design, Subdivision Map Act, construction/project management, Geographic Information Systems, and grant administration.	\$ 20,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for outside survey, traffic, design, and inspection services not related to specific capital improvement projects, and on-call grant related services. This budget is used for a variety of smaller contracts and the total amount required each year is hard to predict. Although it has been as high as \$33,000 in the past five years, only \$25,000 has been included for FY19/20.	\$ 25,000

PUBLIC WORKS - ENGINEERING 2019/20 EXPENDITURES BUDGET DETAIL

101.115.00 General Fund.Engineering.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
61.16	<p><u>STORMWATER PROGRAM IMPLEMENTATION</u></p> <p>Since July 1, 2013 the Town has been under the NPDES Phase 2 General Permit for Small Municipal Separate Storm Sewer Systems (MS4s). This budget item provides for costs associated with the permit, including the permit fee (~\$9,000 per year); potential consultant services; purchase of monitoring equipment; public outreach and education; and material handouts such as pet waste bags, seeds, and brochures. In addition to the costs identified in this budget item, approximately 500 staff hours per year are expended on the program. This includes permit implementation as well as field inspections on construction sites. Note that a new permit is expected in the near future which will likely result in an increase in staff time. FY19/20 efforts will likely include a dog waste campaign on the trails.</p>	\$ 15,000
63.05	<p><u>ADVERTISING</u></p> <p>Provides for public hearing notices and other legal notices required for various public works related projects and activities, as well as job posting advertisements.</p>	\$ 1,000
63.25	<p><u>MEMBERSHIP AND DUES</u></p> <p>Provides for annual memberships for the DPW/TE, Engineering Manager, Senior Engineers, and Associate Engineer in the American Public Works Association, American Society of Civil Engineers, Institute of Traffic Engineers and/or other organizations, as well as other memberships as needed, such as the California Stormwater Quality Association. Also provides for annual engineering license renewals with applicable state licensing boards during renewal years.</p>	\$ 1,400
63.30	<p><u>DOCUMENT IMAGING</u></p> <p>Provides for outsourcing documents to be digitally imaged. This amount is expected to decrease over time because the Town Clerk staff is performing more scanning in house.</p>	\$ 1,800
63.33	<p><u>SOFTWARE SUPPLIES</u></p> <p>Provides for the following:</p> <ul style="list-style-type: none"> - One-fifth (1/5) of the new ongoing annual maintenance for Cartegraph operating management system (OMS) for management of the Town's infrastructure and roadway assets (this software provides a shared database for the Public Works Department). \$ 5,800 - Annual ESRI subscription and licensing fees for Geographic Information Systems (GIS) mapping (2 desktop, 2 ArcGIS Online, and Spatial Analyst), which is integrated with Cartegraph OMS. These fees were lower than budgeted for FY18/19. FY19/20 number includes more accurate ongoing budget. \$ 5,500 - Annual subscription for AutoCAD, a computer aided drafting system. \$ 1,500 - Adobe Acrobat Pro software for Engineering workstations. \$ 1,500 - Maintenance or subscription costs for miscellaneous programs such as Visio. \$ 700 	\$ 15,000

PUBLIC WORKS - ENGINEERING
2019/20 EXPENDITURES BUDGET DETAIL

101.115.00 General Fund.Engineering.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.XX	<u>MISCELLANEOUS OFFICE EXPENSES</u> Provides for office supplies, monthly printer maintenance, copier usage based on monthly meter readings, postage costs, special printing jobs, reference manuals, an allocation of the Town's telephone system, an allocation of the optical fiber internet connection, and staff cellular phones. Includes a purchase of a traffic/speed counter in FY18/19 to assist the Town in responding to service requests.	\$ 16,850
63.40	<u>PERMITS, LICENSES, AND FEES</u> Provides for permit costs not related to a specific capital improvement projects.	\$ 100
66.50	<u>REPAIR AND MAINTENANCE - SMALL TOOLS</u> Provides for miscellaneous field tools.	\$ 300
67.12	<u>SIGNAL MAINTENANCE</u> Provides for power usage from the Truckee Donner Public Utilities District and maintenance provided by the California Department of Transportation (Caltrans) for three (3) traffic signals and various other street lights throughout town. The budget has been increased to account for the fact that Caltrans expects some significant upgrades or repairs in the coming years.	\$ 40,000
67.13	<u>RAILROAD CROSSING MAINTENANCE</u> Provides for maintenance provided by the Union Pacific Railroad at the two of the three Church Street/balloon track crossings at the Railyard. Also includes cost of insurance required by the Union Pacific Railroad.	\$ 15,500
69.10	<u>VEHICLES - FUEL</u> Provides for fuel costs associated with the use of Town-maintained Engineering vehicles.	\$ 2,400
69.20	<u>VEHICLES - MILEAGE</u> Provides payment to staff for use of a private vehicle on Town business not already provided for under a car allowance or through the education and training budget. The increase reflects an increased use of Town vehicles by seasonal staff, particularly by the temporary/seasonal staff.	\$ 2,200
69.70	<u>VEHICLES - REPAIR AND MAINTENANCE</u> Provides for minor repair costs and periodic cleaning of the Engineering vehicles.	\$ 100
69.76	<u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred, which accounts for the differences in estimated actuals to budgets.	\$ 5,743

**PUBLIC WORKS - ENGINEERING
2019/20 EXPENDITURES BUDGET DETAIL**

101.115.00 General Fund.Engineering.Non-Division

CAPITAL OUTLAY

80.20	<u>COMPUTER EQUIPMENT</u> Provides for three (3) new desktop computers (\$1,200 each) and three (3) 29 inch monitors for a Senior Engineer, the Associate Engineer, and Engineering Technician I consistent with the IT Divisions recommendations (\$333 each). Also includes the purchase of a new laptop for the Engineering Division (\$2,000).	\$ 6,600
80.34	<u>FLEET REPLACEMENT FUND</u> Provides funds for the eventual and identified replacement of the Engineering Division vehicles as part of the Town's Fleet Replacement Plan.	\$ 3,900

OTHER

42.28	<u>PLAN CHECK AND INSPECTION FEES</u> Funds from applicants to reimburse the Town for the cost of engineering services performed as part of plan check and inspection processes for the Building and Planning divisions. High estimated actuals include revenues from large commercial developments that are expected to submit applications such as the Railyard Phase 2 inspection fees and the new commercial development project at the corner of highway 267 and Soaring Way.	\$ (150,000)
46.25	<u>CAPITAL LABOR CHARGE</u> Charges for services of Engineering staff working on various capital improvement projects, funded by Impact Fees, Measure R Sales Tax, Measure V Sales Tax and other non-General Fund sources.	\$ (90,000)
46.30	<u>IMPACT ADMIN FEE</u> Provides for a transfer of Traffic Impact Fees to the General Fund for staff time, including staff time on capital projects. Costs are allocated based on specific project nexus calculations and are transferred to the General Fund to offset the impact of specific development projects.	\$ (100,000)

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**PUBLIC WORKS - ROAD MAINTENANCE
2019/20 EXPENDITURES BUDGET**

101.116.00 General Fund.Road Maintenance.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	738,258	806,687	757,632	816,440	7.8%	1.2%
50.15	Wages - Temporary/Seasonal	27,772	51,093	51,000	54,564	7.0%	6.8%
50.21	Standby Pay - Regular Full-Time	-	1,130	-	1,200		6.2%
50.31	Overtime - Regular Full-Time	2,476	4,500	7,000	4,500	-35.7%	
50.35	Overtime - Temporary/Seasonal	176	2,000	1,000	2,000	100.0%	
54.xx	Benefits	335,644	403,902	341,774	396,506	16.0%	-1.8%
54.61	Deferred Compensation	8,595	24,349	25,445	27,421	7.8%	12.6%
54.81	RHS	177	73	1,394	1,297	-7.0%	1679.6%
55.71	Car Allowances	660	275	264	264	0.0%	-4.0%
	Total Personnel	1,113,758	1,294,010	1,185,510	1,304,192	10.0%	0.8%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	6,375	9,000	9,000	9,000		
60.15	Education & Training	4,193	10,000	10,000	10,000		
61.00	Professional Services	2,513	9,000	8,500	9,000	5.9%	
63.05	Advertising	1,745	1,800	1,200	1,800	50.0%	
63.09	Physicals & Backgrounds	2,539	2,500	2,700	2,700		8.0%
63.10	Communications System Maint	-	12,000	10,000	12,000	20.0%	
63.20	Janitorial Supplies	13	250	250	250		
63.33	Software Supplies	14,215	9,500	8,000	7,765	-2.9%	-18.3%
63.34	Safety Supplies	4,454	7,000	3,000	3,000		-57.1%
63.XX	Miscellaneous Office Expenses	18,465	21,950	21,900	22,750	3.9%	3.6%
63.40	Permits, Licenses, & Fees	-	2,000	1,000	1,000		-50.0%
63.99	Change in Inventory	(33,704)	-	-	-		
66.20	Repair & Maint - Office Equip	-	500	-	500		
66.50	Repair & Maint - Small Tools	6,150	8,000	7,000	8,000	14.3%	
67.15	Accidents & Damage	-	1,000	-	1,000		
67.50	Road Oils	38,221	40,000	50,000	45,000	-10.0%	12.5%
67.51	Aggregate Products	3,966	10,000	10,000	10,000		
67.52	Patch Materials	16,227	20,000	18,000	20,000	11.1%	
67.55	Signs	15,843	9,000	9,000	9,000		
67.56	Landfill & Refuse Services	2,726	7,500	7,500	7,500		
67.57	Striping	33,659	20,000	20,000	20,000		
67.xx	Road Maintenance Supplies	4,683	20,600	4,200	20,600	390.5%	
67.66	Sweeper Brooms	-	2,000	2,000	2,000		
69.10	Vehicles - Fuel	48,475	50,000	50,000	50,000		
69.60	Vehicles & Equipment - Rentals	6,575	10,000	-	10,000		
69.76	Fleet Maintenance Allocation	222,720	353,156	301,404	307,791	2.1%	-12.8%
69.79	Hazard Waste Disposal & Recycling	3,251	6,000	5,000	6,000	20.0%	
	Total Supplies & Services	423,303	642,756	559,654	596,656	6.6%	-7.2%
CAPITAL OUTLAY							
80.20	Computer Equipment	1,767	6,000	6,000	-	-100.0%	-100.0%
80.34	Fleet Replacement Fund	215,000	215,000	215,000	215,000		
80.35	Machinery & Equipment	8,065	14,000	14,000	-	-100.0%	-100.0%
	Total Capital Outlay	224,832	235,000	235,000	215,000	-8.5%	-8.5%
	TOTAL	1,761,893	2,171,766	1,980,164	2,115,848	6.9%	-2.6%
Less: Offsetting Revenues							
46.28	Capital Labor Charge - Road Maint.	(21,225)	(25,000)	(20,000)	(20,000)		-20.0%
46.51	Public Works Service Charges	(9,114)	(10,000)	(6,000)	(8,000)	33.3%	-20.0%
	Net Expenditures less Revenues	1,731,553	2,136,766	1,954,164	2,087,848	6.8%	-2.3%

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PUBLIC WORKS - ROAD MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.116.00 General Fund.Road Maintenance.Non-Division

ACTIVITY DESCRIPTION

The Public Works Road Maintenance Division is responsible for keeping the Town's infrastructure safe for the traveling public. The Division maintains the asphalt roadways by patching the streets. It is also charged with street sweeping, striping of parking stalls and crosswalks, stenciling of streets, and maintenance of 4,247 roadway signs. The Town has over 283 ditch miles and 164 centerline miles to maintain. These duties include culvert cleaning, brushing of roadside shrubs and trees, and reestablishing drainage ditches on a continuing basis. These tasks are required by the National Pollutant Discharge Elimination System (NPDES) Permit mandated by the State of California. The Public Works Engineering Division is responsible for ensuring the Town is in compliance with the NPDES Permit. The Road Maintenance budget includes all expenditures associated with maintaining the safety of Truckee's public roadway infrastructure, except for those supplies and services directly related to snow removal.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 4% of the salary of the Director of Public Works/Town Engineer (DPW/TE), the Street Maintenance Manager, three (3) Street Maintenance Supervisors, three (3) Senior Street Maintenance Workers, eleven (11) Street Maintenance Worker IIs, 30% of the wages for one (1) Geographic Information Systems Technician, 15% of the wage for one (1) Administrative Technician, and 15% of the wages of one Office Assistant. Except as noted above, all full-time employees listed have a 60% allocation to the Road Maintenance Division. All other time (40%) is budgeted to the Snow Removal Division. Actual wage costs will reflect actual time worked on each division.	\$ 816,440
50.15	<u>WAGES - TEMPORARY/SEASONAL</u> Provides for two (2) Seasonal Street Maintenance Worker I's to assist with summer maintenance duties and fill-in for vacations and sick days for full-time personnel, as needed. Also provides for one (1) Seasonal Street Maintenance Worker I to work on special events and 400 hours for an intern. Staff time spent on special events is offset by special event fees collected by the Town, as reflected in the Revenues section of this budget.	\$ 54,564
50.21	<u>STANDBY PAY - REGULAR FULL-TIME</u> Provides for hourly personnel to remain available for call-out during non-regular working hours.	\$ 1,200
50.31	<u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation for non-exempt employees to work in addition to their regular working hours as needed for the completion of maintenance projects and for coverage on holidays and the ~35 special events requiring traffic control.	\$ 4,500
50.35	<u>OVERTIME - TEMPORARY/SEASONAL</u> Provides for seasonal non-exempt employees to work in addition to their regular working hours as needed to provide emergency situations that require traffic control.	\$ 2,000

PUBLIC WORKS - ROAD MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.116.00 General Fund.Road Maintenance.Non-Division

PERSONNEL (cont'd)	BUDGET
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Although the Town is experiencing increases in pension costs, the increases were offset by savings in healthcare costs as the benefit provider offered a lower cost healthcare plan in 2019.	\$ 396,506
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 27,421
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 1,297
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (4%).	\$ 264
 <u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for 60% of the maintenance and replacement of division uniforms, including a boot allowance totaling \$300 per two year period per eligible employee as negotiated by the employee groups.	\$ 9,000
60.15 <u>EDUCATION AND TRAINING</u> Provides for a variety of training activities (some split with Snow Removal) including ESRI Geographic Information Systems (GIS) training; Cartegraph, asset management software training; Office of Emergency Services (OES); HazMat and respirator training; comprehensive Occupational Safety and Health Administration (OSHA) programs; International Municipal Signal Association (IMSA) training; Integrity Value expertise/Experience Support (IVES) Train the Trainer/heavy equipment certification; NPDES training as defined by the State of California; American Traffic Safety Services Association (ATSSA) Flagger Certification; and APWA Summer Conference.	\$ 10,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for miscellaneous contractor services for roadway maintenance items requiring specialty equipment, skills, or personnel which are beyond the scope of existing division resources. Also includes a percentage of the tree removal costs necessary to maintain the safety of public roadways.	\$ 9,000
63.05 <u>ADVERTISING</u> Provides for bid notices, job announcements and other miscellaneous advertising or public information, which may be needed throughout the year.	\$ 1,800
63.09 <u>PHYSICALS AND BACKGROUNDS</u> Provides for physical examinations, pre-employment testing, random alcohol and drug testing as per Department of Transportation (DOT) regulations, pulmonary function test for respirator program and audiometric testing.	\$ 2,700

PUBLIC WORKS - ROAD MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.116.00 General Fund.Road Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
63.10 <u>COMMUNICATION SYSTEMS MAINTENANCE</u> Provides for 60% of the funding of the radio service contract and the purchase of replacement radios and related equipment.	\$ 12,000
63.20 <u>JANITORIAL SUPPLIES</u> Provides for shop supplies needed for maintenance purposes at the Public Works Yard not covered in the Facilities Maintenance Division section of this budget.	\$ 250
63.33 <u>SOFTWARE SUPPLIES</u> Provides for the following: - 60% of the Esri's annual license maintenance costs for GIS software. Costs \$ 1,965 include (1) ArcGIS Online license, one (1) standard single-use license, one standard Spatial Analyst license, and one (1) basic single-use license and four (4) GIS Viewer licenses. Decrease due to Enterprise License Maintenance Fee shifting to IT. - One-fifth (1/5) of the Town's annual maintenance costs for Cartegraph \$ 5,800 Operations Management Systems (OMS) software for asset and inventory tracking.	\$ 7,765
63.34 <u>SAFETY SUPPLIES</u> Provides for basic first-aid supplies, personal protective equipment, flashlights, respirator cartridges, ear plugs, fall prevention harnesses, gloves and American National Standards Institute (ANSI) approved safety vests. Decrease reflects actual seasonal spending.	\$ 3,000
63.XX <u>MISCELLANEOUS OFFICE EXPENSES</u> Provides for general office supplies; memberships such as American Public Works Association (APWA), ATSSA, IMSA, Bob Sinnett Consulting and Underground Service Alert; copier usage based on monthly meter readings; miscellaneous freight charges; printing of various forms and business cards; subscriptions to public works publications; an allocation of the Town's telephone system; an allocation of the Town's fiber optic internet connection; a portion of staff cell phones and equipment; and miscellaneous items.	\$ 22,750
63.40 <u>PERMITS, LICENSES, AND FEES</u> Provides for air compressor licensing and State Water Resource Control Board NPDES permit, if needed. Used to provide for a hazardous waste permit from Nevada County Environmental Health. This expense has been moved to the Facilities Division.	\$ 1,000
66.20 <u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u> Provides for maintenance and unscheduled repair of office equipment.	\$ 500
66.50 <u>REPAIR AND MAINTENANCE - SMALL TOOLS</u> Provides for tools for maintenance crews, including hand tools, shovels and rakes.	\$ 8,000

**PUBLIC WORKS - ROAD MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.116.00 General Fund.Road Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
67.15	<u>ACCIDENTS AND DAMAGE</u> Provides for repairs of minor damages to private property that may be caused during maintenance operations.	\$ 1,000
67.50	<u>ROAD OILS</u> Provides for street patching and crack sealing maintenance materials. Increase reflects actual industry costs for product.	\$ 45,000
67.51	<u>AGGREGATE PRODUCTS</u> Provides for base rock, concrete and other aggregate products for routine street maintenance and drainage structures.	\$ 10,000
67.52	<u>PATCH MATERIALS</u> Provides for asphalt to be utilized by maintenance crews for patching roadways.	\$ 20,000
67.55	<u>SIGNS</u> Provides for replacement of construction, maintenance, street and regulatory signs and hardware, as well as cones and delineators.	\$ 9,000
67.56	<u>LANDFILL AND REFUSE SERVICES</u> Provides for disposal fees at Eastern Regional Landfill and Lockwood Regional Landfill in Reno, NV.	\$ 7,500
67.57	<u>STRIPING</u> Provides for paint and related materials for re-marking parking stalls, crosswalks, stop bars, turn pockets, and roadway centerline stripes.	\$ 20,000
67.xx	<u>ROAD MAINTENANCE SUPPLIES</u> Provides for replenishment of road maintenance supplies to inventory including guardrails, bridge repair materials, grates, erosion control supplies, culvert pipe and road and culvert markers.	\$ 20,600
67.66	<u>SWEEPER BROOMS</u> Provides for the purchase of replacement sweeper brooms.	\$ 2,000
69.10	<u>VEHICLES - FUEL</u> Provides for fuel costs for all Public Works vehicles utilized on road maintenance activities. Budgeted fuel dollars are based on historical averages.	\$ 50,000
69.60	<u>VEHICLES AND EQUIPMENT - RENTALS</u> Provides for the rental of equipment as needed.	\$ 10,000

PUBLIC WORKS - ROAD MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.116.00 General Fund.Road Maintenance.Non-Division

SUPPLIES AND SERVICES (cont'd)

BUDGET

69.76	<u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 307,791
69.79	<u>HAZARDOUS WASTE DISPOSAL AND RECYCLING</u> Provides for the cost of restocking HazMat cleanup and recycling supplies and disposing of hazardous material waste.	\$ 6,000

CAPITAL OUTLAY

80.34	<u>FLEET REPLACEMENT FUND</u> Provides funds for the eventual and identified replacement of the Road's Division vehicles as part of the Town's Fleet Replacement Plan.	\$ 215,000
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OTHER

46.28	<u>CAPITAL LABOR CHARGE - ROAD MAINTENANCE</u> Charges for services provided by Public Works Road Maintenance division staff working on various capital improvement projects funded from non-General Fund sources, such a Facilities Impact Fees, Measure R Sales Tax, or Measure V Sales Tax.	\$ (20,000)
46.51	<u>PUBLIC WORKS SERVICE CHARGES</u> Reflects reimbursement to Public Works for invoiced labor, vehicle and/or equipment costs associated with community special events and maintenance of the Town Parking District's parking lots.	\$ (8,000)



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**PUBLIC WORKS - SNOW REMOVAL
2019/20 EXPENDITURES BUDGET**

101.117.00 General Fund.Snow Removal.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	589,637	629,547	629,373	567,121	-9.9%	-9.9%
50.15	Wages - Temporary/Seasonal	125,082	175,655	158,366	166,320	5.0%	-5.3%
50.16	Wages - Readiness	36,462	87,648	87,673	59,040	-32.7%	-32.6%
50.21	Standby Pay - Regular Full-Time	4,028	4,561	4,500	3,200	-28.9%	-29.8%
50.25	Standby Pay - Temporary/Seasonal	427	1,654	1,000	1,600	60.0%	-3.3%
50.26	Standby Pay - Readiness	75,800	70,000	70,000	70,000		
50.31	Overtime - Regular Full-Time	31,234	172,500	150,000	90,000	-40.0%	-47.8%
50.35	Overtime - Temporary/Seasonal	18,311	25,000	40,000	25,000	-37.5%	
50.36	Overtime - Readiness	3,006	12,500	20,000	12,500	-37.5%	
54.xx	Benefits	307,283	329,495	351,578	326,859	-7.0%	-0.8%
54.61	Deferred Compensation	7,053	17,705	21,510	19,843	-7.7%	12.1%
54.81	RHS	248	181	1,213	995	-18.0%	450.4%
55.71	Car Allowances	924	686	660	661	0.1%	-3.7%
	Total Personnel	1,199,496	1,527,132	1,535,874	1,343,140	-12.5%	-12.0%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	9,772	9,000	9,000	9,000		
60.15	Education & Training	7,250	8,000	8,000	8,000		
61.00	Professional Services	3,803	80,000	5,000	30,000	500.0%	-62.5%
63.05	Advertising	2,061	2,500	3,900	3,500	-10.3%	40.0%
63.09	Physicals & Backgrounds	5,873	8,000	2,800	6,000	114.3%	-25.0%
63.10	Communication Systems Maint	-	8,000	2,000	8,000	300.0%	
63.11	GPS-AVL System Maintenance	27,088	22,000	25,000	25,000		13.6%
63.20	Janitorial Supplies	43	250	50	250	400.0%	
63.33	Software Supplies	9,713	8,700	8,700	7,110	-18.3%	-18.3%
63.34	Safety Supplies	6,873	3,000	5,500	7,000	27.3%	133.3%
63.XX	Miscellaneous Office Expenses	15,151	15,100	11,510	15,200	32.1%	0.7%
63.40	Permits, Licenses, & Fees	-	1,000	-	1,000		
66.10	Repair & Maint - Buildings	-	500	-	500		
66.50	Repair & Maint - Small Tools	11,444	4,000	4,000	4,000		
67.15	Accidents & Damage	5,514	10,000	40,000	10,000	-75.0%	
67.52	Patch Materials	4,522	5,000	5,000	5,000		
67.53	De-icing Materials	43,098	30,000	40,000	40,000		33.3%
67.54	Snow Stakes	15,414	25,000	25,219	25,000	-0.9%	
67.55	Signs	2,313	7,000	7,000	7,000		
67.56	Landfill & Refuse Services	3,992	10,000	30,000	40,000	33.3%	300.0%
67.58	Guardrails	13	4,000	2,000	4,000	100.0%	
67.60	Grates	271	3,400	1,000	3,400	240.0%	
67.66	Sweeper Brooms	-	10,000	10,000	10,000		
69.10	Vehicles - Fuel	102,161	197,800	265,000	200,000	-24.5%	1.1%
69.60	Vehicles & Equipment - Rental	96	15,000	-	-		-100.0%
69.71	Vehicles & Equipment - Chains	43,655	45,000	58,000	100,000	72.4%	122.2%
69.72	Vehicles & Equipment - Cutting Edges	19,330	10,000	14,000	15,000	7.1%	50.0%
69.76	Fleet Maintenance Allocation	656,858	614,483	704,572	719,501	2.1%	17.1%
69.79	Hazard Waste Disposal & Recycling	910	3,000	1,000	3,000	200.0%	
	Total Supplies & Services	997,218	1,159,733	1,288,251	1,306,461	1.4%	12.7%
CAPITAL OUTLAY							
80.20	Computer Equipment	1,287	5,600	5,600	-	-100.0%	-100.0%
80.34	Fleet Replacement Fund	607,000	607,000	607,000	630,333	3.8%	3.8%
80.35	Machinery & Equipment	-	10,000	-	25,000		150.0%
	Total Capital Outlay	608,287	622,600	612,600	655,333	7.0%	5.3%
	TOTAL	2,805,001	3,309,465	3,436,724	3,304,934	-3.8%	-0.1%
	Less: Offsetting Revenues						
46.50	Public Works Service Charges	(96,736)	(115,000)	(100,000)	(100,000)		-13.0%
	Net Expenditures less Revenues	2,708,265	3,194,465	3,336,724	3,204,934	-3.9%	0.3%

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PUBLIC WORKS - SNOW REMOVAL 2019/20 EXPENDITURES BUDGET DETAIL

101.117.00 General Fund.Road Maintenance.Non-Division

ACTIVITY DESCRIPTION

The Public Works Snow Removal Division is responsible for snow removal during storm periods and clean-up operations of roads and facilities on an on-going basis during the winter season. The Town is currently operating a fleet of ten blowers, fourteen loader mounted plows, two motor graders with plows and four sand truck plows. These cover the Town's plow routes encompassing one hundred and sixty road miles. Of the fourteen loaders, six are hybrid loaders. These loaders have diesel engines that power an electric motor that run all the loader functions creating an increase in fuel efficiency and operator control.

Sand and de-icing materials are applied to streets during storm or other icy weather conditions to increase traffic safety. The Town has four sand trucks operating on four routes. The Town has also developed a brine program in conjunction with our sanding operations to pre-treat the roadways before storm events to reduce the buildup of pack on the roadways. This increases safety and efficiency while removing snow pack from the roadways, also reducing the amount of aggregate sand and salt needed for traction and ice control.

Street sweeping is performed as often as weather permits during the winter months both for dust control and to reduce storm drain clean-up during the summer season. Sweeping is an essential component of the Town's Storm Water Management Program (SWMP). The Town recovers approximately 90% of all the sand dispersed through the street sweeping program.

The Town experienced extreme weather conditions during FY18/19. Public works staff was able to successfully remove snow from the Down Town area Parking District with the addition of the new Rail Yard project with our existing staffing levels. Through the ability to store snow downtown at the new railyard project, as well as the tremendous effort by Public Works staff to create and implement the most efficient snow removal strategy, the Snow Division was able to complete all snow removal and off-haul services in house, whereas in prior years' contract services were needed. This resulted in substantial savings in professional services. During the winter of FY16/17, the Town contracted for \$91,000 of snow removal services, verse \$5,000 during FY18/19.

The Town's landfill service, Eastern Regional Landfill has recently stopped accepting recovered street sweeping materials due to the potential toxicity of the material. The Town is currently having their recovered material tested and if it comes in lower than the threshold will attempt to negotiate with ERL to accept the material again. If ERL will not accept it, the Town will have to take the material to the next closest facility in Lockwood, Nevada. This presents additional challenges with transport. The Town may need to contract with a hauling service to move the material from the Public Service Center yard if a hazardous waste transport license is needed or if a contractor can haul the material at a more cost-effective rate than Town staff.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u>	\$ 567,121
	Provides for 10% of the salary of the Director of Public Works/Town Engineer, the Street Maintenance Manager, three (3) Street Maintenance Supervisor, three (3) Senior Street Maintenance Workers, eleven (11) Street Maintenance Worker IIs, 20% of the wages of one (1) Geographic Information Systems Technician, 10% of the wages of one Administrative Technician, and 10% of one (1) Office Assistant. Except as noted above, all full-time employees listed have a 40% allocation to the Snow Removal Division. All other time (60%) is budgeted to the Road Maintenance Division. All other time (40%) is budgeted to the Snow Removal Division. Actual wage costs will reflect actual time worked on each division.	

PUBLIC WORKS - SNOW REMOVAL
2019/20 EXPENDITURES BUDGET DETAIL

101.117.00 General Fund.Road Maintenance.Non-Division

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
50.15 <u>WAGES - TEMPORARY/SEASONAL</u> Provides for ten (10) full-time temporary Street Maintenance Worker IIs and three (3) storms-only on-call Street Maintenance Worker IIs to worked during the winter months and assist with snow removal activities.	\$ 166,320
50.16 <u>WAGES - READINESS</u> Provides for ten (10) temporary Street Maintenance Worker IIs employed on the Readiness team to be available with snow removal activities as needed, to work up to 246 hours each.	\$ 59,040
50.21 <u>STANDBY PAY - REGULAR FULL-TIME</u> Provides for regular full-time non-exempt personnel to remain available for call-out to assist with snow removal activities outside their normal working hours.	\$ 3,200
50.25 <u>STANDBY PAY - TEMPORARY/SEASONAL</u> Provides for seasonal/temporary personnel to remain available for call-out (aside from the Town's Readiness employees) to assist with snow removal activities outside of their normal working hours, as needed.	\$ 1,600
50.26 <u>STANDBY PAY - READINESS</u> Provides for \$500 per week to the Street Maintenance Worker II employees who are employed as part of the Town's Readiness team. These employees must remain available for call-out for a fourteen (14) week period.	\$ 70,000
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for regular full-time non-exempt employees to work more than 40 hours during a work week. During heavy snow conditions, work crews are switched to 12-hour continuous work shifts in order to adequately cover snow removal routes.	\$ 90,000
50.35 <u>OVERTIME - TEMPORARY/SEASONAL</u> Provides for temporary/seasonal snow removal staff to work more than 40 hours per week during periods of heave snow removal. During heavy snow conditions, work crews are switched to 12-hour continuous work shifts in order to adequately cover snow removal routes.	\$ 25,000
50.36 <u>OVERTIME - READINESS</u> Provides for overtime compensation to the seasonal readiness snow removal staff to work more than 40 hours per week during periods of heave snow removal. During heavy snow conditions, work crews are switched to 12-hour continuous work shifts in order to adequately cover snow removal routes.	\$ 12,500
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Although the Town is experiencing increases in pension costs, the increases were offset by savings in healthcare costs as the benefit provider offered a lower cost healthcare plan in 2019.	\$ 326,859

PUBLIC WORKS - SNOW REMOVAL
2019/20 EXPENDITURES BUDGET DETAIL

101.117.00 General Fund.Road Maintenance.Non-Division

PERSONNEL (cont'd)	BUDGET
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 19,843
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 995
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (10%).	\$ 661
 SUPPLIES AND SERVICES	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for 40% of the funding for maintenance and replacement of department uniforms, including winter jackets, insulated bib overalls and rain gear. Additionally, provides for 40% of a boot allowance totaling \$300 per two year period per eligible employee as negotiated by the employee groups.	\$ 9,000
60.15 <u>EDUCATION AND TRAINING</u> Provides for employee training related to winter operations including ESRI and Integrity Value Expertise/Experience Support (IVES) Train the Trainer/heavy equipment certification and the American Public Works Association (APWA) snow conference.	\$ 8,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for miscellaneous contractor services for winter roadway maintenance items requiring specialty equipment, skills or personnel which are beyond the scope of existing Public Works resources such as snow off-haul from the downtown area or emergency tree removal. Also includes emergency tree removal services. During the winter of FY18/19, staff was able to maintain high levels of service and snow off-haul in-house. Therefore, reducing the budget for contract snow removal.	\$ 30,000
63.05 <u>ADVERTISING</u> Provides for advertising to fill temporary job positions and various contract services such as downtown snow removal, gridlock contractors and other winter-related services. Increase reflects need for additional hiring ads due to less returning seasonals.	\$ 3,500
63.09 <u>PHYSICALS AND BACKGROUNDS</u> Provides for the costs of physical examinations, pre-employment physicals, random substance testing per Department of Transportation (DOT) regulations and audiometric testing. Decrease reflects actual costs resulting from elimination of pre-employment physical examinations for returning season employees.	\$ 6,000

**PUBLIC WORKS - SNOW REMOVAL
2019/20 EXPENDITURES BUDGET DETAIL**

101.117.00 General Fund.Road Maintenance.Non-Division

SUPPLIES AND SERVICES (cont'd)	BUDGET
63.10 <u>COMMUNICATION SYSTEMS MAINTENANCE</u> Provides for 40% of the funding of the radio service contract and the purchase of replacement radios and related equipment.	\$ 8,000
63.11 <u>GPS-AVL SYSTEM MAINTENANCE</u> Provides for the annual cost of the web-based global positioning system (GPS) for tracking snow removal equipment and website access for public and driveway contractor review.	\$ 25,000
63.20 <u>JANITORIAL SUPPLIES</u> Provides for shop supplies needed for maintenance purposes at the Public Works Yard not otherwise provided for in the Facilities Division section of this budget.	\$ 250
63.33 <u>SOFTWARE SUPPLIES</u> Provides for the following: - 40% of the Esri's annual license maintenance costs for GIS software. Costs include (1) ArcGIS Online license, one (1) standard single-use license, one standard Spatial Analyst license, and one (1) basic single-use license and four (4) GIS Viewer licenses. Decrease due to Enterprise License Maintenance Fee shifting to IT. - One-fifth (1/5) of the Town's annual maintenance costs for Cartegraph Operations Management Systems (OMS) software for asset and inventory tracking.	\$ 7,110 \$ 1,310 \$ 5,800
63.34 <u>SAFETY SUPPLIES</u> Provides for basic first-aid supplies, personal protective equipment, flashlights and gloves. Increase due to inflationary impact on cost of safety supplies. Increase reflects actual spending for the winter season.	\$ 7,000
63.XX <u>MISCELLANEOUS OFFICE EXPENSES</u> Provides for general office supplies; membership per the request of the Street Maintenance Manager; copier usage based on monthly meter readings and monthly service costs including ink for a shared copy machine at the Public Service Center; miscellaneous freight charges; special print jobs such as forms; an allocation of the Town's telephone system; an allocation of the Town's optical fiber network; a portion of staff cellular phones and equipment; miscellaneous items as necessary.	\$ 15,200
63.40 <u>PERMITS, LICENSES, AND FEES</u> Provides for the State Water Resource Control Board NPDES permit. Decrease based on historical spending.	\$ 1,000
66.10 <u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for shop maintenance supplies not included in the Facilities budget.	\$ 500

**PUBLIC WORKS - SNOW REMOVAL
2019/20 EXPENDITURES BUDGET DETAIL**

101.117.00 General Fund.Road Maintenance.Non-Division

SUPPLIES AND SERVICES (cont'd)		BUDGET
66.50	<u>REPAIR AND MAINTENANCE - SMALL TOOLS</u> Provides for purchase of small tools to support road maintenance and equipment repair activities.	\$ 4,000
67.15	<u>ACCIDENTS AND DAMAGE</u> Provides for repairs of minor damages to private property that may be caused during maintenance operations.	\$ 10,000
67.52	<u>PATCH MATERIALS</u> Provides for an estimated ten (10) tons of cold patch asphalt to be utilized by crews during winter months.	\$ 5,000
67.53	<u>DE-ICING MATERIALS</u> Provides for the purchase of sand and other de-icing materials to minimize dangerous road safety conditions during the winter months.	\$ 40,000
67.54	<u>SNOW STAKES</u> Provides for the purchase of replacement snow stakes to mark road right-of-way's for snow plow vehicles. The account also includes the purchase of the reflective materials used on the snow stakes.	\$ 25,000
67.55	<u>SIGNS</u> Provides for the purchase and replacement of signs, cones, and barricades used for traffic control of gridlock on Donner Pass Road and winter-related damages.	\$ 7,000
67.56	<u>LANDFILL AND REFUSE SERVICES</u> Provides for disposal fees at Eastern Regional Landfill (ERL) and Lockwood Regional Landfill in Reno, Nevada for winter road-sand off-haul. Increase reflects potential loss of ability to use Eastern Regional Landfill for disposal of recovered road traction sand. The Town is currently having the recovered sand tested and if it is below the threshold, the Town will attempt to resume disposal at ERL. If the Town has to take the waste to LRL, staff will explore the cheapest option of transporting waste with hazardous waste transport requirements in mind.	\$ 40,000
67.58	<u>GUARDRAILS</u> Provides for guardrails and related materials to allow street crews to replace damaged guardrails.	\$ 4,000
67.60	<u>GRATES</u> Provides for 40% of the funds to purchase grates.	\$ 3,400

**PUBLIC WORKS - SNOW REMOVAL
2019/20 EXPENDITURES BUDGET DETAIL**

101.117.00 General Fund.Road Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
67.66 <u>SWEEPER BROOMS</u> Provides for the purchase of replacement sweeper brooms. Separating this cost out of other accounts to better track costs.	\$ 10,000
69.10 <u>VEHICLES - FUEL</u> Provides for fuel costs for all Public Works vehicles utilized on snow removal activities. Budgeted fuel dollars are based on historical average gallons of usage and historical average gas prices. Estimated actuals for FY18/19 were high due to extreme snowfall in February 2019 that necessitated snow removal activity nearly 24 hours a day for several weeks. Budget for FY19/20, encompasses the five-year average mileage with the predicted stabilization of gasoline prices.	\$ 200,000
69.71 <u>VEHICLES AND EQUIPMENT - CHAINS</u> Provides for the purchase of replacement chains and chain repair material for Public Works vehicles. Additional chain purchases are necessary for FY19/20 to replace the inventory (\$12,000 per loader). The heavy winter conditions necessitated greater chain usage.	\$ 100,000
69.72 <u>VEHICLES AND EQUIPMENT - CUTTING EDGES</u> Provides for the purchase of items needed to keep Town snow plows in working condition such as cutting edges and bolts. Increase anticipates purchases required to restock cutting edges inventory.	\$ 15,000
69.76 <u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 719,501
69.79 <u>HAZARDOUS WASTE DISPOSAL AND RECYCLING</u> Provides for the cost of disposing of hazardous waste and supplies of snow removal equipment and clean up of snow removal equipment HazMat spills.	\$ 3,000
 <u>CAPITAL OUTLAY</u>	
80.34 <u>FLEET REPLACEMENT FUND</u> Provides funds for the eventual and identified replacement of the Snow Division vehicles as part of the Town's Fleet Replacement Plan. Increase in FY19/20 is for the addition of a Sanding truck included in capital project, C1711 Fleet Replacements.	\$ 630,333
80.35 <u>MACHINERY AND EQUIPMENT</u> Provides for the replacement of a snow plow blade that was damaged beyond repair during winter operations.	\$ 25,000

PUBLIC WORKS - SNOW REMOVAL 2019/20 EXPENDITURES BUDGET DETAIL

101.117.00 General Fund.Road Maintenance.Non-Division

<u>OTHER</u>		<u>BUDGET</u>
46.50	<p><u>PUBLIC WORKS SERVICE CHARGES - SNOW REMOVAL</u> Provides for the following:</p> <ul style="list-style-type: none"> - Reimbursement from Placer County for contracted snow removal on specified Placer County roads that are adjacent or only accessible via roads maintained by the Town. \$ (40,000) - Reimbursement from Nevada County for contracted snow removal on specified Nevada County roads that are adjacent or only accessible via roads maintained by the Town. This contract was added during FY17/18. \$ (40,000) - Reimbursement for snow removal and off-haul from downtown parking spaces. Increase reflects snow removal and off haul from the additional service area located in the Brickelltown Maintenance District. This amount is funded by the Parking Fund. \$ (20,000) 	<p>\$ (100,000)</p>



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**PUBLIC WORKS - FLEET MAINTENANCE
2019/20 EXPENDITURES BUDGET**

101.118.00 General Fund.Fleet Maintenance.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	502,812	541,755	526,026	570,214	8.4%	5.3%
50.21	Standby Pay	-	-	214	-	-100.0%	
50.31	Overtime - Regular Full-Time	8,892	30,000	30,000	10,000	-66.7%	-66.7%
54.xx	Benefits	227,038	265,656	249,108	285,384	14.6%	7.4%
54.61	Deferred Compensation	5,207	19,046	14,875	14,069	-5.4%	-26.1%
54.81	RHS	142	36	1,080	1,115	3.3%	2982.5%
55.71	Car Allowances	528	138	132	133	0.7%	-3.6%
	Total Personnel	744,618	856,630	821,435	880,915	7.2%	2.8%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	3,494	4,000	3,850	4,000	3.9%	
60.15	Education & Training	515	2,000	1,200	2,000	66.7%	
63.05	Advertising	1,545	600	2,600	600	-76.9%	
63.09	Physicals & Backgrounds	597	600	320	600	87.5%	
63.10	Communication Systems Maint	-	600	-	600		
63.20	Janitorial Supplies	-	500	-	500		
63.33	Software Supplies	7,351	10,800	12,000	13,000	8.3%	20.4%
63.34	Safety Supplies	3,856	4,000	3,750	4,000	6.7%	
63.XX	Miscellaneous Office Expenses	12,428	14,960	12,265	14,365	17.1%	-4.0%
63.40	Permits, Licenses, & Fees	6,866	6,000	2,500	6,000	140.0%	
66.10	Repair & Maint - Buildings	-	1,000	-	1,000		
66.20	Repair & Maint - Office Equip	-	500	-	500		
66.51	Small Tools - Shop	6,743	3,500	7,500	6,000	-20.0%	71.4%
66.52	Small Tools - Mechanics	6,055	6,500	6,350	6,500	2.4%	
67.15	Accidents & Damages	787	2,000	5,000	2,000	-60.0%	
67.22	Uniform Cleaning	4,701	5,200	5,000	5,200	4.0%	
67.56	Landfill & Refuse Services	-	300	425	400	-5.9%	33.3%
69.10	Vehicles - Fuel	4,274	7,500	4,200	7,500	78.6%	
69.70	Vehicles - Repair & Maint	54,470	60,000	58,500	60,000	2.6%	
69.73	Vehicles & Equip - Lube	48,123	35,000	25,000	35,000	40.0%	
69.74	Vehicles & Equip - Misc	46,301	35,000	35,500	35,000	-1.4%	
69.75	Vehicles & Equip - Parts	195,219	215,000	215,000	180,000	-16.3%	-16.3%
69.77	Vehicles & Equip - Tires	41,337	45,000	36,000	40,000	11.1%	-11.1%
69.79	Hazard Waste Disposal & Recycling	2,613	2,200	750	2,200	193.3%	
	Total Supplies & Services	447,275	462,760	437,710	426,965	-2.5%	-7.7%
CAPITAL OUTLAY							
80.20	Computer Equipment	119	1,500	1,500	4,700	213.3%	213.3%
80.34	Fleet Replacement Fund	10,500	10,500	10,500	10,500		
80.35	Machinery & Equipment	5,428	64,000	40,667	16,000	-60.7%	-75.0%
	Total Capital Outlay	16,047	76,000	52,667	31,200	-40.8%	-58.9%
	TOTAL	1,207,941	1,395,390	1,311,812	1,339,080	2.1%	-4.0%
Less: Offsetting Revenues							
46.52	Public Works Serv Chrg - Fleet Maint	(22,869)	(25,000)	(25,000)	(25,000)		
	Net Expenditures less Revenues	1,185,072	1,370,390	1,286,812	1,314,080	2.1%	-4.1%
INTERNAL SERVICE CHARGES							
FY19/20 BUDGET %							
0.45%	General Government	14,226	2,933	5,846	5,970	2.1%	103.5%
0.44%	Engineering	12,112	3,826	5,624	5,743	2.1%	50.1%
23.42%	Road Maintenance	222,720	353,156	301,404	307,791	2.1%	-12.8%
54.75%	Snow Removal	656,858	614,483	704,572	719,501	2.1%	17.1%
0.80%	Trails	9,843	7,270	10,249	10,466	2.1%	44.0%
3.14%	Facilities Maintenance	59,526	36,349	40,441	41,298	2.1%	13.6%
0.16%	Code Compliance	973	2,933	2,035	2,078	2.1%	-29.2%
1.05%	Building & Safety	18,542	12,499	13,542	13,829	2.1%	10.6%
10.74%	Police & Animal Services	139,592	160,572	138,167	141,094	2.1%	-12.1%
0.13%	Parking	1,438	2,041	1,619	1,653	2.1%	-19.0%
4.75%	Transit	66,363	77,289	61,168	62,464	2.1%	-19.2%
0.17%	Solid Waste	5,748	2,041	2,146	2,191	2.1%	7.4%
100.00%		1,207,941	1,275,390	1,286,812	1,314,080	2.1%	3.0%

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PUBLIC WORKS - FLEET MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.118.00 General Fund.Fleet Maintenance.Non-Division

ACTIVITY DESCRIPTION

The Public Works Fleet Maintenance Division is responsible for keeping the Town's vehicles and equipment in safe operating condition. The Division maintains the Town's fleet of 185 vehicles which includes police marked and unmarked vehicles, boat, loaders, snow blowers, light and heavy duty trucks and trailers as well as pool and smaller passenger vehicles. An estimate of the cost of fleet maintenance is allocated out to the Town's various divisions on a monthly basis based on the adopted budget, with the total and actual cost incurred by each division trued up at year-end.

The Division is also responsible for purchasing new and replacement equipment and parts as per the Town's Fleet Replacement Plan. Each division puts aside a portion of the replacement cost of their division's fleet into the Fleet Replacement Fund annually. The replacement purchases are detailed in the Summary section of this budget. New vehicles, which represent additions to the Town's overall fleet, are detailed in C1811 Fleet Equipment Purchases. For FY19/20, the Town is proposing to add an additional compact snow blower for sidewalk snow removal in the Town's community facilities districts.

During FY17/18, the Fleet Division started offering maintenance services to the Truckee Fire District. In the first year of maintaining the Truckee Fire Department vehicles the Fleet Department was able to set a baseline maintenance program for the bulk of the Fire Department's vehicles. In FY18/19 Fleet was able to continue the level of service in maintenance to the Fire Department without sacrificing the level of service provided to the Town's fleet. For FY19/20 the Fleet Department expectation is that this maintenance work for Truckee Fire will continue in the same manner as in previous years.

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 2% of the salary of the Director of Public Works/Town Engineer (DPW/TE), 45% of the salary of the Fleet/Facilities Manager, one (1) Senior Equipment Mechanic, four (4) Equipment Mechanic II's, 25% of the wages of one (1) Geographic Information Systems Technician, 25% of the wages of one (1) Administrative Technician, and 50% of the wages of one (1) Office Assistant.	\$ 570,214
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for non-exempt mechanics to work in addition to their normal working hours, typically during the winter, as needed for snow equipment repair. The high estimated actuals were due to the above average overtime worked during February 2019 on snow removal equipment. February 2019 saw the most snow on record for that month. The Town expects to see typical overtime hours in FY19/20.	\$ 10,000
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increase is due to rising pension costs.	\$ 285,384
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 14,069

**PUBLIC WORKS - FLEET MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.118.00 General Fund.Fleet Maintenance.Non-Division

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 1,115
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (2%).	\$ 133
 <u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for the maintenance and replacement of Division uniforms, including a boot allowance of \$300 per eligible employee for a two year period as negotiated by employee groups.	\$ 4,000
60.15 <u>EDUCATION AND TRAINING</u> Provides for training as needed or requested for Fleet Maintenance personnel including HazMat training, computer training, electrical and hydraulic training, and safety training.	\$ 2,000
63.05 <u>ADVERTISING</u> Provides for bid notices, job announcements and other miscellaneous advertising or public information which may be needed throughout the year.	\$ 600
63.09 <u>PHYSICALS AND BACKGROUNDS</u> Provides for physical examinations, pre-employment testing and random substance testing as required by Department of Transportation regulations.	\$ 600
63.10 <u>COMMUNICATION SYSTEMS MAINTENANCE</u> Provides for routine maintenance of all Fleet Maintenance handheld and mobile radio equipment under service contract. Also includes radio installation, batteries, parts, etc.	\$ 600
63.20 <u>JANITORIAL SUPPLIES</u> Provides for shop cleaning supplies needed for maintenance purposes which are not covered under the Facilities Maintenance budget.	\$ 500
63.33 <u>SOFTWARE SUPPLIES</u> Provides for the following:	\$ 13,000
- One-fifth (1/5) of the Town's annual maintenance costs for Cartegraph Operations Management Systems (OMS) software for asset and inventory tracking. This was increased from last year due to actual cost.	\$ 5,800
- Annual software subscriptions for diagnostic software for Fleet maintained vehicles and equipment. Increase from FY18/19 due to actual cost.	\$ 7,200
63.34 <u>SAFETY SUPPLIES</u> Provides for basic first-aid supplies, personal protective equipment, fire extinguisher service and Occupation Safety and Health Administration (OSHA) approved fuel cans and equipment related to the regulated respirator program.	\$ 4,000

PUBLIC WORKS - FLEET MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.118.00 General Fund.Fleet Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.XX	<p><u>MISCELLANEOUS OFFICE SUPPLIES</u> Provides for office supplies; various memberships such as the American Public Works Association; copier usage based on monthly meter readings including ink and maintenance; miscellaneous freight charges; printing of division forms; an allocation of the Town's telephone costs; an allocation of the Town's optical fiber internet connection; staff cellular phones and equipment; and miscellaneous small items as needed.</p>	\$ 14,365
63.40	<p><u>PERMITS, LICENSES, AND FEES</u> Provides for required permits such as the crane inspections for fleet vehicles and a vapor recover permit from the Northern Sierra Air Quality Management District.</p>	\$ 6,000
66.10	<p><u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for shop maintenance supplies not included in the Facilities Maintenance Division budget, to help maintain the Fleet Maintenance Division team's equipment.</p>	\$ 1,000
66.20	<p><u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u> Provides for Provides for maintenance and unscheduled repair of office equipment.</p>	\$ 500
66.51	<p><u>SMALL TOOLS - SHOP</u> Provides for small tools required in the shop. Increase due to previous years actual cost.</p>	\$ 6,000
66.52	<p><u>SMALL TOOLS - MECHANICS</u> Provides for tools for mechanics' tool boxes.</p>	\$ 6,500
67.15	<p><u>ACCIDENTS AND DAMAGES</u> Provides for repairs of minor damage to private property that may be caused while performing work on the Town's behalf. The estimated actual for FY18/19 is to replace a mechanic's tool box that was destroyed.</p>	\$ 2,000
67.22	<p><u>UNIFORM CLEANING</u> Provides for cleaning of mechanics' coveralls and shop towels.</p>	\$ 5,200
67.56	<p><u>LANDFILL AND REFUSE SERVICES</u> Provides for disposal fees to dispose of hazardous fluids appropriately and safely at the landfill. Increase from FY18/19 due to actual cost.</p>	\$ 400
69.10	<p><u>VEHICLES - FUEL</u> Provides for Provides for fuel for vehicles used by Fleet Maintenance Division. The Town expects fuel costs to stabilize during FY19/20, therefore no increase was budgeted.</p>	\$ 7,500
69.70	<p><u>VEHICLES and EQUIPMENT - REPAIR and MAINTENANCE OUTSOURCING</u> Provides for outside repairs of major equipment. Increase from previous year due to the increased cost of Public Works heavy equipment repair outsourcing. Due to conditions experienced as a result of the winter in FY18/19, it is evident that this budget is necessary.</p>	\$ 60,000

**PUBLIC WORKS - FLEET MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.118.00 General Fund.Fleet Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
69.73	<u>VEHICLES AND EQUIPMENT - LUBE</u> Provides for motor oil, gear oil, hydraulic oil and other lubrication products.	\$ 35,000
69.74	<u>VEHICLES AND EQUIPMENT - MISCELLANEOUS</u> Provides for wiring cable, wiring ends, nuts, bolts and miscellaneous repair supplies.	\$ 35,000
69.75	<u>VEHICLES AND EQUIPMENT - PARTS</u> Provides for parts costs for the repair of all Town vehicles.	\$ 180,000
69.77	<u>VEHICLES AND EQUIPMENT - TIRES</u> Provides for replacement tires for all Town vehicles.	\$ 40,000
69.79	<u>HAZARDOUS WASTE DISPOSAL AND RECYCLING</u> Provides for the cost of shop recycling for oils, antifreeze and related supplies, and restocking of HazMat supplies. This amount also reflects costs for disposal pick-ups and additional supplies required for OSHA compliance.	\$ 2,200
 <u>CAPITAL OUTLAY</u>		
80.20	<u>COMPUTER EQUIPMENT</u> Provides for the replacement of one (1) computer in the Fleet Department (\$1,200 each) and a laptop computer for Fleet diagnostic programs (\$3,500).	\$ 4,700
80.34	<u>FLEET REPLACEMENT FUND</u> Provides funds for the eventual and identified replacement of the Fleet Maintenance Division vehicles as part of the Town's Fleet Replacement Plan.	\$ 10,500
80.35	<u>MACHINERY and EQUIPMENT</u> Provides for the following:	\$ 16,000
	- Hydraulic Diagnosis Set	\$ 8,000
	- Portable Hydraulic Press Kit	\$ 8,000
 <u>OTHER</u>		
46.52	<u>PUBLIC WORKS SERVICE CHARGES - FLEET MAINTENANCE</u> Reimbursement for invoiced labor, part and equipment costs incurred by the Fleet Maintenance division in performing maintenance on the Truckee Fire Districts fleet on an as needed basis.	\$ (25,000)

**PUBLIC WORKS - TRAILS MAINTENANCE
2019/20 EXPENDITURES BUDGET**

101.119.00 General Fund.Trails.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	68,455	59,666	58,452	63,530	8.69%	6.5%
50.16	Wages - Readiness	-	6,390	-	-		-100.0%
50.21	Standby Pay - Regular Full-Time	-	103	-	100		-2.9%
50.26	Standby Pay - Readiness	-	7,000	-	-		-100.0%
50.31	Overtime - Regular Full-Time	1,286	5,000	3,500	3,500		-30.0%
54.xx	Benefits	23,705	23,371	26,053	22,548	-13.45%	-3.5%
54.61	Deferred Compensation	1,319	3,540	2,491	2,714	8.96%	-23.3%
54.81	RHS	89	92	322	329	2.05%	257.6%
55.71	Car Allowances	330	344	330	330	0.10%	-4.1%
	Total Personnel	95,184	105,506	91,148	93,051	2.09%	-11.81%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	-	700	200	700	250.00%	
60.15	Education & Training	-	500	-	500		
61.00	Professional Services	-	-	5,000	8,000	60.00%	100.0%
63.09	Physicals & Backgrounds	19	500	-	500		
63.33	Software Supplies	-	2,900	2,875	2,900	0.87%	
63.34	Safety Supplies	-	500	-	500		
63.XX	Miscellaneous Office Expenses	508	3,300	1,550	2,800	80.65%	-15.2%
63.39	Trails Maintenance Supplies	8,757	5,000	3,500	5,000	42.86%	
66.50	Repair & Maint - Small Tools	-	1,500	800	1,500	87.50%	
67.51	Aggregate Product	-	3,000	1,200	3,000	150.00%	
67.53	De-Icing Material	-	2,000	1,850	2,000	8.11%	
67.54	Snow Stakes	-	1,500	50	1,500	2900.00%	
67.55	Signs	889	500	-	500		
67.56	Landfill & Refuse Services	-	500	-	500		
67.65	Fencing Materials	1,279	2,000	500	2,000	300.00%	
69.10	Vehicles - Fuel	2,460	4,000	1,850	3,000	62.16%	-25.0%
69.70	Vehicles & Equip - Repair & Maint	-	670	794	670	-15.65%	
69.71	Vehicles & Equip - Chains	-	500	-	500		
69.72	Vehicles & Equip - Cutting Edges	-	1,000	800	1,000	25.00%	
69.76	Fleet Maintenance Allocation	9,843	7,270	10,249	10,466	2.12%	44.0%
	Total Supplies & Services	23,756	37,840	31,218	47,536	52.27%	25.62%
CAPITAL OUTLAY							
80.20	Computer Equipment	74	-	-	-		
80.34	Fleet Replacement Fund	34,000	34,000	34,000	34,000		
	Total Capital Outlay	34,074	34,000	34,000	34,000		
	TOTAL	153,014	177,346	156,366	174,587	11.65%	-1.56%
Less: Offsetting Revenues							
49.10	Transfer from Measure R Sales Tax	(123,279)	(141,509)	(125,775)	(143,540)	14.1%	1.4%
	Net Expenditures less Offsetting Revenues	29,735	35,836	30,592	31,047	1.5%	-13.4%

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PUBLIC WORKS - TRAILS MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.119.00 General Fund.Trails Maintenance.Non-Division

ACTIVITY DESCRIPTION

The Public Works Trails Maintenance Division is responsible for keeping the Town's trails systems maintained and safe for public users. The division maintains the asphalt trails, trail shoulders, wood fencing, benches, signs, dog waste bags and trash/recycling receptacles. They are also charged with trails sweeping, as well as the snow removal and a deicing program on the trails during the winter months, as needed. The division maintains 12.5 miles of trails systems, which includes the Legacy Trail, trails along Brockway Road, trails near Alder Creek Road, trails behind Alder Creek Middle School, Trout Creek Trail and the Mousehole (89 South) railroad undercrossing trail. In the coming years, with the addition of planned paved trails, approximately 33 miles could be maintained by the Public Works Trails Maintenance Division. Measure R Sales Tax (Trails) funds a majority of the maintenance of all Town trails except roundabouts, sidewalks and trail miles that are maintained by various homeowner's associations as required as part of their development agreements.

Previous budgets included one (1) Readiness Temporary Facilities Maintenance Worker I to assist with snow removal should the Town accept additional trail miles. Since the Town does not have plans to add such miles in the next year, this position has been removed from the budget.



PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 5% of the salary of the Director of Public Works/Town Engineer (DPW/TE), 10% of the salary of the Fleet and Facilities Manager, 50% of the wages of one (1) Facilities Maintenance Worker II, and 10% of the wages of one (1) Administrative Technician.	\$ 63,530
50.21	<u>STANDBY PAY - REGULAR FULL-TIME</u> Provides for compensation for hourly personnel who must remain available for call-out during non-regular working hours for trail-related snow removal.	\$ 100
50.31	<u>OVERTIME - REGULAR FULL-TIME</u> Provides for non-exempt personnel to work in addition to their normal working hours, as needed for snow removal on the trails.	\$ 3,500

PUBLIC WORKS - TRAILS MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.119.00 General Fund.Trails Maintenance.Non-Division

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Although the Town is experiencing increases in pension costs, the increases were offset by savings in healthcare costs as the benefit provider offered a lower cost healthcare plan in 2019.	\$ 22,548
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 2,714
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 329
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (5%).	\$ 330
 <u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for a portion of the maintenance and replacement of division uniforms, including a percentage of a boot allowance of \$300 per eligible employee for a two year period as negotiated with the employee groups.	\$ 700
60.15 <u>EDUCATION AND TRAINING</u> Provides for training activities as needed or requested.	\$ 500
61.00 <u>PROFESSIONAL SERVICES</u> Provides for a reimbursement to the Truckee River Watershed Council for invasive weed removal along the Truckee River and the Truckee River Legacy Trail Corridor (\$5,000) and preparation of legal descriptions and plot maps for the Trout Creek Trail (\$5,000 for estimated actuals and \$3,000 for FY19/20 budget). Both of these items one-time funds for special projects that need to be complete in relation to trails and are proposed to be fully funded by Measure R Sales Tax.	\$ 8,000
63.09 <u>PHYSICALS AND BACKGROUNDS</u> Provides for a portion of physical examinations, pre-employment testing, random alcohol and drug testing per Department of Transportation regulations, pulmonary function test for respirator program and audiometric testing.	\$ 500
63.33 <u>SOFTWARE SUPPLIES</u> Provides for one-tenth (1/10) of the Town's annual maintenance costs for Cartegraph's Operations Management System (OMS) for asset and inventory tracking. The Town has not previously had any tracking capabilities for the assets deployed on the Town's trail systems (i.e. garbage cans, benches, and signage).	\$ 2,900

PUBLIC WORKS - TRAILS MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.119.00 General Fund.Trails Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.34	<p><u>SAFETY SUPPLIES</u> Provides for basic first-aid supplies, personal protective equipment, fire extinguisher service and Occupation Safety and Health Administration (OSHA) approved fuel cans and equipment.</p>	\$ 500
63.XX	<p><u>MISCELLANEOUS OFFICE EXPENSES</u> Provides for office supplies; bid notices or other advertising as needed; freight or postage as needed; any specialty printing that may arise; an allocation of the Town's phone network; an allocation of the Town's optical fiber internet connection; a portion of staff cellular phones and equipment; and small items as needed.</p>	\$ 2,800
63.39	<p><u>TRAILS MAINTENANCE SUPPLIES</u> Provides for supplies such as replacement bags for the dog waste stations and bench signage as needed on the Town's trail systems.</p>	\$ 5,000
66.50	<p><u>REPAIR AND MAINTENANCE - SMALL TOOLS</u> Provides for tools needed for trails maintenance. Staff will be installing snow stakes along the trails that the Town performs snow removal on, which will require specialty tools for installation.</p>	\$ 1,500
67.51	<p><u>AGGREGATE PRODUCT</u> Provides for base rock, concrete, shoulder material and other aggregate materials for routine trails maintenance and drainage structures. Staff is also working to improve the drainage systems on some of the trails to prevent further shoulder washout.</p>	\$ 3,000
67.53	<p><u>DE-ICING MATERIALS</u> Provides for the purchase of sand and other de-icing materials to minimize dangerous trail conditions during the winter months.</p>	\$ 2,000
67.54	<p><u>SNOW STAKES</u> Provides for the purchase of marking stakes to mark trails for snow removal operations on the trails. Maintaining funding levels as staff will need to snow stake the trails in a high snow year in order to maximize the efficiency of snow removal activities.</p>	\$ 1,500
67.55	<p><u>SIGNS</u> Provides for the purchase of new or replacement warning, way-finding or introspective signs that may be needed along the trails.</p>	\$ 500
67.56	<p><u>LANDFILL AND REFUSE SERVICES</u> Provides for disposal fees at the landfill.</p>	\$ 500
67.65	<p><u>FENCING MATERIALS</u> Provides for fencing materials to maintain the fences along the trails, especially along the Legacy Trail.</p>	\$ 2,000

PUBLIC WORKS - TRAILS MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.119.00 General Fund.Trails Maintenance.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
69.10 <u>EQUIPMENT - FUEL</u> Provides for fuel for vehicles within the Trails Maintenance Division. Fuel costs are predicted to stabilize during FY19/20 and since the fuel budget was fully expended during FY18/19, which was a heavy usage year, staff is decreasing the budget.	\$ 3,000
69.70 <u>VEHICLES AND EQUIPMENT - REPAIR AND MAINTENANCE</u> Provides for outside repairs of major equipment which are beyond the scope of the Fleet Maintenance Division. High spending during FY18/19 was to replace bolts on the snow removal equipment during February 2019, where extreme snowfall was experienced.	\$ 670
69.71 <u>VEHICLES AND EQUIPMENT - CHAINS</u> Provides for the purchase of replacement chains and chain repair material for snow removal equipment used for Trails Maintenance.	\$ 500
69.72 <u>VEHICLES AND EQUIPMENT - CUTTING EDGES</u> Provides for the purchase of replacement cutting edges for trail equipment, buckets, snow blowers and plows.	\$ 1,000
69.76 <u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 10,466
<u>CAPITAL OUTLAY</u>	
80.34 <u>FLEET REPLACEMENT FUND</u> Provides funds for the eventual and identified replacement of the Trails Maintenance Division vehicles as part of the Town's Fleet Replacement Plan.	\$ 34,000
<u>OTHER</u>	
49.10 <u>TRANSFER IN FROM MEASURE R SALES TAX FUND</u> Provides for funds transferred from the Measure R Sales Tax Fund (Trails) to the General Fund for reimbursement of 75% of the General Fund Trails Maintenance Division non-capital expenditures (except Professional Services, which is funded 100%) and 100% of the division's capital expenses.	\$ (143,540)



**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET**

101.130.xx General Fund.Facilities Maintenance.xx

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	353,745	411,019	388,801	439,180	13.0%	6.9%
50.16	Wages - Readiness	-	-	-	6,642		100.0%
50.21	Standby Pay	182	3,676	-	3,600		-2.1%
50.26	Standby Pay - Readiness	-	-	-	7,000		100.0%
50.31	Overtime - Regular Full-Time	7,059	17,000	4,500	5,000	11.1%	-70.6%
51.10	Wages - Reimbursed	(1,752)	-	-	-		
54.xx	Benefits	163,210	184,450	170,445	198,920	16.7%	7.8%
54.61	Deferred Compensation	3,500	14,780	14,913	16,002	7.3%	8.3%
54.81	RHS	195	216	1,259	1,292	2.6%	498.0%
55.71	Car Allowances	726	824	792	794	0.2%	-3.6%
	Total Personnel	526,865	631,965	580,710	678,430	16.8%	7.4%
SUPPLIES & SERVICES							
30	GENERAL						
60.10	Clothing & Uniforms	3,111	3,000	3,085	3,000	-2.8%	
60.15	Education & Training	1,388	3,500	2,800	3,500	25.0%	
63.09	Physicals & Background Checks	1,173	1,000	325	1,000	207.7%	
63.33	Software Supplies	1,250	7,050	7,050	7,050		
63.34	Safety Supplies	-	1,500	750	1,500	100.0%	
63.XX	Miscellaneous Office Expenses	8,771	11,850	11,250	13,350	18.7%	12.7%
66.10	Repair & Maint - Buildings	2,832	3,000	3,270	3,000	-8.3%	
66.50	Small Tools	11,832	8,000	3,000	3,000		-62.5%
69.10	Vehicles - Fuel	8,166	8,000	9,000	9,000		12.5%
69.70	Vehicles & Equip - R & M	-	4,000	-	-		-100.0%
69.76	Fleet Maintenance Allocation	59,526	36,349	40,441	41,298	2.1%	13.6%
	Subtotal General	98,050	87,249	80,971	85,698	5.8%	-1.8%
31	TOWN HALL						
61.00	Professional Services	2,369	2,000	5,000	3,000	-40.0%	50.0%
63.20	Janitorial Supplies	3,868	5,500	5,500	5,500		
63.21	Janitorial Services	47,421	60,000	50,000	55,000	10.0%	-8.3%
63.23	Ice Melt	-	4,000	1,800	4,000	122.2%	
63.35	General Supplies	-	2,000	-	2,000		
63.70	Telephone	240	300	300	300		
63.75	Utilities	106,655	155,000	110,000	110,000		-29.0%
66.10	Repair & Maint - Buildings	46,946	50,000	52,000	50,000	-3.8%	
66.11	Elevator Maintenance	4,463	3,500	5,000	5,000		42.9%
66.50	Small Tools	-	-	19	-	-100.0%	
	Subtotal Town Hall	211,962	282,300	229,619	234,800	2.3%	-16.8%

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET**

101.130.xx General Fund.Facilities Maintenance.xx							
ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
32	DEPOT						
63.20	Janitorial Supplies	5,606	7,000	4,000	5,500	37.5%	-21.4%
63.23	Ice Melt	-	2,000	1,850	2,000	8.1%	
63.75	Utilities	23,581	28,000	23,000	24,000	4.3%	-14.3%
66.10	Repair & Maint - Buildings	7,370	15,000	13,500	15,000	11.1%	
67.21	Maintenance District Assessment	-	9,115	9,115	9,388	3.0%	3.0%
	Subtotal Depot	36,556	61,115	51,465	55,888	8.6%	-8.6%
33	RIVERVIEW YARD & KENNEL						
63.20	Janitorial Supplies	-	250	-	250		
63.21	Janitorial Services	2,118	1,800	2,100	2,100		16.7%
63.40	Permits, Licenses, & Fees	-	-	619	700	13.1%	100.0%
63.75	Utilities	24,227	27,000	25,000	27,000	8.0%	
66.10	Repair & Maint - Buildings	5,124	5,000	3,200	5,860	83.1%	17.2%
	Subtotal Riverview Yard & Kennel	31,469	34,050	30,919	35,910	16.1%	5.5%
34	TAHOE DONNER YARD						
63.20	Janitorial Supplies	-	250	250	250		
63.21	Janitorial Services	2,118	3,000	2,100	2,100		-30.0%
63.40	Permits, Licenses, & Fees	-	-	619	700	13.1%	100.0%
63.70	Telephone	-	250	-	250		
63.75	Utilities	10,914	15,000	9,000	15,000	66.7%	
66.10	Repair & Maint - Buildings	3,411	7,000	1,250	4,000	220.0%	-42.9%
	Subtotal Tahoe Donner Yard	16,443	25,500	13,219	22,300	68.7%	-12.5%
35	McIVER DAIRY SITE						
66.10	Repair & Maint - Buildings	697	2,500	500	1,000	100.0%	-60.0%
	Subtotal McIver Dairy Site	697	2,500	500	1,000	100.0%	-60.0%
36	ROUNABOUT LANDSCAPE MAINTENANCE						
63.75	Utilities	17,721	20,000	19,000	20,000	5.3%	
66.10	Repair & Maint - Buildings	30,667	25,000	25,068	25,000	-0.3%	
	Subtotal Roundabout Landscape Maintenance	48,387	45,000	44,068	45,000	2.1%	
37	STEVENS LANE CORPORATION YARD						
63.20	Janitorial Supplies	2,201	5,000	2,500	5,000	100.0%	
63.21	Janitorial Services	35,264	42,000	38,000	42,000	10.5%	
63.40	Permits, Licenses, & Fees	-	-	1,550	1,550		100.0%
63.75	Utilities	115,027	160,000	115,000	115,000		-28.1%
66.10	Repair & Maint - Buildings	58,570	30,000	38,000	42,000	10.5%	40.0%
66.11	Elevator Maintenance	1,704	2,500	3,600	4,000	11.1%	60.0%
	Subtotal Stevens Lane Corporation Yard	212,767	239,500	198,650	209,550	5.5%	-12.5%

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET**

101.130.xx General Fund.Facilities Maintenance.xx

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
38	ANIMAL SHELTER						
63.20	Janitorial Supplies	-	-	250	-	-100.0%	
63.75	Utilities	40,049	50,000	46,000	50,000	8.7%	
66.10	Repair & Maint - Buildings	14,395	30,000	30,000	30,000		
	Subtotal Animal Shelter	54,444	80,000	76,250	80,000	4.9%	
39	TROUT CREEK POCKET PARK						
63.35	General Supplies	-	1,000	-	1,000		
	Subtotal Trout Creek Pocket Park	-	1,000	-	1,000		
	Subtotal Facilities Services & Supplies	710,775	858,214	725,661	771,146	6.3%	-10.1%
212.000.00	BRICKELLTOWN MAINTENANCE DISTRICT						
61.00	Professional Services	2,000	4,000	3,000	4,000	33.33%	
63.09	Physicals & Backgrounds	19	-	-	-		
63.33	Software Supplies	-	2,900	2,875	2,900	0.87%	
63.35	General Supplies	179	500	5,000	500	-90.00%	
63.71	Landscaping Supplies	213	4,000	500	4,000	700.00%	
63.75	Utilities	3,375	5,000	4,000	5,000	25.00%	
66.10	Repair & Maint - Streetscaping	388	-	1,200	3,000	150.00%	100.0%
67.01	Special Assessment Fees	228	500	250	500	100.00%	
77.10	Transfers Out - Admin Fee	5,195	5,299	5,299	5,458	3.00%	3.0%
77.10	Transfers Out - Loan Repay	-	-	-	-		
	Subtotal Brickelltown Maintenance District	11,597	22,199	22,124	25,358	14.62%	14.23%
214.000.00	RAILYARD COMMUNITY FACILITIES DISTRICT (CFD)						
63.75	Utilities	-	-	-	1,000		100.0%
66.10	Repair & Maint - Streetscaping	-	-	-	20,000		100.0%
	Subtotal Railyard CFD	-	-	-	21,000		
	Total Supplies & Services	722,372	880,413	747,785	817,504	9.32%	-7.15%
	CAPITAL OUTLAY						
30	GENERAL						
80.20	Computer Equipment	164	-	-	-		
80.34	Fleet Replacement Fund	11,000	11,000	11,000	11,000		
80.35	Machinery & Equipment	9,383	-	-	-		
	Subtotal General	20,546	11,000	11,000	11,000		
31	TOWN HALL						
80.05	Furniture & Fixtures	-	15,000	10,600	-	-100.0%	-100.0%
	Subtotal Town Hall	-	15,000	10,600	-	-100.0%	-100.0%
	Total Capital Outlay	20,546	26,000	21,600	11,000	-49.1%	-57.7%
	TOTAL	1,269,784	1,538,378	1,350,095	1,506,934	11.6%	-2.0%
32.22	Less: Pocket Park Maintenance Design	(991)	(1,000)	-	-		
	TOTAL NET EXPENDITURES	1,268,793	1,537,378	1,350,095	1,506,934	11.6%	-2.0%

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PUBLIC WORKS - FACILITIES MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.130.xx General Fund.Facilities Maintenance

ACTIVITY DESCRIPTION

The Facilities Maintenance Division oversees the maintenance of properties owned or operated by the Town. Properties maintained include the Town Hall building, the intermodal Depot, the Riverview Yard and Kennel, the Tahoe Donner Yard, the McIver Dairy site, Town-maintained roundabouts, the Stevens Lane Corporation Yard, the Animal Shelter, and the brickelltown Community Facilities District. Facilities personnel are responsible for maintaining and troubleshooting all building systems and conducting preventative maintenance for these systems.

The Facilities division is proposing to add a seasonal Facilities Maintenance Worker I - Readiness to assist with potential additional sidewalk snow removal added with the streetscaping projects. Since it is unknown how these additional snow removal activities will impact the Facilities staff, this seasonal position is requested should additional help be needed.

Facilities is also responsible for the Brickelltown Community Facilities District. Facilities is responsible for keeping the Brickelltown designated areas maintained and safe for public users within the facilities district. The maintenance performed includes, but is not limited to, hand snow removal, sweeping, landscape maintenance, hardscape maintenance, paver maintenance, concrete and curb maintenance, loose trash collection, filling dog waste bags dispensers, emptying trash and recycling receptacles, pressure washing sidewalks and amenities cleaning. The budget for these services is funded via parcel charges to the property owners within the district. It is accounted for as a special revenue fund and all revenues and expenses associated with the Brickelltown Maintenance District are transacted within that fund.



PERSONNEL

BUDGET

50.11	<u>FACILITIES - WAGES - REGULAR FULL-TIME</u> Provides for 10% of the salary of the Director of Public Works/Town Engineer (DPW/TE), 40% of the salary of the Fleet and Facilities Manager, one (1) Senior Facilities Maintenance Worker, two (2) Facilities Maintenance Worker II's, 50% of the wages of one (1) Facilities Maintenance Worker II, 75% of the wages of one (1) Landscape Maintenance Worker II, 25% of the wages of one (1) Geographic Information Systems Technician, 40% of the wages of one (1) Administrative Technician, and 25% of the wages of one (1) Office Assistant.	\$ 415,955
50.11	<u>BRICKELLTOWN - WAGES - REGULAR FULL-TIME</u> Provides for 2% of the salary of the Director of Public Works/Town Engineer (DPW/TE), 5% of the salary of the Fleet and Facilities Manager, and 25% of the wages of one (1) Landscape Maintenance Worker II.	\$ 23,224

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.130.xx General Fund.Facilities Maintenance

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
50.16 <u>WAGES - READINESS</u> Provides for one (1) temporary Facilities Maintenance Worker I - Readiness to assist with pedestrian-way snow removal activities. The position was previously proposed as part of the Trails budget, but has not been needed. It will only be filled if the Town adds sidewalk miles.	\$ 6,642
50.21 <u>STANDBY PAY - REGULAR FULL TIME</u> Provides for compensation to hourly personnel who must remain available for call-out during non-regular working hours for snow removal activities.	\$ 3,600
50.26 <u>STANDBY PAY - READINESS</u> Provides compensation for one (1) hourly temporary Facilities Maintenance Worker I - Readiness to remain available for call-out for a 14-week period, calculated at \$500 per week. The position was previously proposed as part of the Trails budget, but has not been needed. It will only be filled if the Town adds sidewalk miles.	\$ 7,000
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation, as needed (snow removal on weekends, emergencies, building attendant, etc.). Staff is recommending that the budget for this item remain consistent to accommodate for miscellaneous facilities projects as they occur. Due to the unforeseen nature of maintenance and repair projects, it is difficult to predict when additional staff hours may be needed.	\$ 5,000
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Benefit cost increase is being driven by rising pension costs.	\$ 198,920
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 16,002
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 1,292
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (10%).	\$ 794

PUBLIC WORKS - FACILITIES MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.130.xx General Fund.Facilities Maintenance

SUPPLIES AND SERVICES

30 - GENERAL EXPENDITURES

60.10	<u>CLOTHING AND UNIFORMS</u> Provides for shirts, pants, winter coveralls and rain gear. Also provides for a boot allowance of \$300 per eligible employee every two years as negotiated with employee groups. Increase to cover increasing cost of uniforms due to the impacts of inflation.	\$	3,000
60.15	<u>EDUCATION AND TRAINING</u> Provides for miscellaneous trade classes, computer training, training for the Fleet/Facilities Manager and conferences as needed. Staff will be sending the newly converted Facilities Maintenance Worker II to additional training during the year with the plan to use the inside staff for more projects and reduce the use of outside contractors where possible.	\$	3,500
63.09	<u>PHYSICALS AND BACKGROUND CHECKS</u> Provides for the costs of random substance testing and physicals per Department of Transportation regulations. Increase to cover the increasing cost of performing these tests.	\$	1,000
63.33	<u>SOFTWARE SUPPLIES</u> Provides for the following: - One-fifth (1/5) of the annual software maintenance and licensing costs for Cartegraph Operating Management System (OMS), an asset management and inventory tracking system. - One (1) annual Enterprise Service License for ESRI, the Town's GIS software to integrate Cartegraph into the GIS system.	\$	7,050
63.34	<u>SAFETY SUPPLIES</u> Provides for miscellaneous safety supplies such as gloves, vests, first aid kits, extinguishers, etc. Decreasing to bring budget in line with historical spending trends.	\$	1,500
63.XX	<u>MISCELLANEOUS OFFICE EXPENSES</u> Provides for office supplies; position advertising as needed; memberships as requested by the Fleet Facilities Manager; copier usage based on monthly meter readings including ink and maintainance; freight or postage as needed; an allocation of the Town's phone network; an allocation of the Town's optical fiber internet connection; a potion of staff cellular phone service and equipment; and small items as needed.	\$	13,350
66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for the cost of miscellaneous repairs needed throughout Town facilities that are not associated with a specific facility broken out in this division's budget. The spike in FY17/18 spending was to cover the cost of maintenance at the Old County Corporation Yard. The increase in the FY18/19 budget was to align the budget with historical spending in this category.	\$	3,000

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.130.xx General Fund.Facilities Maintenance

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>30 - GENERAL EXPENDITURES (cont'd)</u>		
66.50	<u>SMALL TOOLS</u> Provides for the purchase of miscellaneous hand tools such as shop vacuums, wheelbarrows, levels, ladder, clamps, work lights, shovels, rakes and brooms.	\$ 3,000
69.10	<u>VEHICLES - FUEL</u> Provides for fuel costs for the Facility Maintenance Division's vehicles and snow removal equipment operated by Facilities staff. Fuel estimates are based on a five-year average mileage and an average fuel cost, adjusted for expected gas price increases.	\$ 9,000
69.76	<u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 41,298
<u>31 - TOWN HALL</u>		
61.00	<u>PROFESSIONAL SERVICES</u> Provides for fire sprinkler alarm monitoring at the Town Hall building (~\$550 per quarter). For FY18/19, also provided for tree limbing for diseased trees.	\$ 3,000
63.20	<u>JANITORIAL SUPPLIES</u> Provides for cleaning supplies for the Town Hall building.	\$ 5,500
63.21	<u>PROFESSIONAL SERVICES - JANITORIAL</u> Provides for janitorial services for the Town Hall common areas, office areas and Council Chambers.	\$ 55,000
63.23	<u>ICE MELT</u> Provides for deicing material for Town Hall to prevent build up of ice on the walkways. Staff attempts to keep ice melt inventory on hand at all times to respond to inclement weather situations.	\$ 4,000
63.35	<u>GENERAL SUPPLIES</u> Provides for office stationery, forms, small items and equipment.	\$ 2,000
63.70	<u>TELEPHONE</u> Provides for service to the emergency telephones in the elevators located within Town Hall.	\$ 300
63.75	<u>UTILITIES</u> Provides for utility costs including gas, water, electric, and sewer. The tenants' portion of these utility costs has been included as an estimate in their monthly lease payments. The FY18/19 budget included an amount to purchase renewable energy from Truckee Donner PUD (TDPUD). This option was never made available, therefore bringing FY19/20 budget to normal levels.	\$ 110,000

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.130.xx General Fund.Facilities Maintenance

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>31 - TOWN HALL (cont'd)</u>		
66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for estimated facility maintenance costs. Includes funding for ongoing maintenance and unanticipated miscellaneous repairs.	\$ 50,000
66.11	<u>PROFESSIONAL SERVICES - ELEVATORS</u> Provides for the monthly maintenance contract (\$125 per month), annual elevator testing (\$2,800) and needed repairs of both elevators located within Town Hall (\$700).	\$ 5,000
<u>32 - DEPOT</u>		
63.20	<u>JANITORIAL SUPPLIES</u> Provides for cleaning supplies at the Depot. Janitorial services are managed by the Truckee Chamber of Commerce per the lease contract.	\$ 5,500
63.23	<u>ICE MELT</u> Provides for deicing materials at the Depot to prevent build-up of ice on the walkways.	\$ 2,000
63.75	<u>UTILITIES</u> Provides for the annual estimated cost of utilities such as gas, water, electricity, sewer and garbage.	\$ 24,000
66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for estimated Depot maintenance repairs. This is an older building and without adding a lot of capital improvements, the building will continue to need a high amount of maintenance. Also provides for port-a-potty service along the railroad tracks for service workers. NOTE: The Town has agreed to reimburse the Truckee Donner Chamber of Commerce for some of the costs associated with the downtown holiday lighting which has been included in the Economic Development Division budget. As such, the Town is no longer purchasing lights for installation on the Truckee Chamber of Commerce's behalf as of FY18/19.	\$ 15,000
67.21	<u>MAINTENANCE DISTRICT ASSESSMENT</u> Provides for the Town's portion of the parcel charge assessment in the brickelltown Maintenance District for upkeep and maintenance within the district area. The budgeted increase is due to the CCI increase of 3% that was approved by Council.	\$ 9,388
<u>33 - RIVERVIEW YARD AND KENNEL</u>		
63.20	<u>JANITORIAL SUPPLIES</u> Provides for cleaning supplies at the Riverview Yard shop.	\$ 250

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.130.xx General Fund.Facilities Maintenance

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>33 - RIVERVIEW YARD AND KENNEL (cont'd)</u>		
63.21	<u>JANITORIAL SERVICES</u> Provides for the cleaning of the Riverview Yard facility currently occupied by the Town's transit consultants (\$170 per month).	\$ 2,100
63.40	<u>PERMITS, LICENSES AND FEES</u> Provides for a hazardous waste permit for the Riverview Yard from Nevada County Environmental Health. This expense has been moved to Facilities for FY18/19 forward.	\$ 700
63.75	<u>UTILITIES</u> Provides for utility costs including gas, water, electric, and sewer at the Riverview Yard and Kennel.	\$ 27,000
66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for miscellaneous repairs that may be needed at the Riverview Yard and a security alarm for the PD Evidence storage building (~\$215 per quarter).	\$ 5,860
<u>34 - TAHOE DONNER YARD</u>		
63.20	<u>JANITORIAL SUPPLIES</u> Provides for cleaning supplies for the Tahoe Donner shop.	\$ 250
63.21	<u>PROFESSIONAL SERVICES - JANITORIAL</u> Provides for the cleaning of the Tahoe Donner Yard (\$170 per month) whether or not the facility is being used.	\$ 2,100
63.40	<u>PERMITS, LICENSES AND FEES</u> Provides for a hazardous waste permit for the Tahoe Donner Yard from Nevada County Environmental Health. This expense has been moved to Facilities for FY18/19 forward.	\$ 700
63.70	<u>TELEPHONE</u> Provides for the cost of telephone services at the Tahoe Donner Yard. Staff has reduced the budget to bring it in line with the actual cost to have a phone line at this location.	\$ 250
63.75	<u>UTILITIES</u> Provides for utility costs including gas, water, electric, and sewer at the Tahoe Donner Yard.	\$ 15,000
66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for miscellaneous repairs that may be needed at the Tahoe Donner yard. Decrease due to previous years actual cost.	\$ 4,000

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.130.xx General Fund.Facilities Maintenance

SUPPLIES AND SERVICES (cont'd)

BUDGET

35 - McIVER DAIRY SITE

66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u>	\$	1,000
	Provides for miscellaneous repairs that may be needed at the McIver Dairy Site, typically related to garage control at the sled hill.		

36 - ROUNDABOUT LANDSCAPE MAINTENANCE

63.75	<u>UTILITIES</u>	\$	20,000
	Provides for the cost of utilities such as water for the landscaping and electricity for the lighting within and around the roundabouts.		

66.10	<u>REPAIR AND MAINTENANCE - ROUNDABOUT</u>	\$	25,000
	Provides for miscellaneous repairs, plant replacement, irrigation replacement, mulch and light replacements on the light poles in and around the roundabouts.		

37 - STEVENS LANE CORPORATION YARD

63.20	<u>JANITORIAL SUPPLIES</u>	\$	5,000
	Provides for cleaning supplies for the Steven's Lane Corporation Yard.		

63.21	<u>PROFESSIONAL SERVICES - JANITORIAL</u>	\$	42,000
	Provides for the cleaning of the Steven's Lane Corporation Yard office space and dormitories.		

63.40	<u>PERMITS, LICENSES AND FEES</u>	\$	1,550
	Provides for a hazardous waste permit for the Stevens Lane Corporation Yard from Nevada County Environmental Health. This expense has been moved to Facilities for FY18/19 forward.		

63.75	<u>UTILITIES</u>	\$	115,000
	Provides for utility costs including gas, water, electric, and sewer at the Stevens Lane Corporation Yard. The FY18/19 budget included an amount to purchase renewable energy from Truckee Donner PUD (TDPUD). This option was never made available, therefore bringing FY19/20 budget to normal levels.		

66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u>	\$	42,000
	Provides for miscellaneous repair and maintenance costs as needed at the Stevens Lane Corporation Yard. Increase due to previous years actual cost.		

66.11	<u>PROFESSIONAL SERVICES - ELEVATOR</u>	\$	4,000
	Provides for the monthly maintenance contract and needed repairs of both elevators at the Steven's Lane Corporation Yard.		

**PUBLIC WORKS - FACILITIES MAINTENANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.130.xx General Fund.Facilities Maintenance

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
<u>38 - ANIMAL SHELTER</u>	
63.75 <u>UTILITIES</u> Provides for 50% of the utility costs including gas, water, electric, sewer and garbage at the Animal Shelter. The remaining 50% is reimbursed by the Humane Society on a monthly basis.	\$ 50,000
66.10 <u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for miscellaneous repairs that may be needed at the facility, such as alarm monitoring, filters for the HVAC system, or washing machine repairs.	\$ 30,000
<u>39 - TROUT CREEK POCKET PARK</u>	
63.35 <u>GENERAL SUPPLIES</u> Provides for miscellaneous items such as dog waste bags and trash bags.	\$ 1,000
<u>212 - BRICKELLTOWN COMMUNITY FACILITIES DISTRICT</u>	
61.00 <u>PROFESSIONAL SERVICES</u> Provides for the annual lease agreement from the Union Pacific Railroad (UPRR) for the streetscaped area near the intersection of Spring Street and Donner Pass Road. The UPRR sent a letter early in FY 17/18 informing the Town that lease would double to \$4,000 as they would no longer allow for leases below this amount in order to better cover their costs for administration. They did not increase the rental payment for FY18/19. Keeping the budget constant incase they increase for the FY19/20 lease payment.	\$ 4,000
63.33 <u>SOFTWARE SUPPLIES</u> Provides for Provides for one-tenth (1/10) of the Town's annual maintenance costs for Cartegraph's Operations Management System (OMS) for asset and inventory tracking. The Town has not previously had any tracking capabilities for the assets deployed in the brickelltown Maintenance District such as garbage cans, dog poop dispensers and signage.	\$ 2,900
63.35 <u>GENERAL SUPPLIES</u> Provides for office stationery, small items, and equipment.	\$ 500
63.71 <u>GENERAL SUPPLIES - LANDSCAPING</u> Provides for landscaping supplies such as plants, trees, and irrigation supplies.	\$ 4,000
63.75 <u>UTILITIES</u> Provides for the annual estimated cost of utilities such as water and electricity. The garbage cans located in the facilities district are serviced as part of the Town's franchise agreement.	\$ 5,000
66.10 <u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for any structure expense that is not covered by either of the General Supply categories. Increase due to actual expense.	\$ 3,000

PUBLIC WORKS - FACILITIES MAINTENANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.130.xx General Fund.Facilities Maintenance

SUPPLIES AND SERVICES (cont'd)

BUDGET

212 - BRICKELLTOWN COMMUNITY FACILITIES DISTRICT (cont'd)

67.01 SPECIAL ASSESSMENT FEES \$ 500

Provides for the amount retained by Nevada County for the collection and remittance of the special assessment fees as part of the yearly Property Tax collections. Amount is based on actual costs to collect and can vary year-on-year.

77.10 TRANSFERS OUT \$ 5,458

Provides for all maintenance supplies needed to maintain the Railyard Community Facilities District area.

213 - RAILYARD COMMUNITY FACILITIES DISTRICT

63.75 UTILITIES \$ 1,000

Provides for electricity costs for lights in the Truckee Way parking area and in the Church Street roundabout.

66.10 TRANSFERS OUT \$ 20,000

Provides for the transfer of an administrative cost reimbursement from the brickelltown fund to the General Fund for administration of brickelltown Maintenance District. Staff has included an increase that would still need to be brought to Council as a separate agenda item before approval.

CAPITAL OUTLAY

BUDGET

30 - GENERAL EXPENDITURES

80.34 FLEET REPLACEMENT FUND \$ 11,000

Provides funds for the eventual and identified replacement of the Facilities Maintenance Division vehicles as part of the Town's Fleet Replacement Plan.

31 - TOWN HALL

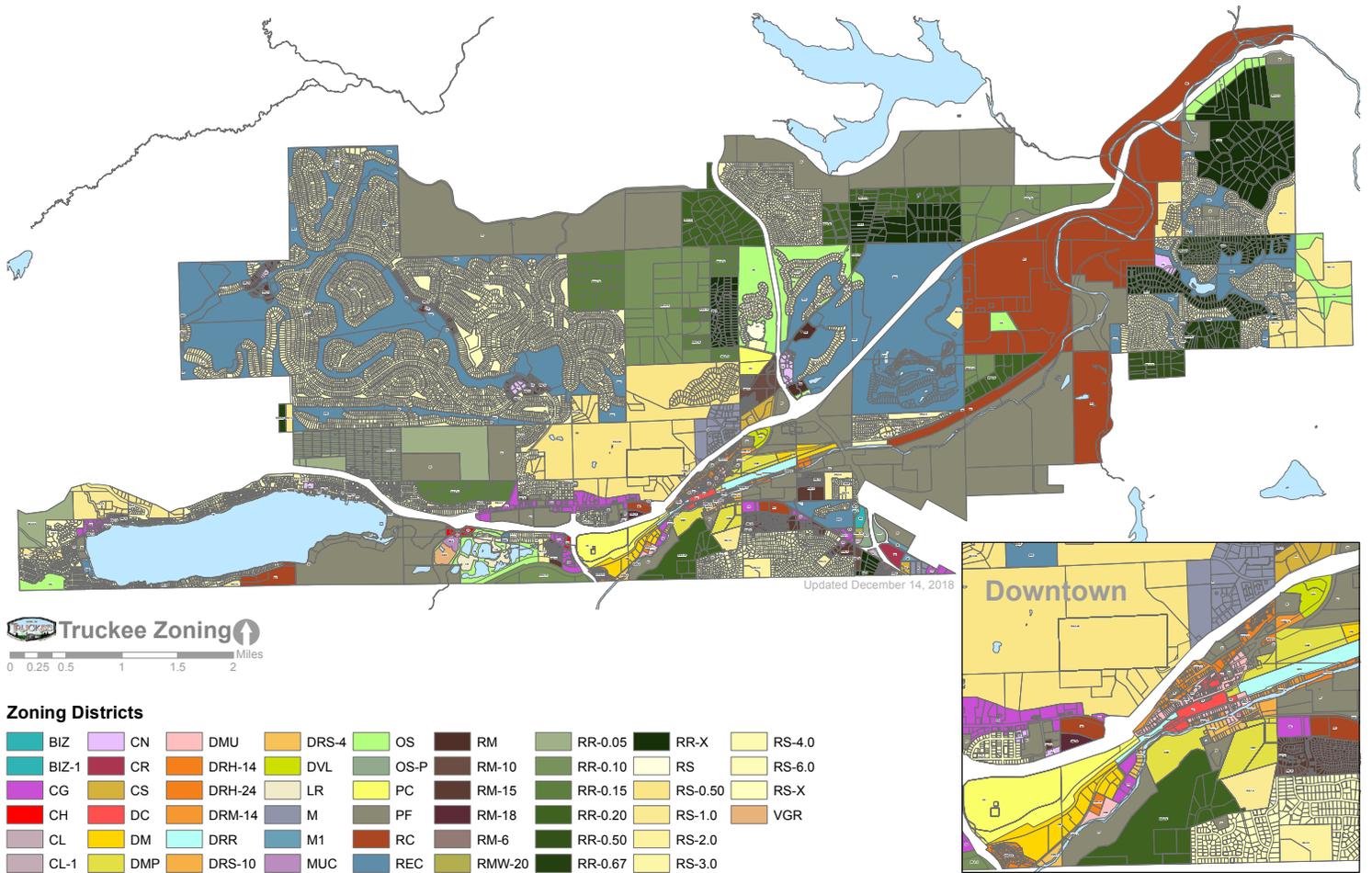
80.05 FURNITURE AND FIXTURES \$ -

FY18/19 spending included replacement chairs for the Town Manager's office and some furniture for the Town Clerk and Communications Division staff to make their space workable.



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SECTION 6 - COMMUNITY DEVELOPMENT EXPENDITURES



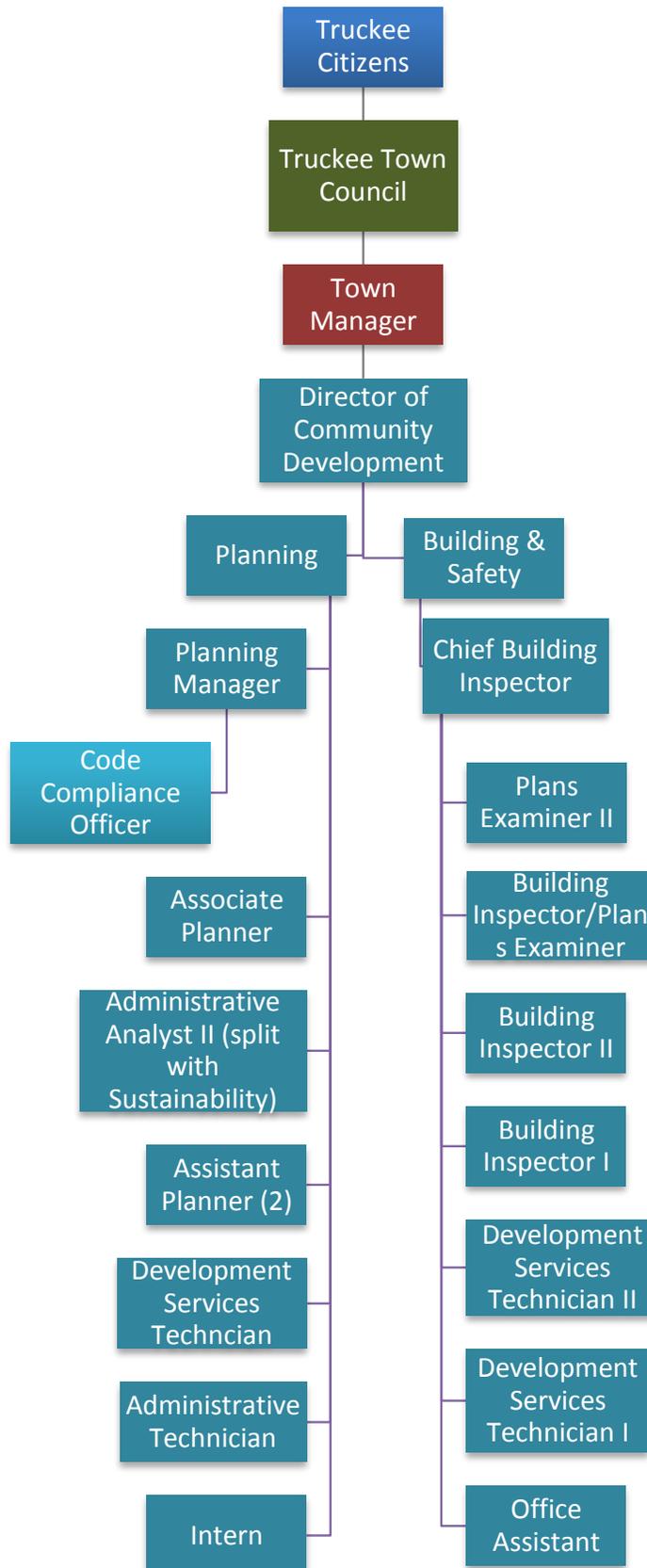
COMMUNITY DEVELOPMENT ORGANIZATION CHART

PLANNING EXPENDITURES

BUILDING & SAFETY EXPENDITURES

CODE COMPLIANCE EXPENDITURES

COMMUNITY DEVELOPMENT ORGANIZATION CHART
2019/20 BUDGET



**COMMUNITY DEVELOPMENT - PLANNING
2019/20 EXPENDITURES BUDGET**

101.120.00 General Fund.Planning.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	560,270	649,641	611,284	645,677	5.6%	-0.6%
50.15	Wages - Temporary	-	6,000	-	6,000		
50.19	Wages - Planning Commissioners	10,616	12,462	11,723	12,000	2.4%	-3.7%
50.31	Overtime - Regular Full-Time	170	5,000	-	5,000		
54.xx	Benefits	209,188	252,981	229,084	246,588	7.6%	-2.5%
54.61	Deferred Compensation	12,273	24,353	22,620	24,741	9.4%	1.6%
54.81	RHS	473	945	6,311	5,600	-11.3%	492.6%
55.71	Car Allowances	1,377	2,430	2,340	2,340		-3.7%
	Total Personnel	794,365	953,811	883,363	947,946	7.3%	-0.6%
SUPPLIES & SERVICES							
60.15	Education & Training	10,779	22,000	18,500	26,000	40.5%	18.2%
61.00	Professional Services	14,190	30,000	23,500	35,000	48.9%	16.7%
63.05	Advertising	10,610	6,500	9,450	10,000	5.8%	53.8%
63.25	Membership & Dues	2,390	2,600	2,100	2,100		-19.2%
63.30	Document Imaging	174	1,000	-	500		-50.0%
63.33	Software Supplies	4,919	4,950	3,000	4,300	43.3%	-13.1%
63.35	General Supplies	11,218	14,000	13,500	14,000	3.7%	
63.40	Permits, Licenses & Fees	-	-	1,165	-	-100.0%	
63.50	Postage, Freight, & Delivery	2,715	2,500	2,800	2,800		12.0%
63.55	Printing	38	250	250	250		
63.56	Publications	839	1,000	750	750		-25.0%
63.70	Telephone	2,947	4,300	3,400	3,500	2.9%	-18.6%
69.10	Vehicles - Mileage	-	250	-	250		
	Total Supplies & Services	60,818	89,350	78,415	99,450	26.8%	11.3%
CAPITAL OUTLAY							
80.20	Computer Equipment	6,710	3,300	2,360	3,500	48.3%	6.1%
	Total Capital Outlay	6,710	3,300	2,360	3,500	48.3%	6.1%
	TOTAL	861,893	1,046,461	964,138	1,050,896	9.0%	0.4%

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COMMUNITY DEVELOPMENT - PLANNING 2019/20 EXPENDITURES BUDGET DETAIL

101.120.00 General Fund.Planning.Non-Division

ACTIVITY DESCRIPTION

The Community Development Department's (CDD) Planning Division is responsible for a wide variety of land use planning activities including current planning (development review) and long-range planning (comprehensive plans), public information and Development Code compliance. It provides staff support to the Town Council (elected representatives), the Planning Commission (appointed citizen planners), Historic Preservation Advisory Commission (HPAC) (appointed citizens) and the community at-large. The Town Council provides overall policy direction, adopts ordinances and regulations and acts as the hearing body for appeals of Planning Commission and staff decisions. The Council also prioritizes projects, thereby setting the policy direction for the use of the division's time and resources. The Planning Commission provides policy recommendations to the Town Council and functions as a hearing body for larger projects within the Town. The HPAC is advisory to staff, the Planning Commission and Council for projects within the Downtown Specific Plan Area.

Planning resources are devoted to the processing of development applications (which is substantially higher than normal), the administration of ongoing programs and creation of and updates to planning policy documents. This includes mandatory services such as the processing of land use and zoning applications, review of building permits, inspections of development projects, General Plan implementation and public assistance. Substantial planning resources are also being applied to the following: 2040 General Plan Update (including Downtown Specific Plan Update), initiated in January 2018; the Housing Element Update and long-range planning; Public Arts Master Plan; Affordable Housing and Housing Element implementation; and climate change and sustainability initiatives.

The Planning Division will administer various professional service contracts during FY 19/20. The primary contract is for the 2040 General Plan Update for planning consulting services and the environmental impact report. Other contracts will be implemented for surveying, traffic studies and other special studies may also be administered. Much of the funding for these large service contracts, with the exception of the General Plan Update and Housing Element Update, are "pass through" funds (i.e. the contracts are paid by fees from the applicant). This means that they are not reflected in the budget, but demonstrate the additional activities undertaken by planning staff for land-use permitting activity.

The Planning Division utilizes a grant administrator to assist with grant administration. Grant administrator hours are budgeted within professional services in this budget in the amount of \$20,000. The Town was awarded a grant of approximately \$221k for FY19/20 from CalTrans for the development of an integrated land use, urban design and transportation plan for the Donner Pass Road corridor.

The proposed Planning Division budget is substantially similar to the FY18/19 budget. Proposed staff changes include a 50% decrease of Administrative Analyst II hours for dedicated planning activities. This change shifts that 50% to sustainability initiatives including but not limited to renewable energy, community resilience, and climate change. The planning division workload has increased consistently over the last year resulting in several overlapping public processes with more anticipated in FY19/20. No additional staffing is recommended at this time, however staffing needs will continue to be closely monitored. Should workload increase, the creation of a new Associate Planner position may be considered.

PERSONNEL

BUDGET

50.11 WAGES - REGULAR FULL-TIME

\$ 645,677

Provides for 65% of the salary of the Director of Community Development, 90% of the salary of the Planning Manager, one (1) Associate Planner, 50% of the salary of one (1) Administrative Analyst II (50% to Sustainability starting in FY19/20), two (2) Assistant Planners, one (1) Development Services Technician, one (1) Administrative Technician, and 58% of the wages for two months for one (1) limited term Administrative Technician. The limited-term Administrative Technician was brought on during FY18/19 to assist with the Climate Action Plan project and to assist Solid Waste with other projects.

COMMUNITY DEVELOPMENT - PLANNING 2019/20 EXPENDITURES BUDGET DETAIL

101.120.00 General Fund.Planning.Non-Division

PERSONNEL (cont'd)	BUDGET
50.15 <u>WAGES - TEMPORARY</u> Provides for 400 hours for an intern.	\$ 6,000
50.19 <u>WAGES - PLANNING COMMISSIONERS</u> Provides for \$200 per month for each of the five (5) planning commissioners. As provided by the Government Code, the Town Council can vote to increase the planning commission stipend, but no increase is included in this budget.	\$ 12,000
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation to non-exempt personnel to work in addition to regular working hours to attend night meetings. Staff attempts to minimize overtime whenever possible. Due to the unexpected nature of major development applications, an overtime budget is necessary.	\$ 5,000
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Although pension costs are increasing, benefits in this division decreased due to reallocation of the Administrative Analyst II to Sustainability.	\$ 246,588
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 24,741
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 5,600
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DCD's private vehicle on Town business (65%).	\$ 2,340
<u>SUPPLIES AND SERVICES</u>	
60.15 <u>EDUCATION AND TRAINING</u> Provides for staff members, Planning Commission and HPAC attendance at a variety of training and educational seminars, as well as conferences.	\$ 26,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for special projects including grant applications and administration, housing and sustainability activities. This line provides \$20,000 for housing and grant specific consulting.	\$ 35,000

COMMUNITY DEVELOPMENT - PLANNING 2019/20 EXPENDITURES BUDGET DETAIL

101.120.00 General Fund.Planning.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.05	<u>ADVERTISING</u> Provides for public hearing and meeting, workshop, neighborhood meeting and Town project legal notices and display ads. Costs associated with land use permit applications are paid under this account, but fully reimbursed by project applicants.	\$ 10,000
63.25	<u>MEMBERSHIP AND DUES</u> Provides for annual memberships with the American Planning Association (APA) and the American Institute of Certified Planners (AICP).	\$ 2,100
63.30	<u>DOCUMENT IMAGING</u> Provides for scanning of large documents. Scanning and imaging of regular-size documents into the Town's document repository system is included in the Town Clerk's budget.	\$ 500
63.40	<u>PERMITS, LICENSES AND FEES</u> The FY18/19 Estimated Actual was for a permit for the McIver Dairy Site with Nevada County.	\$ -
63.33	<u>SOFTWARE SUPPLIES</u> Provides for the following (eight licenses included in FY18/19 for Geographic Technologies Group for geographic software are no longer necessary as use of this platform has been discontinued by the Town): <ul style="list-style-type: none"> - Two (2) licenses for Adobe In-Design (publishing software) (\$250 each) and one (1) license to Adobe Creative Cloud (PDF software) (\$600). \$ 1,080 - One license to RealQuest, a property and ownership search engine. \$ 1,670 - One (1) Prezi account, a presentation software. \$ 230 - Eight (8) annual subscriptions for Adobe Acrobat Pro (\$165 each). This is a new charge for FY19/20 to cover upgraded subscriptions that are compatible with Microsoft Office 2016. \$ 1,320 	\$ 4,300
63.35	<u>GENERAL SUPPLIES</u> Provides for paper, workshop and neighborhood meeting supplies (e.g.-dots, pens, stickers, tape, note pads, large format post-it pads, drinks and snacks), meals for Planning Commissioners prior to meetings, and other miscellaneous items.	\$ 14,000
63.50	<u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing cost including noticing for public hearings for land use applications and Town-sponsored projects. Increase to account for the United States Postal Service postage increase during FY18/19.	\$ 2,800
63.55	<u>PRINTING</u> Provides for printing of business cards, maps and large planning documents.	\$ 250

**COMMUNITY DEVELOPMENT - PLANNING
2019/20 EXPENDITURES BUDGET DETAIL**

101.120.00 General Fund.Planning.Non-Division

SUPPLIES AND SERVICES (cont'd)

		<u>BUDGET</u>
63.56	<u>PUBLICATIONS</u> Provides for book purchases to assist staff in code and land use interpretations as well as to understand emerging land use and climate change policies and trends.	\$ 750
63.70	<u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.	\$ 3,500
69.10	<u>VEHICLES - FUEL</u> Provides payment to staff for use of a private vehicle on Town business.	\$ 250

CAPITAL OUTLAY

80.20	<u>COMPUTER EQUIPMENT</u> Provides for replacement of one (1) computer for an Assistant Planner with two 29 inch monitors (\$1,800) and one (1) computer for the Development Services Technician with two 24 inch monitors (\$1,700).	\$ 3,500
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**COMMUNITY DEVELOPMENT - BUILDING and SAFETY
2019/20 EXPENDITURES BUDGET**

504.000.00 Building and Safety Fund.Non-Department.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	572,200	731,176	565,317	631,575	11.7%	-13.6%
50.15	Wages - Temporary	-	13,750	-	13,750		
50.31	Overtime - Regular Full-Time	2,139	7,500	100	7,500	7400.0%	
54.xx	Benefits	211,119	281,762	198,247	230,385	16.2%	-18.2%
54.11	GASB 68 Pension Expense	54,372	-	-	-		
54.61	Deferred Compensation	6,539	16,746	17,926	20,411	13.9%	21.9%
54.81	RHS	311	509	2,385	2,420	1.5%	375.0%
55.16	OPEB Expense	(1,656)	-	-	-		
55.71	Car Allowances	885	1,310	1,260	1,260	0.0%	-3.8%
55.80	Compensated Absences	19,713	28,927	15,779	4,148	-73.7%	-85.7%
	Total Personnel	865,621	1,081,680	801,014	911,449	13.8%	-15.7%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	1,829	3,000	1,500	2,000	33.3%	-33.3%
60.15	Education & Training	27,735	42,000	25,000	30,000	20.0%	-28.6%
61.00	Professional Services	103,346	60,000	130,000	150,000	15.4%	150.0%
63.01	Administrative Overhead	217,686	282,612	220,614	259,913	17.8%	-8.0%
63.02	Code Compliance	64,834	74,726	69,753	80,388	15.2%	7.6%
63.05	Advertising	487	2,000	1,000	1,000		-50.0%
63.25	Membership & Dues	1,336	7,000	1,500	4,500	200.0%	-35.7%
63.30	Document Imaging	-	5,000	3,000	5,000	66.7%	
63.33	Software Supplies	12,099	22,040	30,000	15,600	-48.0%	-29.2%
63.35	General Supplies	3,397	3,500	3,500	3,500		
63.45	Photocopying	1,417	2,500	1,000	1,500	50.0%	-40.0%
63.50	Postage, Freight, & Delivery	321	750	200	750	275.0%	
63.55	Printing	-	1,000	250	500	100.0%	-50.0%
63.56	Publications	701	7,500	3,500	5,000	42.9%	-33.3%
63.70	Telephone	5,879	5,000	6,500	7,500	15.4%	50.0%
63.80	Credit Card Fees	30,960	25,000	35,000	35,000		40.0%
66.20	Repair & Maint - Office Equip	-	1,500	500	1,500	200.0%	
66.50	Small Tools	64	1,000	500	750	50.0%	-25.0%
68.50	Rent - Office Space	49,392	58,057	53,389	48,328	-9.5%	-16.8%
69.10	Vehicles - Fuel	6,305	7,500	6,000	7,500	25.0%	
69.70	Vehicles - Repair & Maint	-	250	250	250		
69.76	Fleet Maintenance Allocation	18,542	12,499	13,542	13,829	2.1%	10.6%
	Total Supplies & Services	546,330	624,435	606,499	674,308	11.2%	8.0%
CAPITAL OUTLAY							
77.10	Transfer to CIP Fund	7,657	-	26,029	5,000	-80.8%	100.0%
80.20	Computer Equipment	6,360	12,000	6,500	15,100	132.3%	25.8%
89.00	Depreciation Expense	18,375	6,000	7,229	3,280	-54.6%	-45.3%
89.99	Loss/(Gain) on Disposal of Assets	1,297	-	-	-		
	Total Capital Outlay	33,688	18,000	39,758	23,380	-41.2%	29.9%
	TOTAL	1,445,640	1,724,115	1,447,270	1,609,137	11.2%	-6.7%
80.70	Less: Capital Assets	(7,657)	-	-	(10,000)		100.0%
	TOTAL NET EXPENDITURES	1,437,983	1,724,115	1,447,270	1,599,137	10.5%	-7.2%

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COMMUNITY DEVELOPMENT - BUILDING and SAFETY 2019/20 EXPENDITURES BUDGET DETAIL

504.000.00 Building and Safety Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

The Building and Safety Division of the Community Development Department (CDD) is responsible for protecting the public in the built environment. The Division monitors and enforces State and Town codes and regulations concerning the safety of buildings and structures built and maintained within the Town limits. Activities include intake and routing plans to Town divisions and departments, checking plans for engineering and code compliance, coordinating comments for Town departments, issuing permits, answering code questions, providing public information and inspecting new and existing buildings and structures within the jurisdiction.

It is anticipated that FY19/20 constructions levels will be similar for smaller residential dwellings with an increase in larger projects and commercial development compared to FY18/19 levels. The budget estimates 95 new single family dwellings, consistent with FY18/19 budget.

The personnel budget for FY19/20 includes the conversion of one of the Building Inspectors into a Building Inspector/Plans Examiner. This position will perform average field inspections, as well as complete plan review. The division had ten (10) budgeted positions in FY18/19. There are only nine (9) budgeted positions for FY19/20. The Building Supervisor will not be re-budgeted for FY19/20 as it has been determined that through efficient use of staffing resources, the additional supervisory support is not needed to maintain service levels to the community.

During FY19/20, staff will continue to cross-train to better serve the Building Division and the community needs. This will allow for advancement of incumbents to higher level positions within their classifications while providing at least the same or enhanced level of service to the community.

PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 35% of the salary of the Director of Community Development (DCD), a Chief Building Official, one (1) Plans Examiner II, one (1) Plans Examiner/Building Inspector, 728 hours for one(1) Plans Examiner I, one (1) Building Inspector I, one (1) Building Inspector II, one (1) Development Services Technician II, 1,352 hours for one (1) Development Services Technician I, 728 hours for another Development Services Technician I, and 90% of the wages for 1,352 hours of one (1) Office Assistant. The Building Supervisor is currently working to complete the training and certificate programs necessary to become the Town of Truckee's Chief Building Official and it is expected that all requirements will be met by the passage of this budget, at which time, the employee is expected to fill the role of Chief Building Official. For FY19/20, the Town will convert the Development Services Technician position into two levels. Overall, the division is reduced by one (1) budgeted position (Building Supervisor) for FY19/20.	\$ 631,575
50.15	<u>WAGES - TEMPORARY</u> Provides for one (1) temporary Office Assistant to provide additional coverage for the Building Division during the peak construction season (summer months).	\$ 13,750

**COMMUNITY DEVELOPMENT - BUILDING and SAFETY
2019/20 EXPENDITURES BUDGET DETAIL**

504.000.00 Building and Safety Fund.Non-Department.Non-Division

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation to non-exempt personnel to work in addition to their regular working hours. This time is needed to address peak season construction demands, after-hours inspections, or after-hour call-outs for emergency services (i.e. red tagging a building after a fire). Overtime costs remain low as staff have utilized their option to convert overtime to compensatory time-off, which is booked into wages regular full-time when utilized (similar to vacation). This budget will remain at a consistent level despite prior year usage to ensure that funds are available should employees elect to get paid for overtime rather than banking it.	\$ 7,500
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Although the Town is experiencing an increase in pension costs, the benefit cost for this division decreased due to the reduced number of budgeted positions.	\$ 230,385
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 20,411
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 2,420
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DCD's private vehicle on Town business (35%).	\$ 1,260
55.80 <u>COMPENSATED ABSENCES</u> For this enterprise fund, this account will incur the liability of the unused portion of vacation, sick and compensatory time in accordance with the accounting rules for enterprise funds. The increase for the estimated actual for FY18/19 is due to a change in the sick vesting policy, as a result of negotiations, which increased the maximum payout to 75% for employees with 10 or more years of service.	\$ 4,148
 <u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for the purchase and embroidery of uniform shirts, jackets and coats. Also provides for a boot allowance of \$300 per eligible employee per two year period as negotiated by employee groups.	\$ 2,000

**COMMUNITY DEVELOPMENT - BUILDING and SAFETY
2019/20 EXPENDITURES BUDGET DETAIL**

504.000.00 Building and Safety Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
60.15	<u>EDUCATION AND TRAINING</u> Provides ongoing training for employees necessary to meet State requirements, attendance at inspector and building official meetings, certification renewals and training on State and national code changes. State regulations require forty-five hours of continuing education for some building employee staff. Increase to provide training for proposed new employee. Potential training as follows: - Chief Building Official attendance at an annual California Building Officials (CALBO) meeting, County Building Officials Association of California(CBOAC) meetings, International Code Council (ICC) meetings and miscellaneous committee meetings. - Chief Building Official attendance at monthly meetings including ICC, International Association of Plumbing and Mechanical Officials (IAPMO) and Tahoe Truckee Engineers Association (TTEA). - Attendance by the Development Service Technicians at an annual CALBO education week, miscellaneous ICC trainings and public service skills training for Office Assistant. - Attendance by the Building Official, Plans Examiner and Inspectors at CALBO Professional Development, required Code Training, ICC Education Weeks, CALBO Building Official Leadership Academy Program, and other specialty training. - Attendance at land management software annual conference and advisory board workshops and meetings for the Town's enterprise resource software.	\$ 30,000
61.00	<u>PROFESSIONAL SERVICES</u> Provides for consultant-assisted plan checking on large commercial projects and overflow plan check of single family residences during peak times. Also provide for inspection services, and other specialty services related to building.	\$ 150,000
63.01	<u>ADMINISTRATIVE OVERHEAD</u> Provides for a reimbursement to the General Fund from the Building and Safety fund related to administration, including payroll, human resource services, and facilities maintenance of the space occupied by the division. This charge is necessary to reflect the true costs of operating the division as an enterprise fund.	\$ 259,913
63.02	<u>CODE COMPLIANCE</u> Provides for a reimbursement to the General Fund from the Building and Safety Division related to Code Enforcement costs. This charge is necessary to reflect the costs of the Division as an enterprise fund (see the Community Development Department's Code Compliance section of this budget for detailed information regarding these expenses).	\$ 80,388
63.05	<u>ADVERTISING</u> Provides for legal noticing and public information handouts.	\$ 1,000

**COMMUNITY DEVELOPMENT - BUILDING and SAFETY
2019/20 EXPENDITURES BUDGET DETAIL**

504.000.00 Building and Safety Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.70	<p><u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.</p>	\$ 7,500
63.80	<p><u>CREDIT CARD FEES</u> Provides for the fees associated with accepting credit card payments. Increase for anticipated increase in Building Division revenues.</p>	\$ 35,000
66.20	<p><u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u> Provides for maintenance and unscheduled repair of office equipment.</p>	\$ 1,500
66.50	<p><u>SMALL TOOLS</u> Provides for the purchase of small tools for inspectors.</p>	\$ 750
68.50	<p><u>RENT - OFFICE SPACE</u> Provides for the division's lease of the Town Hall office space including utilities, facility maintenance and janitorial services. The total rental rate is \$2.88 per square foot. The decrease is due a change in the way the common area maintenance (CAM) rate is calculated. The updated calculation divides town-wide costs such as utilities by the total occupied Town Hall space verse just the space occupied by Town employees. In the past, tenants paid for many of their own costs, but the current lease rates for the tenants are meant to encompass some of these costs.</p>	\$ 48,328
69.10	<p><u>VEHICLES - FUEL</u> Provides for fuels costs associated with Building and Safety Division's Town maintained vehicles.</p>	\$ 7,500
69.70	<p><u>VEHICLES - REPAIR AND MAINTENANCE</u> Provides for minor maintenance and unscheduled repair of the Building division vehicles not handled by the Fleet Maintenance Division, including car washes.</p>	\$ 250
69.76	<p><u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.</p>	\$ 13,829
 <u>CAPITAL OUTLAY</u>		
77.10	<p><u>TRANSFER TO CIP FUND</u> FY18/19 estimated actuals include funding to finish the document imaging project. Funding for FY19/20 is to cover the Building Division's share of a User Fee Study that is anticipated to begin and continue into FY20/21.</p>	\$ 5,000

**COMMUNITY DEVELOPMENT - BUILDING and SAFETY
2019/20 EXPENDITURES BUDGET DETAIL**

504.000.00 Building and Safety Fund.Non-Department.Non-Division

<u>CAPITAL OUTLAY (cont'd)</u>	<u>BUDGET</u>
80.20 <u>COMPUTER EQUIPMENT</u> Provides for the replacement of two (2) computers (\$1,200 each) with two (2) 29 inch monitors (\$333 each) for one (1) Building Inspector and one (1) Development Services Technician. Also provides for replacement of one (1) computer for the Plans Examiner II (\$1,200).	\$ 15,100
89.00 <u>DEPRECIATION EXPENSE</u> For enterprise funds, this account expenses the used portions of fixed assets in accordance with the accounting rules for enterprise funds. Many of the assets capitalized to this fund were either fully depreciated or were surpluses as part of the Town Hall remodel project at the end of FY17/18, therefore expected to decrease.	\$ 3,280

**COMMUNITY DEVELOPMENT - CODE COMPLIANCE
2019/20 EXPENDITURES BUDGET**

101.121.00 General Fund.Code Compliance.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	84,174	88,305	87,139	94,120	8.0%	6.6%
50.31	Overtime - Regular Full-Time	-	500	-	500		
54.xx	Benefits	36,795	42,177	38,413	45,468	18.4%	7.8%
54.61	Deferred Compensation	1,120	1,966	3,048	3,116	2.3%	58.5%
54.81	RHS	-	-	232	229	-1.5%	100.0%
Total Personnel		122,090	132,948	128,831	143,433	11.3%	7.9%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	199	350	300	350	16.7%	
60.15	Education & Training	2,512	2,000	1,820	5,000	174.7%	150.0%
61.00	Professional Services	-	4,000	-	4,000		
63.25	Membership & Dues	95	200	95	100	5.3%	-50.0%
63.33	Software Supplies	286	1,300	1,665	1,845	10.8%	41.9%
63.35	General Supplies	135	400	190	450	136.8%	12.5%
63.50	Postage, Freight, & Delivery	209	300	190	250	31.6%	-16.7%
63.55	Printing	-	20	-	20		
63.70	Telephone	1,106	1,200	1,150	1,150		-4.2%
69.10	Vehicles - Fuel	762	1,000	750	800	6.7%	-20.0%
69.76	Fleet Maintenance Allocation	973	2,933	2,035	2,078	2.1%	-29.2%
Total Supplies & Services		6,278	13,703	8,195	16,043	95.8%	17.1%
CAPITAL OUTLAY							
80.20	Computer Equipment	-	1,500	1,180	-	-100.0%	-100.0%
80.34	Fleet Replacement Fund	1,300	1,300	1,300	1,300		
Total Capital Outlay		1,300	2,800	2,480	1,300	-47.6%	-53.6%
TOTAL		129,668	149,451	139,506	160,776	15.2%	7.6%
63.02	Code Compl costs to Bldg Fund	(64,834)	(74,726)	(69,753)	(80,388)		
NET EXPENDITURES		64,834	74,725	69,753	80,388	15.2%	7.6%

Note: 50% of Code Compliance Division costs are charged to the Building Division as of FY15/16.

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COMMUNITY DEVELOPMENT - CODE COMPLIANCE 2019/20 EXPENDITURES BUDGET DETAIL

101.121.00 General Fund.Code Compliance.Non-Division

ACTIVITY DESCRIPTION

The function of the Code Compliance Division is to plan, supervise, coordinate and participate in the compliance of State of California law and Town of Truckee ordinances governing building and land use within Town limits. Activities include but are not limited to coordinating with Town divisions on compliance issues, abatement of nuisance situations or illegal construction, permitting of temporary signs, Transient Occupancy Tax collection and market equity, and cannabis regulation compliance. The Planning Manager is responsible for the administration of the Code Compliance Division. The Code Compliance Division is currently managed as part of the Community Development Department. Code Compliance is funded 50% from the General Fund and 50% from the Building and Safety Division enterprise fund.

Should there be changes to short-term rental and/or cannabis-related regulations, this may have an affect on the staffing levels within the division to ensure proper and equitable code compliance throughout Town. No changes are assumed within this budget, but changes may occur in the FY20/21 budget. One new staff position would likely be proposed.

Increases in the Code Compliance budget from FY18/19 are attributed to training, the purchase of a digital camera and increased software costs.

	+	FY15/16	+	FY16/17	+	FY17/18	+	FY18/19
								thru Mar 19
Cases Count		178		119		103		109

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 10% of the salary of the Planning Manager and one (1) Code Compliance Officer.	\$ 94,120
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation for non-exempt personnel to work in addition to regular working hours.	\$ 500
54.xx <u>BENEFITS</u> Provides for the employer-paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Benefits cost increases are being driven by rising pension costs.	\$ 45,468
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The estimated actuals overage and budget increase is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 3,116
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 229

**COMMUNITY DEVELOPMENT - CODE COMPLIANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.121.00 General Fund.Code Compliance.Non-Division

SUPPLIES AND SERVICES		BUDGET
60.10	<p><u>CLOTHING AND UNIFORMS</u> Provides for the purchase and embroidery of uniform shirts, jackets, and snow/safety gear. Also provides for a boot allowance of \$300 per eligible employee per two year period as negotiated by employee groups.</p>	\$ 350
60.15	<p><u>EDUCATION AND TRAINING</u> Provides for employee attendance at specialized Code Compliance trainings, annual training conferences, computer training and cannabis regulation. The increase in budget reflects attendance at California Association of Code Enforcement Officers annual conference and certification course (two of three).</p>	\$ 5,000
61.00	<p><u>PROFESSIONAL SERVICES</u> Provides for Hearing Officer to handle appeals of Code Compliance citations. A professional hearings officer has been utilized when needed on complex code compliance cases.</p>	\$ 4,000
63.25	<p><u>MEMBERSHIP AND DUES</u> Provides for a membership in the California Association of Code Enforcement Officers. Decreased budget due to lower than anticipated annual membership fee.</p>	\$ 100
63.33	<p><u>SOFTWARE SUPPLIES</u> Provides for one RealQuest license, a property and ownership search engine and an upgrade to Adobe Acrobat for compatibility with Microsoft Office 2016. Both of these fees are on-going annual costs and the increased budget is due to product price.</p>	\$ 1,845
63.35	<p><u>GENERAL SUPPLIES</u> Provides for office expenses such as paper and writing utensils. Additional money was included for the purchase of a new digital camera (\$50).</p>	\$ 450
63.50	<p><u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for daily Code Compliance mailings such follow-ups, warnings, citations and notices.</p>	\$ 250
63.55	<p><u>PRINTING</u> Provides for forms and citation books.</p>	\$ 20
63.70	<p><u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.</p>	\$ 1,150
69.10	<p><u>VEHICLES - FUEL</u> Provides for fuel expenses for the Code Compliance vehicle and payment to staff for use of a private vehicle on Town business. Fuel costs are expected to stabilize in FY19/20.</p>	\$ 800

**COMMUNITY DEVELOPMENT - CODE COMPLIANCE
2019/20 EXPENDITURES BUDGET DETAIL**

101.121.00 General Fund.Code Compliance.Non-Division

SUPPLIES AND SERVICES (cont'd)

BUDGET

69.76	<u>FLEET MAINTENANCE ALLOCATION</u>	\$ 2,078
	Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	

CAPITAL OUTLAY

80.34	<u>FLEET REPLACEMENT FUND</u>	\$ 1,300
	Provides funds for the eventual and identified replacement of the Code Compliance Division vehicle as part of the Town's Fleet Replacement Plan.	

OTHER

63.02	<u>CODE COMPLIANCE COSTS CHARGED TO THE BUILDING DIVISION</u>	\$ (80,388)
	Provides for an offset of 50% of the General Fund Code Compliance Division budgeted expenditures which are reallocated to the Building and Safety Division. This charge is necessary to reflect the true costs of operating the Building and Safety Division as an enterprise fund.	

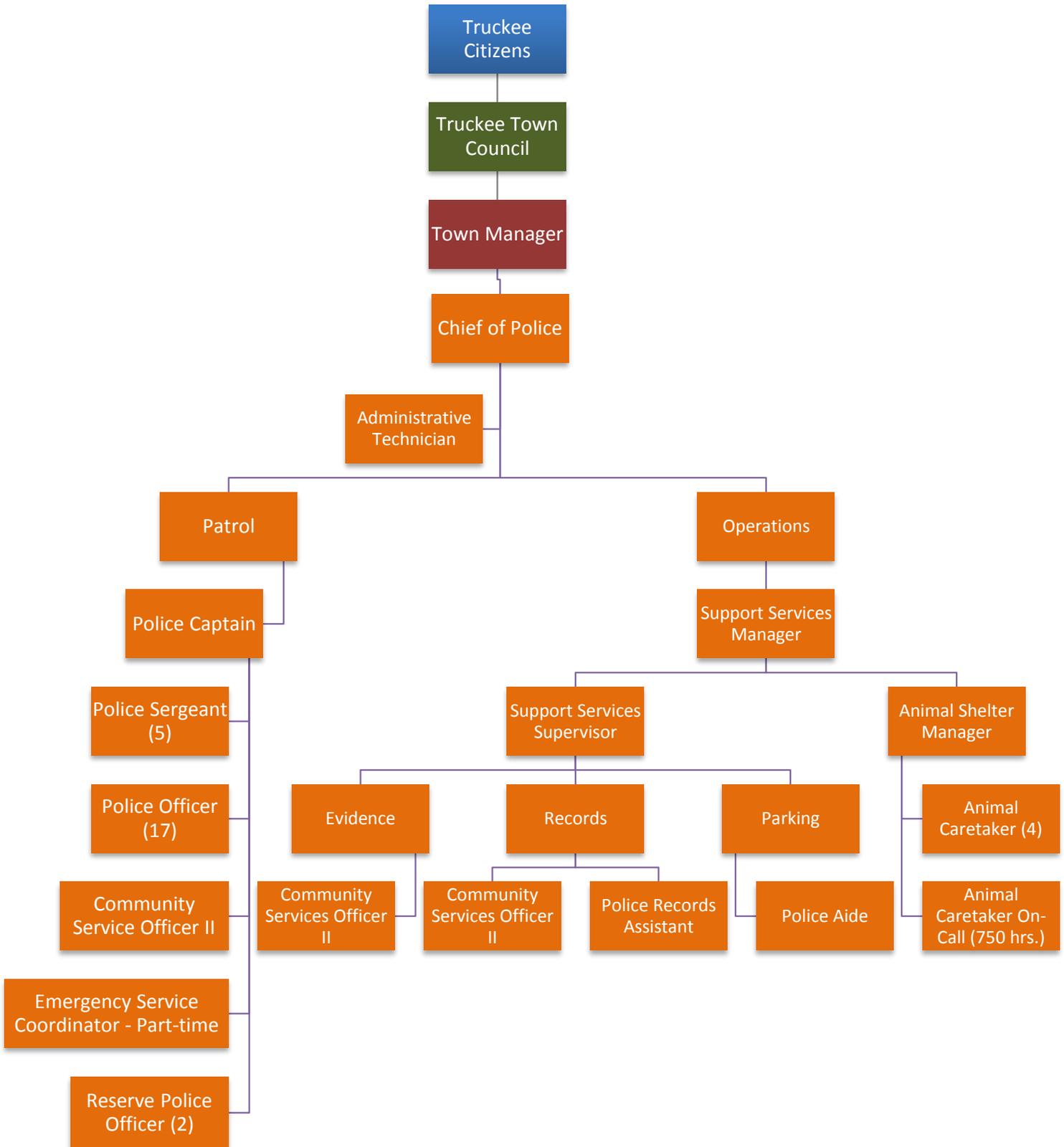
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SECTION 7 - PUBLIC SAFETY EXPENDITURES



PUBLIC SAFETY ORGANIZATION CHART
POLICE EXPENDITURES
ANIMAL SERVICES EXPENDITURES
PARKING EXPENDITURES

PUBLIC SAFETY ORGANIZATION CHART
2019/20 BUDGET



PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET

101.110.xx General Fund.Police

ACCOUNT		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
		ACTUAL	AMENDED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	TO EA	TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	2,804,725	3,049,117	2,807,142	3,251,960	15.8%	6.7%
50.14	Wages - Part-Time	71,385	102,781	58,209	110,291	89.5%	7.3%
50.15	Wages - Temporary	10,119	11,823	10,336	11,648	12.7%	-1.5%
50.31	Overtime - Regular Full-Time	171,604	178,500	177,600	178,500	0.5%	
50.32	Holiday Pay	129,306	146,053	128,297	140,613	9.6%	-3.7%
50.34	Overtime - Temporary	724	-	-	-		
54.xx	Benefits	1,270,131	1,473,361	1,308,663	1,691,135	29.2%	14.8%
54.61	Deferred Compensation	9,794	65,914	27,689	28,214	1.9%	-57.2%
54.81	RHS	1,558	1,716	5,442	5,768	6.0%	236.1%
60.05	Non-taxable Workers Comp Pay	28,813	-	-	-		
	Total Personnel	4,498,158	5,029,265	4,523,378	5,418,129	19.8%	7.7%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	23,957	29,500	30,350	30,100	-0.8%	2.0%
60.15	Education & Training	68,005	70,000	79,225	70,000	-11.6%	
61.00	Professional Services	55,423	55,500	84,482	88,500	4.8%	59.5%
61.10	Police Dispatch	357,756	341,000	341,000	357,000	4.7%	4.7%
63.05	Advertising	899	2,500	-	2,500		
63.10	Communication Systems Maint	3,108	15,000	15,000	15,000		
63.25	Membership & Dues	1,987	2,000	2,000	2,000		
63.33	Software Supplies	39,802	41,600	46,902	65,390	39.4%	57.2%
63.34	Safety Supplies	15,864	16,000	16,000	16,000		
63.35	General Supplies	29,079	28,000	28,000	28,000		
63.36	Watercraft Inspection Expenses	114,618	80,000	65,257	12,500	-80.8%	-84.4%
63.45	Photocopying	1,844	750	750	750		
63.50	Postage, Freight, & Delivery	2,386	2,000	1,800	2,000	11.1%	
63.55	Printing	2,515	2,500	2,500	2,500		
63.69	DUI & Narcotics Analysis Fees	13,470	15,000	21,398	18,000	-15.9%	20.0%
63.70	Telephone	65,574	82,000	100,000	82,020	-18.0%	0.0%
63.76	Towing Services	1,513	1,500	2,500	2,000	-20.0%	33.3%
66.20	Repair & Maint - Office Equip	-	250	-	250		
67.10	Abandoned Vehicle Towing	6,483	5,000	6,000	6,000		20.0%
67.15	Accidents & Damages	11,044	-	3,000	-	-100.0%	
69.10	Vehicles - Fuel	78,984	70,000	88,170	85,000	-3.6%	21.4%
69.70	Vehicles - Repair & Maint	932	2,500	2,000	2,500	25.0%	
69.76	Fleet Maintenance Allocation	139,592	160,572	138,167	141,094	2.1%	-12.1%
	Total Supplies & Services	1,034,835	1,023,172	1,074,501	1,029,104	-4.2%	0.6%
CAPITAL OUTLAY							
80.20	Computer Equipment	11,990	4,500	4,500	4,350	-3.3%	-3.3%
80.34	Fleet Replacement Fund	178,219	178,219	178,219	178,219		
	Total Capital Outlay	190,209	182,719	182,719	182,569	-0.1%	-0.1%
	TOTAL	5,723,202	6,235,156	5,780,598	6,629,802	14.7%	6.3%

Note: See CIP C1208 for the Police Department Information Technology expenditures

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PUBLIC SAFETY - POLICE

2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police

ACTIVITY DESCRIPTION

The Truckee Police Department (TPD) provides all police-related services for the Town, including administration, uniformed patrol, boat patrol on Donner Lake, investigative services, staffing a School Resource Officer for on-campus police support, animal services, and parking enforcement. In addition, the department supports a number of community oriented initiatives that address prevention, intervention, and education components.

The TPD staffing allocation and deployment strategy is designed to provide for a safe community that emphasizes high quality public service for all those living in and visiting the Town of Truckee. The TPD's staffing ratio encompasses the unique dynamics of the Town of Truckee that include varying population levels, a high number of second homeowners, tourism, and a wide variety of special events. The department has the privilege of serving a community that includes urban and rural type neighborhoods over a wide geographical region which bisect a major interstate and an interstate river. In addition to traditional policing issues encountered in most areas of California, TPD staff has the additional skills and training necessary to police in a resort mountain town that embraces a service first philosophy. Since the formation of the TPD in the year 2001 and consistent with the consultant's report in the year 2000, the police department had twenty-five (25) budgeted sworn police officers. This total includes the police chief through the rank of police officer. Currently, TPD has twenty-four (24) budgeted sworn police officers. In addition to the permanent full-time staff, there are two (2) budgeted reserve officer positions and one Emergency Operations Coordinator position.

Over the course of the last several years the previous Police Chief and the current Police Chief have led annual top to bottom analysis of the department's staffing and other resources in relation to the department's policing philosophy and activity levels. The annual adjustments continue to identify savings and efficiencies within the department.

The Town is in a contract with Nevada County Sheriff's Office (NCSO) for dispatch services and will continue to book prisoners at the NCSO jail facility in Truckee. TPD has contracted with the NCSO for police dispatch and Town 9-1-1 services since September of 2001. On November 1, 2012 all Nevada County Law Enforcement agencies began contracting with NCSO for these services resulting in a regionalization of law enforcement dispatch and 9-1-1. This resulted in contract savings for TPD of approximately \$150,000 annually.

Budgeted staffing levels for the Police Department are:

Position	Number of Employees
Chief of Police (95%)	1
Captain	1
Support Services Manager (55%)	1
Sergeant (Patrol) [1 at 90%]	5
Administrative Technician	1
Police Officer (Investigations)	2
Police Officer (School Resource)	1
Police Officer (Traffic)	2
Police Officer (Patrol)	12*
Emergency Services Coordinator (Reserve)	1 (part-time)
Police Officer (Reserve)	2 (part-time)
Support Services Supervisor (75%)	1
Community Services Officer (CSO) II [1 at 55%; 2 at 95%]	3
CSO II (Property and Evidence)	1
Police Records Assistant	1

PUBLIC SAFETY - POLICE 2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police



PERSONNEL

BUDGET

50.11	<p><u>WAGES - REGULAR FULL-TIME</u> Provides for staffing as indicated above for all full-time positions. For sworn officers, this amount includes any add-pay items the officer is eligible for. The budget for FY19/20 includes overlapping time for the Support Services Manager and the Captain position due to the incumbents retirements. FY18/19 amounts included estimates to implement an updated contract with the Truckee Police Officer's Association. That contract was not approved until May 2019.</p>	\$ 3,251,960
50.14	<p><u>WAGES - PART-TIME</u> Provides for one (1) Emergency Services Coordinator and two (2) Reserve Police Officers. Staff is proposing to wind down the Reserve Sergeant program and as such, has not included any Reserve Sergeants in this budget.</p>	\$ 110,291
50.15	<p><u>WAGES - TEMPORARY/SEASONAL</u> Provides for an intern (960 hrs.) to assist with staffing of the TPD front desk.</p>	\$ 11,648
50.31	<p><u>OVERTIME - REGULAR FULL-TIME</u> Provides for compensation to non-exempt employees to work in addition to their regular working hours. Overtime includes coverage for numerous community special events, staffing during vacations and during court appearances. The most significant community events foreseen in the FY19/20 overtime budget are:</p> <ul style="list-style-type: none"> - Annual Independence Day celebration. \$ 10,000 - Truckee Thursdays. \$ 13,000 	\$ 178,500
50.32	<p><u>HOLIDAY PAY</u> Provides for holiday pay for non-exempt sworn officers, as provided for in the terms of the memoranda of understanding with the Police Officer's Association. Holiday pay is accrued throughout the year at 12 hours per holiday. Amounts can be cashed out during the first pay date in December, with the option of rolling 40 hours into a leave bank. The budgeted cost reflects the maximum cost for accruable hours for the year including special pay.</p>	\$ 140,613

PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police

PERSONNEL (cont'd)	BUDGET
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. For sworn officers, also provides for a uniform expense as provided for in the terms of the agreement with the Police Officer's Association. Benefit cost increase driven by pension costs, which are rising at an even higher rate for safety personnel than non-safety due to the more generous retirement formulas given to these employees. FY19/20 also includes \$100,000 to resolve a retrospective statutory change in the way police holiday pay is categorized for pension purposes.	\$ 1,691,135
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by employee groups. FY18/19 budget included estimated amounts offered to the employee groups under negotiations. No understanding was reached with the Police Officer's Association and these amounts were not used.	\$ 28,214
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Retirement Health Savings (RHS) provided as negotiated by employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 5,768
60.05 <u>NON-TAXABLE WORKERS COMPENSATION PAY</u> Provides for amounts paid to sworn officers who are unable to work for a period due to a work related injury.	\$ -
<u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for a complete uniform set for newly hired employees, uniform shirts for administrative staff and uniforms for specialty assignments. As negotiated by the employee groups, sworn officers are paid a uniform stipend, which they are expected to use to maintain their uniforms at required levels and for the replacement of items as they wear down. The budget for FY19/20 provides for three (3) replacement tactical vests (\$1,000 each) for field officers. There is an increase in the budgeted amount to reflect the purchase of plate carriers for field staff and additional clothing and uniform costs associated with the increase in new hires.	\$ 30,100
60.15 <u>EDUCATION AND TRAINING</u> Provides for travel and training for all members of the department. Sworn officers are mandated to attend certified training to retain their sworn officer status. Some training is reimbursable by the Commission on Peace Officers Standards and Training (POST) (see account 45.76 in the General Fund Revenues section of this budget for more information regarding the POST reimbursement). The FY19/20 budget also includes the cost of sponsoring someone through Police Academy with the intention of hiring them upon completion, a new tactic used by many police forces as a way to increase the employment pool.	\$ 70,000

**PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET DETAIL**

101.110.xx General Fund.Police

SUPPLIES AND SERVICES (cont'd)

BUDGET

61.00 PROFESSIONAL SERVICES \$ 88,500

During FY18/19 the Department saw an increase in our professional services. The TPD contracted with a public relations firm to assist the Department with community messaging, and there was an increase in attorney fees. FY19/20 provides for the following:

Admin: Unforeseen miscellaneous fees such as costs to rekeying of police safes or departmental photos. \$ 1,500

- Public relations consulting (\$1,500 per month). This is a new service that commenced in FY18/19 and the TPD plans to continue this. \$ 18,000

- Attorney fees for police specific services. \$ 12,000

Support: Department of Justice (DOJ) fee for LiveScans completed by the TPD (~\$3,000 per month). The number of Livescans completed by the police department has increased and thus this cost has increased. The increased cost is offset by additional revenues as reflected in Revenues section of this budget. \$ 36,000

	FY15/16	FY16/17	FY17/18
\$ of LiveScan Collections	36,387	45,356	52,624
# of LiveScan Collections	600	835	926

- Audits and professional internal reviews/assessments. This is to provide for the audit and review of high liability services and practices such as property and evidence and infield audio/video taping and for the subsequent updating of such services and practices. \$ 1,500

- Background investigations for potential new hires (approximately \$2,500 each, up from ~\$2,000 in FY17/18). \$ 10,000

- Pre-employment psychological (\$450 each) and polygraph examinations (\$275 each), employee crisis counselling, and fitness for duty examinations. \$ 2,500

- Victim assault exams. \$ 5,000

- Each year the TPD's detective team encounters investigations that require specialty investigative expertise or forensic evaluation that is outside the scope of the department's current resources. These situations demand a contractual expenditure with the DOJ or other allied agencies. \$ 2,000

61.10 POLICE DISPATCH \$ 357,000

Current dispatching services are provided through an annual contract with the Nevada County Sheriff's Office (NCSO). The consolidated dispatching contract achieved during FY12/13 significantly reduced the annual cost of dispatching services. NCSO bases contract fee on actual costs incurred.

63.05 ADVERTISING \$ 2,500

Provides for publication of informational materials for the community regarding enforcement policies, safety issues on Donner Lake and safety issues elsewhere in Town, as necessary. Also provides for costs of advertising job openings in trade publications and other media outlets.

PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.10	<u>COMMUNICATIONS SYSTEMS MAINTENANCE</u> Provides for the annual maintenance of emergency radio equipment; annual lease for the police radio voter site on Ski Slope Drive from the Truckee Donner Public Utilities District (currently \$879 a year); maintenance and repairs on all department mobile and portable radios including batteries for portables; and repairs or replacement to any portable radio accessories.	\$ 15,000
63.25	<u>MEMBERSHIP AND DUES</u> Provides for membership in professional organizations for the Police Chief, Police Lieutenant, Support Services Manager, Police Sergeants, Administrative Technician, and Police Officer Detectives, as well as other employees based upon agency needs. Organizations include but are not limited to the Cal-Chiefs, International Association of Chiefs of Police, Federal Bureau of Investigation National Academy, California (CA) Association of Accident Reconstruction Specialists, CA Association for Property and Evidence, CA Law Enforcement Association of Records Supervisors. Membership authorizations paid for by the Town are made at the discretion of the Chief of Police.	\$ 2,000
63.33	<u>SOFTWARE SUPPLIES</u> Provides for the following: <ul style="list-style-type: none"> - California Law Enforcement Telecommunications System (CLETS) maintenance agreement with the Department of Justice (~\$1,900 per quarter). \$ 7,600 - Executive Information Services (EIS), Risk Management Solutions maintenance and support service agreement plan. Annual maintenance (\$8,000) and the one-time purchase of a new interface module for CLETS (\$15,323). The old interface module had reached end-of-life and the replacement was necessary to continue working with the DOJ. \$ 25,323 - Nixle, public information update tool (this cost has been reimbursed by Nevada County OES in the past and may be reimbursed in the future). \$ 6,402 - Lexipol Policy Manual Management & Daily Training Bulletins Management. PARSAC contributes approximately \$3,000 to this. Budget represents net cost. \$ 9,615 - Annual software license for TRAK-Critical Reach, APB development and distribution software. \$ 300 - Annual software license for COPWARE Legal Sourcebook for officer reference. \$ 500 - Annual software license for Cellebrite, digital forensics software. \$ 3,800 - Annual software license for IA Pro, internal affairs and professional standards tracking. \$ 1,100 - Annual software license for Leads Online, which provides access to a database of reported transactions for investigative purposes. \$ 2,300 - Annual software license for EvidenceOnQ, evidence tracking software. \$ 3,100 - Annual maintenance fee for the evidence bar code scanner. \$ 300 	\$ 65,390

PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police

SUPPLIES AND SERVICES (cont'd)	<u>BUDGET</u>
63.33 <u>SOFTWARE SUPPLIES (cont'd)</u>	
- One (1) license to Adobe Creative Cloud Pro.	\$ 350
- Monthly fee for access to online people search software (~\$200 per month). A new provider was selected during FY18/19 which provides better search capabilities to the Town, but was around \$150 more per month.	\$ 2,400
- Miscellaneous software as needed (i.e. Prezi presentation software, Microsoft software, DropBox).	\$ 2,300
63.34 <u>SAFETY SUPPLIES</u>	\$ 16,000
Provides for all safety supplies and repairs to safety supplies such as firearms, personal protective equipment, batons, chemical agents, road flares, range equipment, ammunition, and tools and munitions less lethal than firearms.	
63.35 <u>GENERAL SUPPLIES</u>	\$ 28,000
Provides for all non-safety supplies, non-capital items, and equipment including expenses related to conducting employment interviews and staff meetings, tools, evidence packaging items, printer maintenance for desktop printers and unique equipment needs not contained or described in other accounts. Also includes document shredding services at \$45 per month. This also provides for costs to hold monthly meetings for various staff groups at coffee shops or over lunch.	
63.36 <u>WATERCRAFT INSPECTION PROGRAM</u>	\$ 12,500
The Watercraft Inspection Program for Donner Lake is a pivotal part of preventing the infestation of Aquatic Invasive Species (AIS) into our waterways. The AIS program is a larger, regionally based initiative that is done in collaboration with Tahoe Regional Planning Agency, Tahoe Resource Conservation District, Truckee Donner Recreation & Parks District, Tahoe Donner Home Owners' Association and the Donner Lake Property Owners Association.	
63.45 <u>PHOTOCOPYING</u>	\$ 750
Provides for copier usage based on monthly meter readings and monthly service costs for the division's copy machines which includes ink and maintenance.	
63.50 <u>POSTAGE, FREIGHT, AND DELIVERY</u>	\$ 2,000
Provides for postage costs, including shipping costs for returned evidence.	
63.55 <u>PRINTING</u>	\$ 2,500
Provides for printing of business cards, traffic citations, report forms and the Police Department's annual report. Also provides for printing of materials, which will be distributed to educate the community about ongoing community-policing issues.	

PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
63.69 <u>DUI AND NARCOTICS ANALYSIS FEE</u>	\$ 18,000
<p>This is a State mandated pass-through to cities that requires the Town to pay for the cost of chemical testing on DUI and Narcotics cases. Each year, Nevada County receives funding from the State to cover the cost of these tests. If State funding is not sufficient to cover the total amount of tests conducted, then it will be necessary to use these funds.</p>	
- Blood draws at the local hospital. The cost of these draws has increased dramatically in the last year. Staff is working with the hospital to stabilize the cost and drop the current rate.	\$ 10,000
- Drug screenings by a DOJ approved company.	\$ 8,000
63.70 <u>TELEPHONE</u>	\$ 82,020
<p>Provides for an allocation of costs associated with base and long distance telephone rates, the optical fiber network internet connection (including a fiber optic connection to the Department of Justice and for the Department radio system), and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and associated equipment.</p>	
- Allocation of town-wide phone lines.	\$ 7,200
- Allocation of the optical fiber network internet connection (~\$450 per month).	\$ 5,400
- Police radio lines and dedicated detective line at around \$1,000 per month.	\$ 12,000
- Direct line to the DOJ at \$310 per month.	\$ 3,720
- Optical line for CLETS at \$1,600 per month. This line was added during FY18/19 and there were unexpected setup costs.	\$ 19,200
- Provides a portion or all of the cost for 23 cell phones for the field officers, three (3) cell phones for the CSO's, four (4) cell phones for administrative staff, one (1) cell phone for the emergency services coordinator, 11 mobile connections for the police car tablets, four (4) mobile hotspots and 1 webcam (~\$2,500 month). Also provides for replacement equipment when needed (~\$4,500 per year).	\$ 34,500
63.76 <u>TOWING SERVICES</u>	\$ 2,000
<p>Provides for cost of towing and storage of impounded vehicles and towing of police vehicles to be repaired. This expense is offset by impound release fees which are included in the Revenues section of this budget.</p>	
66.20 <u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u>	\$ 250
<p>Provides for maintenance and unscheduled repair of office equipment.</p>	
67.10 <u>ABANDONED VEHICLE TOWING</u>	\$ 6,000
<p>Provides for the estimated cost of towing abandoned vehicles from public and private property. Actual costs are reimbursed through vehicle registration funds administered through a joint powers authority. Costs for FY18/19 were higher than anticipated due to the extreme weather experienced in February of 2019. When the snow is heavier, there are more cars left in illegal spots. Additionally, towing costs have increased.</p>	

PUBLIC SAFETY - POLICE
2019/20 EXPENDITURES BUDGET DETAIL

101.110.xx General Fund.Police

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
67.15	<u>ACCIDENTS AND DAMAGES</u> Provides for repairs of minor damage to private property or town property that may be caused during normal police activities. Negative balances reflect reimbursement from private parties for damages caused to Town property. These reimbursements offset the cost of repairing Town property, charged to the TPD via the Fleet Maintenance Allocation.	\$ -
69.10	<u>VEHICLES - FUEL</u> Provides for motor vehicle fuel. Due to the gas expenses experienced during the winter of FY18/19, increasing the budget for this item despite the fact that gas prices are expected to stabilize during FY19/20.	\$ 85,000
69.70	<u>VEHICLES - REPAIR AND MAINTENANCE</u> Provides for maintenance costs from outside vendors associated for department vehicles not maintained by the Fleet Maintenance Division (boat, bicycles, trailers, radar units and mounted thermal imagers). Also provides for carwash services for the TPD fleet.	\$ 2,500
69.76	<u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 141,094
 <u>CAPITAL OUTLAY</u>		
80.20	<u>COMPUTER EQUIPMENT</u> Provides for the replacement of three (3) computers (\$1,200 each) with one (1) 24 inch monitor each (\$250 each).	\$ 4,350
80.34	<u>FLEET REPLACEMENT FUND</u> Provides funds for the eventual and identified replacement of the Police Department vehicles as part of the Town's Fleet Replacement Plan.	\$ 178,219

**PUBLIC SAFETY - ANIMAL SERVICES
2019/20 EXPENDITURES BUDGET**

101.111.00 General Fund.Animal Services.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	253,068	288,627	282,959	300,769	6.3%	4.2%
50.15	Wages - Temporary	22,693	11,156	32,423	16,211	-50.0%	45.3%
50.31	Overtime - Regular Full-Time	1,089	2,000	2,200	2,000	-9.1%	
51.10	Wages - Reimbursed	(13,312)	-	205	-	-100.0%	
54.xx	Benefits	130,496	125,420	106,728	111,058	4.1%	-11.5%
54.61	Deferred Compensation	2,330	10,598	9,422	10,653	13.1%	0.5%
54.81	RHS	-	-	724	2,425	234.8%	100.0%
	Total Personnel	396,364	437,803	434,662	443,116	1.9%	1.2%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	1,044	800	1,500	1,000	-33.3%	25.0%
60.15	Education & Training	4,038	7,000	7,000	7,000		
61.00	Professional Services	3,200	4,000	4,000	4,000		
63.05	Advertising	30	500	800	500	-37.5%	
63.25	Membership & Dues	534	500	800	550	-31.3%	10.0%
63.33	Software Supplies	1,400	2,800	1,000	1,400	40.0%	-50.0%
63.35	General Supplies	2,057	3,000	2,100	2,500	19.0%	-16.7%
63.45	Photocopying	1,669	1,200	1,500	1,500		25.0%
63.50	Postage, Freight, & Delivery	1,661	2,500	2,000	2,000		-20.0%
63.55	Printing	630	700	700	700		
63.70	Telephone	3,395	4,000	3,500	2,500	-28.6%	-37.5%
66.10	Repair & Maint. - Buildings	666	1,200	1,200	1,200		
67.05	Shelter Supplies	25,032	25,000	25,000	25,000		
	Total Supplies & Services	45,357	53,200	51,100	49,850	-2.4%	-6.3%
CAPITAL OUTLAY							
80.20	Computer Equipment	-	3,000	3,000	-	-100.0%	-100.0%
	Total Capital Outlay	-	3,000	3,000	-	-100.0%	-100.0%
	TOTAL	441,721	494,003	488,762	492,966	0.9%	-0.2%

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PUBLIC SAFETY - ANIMAL SERVICES 2019/20 EXPENDITURES BUDGET DETAIL

101.111.00 General Fund.Animal Service.Non-Division

ACTIVITY DESCRIPTION

Animal Services plans, supervises, coordinates, and participates in the operation of the Town's Animal Shelter for the care and housing needs of domestic animals within the Town of Truckee. Activities include animal husbandry of the shelter animals, administration of the dog licensing program, vaccination clinics, and the administration of the community spay and neuter program. Shelter services are also provided to Placer County and Sierra County by contract. Animal Services is managed as part of the Support Services Division in the Truckee Police Department.

The Animal Shelter opened to the public in September of 2013 and is run in partnership with the Humane Society of Truckee-Tahoe (HSTT). Calendar year 2018 saw a slight decrease (3 animals) in the total number of animal intakes at the Shelter compared to 2017. Total intakes for 2018 were 1038. There were 587 animal adoptions during the same time period. There were over 809 field calls for service with 41 animal bites handled and 54 citations issued. Supply, utility, and building maintenance costs are split 50/50 between the Town and the HSTT. The Town's portion of the building maintenance costs are shown in the Facilities Maintenance Division budget.

	2015	2016	2017	2018
Animal Intakes	965	1,210	1,041	1,038
Field Calls	760	827	783	809
Citations Issued	78	61	43	54

Activities planned for the FY19/20 budget year include continuing employee training related to customer service and safety, as well as training related to the current status on all laws, regulations, and procedures. The Community Spay and Neuter Program will continue to be offered with the support of our shelter partner, the HSTT. The program offers low and no cost spaying and neutering to qualifying pet owners within the town. In calendar year 2018, 525 surgeries were performed.

This budget includes the conversion of the Animal Shelter Supervisor to Animal Shelter Manager due to anticipated increased responsibilities related to the management of the program. This budget also includes a 100 hour increase to the temporary on-call Animal Caretakers, for a total of 750 hours. This increase is a better representation of coverage needed for vacation and sick time usage of regular Animal Caretaker staff.



PERSONNEL

BUDGET

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 30% of the salary of the Support Services Manager (as well as, 30% of one month for the retiring Support Services Manager); the Animal Services Manager (position change from Animal Shelter Supervisor), and four (4) full-time Animal Caretakers.	\$ 300,769
50.15	<u>WAGES - TEMPORARY</u> Provides for 750 hours for on-call Animal Caretakers to cover for sick time, vacation, workload spikes and training for regular full-time shelter staff (up from 650 hours in FY18/19). There were significant staffing challenges during FY18/19 and on-call hours were used to cover the lack of full-time coverage.	\$ 16,211

PUBLIC SAFETY - ANIMAL SERVICES
2019/20 EXPENDITURES BUDGET DETAIL

101.111.00 General Fund.Animal Service.Non-Division

PERSONNEL (cont'd)	BUDGET
50.31 <u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation to regular non-exempt personnel to work in addition to their regular working hours to cover employee time-off and workload spikes when on-call assistance is not available.	\$ 2,000
51.10 <u>WAGES - REIMBURSED</u> Provides for reimbursements from the Town's self-insurance pool, PARSAC for staff member wages paid while the employee was out on worker's compensation leave.	\$ -
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. The decrease in benefits is due to the lower pension costs for the three (3) Animal Caretaker positions that experienced turnover during FY18/19. The newly hired employees are eligible for a less generous retirement formula.	\$ 111,058
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 10,653
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. Increase is due to a change in benefit group associated with the change from Animal Shelter Supervisor to Animal Shelter Manager.	\$ 2,425
<u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for uniforms and equipment for Animal Shelter staff. The spike in estimated actuals is due to the above average level of rehires completed in FY18/19. New staff require a new set of uniforms.	\$ 1,000
60.15 <u>EDUCATION AND TRAINING</u> Provides for employee attendance at shelter specific training, shelter association meetings, shelter association-type annual training conferences, computer training and customer service training as needed and as staffing allows. The usage of this funding fluctuates based on whether the annual conferences are in northern or southern California. The Town only sends the caretaker staff when the conference is in northern California as a cost control measure.	\$ 7,000
61.00 <u>PROFESSIONAL SERVICES</u> Provides for veterinarian costs for impounded animals, rabies testing, disposal of hazardous waste, and pre-employment screenings for new hires. Also includes some costs to administer the Community Spay and Neuter program. These costs are offset by grant revenue from the State of California.	\$ 4,000
63.05 <u>ADVERTISING</u> Provides for advertising vaccination clinics and available employment opportunities at the shelter. Spike in estimated actuals is related to the above average level of rehires completed in FY18/19.	\$ 500

PUBLIC SAFETY - ANIMAL SERVICES
2019/20 EXPENDITURES BUDGET DETAIL

101.111.00 General Fund.Animal Service.Non-Division

SUPPLIES AND SERVICES (cont'd)	BUDGET
63.25 <u>MEMBERSHIP AND DUES</u> Provides for memberships in the California Animal Welfare Association, the Association for Animal Welfare Advancement, the California Association of Veterinary Technicians, and the Humane Society Veterinarian Medical Association. Spike in FY18/19 is to provide a membership for the rehired Support Services Manager.	\$ 550
63.33 <u>SOFTWARE SUPPLIES</u> Provides for half the software support and maintenance for the Animal Shelter software and data/file storage module (\$2,800 total). HSTT covers their portion of the costs. This account incorrectly had the total cost instead of the net cost for FY18/19.	\$ 1,400
63.35 <u>GENERAL SUPPLIES</u> Provides for miscellaneous office costs, such as forms, pens, and credit card fees. The HSTT covers their portion of these costs. Reducing the budget for future years as staff has been frugal with office supplies and believes this is more representative of ongoing needs.	\$ 2,500
63.45 <u>PHOTOCOPYING</u> Provides for copier usage based on monthly meter readings and monthly service costs for the division's copy machines which includes ink and maintenance. The HSTT covers their portion of these costs.	\$ 1,500
63.50 <u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for license renewal mailings, daily Animal Service mailings, follow-ups and warnings. The HSTT covers their portion of these costs. Also provides for shipments of lab work to the testing facilities.	\$ 2,000
63.55 <u>PRINTING</u> Provides for the printing of animal service forms, citation books, and dog license tags.	\$ 700
63.70 <u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide phone network (~\$40 per month), a dedicated line to the animal shelter (~\$20 per month), the optical fiber internet connection (~\$40 per month), and miscellaneous charges associated with the Town's Cisco phone system. The HSTT covers their portion of these costs. Also provides for a portion or all the staff cellular phone service and equipment for the Animal Shelter Manager and the Support Services Manager (~\$80 per month). Decrease is due to cancelling two unused hotspot connections and splitting a portion of the optical fiber internet connection with the HSTT.	\$ 2,500
66.10 <u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for maintenance supplies not included in the Facilities Maintenance Division budget. Also provides for the cost of cleaning the Animal Shelter floor mats.	\$ 1,200
67.05 <u>SHELTER SUPPLIES</u> Provides for supplies needed for the sanitary upkeep of the Animal Shelter kennel areas, bathrooms and office areas. Also provides for vaccinations, medicine, medical equipment for the clinic, and food for the animals. The HSTT covers their portion of these costs.	\$ 25,000

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**PUBLIC SAFETY - PARKING FUND
2019/20 EXPENDITURES BUDGET**

501.000.00 Parking Fund.Non-Department.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	117,107	130,623	132,319	169,973	28.5%	30.1%
50.14	Wages - Part-Time	15,350	24,692	25,229	-	-100.0%	-100.0%
50.31	Overtime - Regular Full-Time	1,257	500	2,200	1,500	-31.8%	200.0%
50.32	Holiday Pay	720	842	620	843	36.0%	0.2%
50.34	Overtime - Part-Time	36	-	-	-		
54.xx	Benefits	55,969	67,632	63,707	76,262	19.7%	12.8%
54.11	GASB 68 Pension Expense	23,829	-	-	-		
54.61	Deferred Compensation	1,029	6,285	3,660	6,108	66.9%	-2.8%
54.81	RHS	82	92	441	402	-8.9%	339.2%
55.16	OPEB Expense	(297)	-	-	-		
55.80	Compensated Absences	(521)	1,365	6,243	(14,515)	-332.5%	-1163.5%
	Total Personnel	214,561	232,031	234,419	240,573	2.6%	3.7%
SUPPLIES & SERVICES							
60.10	Clothing & Uniforms	1,090	1,000	250	1,000	300.0%	
60.15	Education & Training	2,075	2,500	2,500	2,500		
61.00	Professional Services	205	-	-	-		
61.30	Marketing	290	-	-	-		
61.36	Town Services - Snow Removal	16,736	35,000	20,000	20,000		-42.9%
61.37	Town Service - Maintenance	4,155	5,000	4,500	5,000	11.1%	
63.01	Administrative Overhead	66,464	60,623	64,563	68,603	6.3%	13.2%
63.05	Advertising	92	-	-	-		
63.10	Repairs & Maint. - Enforcement Equip	-	200	-	-		-100.0%
63.20	Janitorial Supplies	77	300	-	-		-100.0%
63.25	Membership & Dues	338	300	300	300		
63.33	Software Supplies	21,414	28,580	20,000	21,000	5.0%	-26.5%
63.35	General Supplies	377	500	400	500	25.0%	
63.40	Permits, Licensing & Fees	13,743	13,200	18,000	18,000		36.4%
63.50	Postage, Freight, & Delivery	536	800	1,000	1,000		25.0%
63.55	Printing	67	50	-	50		
63.70	Telephone	1,026	1,500	1,500	1,600	6.7%	6.7%
63.75	Utilities	720	800	500	500		-37.5%
63.80	Credit Card Fees	64,936	57,000	72,000	75,000	4.2%	31.6%
63.83	Bank Fees	3,485	4,700	3,700	4,500	21.6%	-4.3%
66.15	Repair & Maint - Meters	537	500	-	-		-100.0%
66.20	Repair & Maint - Office Equip	-	50	-	-		-100.0%
67.06	Meters, Signs & Enforcement Supplies	20,809	14,000	29,000	30,000	3.4%	114.3%
68.50	Rent - Office Space	17,287	20,320	18,686	16,915	-9.5%	-16.8%
68.51	Land Leases	94,862	100,130	65,714	60,000	-8.7%	-40.1%
69.10	Vehicles - Fuel	290	300	250	300	20.0%	
69.76	Fleet Maintenance Allocation	1,438	2,041	1,619	1,653	2.1%	-19.0%
	Total Supplies & Services	333,050	349,393	324,482	328,421	1.2%	-6.0%
CAPITAL OUTLAY							
77.10	Transfer to CIP Fund	-	575,000	145,000	1,250,500	762.4%	117.5%
77.10	Transfer to General Fund (Loan)	-	-	-	100,000		100.0%
89.00	Depreciation Expense	9,971	9,971	9,971	9,346	-6.3%	-6.3%
	Total Capital Outlay	9,971	584,971	154,971	1,359,846	777.5%	132.5%
	TOTAL	557,582	1,166,395	713,872	1,928,840	170.2%	65.4%
80.70	Less: Capital Assets	-	(575,000)	(145,000)	(1,570,000)	982.8%	173.0%
	TOTAL NET EXPENDITURES	557,582	591,395	568,872	358,840	-36.9%	-39.3%

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PUBLIC SAFETY - PARKING FUND 2019/20 EXPENDITURES BUDGET DETAIL

501.000.00 Parking Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

The Truckee Police Department is responsible for the oversight of maintenance and operations of the Town’s Parking District which includes equipment and facilities, parking lots, revenue collection, facility maintenance, equipment acquisition and repair, resolving of customer issues, lease agreements, coordinating and administering parking permits, adjudication of issued citations, and managing and coordinating daily activities of parking enforcement personnel. The Parking District also coordinates activities with other Town departments and local businesses and acts as a liaison to the public, business owners, boards and Town Council regarding parking related issues.

This budget includes a change of the Police Aide position from part-time to full-time. This position's primary responsibility is parking enforcement throughout the Town's Parking District. In addition, the Police Aide will be trained and made available to assist with traffic related duties within the Town and with parking related issues outside of the Parking District. With the addition of the Railyard into the Parking District, the full time Police Aide position will be able to better cover the responsibilities required.



PERSONNEL

BUDGET

50.11	<p><u>WAGES - REGULAR FULL-TIME</u> Provides for 5% of the salary of the Chief of Police, 15% of the salary of the Support Services Manager (one month of overlapping salary and payouts for the retiring Support Services Manager), 25% of the wages for the Support Services Supervisor, 10% of the wages for one (1) Police Sergeant, 5% of the wages for two (2) Community Service Officer IIs (previously 25%), 45% of the wages for one (1) Community Service Officer II for administration, 10% of the wages of one (1) Police Records Assistant and one (1) full-time Police Aide. The Police Aide position was part-time for FY18/19. With the conversion to full-time it is anticipated that two of the CSO's will not need to spend as much time on parking enforcement, therefore there has been a decrease in the percentage of their time allocated to the Parking Fund.</p>	\$ 169,973
50.14	<p><u>WAGES - PART-TIME</u> For FY18/19, provided for 960 hours for one (1) part-time police aide. For FY19/20, this position is being converted to full-time.</p>	\$ -
50.31	<p><u>OVERTIME - REGULAR FULL-TIME</u> Provides for overtime compensation to regular full-time non-exempt personnel to work in addition to their normal working hours.</p>	\$ 1,500

PUBLIC SAFETY - PARKING FUND
2019/20 EXPENDITURES BUDGET DETAIL

501.000.00 Parking Fund.Non-Department.Non-Division

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
50.32 <u>HOLIDAY PAY</u> Provides for an allocation of holiday pay accrual costs for the police sergeant who is tasked with working on Parking related issues. The amount is calculated in accordance with the terms of the Town's personnel agreement with the Police Officer's Association, which allows for a payoff of the accrual to employees during the first pay period of December. The budgeted cost reflects the maximum allowable accrual per officer including special pay.	\$ 843
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. For sworn officers, also includes uniform allowance. Increase is due to rising pension costs.	\$ 76,262
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. FY18/19 budget included amounts to provide for amounts offered under negotiations. The amounts were not accepted or were converted to RHS and were therefore not used.	\$ 6,108
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 402
55.80 <u>COMPENSATED ABSENCES</u> For this enterprise fund, this account will incur the liability of the unused portion of vacation, sick and compensatory time in accordance with the accounting rules for fiduciary funds. The increase for the estimated actual for FY18/19 is due to a change in the sick vesting policy which increased the maximum payout to 75% for employees with 10 or more years of service. The substantial decrease in FY19/20 is due to an expected retirement.	\$ (14,515)
 <u>SUPPLIES AND SERVICES</u>	
60.10 <u>CLOTHING AND UNIFORMS</u> Provides for uniforms and embroidery for Parking Division staff, as well as a portion of the dry cleaning costs for some employees allocated to this fund.	\$ 1,000
60.15 <u>EDUCATION AND TRAINING</u> Provides for ongoing training for the Parking Division staff.	\$ 2,500
61.36 <u>TOWN SERVICES - SNOW REMOVAL</u> Provides for snow removal and off-haul in the Downtown Parking District provided by the Town of Truckee Public Works Department. In prior years, contractors were used to complete the snow off-haul. This year, staff completed all this work in-house.	\$ 20,000

PUBLIC SAFETY - PARKING FUND
2019/20 EXPENDITURES BUDGET DETAIL

501.000.00 Parking Fund.Non-Department.Non-Division

SUPPLIES AND SERVICES (cont'd)

BUDGET

61.37 TOWN SERVICES - MAINTENANCE \$ 5,000
 Provides for maintenance of parking areas in the downtown parking district, including sweeping, striping, slurry seals, paving and signage installation by the Town of Truckee Public Works Department.

63.01 ADMINISTRATIVE OVERHEAD \$ 68,603
 Provides for a reimbursement to the General Fund from the Parking fund related to administration, including payroll, human resource services, and facilities maintenance of the space occupied by the division. This charge is necessary to reflect the true costs of operating the division as an enterprise fund. The increase is primarily related to reallocation of staffing costs from the Redevelopment Successor Agency to the administrative divisions.

63.25 MEMBERSHIP AND DUES \$ 300
 Provides for annual membership dues for professional parking associations, as needed.

63.33 SOFTWARE SUPPLIES \$ 21,000
 Provides for the following:

- Monthly meter communication fees (~1,400 per month). \$ 16,800
- Monthly service contract fees for the parking citation management program (~\$350 per month). \$ 4,200

63.35 GENERAL SUPPLIES \$ 500
 Provides for paper and other miscellaneous office supplies.

63.40 PERMITS, LICENSES AND FEES \$ 18,000
 Provides for the fees paid to Nevada County for paid parking citations as required by State Law (\$11 per citation). These fees are collected as part of the citation fine and passed through to Nevada County. Increase due to more parking enforcement hours spent Downtown.

	FY15/16	FY16/17	FY17/18	FY18/19
	thru Jan 19			
Parking Citations Paid #	1009	896	1165	979
Parking Citations Paid \$	82,854	54,415	73,046	42,635
Meter Revenue	638,097	730,620	826,943	554,754

63.50 POSTAGE, FREIGHT, AND DELIVERY \$ 1,000
 Provides for postage and mailing costs for Parking Division operations. Parking administrative staff is working to increase follow-up efforts on unpaid citations, which is increasing the postage costs for the division. Postage costs increased during FY18/19.

63.55 PRINTING \$ 50
 Provides for printing costs related to Parking Division operations including business cards.

PUBLIC SAFETY - PARKING FUND
2019/20 EXPENDITURES BUDGET DETAIL

501.000.00 Parking Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.70	<p><u>TELEPHONE</u></p> <p>Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment. Increase to cover cost increases in phone or internet service.</p>	\$ 1,600
63.75	<p><u>UTILITIES</u></p> <p>Provides for safety lighting in the Fire Station parking lot. This also used to provide for a safety light in the Beacon parking lot, but this was removed as part of the Railyard Development Agreement Implementations (C1711).</p>	\$ 500
63.80	<p><u>CREDIT CARD FEES</u></p> <p>Provides for the fees associated with accepting credit card payments at the downtown parking meters, at the police department front desk for in-person payments, and at a terminal on the parking website for parking citations. The fees for accepting credit cards at the parking meters is high due to the high volume of low dollar transactions. Staff periodically reviews the market to see if better fees can be negotiated. With the increase in paid parking spaces in the downtown parking district (with the Railyard Development), meter revenue is expected to increase, thus increasing credit card fees.</p>	\$ 75,000
63.83	<p><u>BANK FEES</u></p> <p>Provides for bank charges associated with the armored car service that picks up the coin deposits from the Town, as well as the Parking Division's share of the Town's bank fees.</p>	\$ 4,500
67.06	<p><u>METERS, SIGNS AND ENFORCEMENT SUPPLIES</u></p> <p>Provides for meter receipt paper, citation paper, meter cleaning supplies, meter spare parts, employee permits, instructional decals, and signage. Also provides for a monthly maintenance fee with the meter maintenance company to keep the Town supplied with meter replacement parts (\$1,760 per month), a service that was added during FY18/19. The increase is to cover the cost of this maintenance program, as well as additional amounts for other items. There has also been an increase in the number of meters with the addition of paid parking in the Railyard Development.</p>	\$ 30,000
68.50	<p><u>RENT - OFFICE SPACE</u></p> <p>Provides for the division's lease of the Town Hall office space including utilities, facility maintenance and janitorial services. The total rental rate is \$2.88 per square foot. The decrease is due a change in the way the common area maintenance (CAM) rate is calculated. The updated calculation divides town-wide costs such as utilities by the total occupied Town Hall space verse just the space occupied by Town employees. In the past, tenants paid for many of their own costs, but the current lease rates are meant to encompass some of these costs.</p>	\$ 16,915

PUBLIC SAFETY - PARKING FUND
2019/20 EXPENDITURES BUDGET DETAIL

501.000.00 Parking Fund.Non-Department.Non-Division

SUPPLIES AND SERVICES (cont'd)

BUDGET

68.51 LAND LEASES \$ 60,000

Provides for the annual lease payments plus a contracted CPI increase to the private off-street parking lot at Jax Diner. This lease will no longer be required when the planned easement purchase is completed with Union Pacific Railroad. The Beacon Lot lease was discontinued during FY 18/19 when the Railyard Development finished the work required to be granted an easement by Union Pacific.

- Beacon Lot		\$	-
- Jax Diner Lot Lease		\$	60,000

69.10 VEHICLES - FUEL \$ 300

Provides for fuels costs for the Parking division vehicles.

69.76 FLEET MAINTENANCE ALLOCATION \$ 1,653

Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.

CAPITAL OUTLAY

77.10 TRANSFERS OUT \$ 1,350,500

- To the Capital Improvement Projects Fund: FY18/19 estimated actuals are for the purchase of meters in the new Railyard Development. The FY 18/19 budget included amounts for the purchase of the parking lot adjacent to Jax Diner on West River Street. This purchase did not occur in FY18/19 and it is expected that the Parking Fund will pay for the entire purchase of this lot. FY19/20 also includes the purchase of an easement of another lot on West River Street, as yet to be identified. This purchase will be funded half from the General Fund in the form of a loan.
- To the General Fund: Half the purchase of the parking lot mentioned in the transfers to the CIP fund, as well as another purchase that occurred in prior years were in the form of a loan to the General Fund. Repayments are to be at \$100,000 per fiscal year, starting in FY19/20.

89.00 DEPRECIATION EXPENSE \$ 9,346

For enterprise funds, this account expenses the used portions of fixed assets in accordance with the accounting rules for enterprise funds.

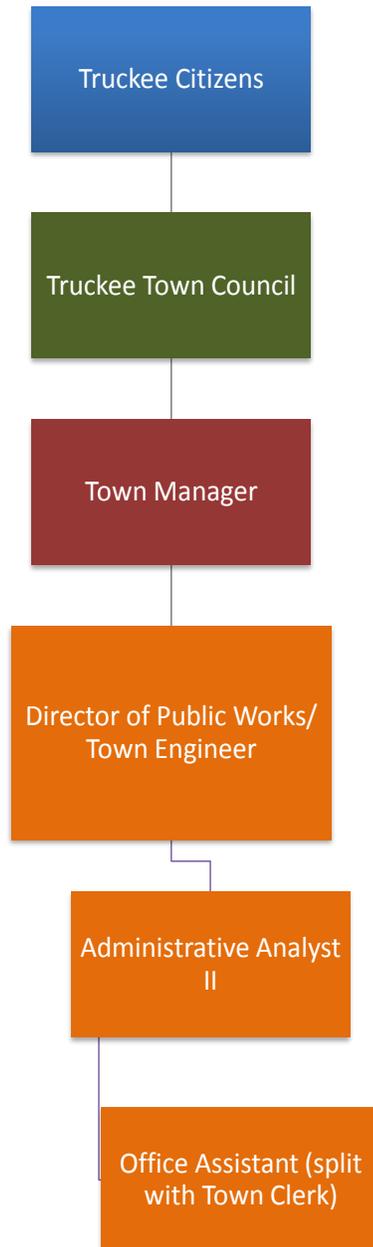
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SECTION 8 - PUBLIC TRANSIT EXPENDITURES



PUBLIC TRANSIT ORGANIZATION CHART PUBLIC TRANSIT EXPENDITURES

PUBLIC TRANSIT ORGANIZATION CHART
2019/20 BUDGET



PUBLIC TRANSIT
2019/20 EXPENDITURES BUDGET

502.xxx.00 Public Transit Fund.Non-Department.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
000	PERSONNEL						
50.11	Wages - Regular Full-Time	90,214	103,877	95,586	109,944	15.0%	5.8%
50.31	Overtime - Regular Full-Time	-	-	24	-	-100.0%	
51.10	Wages - Reimbursed	(1,703)	-	(1,186)	-		
54.xx	Benefits	36,111	42,758	39,920	48,102	20.5%	12.5%
54.11	GASB 68 Pension Expense	19,318	-	-	-		
54.61	Deferred Compensation	3,642	6,576	4,891	4,944	1.1%	-24.8%
54.81	RHS	142	109	1,634	1,685	3.1%	1444.6%
55.16	OPEB Expense	(79)	-	-	-		
55.71	Car Allowances	528	412	396	396	0.0%	-3.9%
55.80	Compensated Absences	348	2,040	5,457	2,849	-47.8%	39.6%
	Total Personnel	148,521	155,773	146,721	167,920	14.4%	7.8%
	SUPPLIES & SERVICES						
181	TRUCKEE LOCAL SERVICES						
61.34	Fixed Route	162,822	179,627	170,000	490,680	188.6%	173.2%
61.35	Donner Summit Winter Shuttle	91,960	96,465	94,400	100,940	6.9%	4.6%
61.38	Dial-A-Ride	233,019	274,220	248,300	334,179	34.6%	21.9%
61.39	Special Event Shuttles	86,117	123,400	91,105	107,866	18.4%	-12.6%
	Subtotal Truckee Local Services	573,918	673,713	603,805	1,033,665	71.2%	53.4%
182	REGIONAL SERVICES						
61.30	North Lake Tahoe Airport Shuttle	10,000	10,000	10,300	10,500	1.9%	5.0%
61.32	Hwy 89 Year Round & 267 Winter	106,009	110,249	110,249	137,509	24.7%	24.7%
61.33	Hwy 267 - Non-Winter	65,092	67,696	67,696	93,253	37.8%	37.8%
	Subtotal Regional Services	181,101	187,945	188,245	241,262	28.2%	28.4%
180	GENERAL SERVICES & SUPPLIES						
60.15	Education & Training	(49)	2,000	-	2,000		
61.00	Professional Services	3,800	7,500	4,000	7,500	87.5%	
61.30	Marketing	13,569	12,500	12,500	13,750	10.0%	10.0%
63.01	Administrative Overhead	-	-	-	47,885		100.0%
63.05	Advertising	-	500	-	500		
63.25	Membership & Dues	557	629	600	645	7.5%	2.5%
63.35	General Supplies	519	525	500	525	5.0%	
63.50	Postage, Freight, & Delivery	82	150	77	100	29.6%	-33.3%
63.55	Printing	-	50	50	50		
63.70	Telephone	3,162	2,900	2,925	2,950	0.9%	1.7%
66.10	Repair & Maint. - Shuttles	5,926	4,250	12,250	6,600	-46.1%	55.3%
66.20	Repair & Maint. - Office Equip.	-	50	-	50		
67.07	Shelters, Buses & Signs Supplies	703	500	475	500	5.3%	
67.15	Accidents & Damages	-	-	(2,671)	-		
68.03	CalTIP Insurance	39,718	45,000	44,813	46,157	3.0%	2.6%
69.10	Vehicles - Fuel	34,727	40,000	37,310	92,943	149.1%	132.4%
69.20	Vehicles - Mileage	-	350	-	250		-28.6%
69.76	Fleet Maintenance Allocation	66,363	77,289	61,168	62,464	2.1%	-19.2%
	Subtotal General Supplies & Services	169,078	194,193	173,997	284,869	63.7%	46.7%
	Subtotal Supplies & Services	924,096	1,055,850	966,047	1,559,796	61.5%	47.7%
	Subtotal Personnel and Supplies & Services	1,072,618	1,211,623	1,112,768	1,727,716	55.3%	42.6%
000	CAPITAL OUTLAY						
80.20	Computer Equipment	1,537	-	-	-		
80.73	Prop 1B PTMISEA	1,900	76,916	78,451	-	-100.0%	-100.0%
80.74	Cal OES - Safety & Security Projects	9,724	23,299	-	25,800		10.7%
89.00	Depreciation Expense	68,819	89,600	80,648	84,388	4.6%	-5.8%
	Total Capital Outlay	81,979	189,815	159,099	110,188	-30.7%	-41.9%
	TOTAL	1,154,597	1,401,438	1,271,867	1,837,904	44.5%	31.1%
80.70	Less: Capital Assets	-	(100,215)	(78,451)	(25,800)		
	TOTAL NET EXPENDITURES	1,154,597	1,301,223	1,193,416	1,812,104	51.8%	39.3%

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PUBLIC TRANSIT 2019/20 EXPENDITURES BUDGET DETAIL

502.xxx.00 Public Transit Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

This budget reflects expenditures for the Tahoe Truckee Area Regional Transit (TART) programs that currently operate in the town along with regional services operated by Placer County and supported by funding from the Town. The Town contracts with Paratransit Services for drivers and dispatchers to operate the Truckee TART fare free system that includes Fixed Route and Dial-A-Ride services. The Town owns the transit vehicles, which are maintained by the Town's Fleet Maintenance Division. The Town also operates community shuttles to events (Truckee Thursdays, July 4th Parade, week between Christmas and New Year's Eve, etc.) through a separate on-call contract with two other transportation vendors (Northstar California and Metro Transit) who provide their own buses to operate these shuttle programs. Sources of revenue to support the transit services are listed and described in the Transit section of the Revenue Budget.

Truckee TART Fixed Route operates two seasonal services. The first, non-winter (mid-March to mid-December) service operates Monday - Saturday 9am-5pm and the second, winter service operates seven days per week 6am-6pm including Truckee Local Route 1 and Donner Summit Route 2. The Donner Summit route is funded in partnership with Sugar Bowl, Boreal, Placer County and Nevada County. Per the requirements of the American's with Disabilities Act (ADA) the Town is required to provide paratransit demand response service within three quarters of a mile of the Fixed Route service. This is accomplished through the Dial-A-Ride (DAR) program. DAR is also offered in the outlying neighborhoods not served by the Fixed Route. The Town receives grant funding to provide DAR service beyond the ADA Fixed Route corridor to the outlying neighborhoods. The DAR program is by reservation only and operates seven days per week year-round.

A Transit Funding Equity Study has been completed that identifies a funding imbalance to the Town of Truckee due to the State mandate to apportion Local Transportation Funds (LTF) based on population. LTF revenue is generated through a 1/4 cent sales tax. The Town generates roughly \$1 million in LTF revenue but only about 45% of the revenue is returned to the Town with the remaining 55% funding transit in Western County. The study identifies other funding sources (STA, new revenue through the passage of SB1, FTA 5311, ,etc.) to bridge the funding shortfall and methods for the Nevada County Transportation Commission to apportion additional transit funding to the Town.

With additional revenue now available to the Town this budget proposes to implement transit improvements identified in the Long Range and Short Range Transit Plans. Specifically, staff proposes to expand non-winter fixed route service by adding two hours in the morning and two hours in the evening; service would run from roughly 7am-7pm rather than the current schedule of 9am-5pm. Staff also proposes to add Sunday non-winter fixed route service bringing the Town's transit service to a 7-day per week, year-round operations. The plans also identify Town funding support for regional TART improvements including peak season evening service between Truckee and the Northstar and Squaw Valley resorts that would operate from roughly 6pm-11pm for 116 days during the winter and 68 days during the summer. Expanded transit service into the Truckee neighborhoods is also outlined in the plans, however, additional vehicles need to be purchased and the transit operator would need to hire additional staff prior to implementation. The proposed service enhancements that could be implemented during this budget cycle are estimated to cost \$549,100 and would be funded by transit operating revenue (no General Fund support required). Due to the new SB1 funding source, this budget added a new expenditure line item to include Administrative Overhead costs of approximately \$48,000 that reimburses the General Fund for staff resources associated with administrative functions of the Admin Services Division, Town Manager, Town Attorney, etc.

**PUBLIC TRANSIT
2019/20 EXPENDITURES BUDGET DETAIL**

502.xxx.00 Public Transit Fund.Non-Department.Non-Division

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 6% of the salary of the Director of Public Works/Town Engineer (DPW/TE), 80% of the salary of one Administrative Analyst II (20% to Economic Development), and 25% of the wages of one Office Assistant (75% to Town Clerk and Communications).	\$ 109,944
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increase driven by rising pension costs.	\$ 48,102
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups.	\$ 4,944
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals coverage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 1,685
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the DPW/TE's private vehicle on Town business (6%).	\$ 396
55.80 <u>COMPENSATED ABSENCES</u> For this enterprise fund, this account will incur the liability of the unused portion of vacation, sick and compensatory time in accordance with the accounting rules for fiduciary funds. The increase for the estimated actual for FY18/19 is due to a change in the sick vesting policy which increased the maximum payout to 75% for employees with 10 or more years of service.	\$ 2,849
 <u>SUPPLIES AND SERVICES</u>	
<u>181 TRUCKEE LOCAL SERVICES</u>	
61.34 <u>FIXED ROUTE</u> Provides for contract services for operation of the Truckee TART Fixed Route service. Increase to provide for the additional service hours as described in the division's activity description.	\$ 490,680
61.35 <u>DONNER SUMMIT WINTER SHUTTLE</u> Provides for contract services for an employee and skier shuttle to the Donner Summit ski resorts. This budget captures the actual cost to provide the service including contractor hours, bus maintenance, fuel, marketing and program management. Funding is provided by the ski resorts located on Donner Summit, Placer County, Nevada County, and Town.	\$ 100,940
61.38 <u>DIAL-A-RIDE</u> Provides for contract services for the operation of the Truckee TART Dial-A-Ride program.	\$ 334,179
61.39 <u>SPECIAL EVENT SHUTTLE</u> Provides for shuttles to Truckee Thursdays, July 4th Parade, and during the week between Christmas and New Year's, specifically operations (\$85,750) and marketing (\$22,116).	\$ 107,866

**PUBLIC TRANSIT
2019/20 EXPENDITURES BUDGET DETAIL**

502.xxx.00 Public Transit Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>182 REGIONAL SERVICES</u>		
61.30	<u>NORTH LAKE TAHOE EXPRESS (AIRPORT SHUTTLE)</u> The Town provides partner funding of \$10,500 to support the North Lake Tahoe Express (NTLE) airport service that operates between Reno and our region. The Town is one of several funding partners for this service, which is managed by the Truckee North Tahoe Transit Management Association (TNT/TMA).	\$ 10,500
61.32	<u>HIGHWAY 89 YEAR-ROUND AND 267 WINTER SERVICE</u> Provides for service on Hwy 89 between Tahoe City and Truckee on a year-round basis (\$74,027), and on Hwy 267 between Kings Beach and Truckee during the winter months (\$40,632). This service is operated by Placer County.	\$ 137,509
61.33	<u>HIGHWAY 267 NON-WINTER SERVICE</u> Provides for 25% of an additional 250 days of service on Hwy 267 (started in FY16/17) operated by Placer County. This service is provided in partnership with Placer County and the Truckee Tahoe Airport District (TTAD). Placer County funds 50% of the cost and TTAD funds the remaining 25%.	\$ 93,253
<u>180 GENERAL SERVICES AND SUPPLIES</u>		
60.15	<u>EDUCATION AND TRAINING</u> Provides for ongoing training for staff assigned to manage the transit program. Town staff also serves on the board for the California Transit Indemnity Pool (CalTIP), the Town's transit-related insurance, but all costs associated with the travel to the biannual meetings are reimbursed by CalTIP, therefore the net effect to the Town's budget is \$0.	\$ 2,000
61.00	<u>PROFESSIONAL SERVICES</u> Provides for an annual audit required by the State of California and for miscellaneous consulting services (\$5,500).	\$ 7,500
61.30	<u>MARKETING</u> The Truckee North Tahoe Transportation Management Association per contract conducts the marketing efforts of the Truckee TART system (and Regional TART operated by Placer County).	\$ 13,750
63.01	<u>ADMINISTRATIVE OVERHEAD</u> Provides for a reimbursement to the General Fund from the Public Transit fund related to administration, including payroll, human resource services, and facilities maintenance of the space occupied by the division. This charge is necessary to reflect the true costs of operating the division as an enterprise fund.	\$ 47,885
63.05	<u>ADVERTISING</u> Provides for advertisement of the transit programs, public hearings associated with transit changes and grant applications.	\$ 500

**PUBLIC TRANSIT
2019/20 EXPENDITURES BUDGET DETAIL**

502.xxx.00 Public Transit Fund.Non-Department.Non-Division

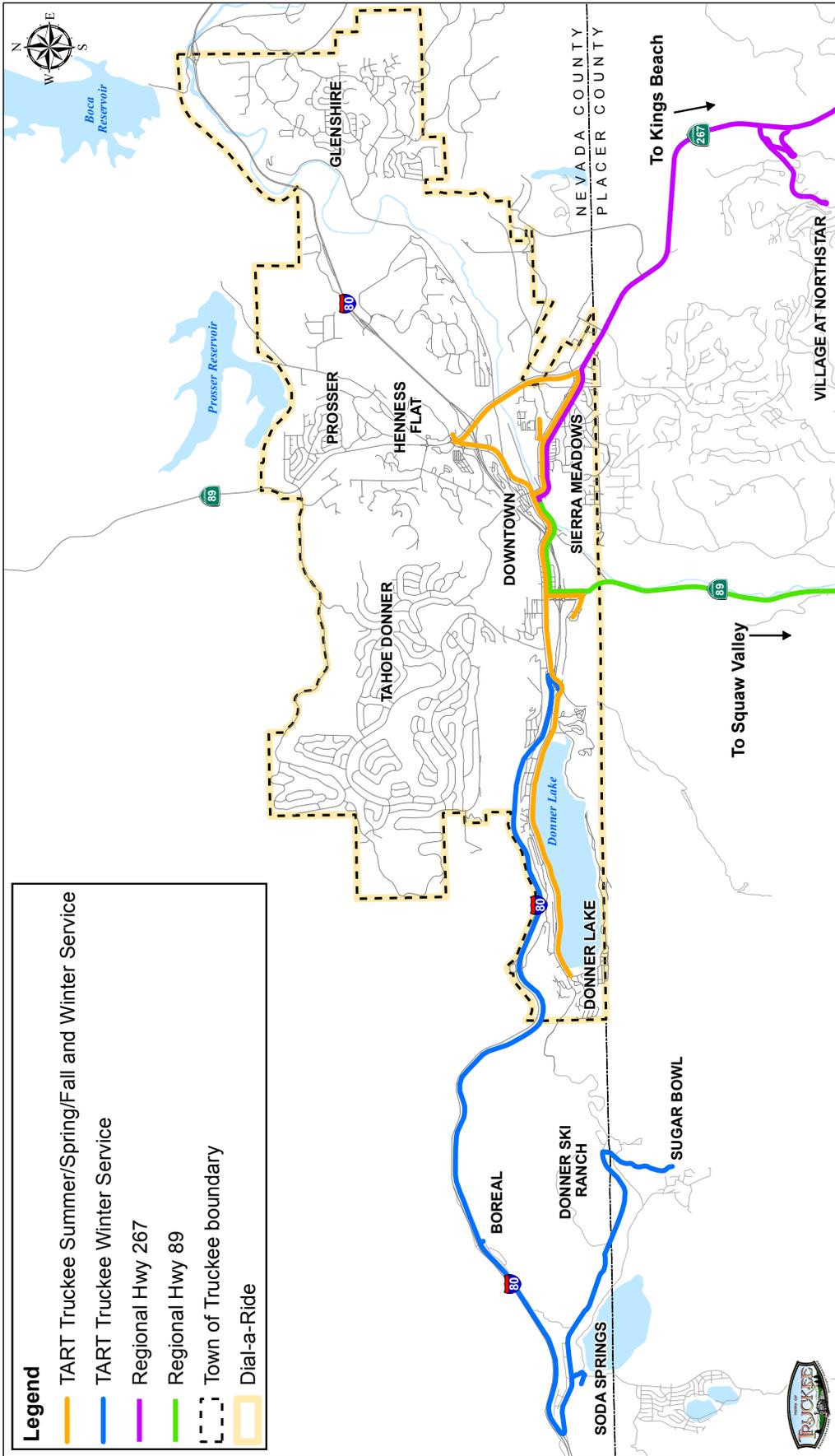
<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>180 GENERAL SERVICES AND SUPPLIES (cont'd)</u>		
63.25	<u>MEMBERSHIP AND DUES</u> Provides for the Town's membership in the California Association for Coordinated Transportation (CalACT) and the fee for the monthly meetings of the TNT/TMA.	\$ 645
63.35	<u>GENERAL SUPPLIES</u> Provides for office stationery forms, office supplies, small items and non-capital equipment and furniture.	\$ 525
63.50	<u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs.	\$ 100
63.55	<u>PRINTING</u> Provides for the printing of business cards for division staff.	\$ 50
63.70	<u>TELEPHONE</u> Provides for an allocation of costs associated with base and long distance telephone rates (including a line for the Transit Dispatch Center), the optical fiber network internet connection, and miscellaneous charges associated with the Town's phone system. Also provides for a portion of staff cellular phone service and associated equipment.	\$ 2,950
66.10	<u>REPAIR AND MAINTENANCE - BUILDINGS</u> Provides for repair and maintenance of the Town's transit shelters generally provided by the Facilities Maintenance Division and the Road Maintenance Division staff, reimbursed to the General Fund on a quarterly basis. The Capital Improvement Project Budget includes the replacement of one of the Town's older transit shelters as part of C1819.	\$ 6,600
66.20	<u>REPAIR AND MAINTENANCE - OFFICE EQUIPMENT</u> Provides for maintenance and unscheduled repair of office equipment.	\$ 50
67.07	<u>SHELTERS, BUSES AND SIGNS SUPPLIES</u> Provides supplies for shelters and buses including bus stop signage.	\$ 500
67.15	<u>ACCIDENTS AND DAMAGES</u> Negative balances reflect reimbursement for repair costs from private parties for damages caused to Town property. These repairs are typically expensed to the Fleet Maintenance Division and charged to the Transit Fund via the Fleet Maintenance Allocation.	\$ -
68.03	<u>CALTIP INSURANCE</u> CalTIP insurance coverage for transit vehicles and transit infrastructure such as transit shelters and covers bodily injury and physical damage.	\$ 46,157
69.10	<u>VEHICLES - FUEL</u> Provides for fuels for the operation of Truckee TART services. Due to the expected expansion in services, increasing the budget for fuel despite an expected stabilization in fuel costs.	\$ 92,943

**PUBLIC TRANSIT
2019/20 EXPENDITURES BUDGET DETAIL**

502.xxx.00 Public Transit Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>180 GENERAL SERVICES AND SUPPLIES (cont'd)</u>		
69.20	<u>VEHICLES - MILEAGE</u> Provides payment to staff for use of a private vehicle on Town business not already provided for under a car allowance or through the education and training budget.	\$ 250
69.76	<u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 62,464
<u>CAPITAL OUTLAY</u>		
80.73	<u>PROPOSITION 1B PTMISEA</u> Provides funding for transit capital projects such as bus replacement, transit technology, other transit infrastructure (shelters/benches) and equipment (cameras). Projects to date include the purchase of new buses, bus stop signs for the new TART branding project, and the NextBus program that provides real-time information on when a bus is expected to arrive at a stop (implemented in FY18/19). Future projects under consideration include cameras on the buses and a replacement vehicle for a bus that is nearing its useful life. There is \$84,767 remaining of the original \$466,383 grant award. Funds must be expended by June 30, 2023.	\$ -
80.74	<u>CALIFORNIA OFFICE OF EMERGENCY SERVICES (OES) - SAFETY AND SECURITY PROJECTS</u> The grant awards of \$49,187 funds transit safety and security capital projects such as lighting, video security equipment, communications equipment, fencing and gates, and other safety and security equipment, devices and supplies. Projects to date include updated solar lighting in the shelters and purchase of winter chains and tires for the buses. There is \$25,800 of remaining funding that is slated for the purchase of cameras for the buses. Funds must be expended by June 30, 2020.	\$ 25,800
89.00	<u>DEPRECIATION EXPENSE</u> For enterprise funds, this account expenses the used portions of fixed assets in accordance with the accounting rules for enterprise funds.	\$ 84,388

Truckee Local and Regional Routes



SECTION 9 - SOLID WASTE EXPENDITURES



SOLID WASTE ORGANIZATION CHART SOLID WASTE EXPENDITURES

SOLID WASTE ORGANIZATION CHART
2019/20 BUDGET



**SOLID WASTE
2019/20 EXPENDITURES BUDGET**

503.000.00 Solid Waste Fund.Non-Department.Non-Division

ACCOUNT		2017/18 ACTUAL	2018/19 AMENDED BUDGET	2018/19 ESTIMATED ACTUALS	2019/20 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-Time	115,124	153,434	171,081	163,061	-4.7%	6.3%
50.15	Wages - Temporary	5,159	11,700	3,563	11,700	228.4%	
54.xx	Benefits	37,885	53,367	54,934	53,367	-2.9%	0.0%
54.11	GASB 68 Pension Expense	13,329	-	-	-		
54.61	Deferred Compensation	1,272	5,499	4,535	3,855	-15.0%	-29.9%
54.81	RHS	161	165	1,775	1,827	2.9%	1007.1%
55.16	OPEB Expense	(210)	-	-	-		
55.71	Car Allowances	125	374	360	361	0.2%	-3.5%
55.80	Compensated Absences	2,756	3,292	6,217	3,541	-43.0%	7.6%
	Total Personnel	175,600	227,832	242,464	237,711	-2.0%	4.3%
SUPPLIES & SERVICES							
60.15	Education & Training	6,467	7,000	5,000	7,500	50.0%	7.1%
61.00	Professional Services	95,922	44,400	35,000	43,000	22.9%	-3.2%
61.05	Collection, Diversion & Disposal	2,531,378	3,529,646	3,529,646	3,895,186	10.4%	10.4%
61.06	Green Waste Collection	212,305	-	48,226	-	-100.0%	
63.01	Administrative Overhead	45,210	59,526	66,779	67,787	1.5%	13.9%
63.05	Advertising	71,245	45,000	43,000	45,000	4.7%	
63.25	Membership & Dues	200	500	500	500		
63.35	General Supplies	2,346	2,000	1,000	2,000	100.0%	
63.45	Photocopying	200	200	200	200		
63.50	Postage, Freight, & Delivery	11,386	21,000	21,000	23,000	9.5%	9.5%
63.51	Noticing	8,046	20,000	20,000	20,000		
63.52	Community Outreach & Education	-	34,500	25,000	34,500	38.0%	
63.55	Printing	2,729	18,000	5,000	12,000	140.0%	-33.3%
63.70	Telephone	2,044	3,356	3,356	4,000	19.2%	19.2%
67.02	Property Tax Collection Fee	7,001	7,500	7,140	7,500	5.0%	
67.09	Recycling Programs	24,863	62,000	40,000	60,000	50.0%	-3.2%
67.11	Recycling Programs - Grant Funded	70,388	35,000	25,000	30,000	20.0%	-14.3%
68.50	Rent - Office Space	8,256	9,704	8,924	8,078	-9.5%	-16.8%
69.10	Vehicles - Fuel	216	300	225	250	11.1%	-16.7%
69.76	Fleet Maintenance Allocation	5,748	2,041	2,146	2,191	2.1%	7.4%
	Total Supplies & Services	3,105,951	3,901,672	3,887,142	4,262,692	9.7%	9.3%
CAPITAL OUTLAY							
77.10	Transfer to CIP Fund	-	71,250	-	71,250		
80.20	Computer Equipment	1,207	-	-	3,400		100.0%
89.00	Depreciation Expense	133	317	133	66	-50.1%	-79.1%
89.99	Loss/(Gain) on Disposal of Assets	518	-	-	-		
	Total Capital Outlay	1,857	71,567	133	74,716	56142.3%	4.4%
	TOTAL	3,283,408	4,201,071	4,129,739	4,575,119	11%	8.9%
	Less: Capital Assets	-	(71,250)	(71,250)	(71,250)		
	Less: Grant Funded Expenditures	(112,254)	(35,000)	(35,000)	(30,000)	14.3%	14.3%
	Less: Commercial Cust Admin Rev	(11,000)	(14,625)	(14,434)	(15,000)	-3.9%	-2.6%
	Less: Commercial Funded Outreach	-	-	(75,188)	(77,316)	-2.8%	-100.0%
	Less: Town Admin fees collected by TTSD	-	-	-	(9,480)		-100.0%
	Less: Budget Modifications After Notification		(322)		(1,427)		-343.3%
	TOTAL NET EXPENDITURES FOR PARCEL CHARGES	3,160,154	4,079,874	3,933,867	4,370,646	11%	7.1%

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SOLID WASTE 2019/20 EXPENDITURES BUDGET DETAIL

503.000.00 Solid Waste Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

The Solid Waste Division is responsible for negotiating and managing a contract for solid waste collection and disposal. Additionally, the division is tasked with ensuring the Town is in compliance with state regulations regarding refuse disposal. The Division also promotes waste reduction and increases in recycling.

The new solid waste franchise agreement with Tahoe Truckee Sierra Disposal (TTSD) commenced on July 1, 2018. During FY18/19, the Town rolled out new residential and commercial source-separated recycling programs as part of the new franchise agreement. For residents, changes included green waste containers (for all neighborhoods) and recycling carts (for Glenshire, the first neighborhood to receive blue carts during a 3-year phase in). Commercial changes included mixed waste (trash) carts for can-only businesses, recycling carts for all businesses, and food waste carts for ordinance-required businesses.

Town staff worked with a contractor to develop education and outreach materials pertaining to the new services. Information was mailed to each resident, and an online form was set up to gather residential cart sign-ups for the opt-in programs. A total of 5,251 customers opted to receive at least one green cart, bringing green waste cart participation to 44% community-wide. TTSD delivered 7,609 green waste carts, eliminating an estimated 50,000 green bags from being used. During the first three months of the program, July through September, 461 tons of green waste was collected curbside in the green carts. This number is up 170% from the average 270 tons that had been collected in green bags during the same three months on average in previous years. During phase 1 of the 3 year roll out, 1,090 Glenshire residents received blue recycling carts, making up 73% of the Glenshire neighborhood. During the first three months of recycling carts collection (October through December) TTSD collected 95.8 tons of clean, separated recyclables in the residential blue carts. During FY19/20, blue carts will roll out to the rest of Truckee, excluding Tahoe Donner, which will receive blue carts in FY20/21.

Town staff conducted hands-on business outreach to enroll businesses with the new services. The outreach staff conducted over 200 waste assessments. In town, 253 businesses now have recycling carts, and Town staff are continuing to work with businesses who are out of compliance with the ordinance. During the first six months of the program, July to December, 93.6 tons of recyclables were collected in commercial blue carts. This is a tremendous improvement, as very few businesses prior to July were separating recyclables in blue bags. In February 2019, TTSD began servicing food waste carts and dumpsters for 50 food-service businesses. Within the first week of service, 14,000 pounds of food waste were collected.

During FY19/20, Town staff will continue to conduct residential and commercial outreach. For residents, this outreach will include continued cart signups, correcting usage of carts, proper recycling, and phase 2 of the blue cart roll-out during September 2019. For businesses, outreach will include bringing all businesses in compliance with State and local recycling ordinances, following up with all businesses on the progress of recycling carts, and exploring alternatives to single-use foodware items. Town staff will continue to explore source reduction programs including: reusable dishware at Town functions, expanding the reusable to-go containers program, hosting Fix-It Clinics, and working with special event organizers to utilize reusable dishware. Additionally, staff will work with the new Sustainability Committee and will work to refine and leverage Keep Truckee Green's platform for sustainability outreach. Town staff will support the volunteer-led Truckee Litter Clean-up, by providing mapping, guidance & supplies (e.g. gloves, pickers, and bags).

SOLID WASTE 2019/20 EXPENDITURES BUDGET DETAIL

503.000.00 Solid Waste Fund.Non-Department.Non-Division

Upon approval of the budget, all single family residential parcels will be billed \$360.40 for the year for solid waste services, which includes mixed waste collection, recyclables in carts or weekly unlimited blue bags, and up to three yard waste carts. For FY19/20 the proposed change represents a 9% increase over last year's rate for single family residential parcels at \$338.86. This increase in solid waste charge reflects the new program upgrades of source-separated recycling collection that will be in year 2 of a 3 year phase-in. Additionally, the cost increase reflects a 3.85% municipal solid waste tipping fee increase, and a 14.29% yard waste tipping fee increase at Eastern Regional Landfill for the processing of our materials, as determined by Placer County, who owns and controls the processing facility. These increases are related to increased labor costs at the processing facility and challenges with a recycling commodity economy that has been disturbed nationally and internationally by China.

The budget reflects a solid waste rate that, if approved, will be collected by Nevada County along with the Town's property taxes. The residential fee is calculated by dividing the expenditures outlined in this budget, by the current number of residential parcels minus any grant revenue or revenue collected through assessments on commercial customers. The Solid Waste Fund is an Enterprise Fund receiving no support from the General Fund. Budget estimates are based on the collection of solid waste service fees from approximately 12,140 parcels.

<u>PERSONNEL</u>	<u>BUDGET</u>
50.11 <u>WAGES - REGULAR FULL-TIME</u> Provides for 10% of the salary of the Administrative Services Director, 90% of the salary of one (1) Administrative Analyst II (10% to Sustainability), and 90% of the wages of one (1) Administrative Technician (10% to Sustainability). During FY18/19 (added after budget was adopted) and FY19/20, this account also funded 42% of the wages of one (1) limited-term Administrative Technician (58% to Planning). This position terms in August of 2019.	\$ 163,061
50.15 <u>WAGES - TEMPORARY</u> Provides for 760 hours for a temporary intern to help administer the solid waste programs. Interns are provided the opportunity to assist staff in a variety of program administration functions including the development, implementation and reporting of grant funded programs; the development of contracts and drafting of state required reports; website and social media content development; and public education and outreach. Interns are often used to staff tables at community events, representing the organization to the public.	\$ 11,700
54.xx <u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance. Increase in estimated actuals is due to the limited term Administrative Technician that was added, by Council approval, for FY18/19, after the adoption of the budget. Although the Town is experiencing increases in pension costs, the increases were offset by the reallocation of a portion of the Administrative Technician to Sustainability.	\$ 53,367
54.61 <u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The difference in estimated actuals is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 3,855

SOLID WASTE

2019/20 EXPENDITURES BUDGET DETAIL

503.000.00 Solid Waste Fund.Non-Department.Non-Division

<u>PERSONNEL (cont'd)</u>	<u>BUDGET</u>
54.81 <u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 1,827
55.71 <u>CAR ALLOWANCE</u> Provides for the use of the Administrative Services Director's private vehicle on Town business (10%).	\$ 361
55.80 <u>COMPENSATED ABSENCES</u> For this enterprise fund, this account will incur the liability of the unused portion of vacation, sick and compensatory time in accordance with the accounting rules for fiduciary funds. The increase for the estimated actual for FY18/19 is due to a change in the sick vesting policy which increased the maximum payout to 75% for employees with 10 or more years of service.	\$ 3,541
 <u>SUPPLIES AND SERVICES</u>	
60.15 <u>EDUCATION AND TRAINING</u> Provides for attendance at job related training such as the annual Waste Expo and the California Resource Recovery Association (CRRRA) conferences.	\$ 7,500
61.00 <u>PROFESSIONAL SERVICES</u> Provides for outside consultant services to assist in an annual review of the franchise agreement. This will be a multi-year project for the first three (3) years of the franchise agreement. FY19/20 will mark the second year of the agreement. After Year 3 of the contract a more significant assistance from consultants to do a more in-depth rate-setting process will be required per the franchise agreement. This also provides \$13,000 to fund 50% cost of a CivicSpark fellow through Local Government Commission (50% funded through Sustainability).	\$ 43,000
61.05 <u>COLLECTION, DIVERSION AND DISPOSAL</u> Provides for single-can residential mixed waste collection, recyclables collection in either source-separated recycling cart or blue bags, two recycling drop-off locations during July and August of each year, and source-separated yard waste carts as provided by the Town's solid waste hauler. The yard waste programs also include onsite yard waste only dumpsters available to residential customers for \$70 per dumpster, free drop-off of 6-yards of yard waste at the Eastern Regional Landfill (ERL), and a free contractor drop-off coupon. The yard waste collections used to be displayed as a separate line item in this budget; however the residential collection of solid waste now includes yard waste in the single base rate. The rate also includes a 5% franchise fee. The proposed base rate for solid waste disposal services is \$321.12 per residential parcel per year. This is \$24.24 per year increase from last year's rate of \$296.88. This is a base rate increase of \$2.33 per month. The increased rates are a result of adjusted indices and a tipping fee increases from \$78.00 to \$81.00 per ton of municipal solid waste and \$7.00 to \$8.00 per ton for yard waste.	\$ 3,895,186

SOLID WASTE 2019/20 EXPENDITURES BUDGET DETAIL

503.000.00 Solid Waste Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>	<u>BUDGET</u>
<p>63.01 <u>ADMINISTRATIVE OVERHEAD</u> Provides for a reimbursement to the General Fund from the Solid Waste Fund related to administration, including payroll, human resource services, and facilities maintenance of the space occupied by the division. This charge is necessary to reflect the true costs of operating the division as an enterprise fund. Increase in estimated actuals is due to higher personnel in this Division with the limited-term Administrative Technician. The FY19/20 increase is due to the re-allocation of staffing costs from the Redevelopment Successor Agency to the administrative divisions.</p>	<p>\$ 67,787</p>
<p>63.05 <u>ADVERTISING</u> Provides for various public education efforts, including the purchase of print and digital advertisements in local newspapers, visitors' guides, homeowners' association newsletters and other media. This also provides for radio spots (\$1,000/month for 2 spots per day) and social media advertising.</p>	<p>\$ 45,000</p>
<p>63.25 <u>MEMBERSHIP AND DUES</u> Provides for annual memberships for professional organizations such as the California Resource Recovery Association and Solid Waste Association of North America.</p>	<p>\$ 500</p>
<p>63.35 <u>GENERAL SUPPLIES</u> Provides for copy paper, small items needed for program activities and computer accessories.</p>	<p>\$ 2,000</p>
<p>63.45 <u>PHOTOCOPYING</u> Provides for the cost allocated to Solid Waste for the use of the copy machine located in Administrative Services.</p>	<p>\$ 200</p>
<p>63.50 <u>POSTAGE, FREIGHT, AND DELIVERY</u> Provides for postage and mailing costs for Solid Waste and recycling operations.</p>	<p>\$ 23,000</p>
<p>63.51 <u>NOTICING</u> Provides for direct mail notices (design, printing and postage) to all residential parcels and commercial customers regarding the annual rate increase for solid waste disposal per the requirements set forth in Proposition 218.</p>	<p>\$ 20,000</p>
<p>63.52 <u>COMMUNITY OUTREACH AND EDUCATION</u> Provides for the development and distribution of education and outreach materials pertaining to new recycling and yard waste programs, source reduction, and sustainability initiatives. This may also fund creative development, copywriting, public relations, website management, and related collateral materials.</p>	<p>\$ 34,500</p>

SOLID WASTE

2019/20 EXPENDITURES BUDGET DETAIL

503.000.00 Solid Waste Fund.Non-Department.Non-Division

<u>SUPPLIES AND SERVICES (cont'd)</u>		<u>BUDGET</u>
63.55	<u>PRINTING</u> Provides for the printing of brochures, pamphlets, post cards, and other materials developed for public education on Division related programs and activities. Also includes printing of materials for recycling events, such as Truckee Day t-shirts.	\$ 12,000
63.70	<u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for staff cellular phone service and equipment.	\$ 4,000
67.02	<u>PROPERTY TAX COLLECTION FEE</u> Provides for payments to Nevada County for the collection and remittance of the Solid Waste Fee and the collection of any delinquent accounts collected along with the Town's residential property taxes.	\$ 7,500
67.09	<u>RECYCLING PROGRAMS</u> Provides for the development and implementation of waste reduction and recycling programs. Allows the program to support community events such as Truckee Day, Public Services Together, Earth Day Festival, Fixit Clinics as well as providing program collateral such as reusable bags, reusable dishware, and promotional Keep Truckee Green items. This also funds school related activities such as school waste sorts, cafeteria sort stations, and Trashion shows. Staff plans to continue a focus on reuse and source-reduction programs such as the reusable to-go box program.	\$ 60,000
67.11	<u>RECYCLING PROGRAMS - GRANT FUNDED</u> <u>DOC CITY/COUNTY GRANT (R2015 001)</u> - Provides for costs associated with the development and implementation of waste reduction and recycling programs funded by grant revenues. \$ 5,000 <u>USED OIL RECYCLING ANNUAL PAYMENT (R2015 002)</u> - Provides for the purchase of used oil collection containers, funnels, advertisement of certified used oil collection centers and for the recycling of filters collected at a certified center. Annual payment program provided by CalRecycle, to fund activities related to used oil and oil filter recycling in Truckee. \$ 5,000 <u>HOUSEHOLD HAZARDOUS WASTE GRANT (R2018 001)</u> Provides for purchase of refillable one (1) pound propane gas canisters, expansion of refill program, proper disposal of non-refillable canisters, and outreach and education related to refillable fuel canisters. California Product Stewardship Council, a subcontractor on the grant administers exchange events. \$ 20,000	\$ 30,000

SOLID WASTE 2019/20 EXPENDITURES BUDGET DETAIL

503.000.00 Solid Waste Fund.Non-Department.Non-Division

SUPPLIES AND SERVICES (cont'd)

BUDGET

68.50	<u>RENT - OFFICE SPACE</u> Provides for the division's lease of the Town Hall office space including utilities, facility maintenance and janitorial services. The total rental rate is \$2.88 per square foot. The decrease is due a change in the way the common area maintenance (CAM) rate is calculated. The updated calculation divides town-wide costs such as utilities by the total occupied Town Hall space verse just the space occupied by Town employees. In the past, tenants paid for many of their own costs, but the current lease rates are meant to encompass some of these costs.	\$ 8,078
69.10	<u>VEHICLES - FUEL</u> Provides for fuels costs for the division's vehicles.	\$ 250
69.76	<u>FLEET MAINTENANCE ALLOCATION</u> Provides for an allocation of the vehicle maintenance costs provided by the Fleet Maintenance Division. The costs are estimated using a three-year rolling average of the actual cost allocation. Actual costs allocated will reflect staff time and part costs incurred.	\$ 2,191

CAPITAL OUTLAY

77.10	<u>TRANSFER TO CIP FUND</u> Provides for replacement of public litter containers in the downtown corridor to side-by-side source-separated recycling and trash compactor units, to help meet the Town's waste goals and provide added capacity in high traffic areas (CIP C1822). Amounts included in this item are not included in the calculation for residential or commercial garbage rates.	\$ 71,250
80.20	<u>COMPUTER EQUIPMENT</u> Provides for one (1) computer (\$1,200 each) and two (2) 21 inch monitors (\$250 each) for the Administrative Analyst and the Administrative Technician.	\$ 3,400
89.00	<u>DEPRECIATION EXPENSE</u> For enterprise funds, this account expenses the used portions of fixed assets in accordance with the accounting rules for enterprise funds. Many of the assets capitalized to this fund were fully depreciated at the end of FY17/18.	\$ 66



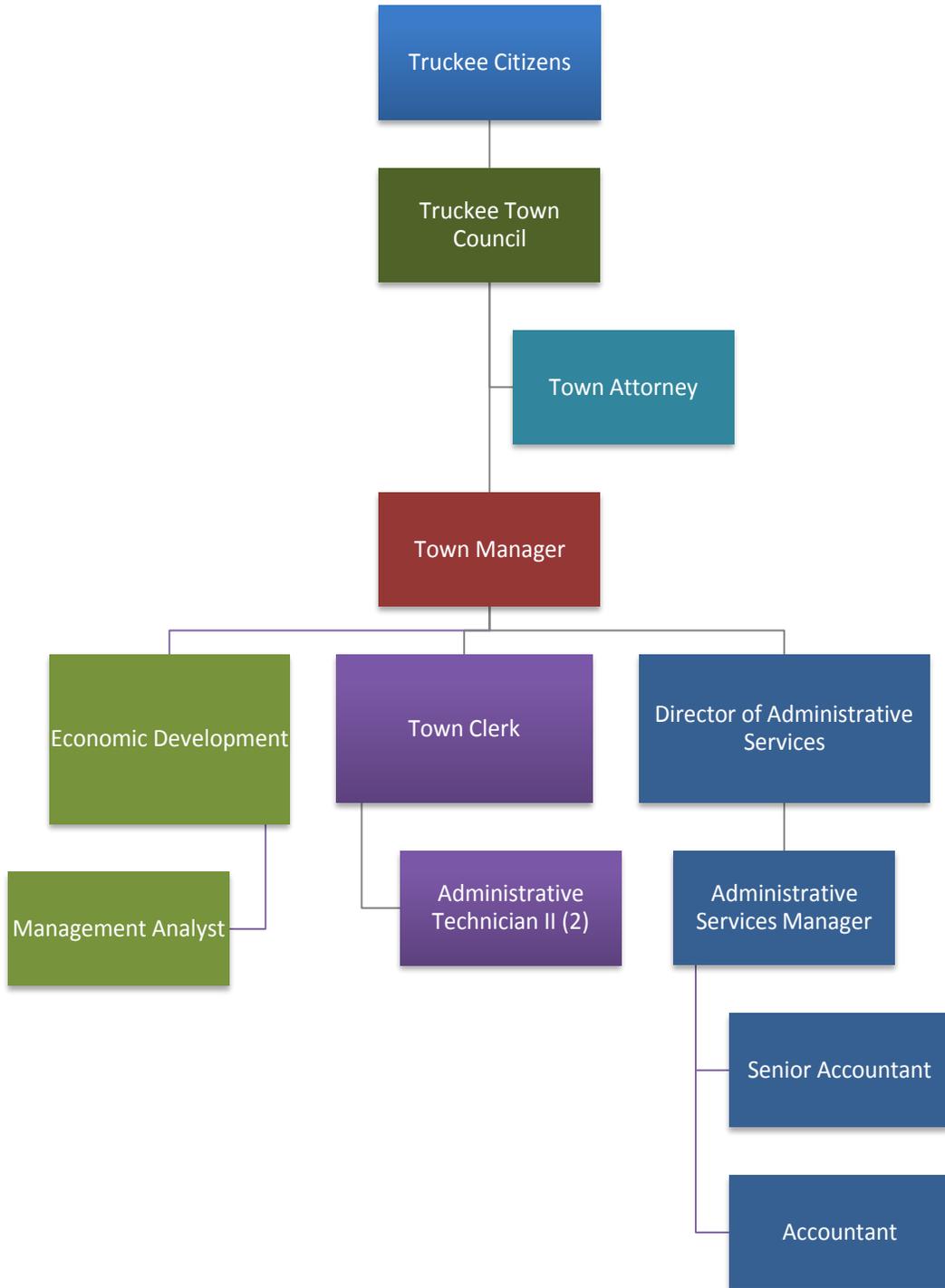
SECTION 10 - REDEVELOPMENT SUCCESSOR AGENCY EXPENDITURES



THE STREETSCAPING OF THE BRICKELTOWN AREA OF DOWNTOWN TRUCKEE WAS FUNDED BY THE REDEVELOPMENT BONDS.

REDEVELOPMENT SUCCESSOR AGENCY ORGANIZATION CHART REDEVELOPMENT SUCCESSOR AGENCY EXPENDITURES

REDEVELOPMENT SUCCESSOR AGENCY ORGANIZATION CHART
2019/20 BUDGET



**REDEVELOPMENT SUCCESSOR AGENCY
2019/20 EXPENDITURES BUDGET**

599.000.00 Successor Agency Fund.Non-Department.Non-Division		2017/18	2018/19	2018/19	2019/20	% CHG BUD	% CHG BUD
ACCOUNT		ACTUAL	AMENDED	ESTIMATED	PROPOSED		
NON-ADMINISTRATIVE COSTS							
SUPPLIES & SERVICES							
61.00	Professional Services	2,881	4,500	3,500	3,750	7.1%	-16.7%
67.98	Bond Discount Amortization Expense	1,861	1,861	1,861	1,861		
67.99	Bond Interest Expense - Series A	457,705	454,337	454,338	448,775	-1.2%	-1.2%
67.99	Bond Interest Expense - Series B	274,541	274,875	274,875	274,875		
68.11	Loan Principal Forgiveness	23,870	23,870	23,870	23,870		
	Total Supplies & Services	760,858	759,443	758,444	753,131	-0.7%	-0.8%
CAPITAL OUTLAY							
89.00	Depreciation Expense	15,829	-	-	-		
	Total Capital Outlay	15,829	-	-	-		
SUBTOTAL NON-ADMINISTRATIVE COSTS		776,687	759,443	758,444	753,131	-0.7%	-0.8%
ADMINISTRATIVE COSTS							
PERSONNEL							
50.11	Wages - Regular Full-Time	114,236	109,538	108,119	44,117	-59.2%	-59.7%
50.31	Overtime - Regular Full-Time	13	100	18	-	-100.0%	-100.0%
54.xx	Benefits	37,574	40,256	37,365	18,423	-50.7%	-54.2%
54.61	Deferred Compensation	5,586	6,260	7,690	2,403	-68.8%	-61.6%
54.81	RHS	702	735	1,167	523	-55.2%	-28.9%
55.71	Car Allowances	1,568	1,933	1,920	394	-79.5%	-79.6%
55.80	Compensated Absences	(9,669)	4,478	9,415	(13,015)	-238.2%	-390.6%
	Total Personnel	150,010	163,300	165,693	52,845	-68.1%	-67.6%
SUPPLIES & SERVICES							
63.01	Administrative Overhead	40,121	70,963	70,000	27,221	-61.1%	-61.6%
63.35	General Supplies	352	500	500	500		
63.70	Telephone	598	1,000	700	700		-30.0%
63.75	Utilities	896	1,600	1,000	1,000		-37.5%
68.50	Rent - Office Space	12,644	12,644	12,644	12,644		
	Total Supplies & Services	54,611	86,707	84,844	42,065	-50.4%	-51.5%
SUBTOTAL ADMINISTRATIVE COSTS		204,621	250,007	250,537	94,910	-62.1%	-62.0%
TOTAL		981,308	1,009,450	1,008,981	848,041	-16.0%	-16.0%

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REDEVELOPMENT SUCCESSOR AGENCY 2019/20 EXPENDITURES BUDGET DETAIL

599.000.00 Solid Waste Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

The Redevelopment Successor Agency (RSA) is responsible for winding down the activities of the former Town of Truckee Redevelopment Agency (RA). The Town Council serves in the capacity of the RSA and Town staff provides the support for the RSA. Responsibilities of the RSA include completing contractually obligated projects, disposing of any assets owned by the former RA and fulfilling the obligation to complete projects funded with bond proceeds. Expenses related to the RSA will be, to the extent available, funded by property tax revenue that used to go to the RA.

The budget for this fund includes only those expenses that were approved as part of the FY18/19 Recognized Obligation Payment Schedule (ROPS) as approved by the State of California. As of FY19/20, the ROPS will be approved by the Nevada County Oversight Board for review and approval whereas the Town's specific oversight board used to be tasked with the approval.

NON-ADMINISTRATIVE COSTS

SUPPLIES AND SERVICES

BUDGET

61.00	<u>PROFESSIONAL SERVICES</u> Provides for ROPS approved professional service expenditures including bond trustee fees and reporting fees. Some expenses were deemed ROPS ineligible by the California Department of Finance. These expenses were reallocated during the FY17/18 budget process.	\$ 3,750
67.98	<u>BOND DISCOUNT AMORTIZATION EXPENSE</u> Provides for the amortization of the bond issuance discount. The discount is estimated to be fully amortized by June 30, 2040.	\$ 1,861
67.98	<u>BOND INTEREST EXPENSE</u> Provides for the annual interest expense on the debt issued by the former RA in 2010.	\$ 1,861

CAPITAL OUTLAY

89.00	<u>DEPRECIATION EXPENSE</u> For this fiduciary fund, this account expensed the used portion of fixed assets of the RA, in accordance with the accounting rule for fiduciary funds. As of the end of FY17/18, all assets of the RSA were fully depreciated.	\$ -
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ADMINISTRATIVE COSTS

PERSONNEL

50.11	<u>WAGES - REGULAR FULL-TIME</u> Provides for 1% of the salary of the Town Manager; 1% of the salary of the Town Attorney, 3% of the salary of the Town Clerk; 5% of the salary of the Administrative Services Director; 10% of the salary of the Administrative Services Manager; 1% of the salary of the Management Analyst, 5% of the salary of the Senior Accountant; 5% of the wages of the Accountant II; and 2% of the wages for two (2) of the Town Clerk and Communications Division's Administrative Technicians. During FY 18/19, staff evaluated the amount of work time spent on RSA issues. Based on this evaluation, adjustments were made to the percentage of position costs allocated to the RSA, with the reallocated percentage going to the employee's primary division.	\$ 44,117
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**REDEVELOPMENT SUCCESSOR AGENCY
2019/20 EXPENDITURES BUDGET DETAIL**

599.000.00 Solid Waste Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

ADMINISTRATIVE COSTS (cont'd)

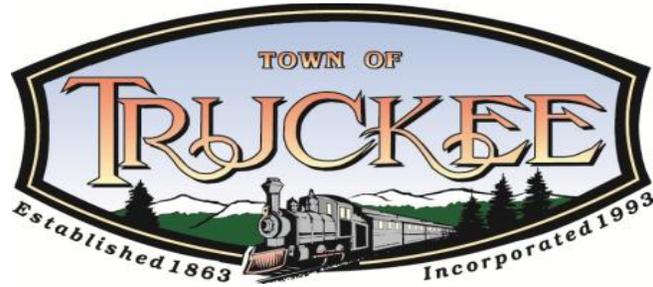
PERSONNEL (cont'd)

		<u>BUDGET</u>
54.xx	<u>BENEFITS</u> Provides for the employer paid portion of Town-provided benefits such as the retirement pension costs, payroll taxes, health insurance, dental insurance, vision insurance, group life insurance and workers compensation insurance.	\$ 18,423
54.61	<u>DEFERRED COMPENSATION</u> Provides for deferred compensation as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations, which were completed after the publishing of the FY18/19 budget.	\$ 2,403
54.81	<u>RETIREMENT HEALTH SAVINGS (RHS)</u> Provides for RHS as negotiated by the Town's employee groups. The estimated actuals overage is a result of negotiations with the Mid Managers group, which were completed after the publishing of the FY18/19 budget and increased the Town's contributions in this area.	\$ 523
55.71	<u>CAR ALLOWANCE</u> Provides for portions of department head car allowances for those department heads who have time allocated to the RSA.	\$ 394
55.80	<u>COMPENSATED ABSENCES</u> For this fiduciary fund, this account will incur the liability of the unused portion of vacation, sick and compensatory time in accordance with the accounting rules for fiduciary funds. The increase for the estimated actual for FY18/19 is due to a change in the sick vesting policy which increased the maximum payout to 75% for employees with 10 or more years of service. The decrease for FY19/20 budget is due to the change in position allocations which take effect in that budget year.	\$ (13,015)

SUPPLIES AND SERVICES

63.01	<u>ADMINISTRATIVE OVERHEAD</u> Provides for a reimbursement to the General Fund for administrative overhead costs.	\$ 27,221
63.35	<u>GENERAL SUPPLIES</u> Provides for office stationary forms, small items, and equipment, as needed.	\$ 500
63.70	<u>TELEPHONE</u> Provides for an allocation of costs for the Town-wide base and long distance phone plan, the optical fiber internet connection, and miscellaneous charges associated with the Town's Cisco phone system. Also provides for a portion of staff cellular phone service and equipment. Decrease to match decrease in position distributions to the RSA.	\$ 700
63.75	<u>UTILITIES</u> Provides for utility payments to the Truckee Sanitary District and the Tahoe Truckee Sanitation Agency for sewage transportation and treatment for the West River Street (former Nevada County Corporation Yard).	\$ 1,000
68.50	<u>RENT - OFFICE SPACE</u> Provides for the RSA's share of the office space in Town Hall.	\$ 12,644

FIVE YEAR
CAPITAL IMPROVEMENT PLAN
FY2019/20 - FY2023/24



DAVID TIRMAN, MAYOR

MORGAN GOODWIN, VICE MAYOR
ANNA KLOVSTAD, COUNCILMEMBER
JESSICA ABRAMS, COUNCILMEMBER
DAVID POLIVY, COUNCILMEMBER

JEFF LOUX, TOWN MANAGER
KIM SZCZUREK, DIRECTOR OF
ADMINISTRATIVE SERVICES

The cover photo depicts Truckee from 1,000 feet in the air through the window of a Marine Corp harrier jet. Captain Kelsey Casey, USMC, VMA-311 AV8B Harrier Attack Pilot, kindly gifted this photo to the Town.

**CAPITAL IMPROVEMENT PROJECTS
TABLE OF CONTENTS - BY PROJECT CATEGORY**

PAGE	PROJECT #	
11-9		PROJECT EXPENDITURE SUMMARY
11-13		FUNDING SOURCES SUMMARY
		BICYCLE PATH & TRAIL PROJECTS
11-20	C0338	State Route 89/UPRR Underpass (Mousehole)
11-21	C0702	Truckee River Trail Phase 4
11-22	C0703	Truckee River Trail Phase 3
11-23	C1413	Truckee River Legacy Trail - Glenshire Trailhead
		FACILITY PROJECTS
11-24 & 25	C05XX	Town of Truckee Facilities
11-26	C1505	Council Chambers
11-27	C1609	Public Service Center Garage
11-28	C1706	Town Property Acquisition - Downtown Parking
11-29	C1817	West River Street Site Redevelopment
11-30	C1819	Transit Shelter Replacement
11-31	C1907	Mclver Dairy Site Implementation
11-32	C1910	Energy Efficiency Initiatives
11-33	C1911	Renewable Energy Generation at Town Buildings
		MISCELLANEOUS PROJECT
11-34 & 35	C0105	Information Technology Equipment
11-36	C0107	Town Hall Office Equipment
11-37	C1208	Police Department Communication & Safety Equipment
11-38	C1305	Document Imaging - Building
11-39	C1509	Woodstove Replacement Program
11-40	C1510	EV Charging Station
11-41	C1513	Aquatic Invasive Species Watercraft Inspection Program
11-42	C1514	Town Anniversary Acknowledgement
11-43	C1610	Town-Wide Content Management System
11-44	C1809	Town Website Update
11-45	C1811	Fleet Equipment Purchases
11-46	C1814	Work Force & Affordable Housing Actions
11-47	C1821	Records Management System/Computer Aided Dispatch Replacement
11-48	C1822	Source Separated Public Recycling Containers
11-49	C1906	Town-Wide Aerial Mapping Project
11-50	C1908	Front Lobby Information Kiosk
11-51	C1912	CAFR Software Implementation

**CAPITAL IMPROVEMENT PROJECTS
TABLE OF CONTENTS - BY PROJECT CATEGORY**

PAGE	PROJECT #	
PAVEMENT MAINTENANCE PROJECTS		
11-52 & 53	Cxx02	Annual Paving Project Summary (See annual detail on pages 11-54 thru 11-60)
11-54	C1802	2018 Paving & Drainage Project
11-55	C2002	2020 Paving & Drainage Project
11-56	C2003	2020 Recessed Striping Project
11-57	C2202	2022 Paving & Drainage Project
11-58	C2203	2022 Recessed Striping Project
11-59	C2402	2024 Paving & Drainage Project
11-60	C2403	2024 Recessed Striping Project
11-61	Cxx01	Annual Slurry Seal Project Summary (See annual detail on pages 11-62 thru 11-71)
11-62	C1801	2018 Slurry Seal Project
11-63	C1901	2019 Slurry Seal Project
11-64	C2001	2020 Slurry Seal Project
11-65	C2005	2021 Parking District Seal Coat Project
11-66	C2101	2021 Slurry Seal Project
11-67	C2104	2021 Trails Seal Coat Project
11-68	C2201	2022 Slurry Seal Project
11-69	C2301	2023 Slurry Seal Project
11-70	C2401	2024 Slurry Seal Project
11-71	C1713	2017 Flood Damage Repair
ROADWAY & WATER QUALITY IMPROVEMENT PROJECTS		
11-72	C1306	Glenshire Drive Bike Lane Project - Phase 2
11-73	C1508	Miscellaneous Curb & Gutter Replacement
11-74	C1607	Coldstream Road/Donner Creek Crossing Structure Replacement
11-75	C1810	Skislope Way Vehicle Turnaround
11-76	C1915	Town-wide Guardrail Project
ROUNDBOUT & INTERSECTION PROJECTS		
11-77	C1608	Northwoods Boulevard/Donner Pass Road Roundabout
11-78	C1612	Stockrest Springs/Truckee Way/East Jibboom St Roundabout
11-79	C1712	I-80/Donner Pass Road/Coldstream Road Roundabout
11-80	C1804	Church Street Extension
11-81	C1805	Reimagine Bridge Street

**CAPITAL IMPROVEMENT PROJECTS
TABLE OF CONTENTS - BY PROJECT CATEGORY**

PAGE	PROJECT #	
STREAM RESTORATION & WATER QUALITY IMPROVEMENT PROJECTS		
11-82	C1704	Trout Creek Restoration - Reach 1, Phase 2 Final Design & Construction
11-83	C1705	Trout Creek Restoration - Design, Permitting, Construction Reach 4 & Upper Reach 5
11-84	C2004	Tahoe Donner Drainage Maintenance Project
STREETSCAPE IMPROVEMENT PROJECTS		
11-85	C0322	Brickelltown Streetscape Improvement Project
11-86	C1407	Envision DPR Corridor Improvement - Western Segment Phase 1
11-87	C1504	Envision DPR Corridor Improvement Plan (Coldstream to McIver RAB)
11-88	C1703	West River Street Streetscape Improvement Project
11-89	C1711	Railyard Development Agreement Implementations
11-90	C1806	Bridge Street Streetscape Improvement Project
11-91	C1807	Church Street Streetscape Improvements Project
11-92	C1808	Jibboom Street Streetscape Improvements Project
11-93	C1815	Envision DPR - Western Segment Utility Undergrounding
11-94	C1823	Donner Lake/Donner Pass Road Parking Improvement
11-95	C1904	Envision DPR - Eastern Segment Pedestrian Improvements
11-96	C1905	Envision DPR - Eastern Segment Utility Undergrounding
11-97	C2006	Envision DPR - Eastern Segment Improvement Plan
STUDIES & PLAN UPDATES		
11-98	C1409	Housing Element Update
11-99	C1511	Riverview Corp Yard Facilities Plans
11-100	C1512	Public Works Software Enhancements
11-101	C1818	Sustainable Groundwater Management Act
11-102	C1820	Transit Center Relocation Feasibility Study
11-103	C1824	East Jibboom Street Pedestrian and Bicycle Improvement Study
11-104	C1903	General Plan Update
11-105	C1909	Parking Strategic Plan
11-106	C1913	Emergency Evacuation Planning
11-107	C1914	User Fee Study

**CAPITAL IMPROVEMENT PROJECTS
TABLE OF CONTENTS - BY PROJECT NUMBER**

PAGE	PROJECT #	PROJECT TITLE	CATEGORY
11-9	PROJECT EXPENDITURE SUMMARY		
11-13	FUNDING SOURCES SUMMARY		
11-34 & 35	C0105	Information Technology Equipment	Miscellaneous Projects
11-36	C0107	Town Hall Office Equipment	Miscellaneous Projects
11-85	C0322	Brickelltown Streetscape Improvement Project	Streetscape Improvement Projects
11-20	C0338	State Route 89/UPRR Underpass (Mousehole)	Bicycle Path & Trail Projects
11-24	C05XX	Town of Truckee Facilities	Facilities Project
11-21	C0702	Truckee River Trail Phase 4	Bicycle Path & Trail Projects
11-22	C0703	Truckee River Trail Phase 3	Bicycle Path & Trail Projects
11-37	C1208	Police Department Communication & Safety Equipment	Miscellaneous Projects
11-38	C1305	Document Imaging - Building	Miscellaneous Projects
11-72	C1306	Glenshire Drive Bike Lane Project - Phase 2	Roadway & Water Quality Improvement Projects
11-86	C1407	Envision DPR Corridor Improvement - Western Segment Phase 1	Streetscape Improvement Projects
11-98	C1409	Housing Element Update	Studies & Plan Updates
11-23	C1413	Truckee River Legacy Trail - Glenshire Trailhead	Bicycle Path & Trail Projects
11-87	C1504	Envision DPR Corridor Improvement Plan (Coldstream to McIver RAB)	Streetscape Improvement Projects
11-26	C1505	Council Chambers	Facilities Project
11-73	C1508	Miscellaneous Curb & Gutter Replacement	Roadway & Water Quality Improvement Projects
11-39	C1509	Woodstove Replacement Program	Miscellaneous Projects
11-40	C1510	EV Charging Station	Miscellaneous Projects
11-99	C1511	Riverview Corp Yard Facilities Plans	Studies & Plan Updates
11-100	C1512	Public Works Software Enhancements	Studies & Plan Updates
11-41	C1513	Aquatic Invasive Species Watercraft Inspection Program	Miscellaneous Projects
11-42	C1514	Town Anniversary Acknowledgement	Miscellaneous Projects
11-74	C1607	Coldstream Road/Donner Creek Crossing Structure Replacement	Roadway & Water Quality Improvement Projects
11-77	C1608	Northwoods Boulevard/Donner Pass Road Roundabout	Roundabout & Intersection Projects
11-27	C1609	Public Service Center Garage	Facilities Project
11-43	C1610	Town-Wide Content Management System	Miscellaneous Projects
11-78	C1612	Stockrest Springs/Truckee Way/East Jibboom St Roundabout	Roundabout & Intersection Projects
11-88	C1703	West River Street Streetscape Improvement Project	Streetscape Improvement Projects
11-82	C1704	Trout Creek Restoration - Reach 1, Phase 2 Final Design & Construction	Stream Restoration & Water Quality Improvement Projects
11-83	C1705	Trout Creek Restoration - Design, Permitting, Construction Reach 4 & Upper Reach 5	Stream Restoration & Water Quality Improvement Projects

**CAPITAL IMPROVEMENT PROJECTS
TABLE OF CONTENTS - BY PROJECT NUMBER**

PAGE	PROJECT #	PROJECT TITLE	CATEGORY
11-28	C1706	Town Property Acquisition - Downtown Parking	Facilities Project
11-89	C1711	Railyard Development Agreement Implementations	Streetscape Improvement Projects
11-79	C1712	I-80/Donner Pass Road/Coldstream Road Roundabout	Roundabout & Intersection Projects
11-71	C1713	2017 Flood Damage Repair	Pavement Maintenance Projects
11-62	C1801	2018 Slurry Seal Project	Pavement Maintenance Projects
11-54	C1802	2018 Paving & Drainage Project	Pavement Maintenance Projects
11-80	C1804	Church Street Extension	Roundabout & Intersection Projects
11-81	C1805	Reimagine Bridge Street	Roundabout & Intersection Projects
11-90	C1806	Bridge Street Streetscape Improvement Project	Streetscape Improvement Projects
11-91	C1807	Church Street Streetscape Improvements Project	Streetscape Improvement Projects
11-92	C1808	Jibboom Street Streetscape Improvements Project	Streetscape Improvement Projects
11-44	C1809	Town Website Update	Miscellaneous Projects
11-75	C1810	Skislope Way Vehicle Turnaround	Roadway & Water Quality Improvement Projects
11-45	C1811	Fleet Equipment Purchases	Miscellaneous Projects
11-46	C1814	Work Force & Affordable Housing Actions	Miscellaneous Projects
11-93	C1815	Envision DPR - Western Segment Utility Undergrounding	Streetscape Improvement Projects
11-29	C1817	West River Street Site Redevelopment	Facilities Project
11-101	C1818	Sustainable Groundwater Management Act	Studies & Plan Updates
11-30	C1819	Transit Shelter Replacement	Facilities Project
11-102	C1820	Transit Center Relocation Feasibility Study	Studies & Plan Updates
11-47	C1821	Records Management System/Computer Aided Dispatch Replacement	Miscellaneous Projects
11-48	C1822	Source Separated Public Recycling Containers	Miscellaneous Projects
11-94	C1823	Donner Lake/Donner Pass Road Parking Improvement	Streetscape Improvement Projects
11-103	C1824	East Jibboom Street Pedestrian and Bicycle Improvement Study	Studies & Plan Updates
11-63	C1901	2019 Slurry Seal Project	Pavement Maintenance Projects
11-104	C1903	General Plan Update	Studies & Plan Updates
11-95	C1904	Envision DPR - Eastern Segment Pedestrian Improvements	Streetscape Improvement Projects
11-96	C1905	Envision DPR - Eastern Segment Utility Undergrounding	Streetscape Improvement Projects
11-49	C1906	Town-Wide Aerial Mapping Project	Miscellaneous Projects
11-31	C1907	Mclver Dairy Site Implementation	Facilities Project
11-50	C1908	Front Lobby Information Kiosk	Miscellaneous Projects
11-105	C1909	Parking Strategic Plan	Studies & Plan Updates
11-32	C1910	Energy Efficiency Initiatives	Facilities Project
11-33	C1911	Renewable Energy Generation at Town Buildings	Facilities Project

**CAPITAL IMPROVEMENT PROJECTS
TABLE OF CONTENTS - BY PROJECT NUMBER**

PAGE	PROJECT #	PROJECT TITLE	CATEGORY
11-51	C1912	CAFR Software Implementation	Miscellaneous Projects
11-106	C1913	Emergency Evacuation Planning	Studies & Plan Updates
11-107	C1914	User Fee Study	Studies & Plan Updates
11-76	C1915	Town-wide Guardrail Project	Roadway & Water Quality Improvement Projects
11-64	C2001	2020 Slurry Seal Project	Pavement Maintenance Projects
11-55	C2002	2020 Paving & Drainage Project	Pavement Maintenance Projects
11-56	C2003	2020 Recessed Striping Project	Pavement Maintenance Projects
11-84	C2004	Tahoe Donner Drainage Maintenance Project	Stream Restoration & Water Quality Improvement Projects
11-65	C2005	2021 Parking District Seal Coat Project	Pavement Maintenance Projects
11-97	C2006	Envision DPR - Eastern Segment Improvement Plan	Streetscape Improvement Projects
11-66	C2101	2021 Slurry Seal Project	Pavement Maintenance Projects
11-67	C2104	2021 Trails Seal Coat Project	Pavement Maintenance Projects
11-68	C2201	2022 Slurry Seal Project	Pavement Maintenance Projects
11-57	C2202	2022 Paving & Drainage Project	Pavement Maintenance Projects
11-58	C2203	2022 Recessed Striping Project	Pavement Maintenance Projects
11-69	C2301	2023 Slurry Seal Project	Pavement Maintenance Projects
11-70	C2401	2024 Slurry Seal Project	Pavement Maintenance Projects
11-59	C2402	2024 Paving & Drainage Project	Pavement Maintenance Projects
11-60	C2403	2024 Recessed Striping Project	Pavement Maintenance Projects
11-61	Cxx01	Annual Slurry Seal Project Summary (See annual detail on pages 11-62 thru 11-71)	Pavement Maintenance Projects
11-48 & 50	Cxx02	Annual Paving Project Summary (See annual detail on pages 11-54 thru 11-60)	Pavement Maintenance Projects

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS - PROJECT EXPENDITURE SUMMARY

PAGE #	CIP #	DESCRIPTION	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL
BICYCLE PATH & TRAIL PROJECTS											
11-20	C0338	State Route 89/UPRR Underpass (Mousehole)	11,511,628	-	-	-	-	-	-	-	11,511,628
11-21	C0702	Truckee River Trail Phase 4	427,797	817,000	250,208	652,000	492,000	4,502,230	5,000,000	-	11,324,235
11-22	C0703	Truckee River Trail Phase 3	5,303,099	3,000	4,000	4,000	2,000	-	-	-	5,313,099
11-23	C1413	Truckee River Legacy Trail - Glenshire Trailhead	412,348	6,250	-	-	-	-	-	-	412,348
FACILITY PROJECTS											
11-24 & 25	C05XX	Town of Truckee Facilities	2,556,802	120,000	137,550	87,500	220,000	20,000	50,000	20,000	3,091,852
11-26	C1505	Council Chambers	81,071	4,500	4,500	-	-	-	-	50,000	135,571
11-27	C1609	Public Service Center Garage	133,811	7,892,000	1,150,000	11,210,000	1,690,000	-	-	-	14,183,811
11-28	C1706	Town Property Acquisition - Downtown Parking	-	770,000	-	1,570,000	-	-	-	-	1,570,000
11-29	C1817	West River Street Site Redevelopment	11,250	120,000	220,000	231,935	1,501,845	1,598,155	-	-	3,563,185
11-30	C1819	Transit Shelter Replacement	-	137,780	-	138,419	-	-	-	-	138,419
11-31	C1907	McIver Dairy Site Implementation	10,428	5,000	1,750	175,000	-	-	-	-	187,178
11-32	C1910	Energy Efficiency Initiatives	-	162,000	109,625	300,000	-	-	-	-	409,625
11-33	C1911	Renewable Energy Generation at Town Buildings	-	-	-	760,000	760,000	-	-	-	1,520,000
MISCELLANEOUS PROJECT											
11-34 & 35	C0105	Information Technology Equipment	814,915	190,000	200,000	160,000	360,000	166,000	195,000	76,000	1,971,915
11-36	C0107	Town Hall Office Equipment	111,176	-	10,000	10,000	-	20,000	65,000	-	216,176
11-37	C1208	Police Department Communication & Safety Equipment	595,073	37,320	37,320	52,932	33,544	47,156	47,768	63,000	876,793
11-38	C1305	Document Imaging - Building	118,811	-	26,029	-	-	-	-	-	144,840
11-39	C1509	Woodstove Replacement Program	26,333	15,000	32,667	5,000	-	-	-	-	64,000
11-40	C1510	EV Charging Station	81,127	170,000	37,853	89,542	-	-	-	-	208,522
11-41	C1513	Aquatic Invasive Species Watercraft Inspection Program	3,364	1,250,000	-	-	-	-	-	-	3,364
11-42	C1514	Town Anniversary Acknowledgement	8,791	50,000	42,505	-	-	-	10,000	-	61,296
11-43	C1610	Town-Wide Content Management System	21,643	-	-	-	120,000	-	-	-	141,643
11-44	C1809	Town Website Update	-	-	-	-	-	-	75,000	-	75,000
11-45	C1811	Fleet Equipment Purchases	478,789	763,899	763,899	165,000	-	-	-	-	1,407,688
11-46	C1814	Work Force & Affordable Housing Actions Records Management System/Computer Aided Dispatch	50,000	50,000	50,000	50,000	-	-	-	-	150,000
11-47	C1821	Replacement	-	133,000	-	133,000	134,000	133,000	100,000	-	500,000
11-48	C1822	Source Separated Public Recycling Containers	-	76,250	-	76,250	75,500	75,500	-	-	227,250
11-49	C1906	Town-Wide Aerial Mapping Project	-	-	-	-	-	25,000	-	-	25,000
11-50	C1908	Front Lobby Information Kiosk	-	-	-	5,000	-	-	-	-	5,000
11-51	C1912	CAFR Software Implementation	-	-	-	15,000	-	-	-	-	15,000
ROAD MAINTENANCE PROJECTS											
11-54	C1802	2018 Paving & Drainage Project	11,187	5,100,000	5,100,000	-	-	-	-	-	5,111,187
11-55	C2002	2020 Paving & Drainage Project	-	-	-	5,000	3,893,000	-	-	-	3,898,000
11-56	C2003	2020 Recessed Striping Project	-	-	-	350,000	-	-	-	-	350,000
11-57	C2202	2022 Paving & Drainage Project	-	-	-	-	-	5,000	6,018,000	-	6,023,000
11-58	C2203	2022 Recessed Striping Project	-	-	-	-	-	350,000	-	-	350,000
11-59	C2402	2024 Paving & Drainage Project	-	-	-	-	-	-	-	5,000	5,000
11-60	C2403	2024 Recessed Striping Project	-	-	-	-	-	-	-	-	-

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS - PROJECT EXPENDITURE SUMMARY

PAGE #	CIP #	DESCRIPTION	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL
ROAD MAINTENANCE PROJECTS (CONT'D)											
11-62	C1801	2018 Slurry Seal Project	4,454	679,000	556,000	-	-	-	-	-	560,454
11-63	C1901	2019 Slurry Seal Project	-	5,000	5,000	1,139,000	-	-	-	-	1,144,000
11-64	C2001	2020 Slurry Seal Project	-	-	-	5,000	852,000	-	-	-	857,000
11-65	C2005	2021 Parking District Seal Coat Project	-	-	-	5,000	20,000	-	-	-	25,000
11-66	C2101	2021 Slurry Seal Project	-	-	-	-	5,000	1,143,000	-	-	1,148,000
11-67	C2104	2021 Trails Seal Coat Project	-	-	-	5,000	145,000	-	-	-	150,000
11-68	C2201	2022 Slurry Seal Project	-	-	-	-	-	5,000	1,092,000	-	1,097,000
11-69	C2301	2023 Slurry Seal Project	-	-	-	-	-	-	5,000	1,014,000	1,019,000
11-70	C2401	2024 Slurry Seal Project	-	-	-	-	-	-	-	5,000	5,000
11-71	C1713	2017 Flood Damage Repair	542,726	-	-	5,000	-	-	-	-	547,726
ROADWAY & WATER QUALITY IMPROVEMENT PROJECTS											
11-72	C1306	Glenshire Drive Bike Lane Project - Phase 2	3,400,008	3,000	-	-	-	-	-	-	3,400,008
11-73	C1508	Miscellaneous Curb & Gutter Replacement	87,106	50,000	10,000	25,000	25,000	25,000	25,000	25,000	222,106
11-74	C1607	Coldstream Road/Donner Creek Crossing Structure Replacement	113,131	1,200,000	200,000	1,000,000	1,000,000	-	-	-	2,313,131
11-75	C1810	Skislope Way Vehicle Turnaround	2,513	200,000	53,946	-	-	-	-	-	56,459
11-76	C1915	Town-wide Guardrail Project	-	-	-	451,800	-	-	-	-	451,800
ROUNDAABOUT & INTERSECTION PROJECTS											
11-77	C1608	Northwoods Boulevard/Donner Pass Road Roundabout	110,200	150,000	482,039	1,060,000	3,500,000	-	-	-	5,152,239
11-78	C1612	Stockrest Springs/Truckee Way/East Jibboom St Roundabout	668	1,220,000	300,000	3,529,332	-	-	-	-	3,830,000
11-79	C1712	I-80/Donner Pass Road/Coldstream Road Roundabout	88,652	375,000	187,500	187,500	3,400,000	-	-	-	3,863,652
11-80	C1804	Church Street Extension	175,354	425,000	160,000	20,000	2,525,000	2,250,000	-	-	5,130,354
11-81	C1805	Reimagine Bridge Street	10,646	670,000	300,000	300,000	400,000	1,700,000	1,700,000	-	4,410,646
STREAM RESTORATION & WATER QUALITY IMPROVEMENT PROJECTS											
11-82	C1704	Trout Creek Restoration - Reach 1, Phase 2 Final Design & Construction	-	-	-	-	-	70,000	225,000	3,230,000	3,525,000
11-83	C1705	Trout Creek Restoration - Design, Permitting, Construction Reach 4 & Upper Reach 5	-	-	2,500	50,000	1,375,000	1,150,000	-	-	2,577,500
11-84	C2004	Tahoe Donner Drainage Maintenance Project	-	-	-	-	30,000	500,000	-	-	530,000
STREETSCAPE IMPROVEMENT PROJECTS											
11-85	C0322	Brickelltown Streetscape Improvement Project	8,857,423	-	48,367	-	-	-	-	-	8,905,790
11-86	C1407	Envision DPR Corridor Improvement - Western Segment Phase 1	564,990	1,580,000	1,580,000	4,744,005	-	-	-	-	6,888,995
11-87	C1504	Envision DPR Corridor Improvement Plan (Coldstream to McIver RAB)	579,127	-	-	-	-	-	-	-	579,127
11-88	C1703	West River Street Streetscape Improvement Project	-	375,000	300,000	300,000	200,000	200,000	1,800,000	2,200,000	5,000,000
11-89	C1711	Railyard Development Agreement Implementations	-	3,329,144	914,144	2,400,000	-	50,000	50,000	50,000	3,464,144
11-90	C1806	Bridge Street Streetscape Improvement Project	-	-	-	-	150,000	150,000	800,000	-	1,100,000
11-91	C1807	Church Street Streetscape Improvements Project	-	-	-	-	200,000	200,000	1,500,000	-	1,900,000
11-92	C1808	Jibboom Street Streetscape Improvements Project	-	-	-	-	200,000	200,000	3,000,000	-	3,400,000
11-93	C1815	Envision DPR - Western Segment Utility Undergrounding	751,124	2,800,000	3,160,000	-	-	-	-	-	3,911,124
11-94	C1823	Donner Lake/Donner Pass Road Parking Improvement	-	150,000	50,000	100,000	1,000,000	-	-	-	1,150,000
11-95	C1904	Envision DPR - Eastern Segment Pedestrian Improvements	-	-	-	-	-	600,000	6,500,000	-	7,100,000
11-96	C1905	Envision DPR - Eastern Segment Utility Undergrounding	-	-	-	-	-	850,000	2,700,000	1,500,000	5,050,000
11-97	C2006	Envision DPR - Eastern Segment Improvement Plan	-	-	-	-	300,000	-	-	-	300,000

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS - PROJECT EXPENDITURE SUMMARY

PAGE #	CIP #	DESCRIPTION	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL
STUDIES & PLAN UPDATES											
11-98	C1409	Housing Element Update	24,505	10,000	10,000	-	-	-	-	-	34,505
11-99	C1511	Riverview Corp Yard Facilities Plans	6,000	24,000	30,119	-	-	-	-	-	36,119
11-100	C1512	Public Works Software Enhancements	149,629	60,000	31,400	35,000	-	-	-	-	216,029
11-101	C1818	Sustainable Groundwater Management Act	5,000	25,000	-	-	-	-	-	-	5,000
11-102	C1820	Transit Center Relocation Feasibility Study	-	100,000	45,000	55,000	-	6,000,000	-	-	6,100,000
11-103	C1824	East Jibboom Street Pedestrian and Bicycle Improvement Study	-	75,000	25,000	125,000	-	-	-	-	150,000
11-104	C1903	General Plan Update	-	625,000	350,000	865,000	110,300	-	-	-	1,325,300
11-105	C1909	Parking Strategic Plan	-	75,000	-	75,000	-	-	-	-	75,000
11-106	C1913	Emergency Evacuation Planning	-	-	-	100,000	150,000	-	-	-	250,000
11-107	C1914	User Fee Study	-	-	-	12,500	12,500	-	-	-	25,000

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TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS FUNDING SOURCES - ALL FISCAL YEARS

REVENUE SOURCE	CIP #	PAGE #	DESCRIPTION	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FUNDING TOTAL
Affordable Housing In-Lieu Fund	C1711	11-89	Railyard Development Agreement Implementations	1,650,000	-	1,650,000	-	-	-	-	1,650,000
	C1814	11-46	Work Force & Affordable Housing Actions	50,000	50,000	50,000	-	-	-	-	100,000
Affordable Housing In-Lieu Fund Total				1,700,000	50,000	1,700,000	-	-	-	-	1,750,000
AHSC Program Funds	C1703	11-88	West River Street Streetscape Improvement Project	-	-	-	-	-	500,000	-	500,000
	C1712	11-79	I-80/Donner Pass Road/Coldstream Road Roundabout	-	-	-	1,300,000	-	-	-	1,300,000
	C1820	11-102	Transit Center Relocation Feasibility Study	-	-	-	-	1,000,000	-	-	1,000,000
AHSC Program Funds Total				-	-	-	1,300,000	1,000,000	500,000	-	2,800,000
Air Quality Mitigation Fund	C1509	11-39	Woodstove Replacement Program	15,000	32,667	5,000	-	-	-	-	37,667
Air Quality Mitigation Fund Total				15,000	32,667	5,000	-	-	-	-	37,667
Beverage Container Payment Program	C1822	11-48	Source Separated Public Recycling Containers	5,000	-	5,000	5,000	5,000	-	-	15,000
Beverage Container Payment Program Total				5,000	-	5,000	5,000	5,000	-	-	15,000
Bond Financing	C1609	11-27	Public Service Center Garage	6,045,000	-	5,000,000	-	-	-	-	5,000,000
Bond Financing Total				6,045,000	-	5,000,000	-	-	-	-	5,000,000
Building & Safety Fund	C0107	11-36	Town Hall Office Equipment	-	-	10,000	-	-	10,000	-	20,000
	C1305	11-38	Document Imaging - Building	-	26,029	-	-	-	-	-	26,029
	C1914	11-107	User Fee Study	-	-	5,000	5,000	-	-	-	10,000
Building & Safety Fund Total				-	26,029	15,000	5,000	-	10,000	-	56,029
CDBW Grant	C1513	11-41	Aquatic Invasive Species Watercraft Inspection Program	250,000	-	-	-	-	-	-	-
CDBW Grant Total				250,000	-	-	-	-	-	-	-
COPS Fund	C0107	11-36	Town Hall Office Equipment	-	-	-	-	-	15,000	-	15,000
	C1208	11-37	Police Department Communication & Safety Equipment	37,320	37,320	52,932	33,544	47,156	47,768	63,000	281,720
COPS Fund Total				37,320	37,320	52,932	33,544	47,156	62,768	63,000	296,720
Developer Funding	C1607	11-74	Coldstream Road/Donner Creek Crossing Structure Replacement	280,000	20,000	300,000	300,000	-	-	-	620,000
	C1612	11-78	Stockrest Springs/Truckee Way/East Jibboom St Roundabout	-	-	80,000	-	-	-	-	80,000
	C1712	11-79	I-80/Donner Pass Road/Coldstream Road Roundabout	-	-	-	2,100,000	(210,000)	(210,000)	(210,000)	1,470,000
Developer Funding Total				280,000	20,000	380,000	2,400,000	(210,000)	(210,000)	(210,000)	2,170,000
Economic Development Design.	C1711	11-89	Railyard Development Agreement Implementations	250,000	-	-	-	-	-	-	-
	C1817	11-29	West River Street Site Redevelopment	-	-	-	401,845	-	-	-	401,845
Economic Development Design. Total				250,000	-	-	401,845	-	-	-	401,845
Event Sponsorships	C1514	11-42	Town Anniversary Acknowledgement	23,000	32,642	-	-	-	-	-	32,642
Event Sponsorships Total				23,000	32,642	-	-	-	-	-	32,642
Facilities Impact Fees - General Government	C1609	11-27	Public Service Center Garage	422,000	875,000	175,000	-	-	-	-	1,050,000
Facilities Impact Fees - General Government Total				422,000	875,000	175,000	-	-	-	-	1,050,000

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS

FUNDING SOURCES - ALL FISCAL YEARS

REVENUE SOURCE	CIP #	PAGE #	DESCRIPTION	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FUNDING TOTAL
Facilities Impact Fees - Law Enforcement	C1609	11-27	Public Service Center Garage	125,000	275,000	40,000	-	-	-	-	315,000
Facilities Impact Fees - Law Enforcement Total				125,000	275,000	40,000	-	-	-	-	315,000
Facilities Impact Fees - Storm Drainage	C1705	11-83	Trout Creek Restoration - Design, Permitting, Construction Reach 4 & Upper Reach 5	-	2,500	50,000	275,000	230,000	-	-	557,500
	C1804	11-80	Church Street Extension	85,000	35,000	10,000	-	-	-	-	45,000
Facilities Impact Fees - Storm Drainage Total				85,000	37,500	60,000	275,000	230,000	-	-	602,500
Facilities Improvement Designation	C1609	11-27	Public Service Center Garage	1,300,000	-	1,300,000	-	-	-	-	1,300,000
Facilities Improvement Designation Total				1,300,000	-	1,300,000	-	-	-	-	1,300,000
Federal HSIP Grant	C1407	11-86	Envision DPR Corridor Improvement - Western Segment Phase 1	600,000	600,000	607,500	-	-	-	-	1,207,500
	C1915	11-76	Town-wide Guardrail Project	-	-	393,120	-	-	-	-	393,120
Federal HSIP Grant Total				600,000	600,000	1,000,620	-	-	-	-	1,600,620
Fleet Replacement Fund	C1510	11-40	EV Charging Station	-	-	50,000	-	-	-	-	50,000
Fleet Replacement Fund Total				-	-	50,000	-	-	-	-	50,000
General Fund	C0105	11-34	Information Technology Equipment	190,000	200,000	160,000	360,000	166,000	195,000	76,000	1,157,000
	C0107	11-36	Town Hall Office Equipment	-	5,000	-	-	20,000	40,000	-	65,000
	C0322	11-85	Brickelltown Streetscape Improvement Project	-	48,367	-	-	-	-	-	48,367
	C05XX	11-24	Town of Truckee Facilities	104,250	137,550	87,500	217,500	20,000	42,500	20,000	525,050
	C1407	11-86	Envision DPR Corridor Improvement - Western Segment Phase 1	295,000	295,000	2,673,030	-	-	-	-	2,968,030
	C1409	11-98	Housing Element Update	10,000	10,000	-	-	-	-	-	10,000
	C1413	11-23	Truckee River Legacy Trail - Glenshire Trailhead	3,125	-	-	-	-	-	-	-
	C1510	11-40	EV Charging Station	70,000	37,853	-	-	-	-	-	37,853
	C1511	11-99	Riverview Corp Yard Facilities Plans	24,000	23,969	-	-	-	-	-	23,969
	C1512	11-100	Public Works Software Enhancements	60,000	31,400	35,000	-	-	-	-	66,400
	C1514	11-42	Town Anniversary Acknowledgement	27,000	9,863	-	-	-	10,000	-	19,863
	C1607	11-74	Coldstream Road/Donner Creek Crossing Structure Replacement	490,000	80,000	300,000	300,000	-	-	-	680,000
	C1608	11-77	Northwoods Boulevard/Donner Pass Road Roundabout	150,000	482,039	280,000	-	-	-	-	762,039
	C1609	11-27	Public Service Center Garage	-	-	4,695,000	1,690,000	-	-	-	6,385,000
	C1610	11-43	Town-Wide Content Management System	-	-	-	120,000	-	-	-	120,000
	C1612	11-78	Stockrest Springs/Truckee Way/East Jibboom St Roundab	-	-	1,550,000	-	-	-	-	1,550,000
	C1703	11-88	West River Street Streetscape Improvement Project	375,000	300,000	-	-	-	-	2,200,000	2,500,000
	C1704	11-82	Trout Creek Restoration - Reach 1, Phase 2 Final Design & Construction	-	-	-	-	-	-	-	-
	C1706	11-28	Town Property Acquisition - Downtown Parking	385,000	-	400,000	-	-	-	-	400,000
	C1713	11-71	2017 Flood Damage Repair	-	(69,920)	-	-	-	-	-	(69,920)
	C1809	11-44	Town Website Update	-	-	-	-	-	75,000	-	75,000
	C1811	11-45	Fleet Equipment Purchases	763,899	763,899	165,000	-	-	-	-	928,899

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS FUNDING SOURCES - ALL FISCAL YEARS

REVENUE SOURCE	CIP #	PAGE #	DESCRIPTION	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FUNDING TOTAL
General Fund	C1815	11-93	Envision DPR - Western Segment Utility Undergrounding	1,400,000	1,510,000	-	-	-	-	-	1,510,000
	C1817	11-29	West River Street Site Redevelopment	120,000	220,000	131,935	700,000	1,598,155	-	-	2,650,090
	C1818	11-101	Sustainable Groundwater Management Act	25,000	-	-	-	-	-	-	-
	C1821	11-47	Records Management System/Computer Aided Dispatch Replacement	133,000	-	133,000	134,000	133,000	100,000	-	500,000
	C1824	11-103	East Jibboom Street Pedestrian and Bicycle Improvement	75,000	25,000	125,000	-	-	-	-	150,000
	C1903	11-104	General Plan Update	550,000	323,441	749,911	96,755	-	-	-	1,170,107
	C1906	11-49	Town-Wide Aerial Mapping Project	-	-	-	-	25,000	-	-	25,000
	C1907	11-31	Mclver Dairy Site Implementation	5,000	1,750	-	-	-	-	-	1,750
	C1908	11-50	Front Lobby Information Kiosk	-	-	5,000	-	-	-	-	5,000
	C1910	11-32	Energy Efficiency Initiatives	162,000	109,625	240,000	-	-	-	-	349,625
	C1911	11-33	Renewable Energy Generation at Town Buildings	-	-	760,000	760,000	-	-	-	1,520,000
	C1912	11-51	CAFR Software Implementation	-	-	15,000	-	-	-	-	15,000
	C1913	11-106	Emergency Evacuation Planning	-	-	25,000	150,000	-	-	-	175,000
	C1914	11-107	User Fee Study	-	-	7,000	7,000	-	-	-	14,000
General Fund Total				5,417,274	4,544,835	12,537,376	4,535,255	1,962,155	462,500	2,296,000	26,338,121
General Fund Housing Designation	C1612	11-78	Stockrest Springs/Truckee Way/East Jibboom St Roundab	1,220,000	300,000	1,699,332	-	-	-	-	1,999,332
General Fund Housing Designation Total				1,220,000	300,000	1,699,332	-	-	-	-	1,999,332
Glenshire TSSA Fund	C0703	11-22	Truckee River Trail Phase 3	3,000	4,000	4,000	2,000	-	-	-	10,000
	C1413	11-23	Truckee River Legacy Trail - Glenshire Trailhead	3,125	-	-	-	-	-	-	-
	C1801	11-62	2018 Slurry Seal Project	47,000	45,000	-	-	-	-	-	45,000
	C1901	11-63	2019 Slurry Seal Project	-	-	79,000	-	-	-	-	79,000
	C2001	11-64	2020 Slurry Seal Project	-	-	-	65,000	-	-	-	65,000
	C2002	11-55	2020 Paving & Drainage Project	-	-	-	157,000	-	-	-	157,000
	C2101	11-66	2021 Slurry Seal Project	-	-	-	-	51,000	-	-	51,000
	C2201	11-68	2022 Slurry Seal Project	-	-	-	-	-	79,000	-	79,000
	C2301	11-69	2023 Slurry Seal Project	-	-	-	-	-	-	61,000	61,000
	C1913	11-106	Emergency Evacuation Planning	-	-	25,000	-	-	-	-	25,000
Glenshire TSSA Fund Total				53,125	49,000	108,000	224,000	51,000	79,000	61,000	572,000
Local Transportation Fund	C1820	11-102	Transit Center Relocation Feasibility Study	11,470	5,000	6,470	-	-	-	-	11,470
Local Transportation Fund Total				11,470	5,000	6,470	-	-	-	-	11,470
Measure R Sales Tax Fund	C0702	11-21	Truckee River Trail Phase 4	817,000	231,000	560,000	400,000	1,125,158	1,250,000	-	3,566,158
	C2104	11-67	2021 Trails Seal Coat Project	-	-	5,000	145,000	-	-	-	150,000
Measure R Sales Tax Fund Total				817,000	231,000	565,000	545,000	1,125,158	1,250,000	-	3,716,158

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS

FUNDING SOURCES - ALL FISCAL YEARS

REVENUE SOURCE	CIP #	PAGE #	DESCRIPTION	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FUNDING TOTAL
Measure V Sales Tax Fund	C1306	11-72	Glenshire Drive Bike Lane Project - Phase 2	3,000	-	-	-	-	-	-	-
	C1407	11-86	Envision DPR Corridor Improvement - Western Segment Phase 1	685,000	685,000	1,335,000	-	-	-	-	2,020,000
	C1508	11-73	Miscellaneous Curb & Gutter Replacement	50,000	10,000	25,000	25,000	25,000	25,000	25,000	135,000
	C1607	11-74	Coldstream Road/Donner Creek Crossing Structure Replacement	290,000	80,000	300,000	300,000	-	-	-	680,000
	C1612	11-78	Stockrest Springs/Truckee Way/East Jibboom St Roundab	-	-	200,000	-	-	-	-	200,000
	C1713	11-71	2017 Flood Damage Repair	-	(39,630)	5,000	-	-	-	-	(34,630)
	C1801	11-62	2018 Slurry Seal Project	52,000	-	-	-	-	-	-	-
	C1802	11-54	2018 Paving & Drainage Project	2,555,000	2,555,000	-	-	-	-	-	2,555,000
	C1815	11-93	Envision DPR - Western Segment Utility Undergrounding	550,000	550,000	-	-	-	-	-	550,000
	C1901	11-63	2019 Slurry Seal Project	5,000	5,000	334,583	-	-	-	-	339,583
	C2001	11-64	2020 Slurry Seal Project	-	-	5,000	220,000	-	-	-	225,000
	C2002	11-55	2020 Paving & Drainage Project	-	-	5,000	1,955,000	-	-	-	1,960,000
	C2003	11-56	2020 Recessed Striping Project	-	-	350,000	-	-	-	-	350,000
	C2101	11-66	2021 Slurry Seal Project	-	-	-	5,000	511,000	-	-	516,000
	C2201	11-68	2022 Slurry Seal Project	-	-	-	-	5,000	428,000	-	433,000
	C2202	11-57	2022 Paving & Drainage Project	-	-	-	-	5,000	1,955,000	-	1,960,000
	C2301	11-69	2023 Slurry Seal Project	-	-	-	-	-	5,000	386,000	391,000
	C2203	11-58	2022 Recessed Striping Project	-	-	-	-	350,000	-	-	350,000
	C2402	11-59	2024 Paving & Drainage Project	-	-	-	-	-	-	5,000	5,000
C2401	11-70	2024 Slurry Seal Project	-	-	-	-	-	-	5,000	5,000	
C1915	11-76	Town-wide Guardrail Project	-	-	58,680	-	-	-	-	58,680	
Measure V Sales Tax Fund Total				4,190,000	3,845,370	2,618,263	2,505,000	896,000	2,413,000	421,000	12,698,633
NSAQMD Grant	C1510	11-40	EV Charging Station	100,000	-	39,542	-	-	-	-	39,542
NSAQMD Grant Total				100,000	-	39,542	-	-	-	-	39,542
OES	C1713	11-71	2017 Flood Damage Repair	-	109,550	-	-	-	-	-	109,550
OES Total				-	109,550	-	-	-	-	-	109,550
Parking Fund	C1706	11-28	Town Property Acquisition - Downtown Parking	385,000	-	1,170,000	-	-	-	-	1,170,000
	C1711	11-89	Railyard Development Agreement Implementations	160,000	145,000	-	-	-	-	-	145,000
	C1909	11-105	Parking Strategic Plan	75,000	-	75,000	-	-	-	-	75,000
	C2005	11-65	2021 Parking District Seal Coat Project	-	-	5,000	20,000	-	-	-	25,000
	C1914	11-107	User Fee Study	-	-	500	500	-	-	-	1,000
Parking Fund Total				620,000	145,000	1,250,500	20,500	-	-	-	1,416,000
PEG Fund	C1505	11-26	Council Chambers	4,500	4,500	-	-	-	-	50,000	54,500
PEG Fund Total				4,500	4,500	-	-	-	-	50,000	54,500

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS

FUNDING SOURCES - ALL FISCAL YEARS

REVENUE SOURCE	CIP #	PAGE #	DESCRIPTION	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FUNDING TOTAL
Placer County	C0702	11-21	Truckee River Trail Phase 4	-	19,208	92,000	92,000	1,125,957	1,250,000	-	2,579,165
Placer County Total				-	19,208	92,000	92,000	1,125,957	1,250,000	-	2,579,165
Private Contributions	C0107	11-36	Town Hall Office Equipment	-	5,000	-	-	-	-	-	5,000
	C05XX	11-24	Town of Truckee Facilities	15,750	-	-	2,500	-	7,500	-	10,000
	C1511	11-99	Riverview Corp Yard Facilities Plans	-	6,150	-	-	-	-	-	6,150
	C1801	11-62	2018 Slurry Seal Project	13,000	13,000	-	-	-	-	-	13,000
Private Contributions Total				28,750	24,150	-	2,500	-	7,500	-	34,150
Railyard Commitments Design.	C1711	11-89	Railyard Development Agreement Implementations	-	-	250,000	-	50,000	50,000	50,000	400,000
Railyard Commitments Design. Total				-	-	250,000	-	50,000	50,000	50,000	400,000
Road Maintenance & Rehab Acct	C1801	11-62	2018 Slurry Seal Project	279,000	225,000	-	-	-	-	-	225,000
	C1901	11-63	2019 Slurry Seal Project	-	-	410,417	-	-	-	-	410,417
	C2001	11-64	2020 Slurry Seal Project	-	-	-	270,000	-	-	-	270,000
	C2101	11-66	2021 Slurry Seal Project	-	-	-	-	270,000	-	-	270,000
	C2201	11-68	2022 Slurry Seal Project	-	-	-	-	-	270,000	-	270,000
	C2301	11-69	2023 Slurry Seal Project	-	-	-	-	-	-	270,000	270,000
Road Maintenance & Rehab Acct Total				279,000	225,000	410,417	270,000	270,000	270,000	270,000	1,715,417
Road Maintenance Reserve	C1802	11-54	2018 Paving & Drainage Project	1,307,000	1,157,000	-	-	-	-	-	1,157,000
	C2002	11-55	2020 Paving & Drainage Project	-	-	-	865,000	-	-	-	865,000
	C2202	11-57	2022 Paving & Drainage Project	-	-	-	-	-	4,063,000	-	4,063,000
Road Maintenance Reserve Total				1,307,000	1,157,000	-	865,000	-	4,063,000	-	6,085,000
SB1 Programmatic Funding	C1801	11-62	2018 Slurry Seal Project	200,000	200,000	-	-	-	-	-	200,000
	C1901	11-63	2019 Slurry Seal Project	-	-	100,000	-	-	-	-	100,000
	C1820	11-102	Transit Center Relocation Feasibility Study	88,530	40,000	48,530	-	-	-	-	88,530
	C1903	11-104	General Plan Update	75,000	26,559	115,089	13,545	-	-	-	155,193
	C2001	11-64	2020 Slurry Seal Project	-	-	-	100,000	-	-	-	100,000
	C2101	11-66	2021 Slurry Seal Project	-	-	-	-	100,000	-	-	100,000
	C2201	11-68	2022 Slurry Seal Project	-	-	-	-	-	100,000	-	100,000
	C2301	11-69	2023 Slurry Seal Project	-	-	-	-	-	-	100,000	100,000
	C1819	11-30	Transit Shelter Replacement	137,780	-	138,419	-	-	-	-	138,419
SB1 Programmatic Funding Total				501,310	266,559	402,038	113,545	100,000	100,000	100,000	1,082,142
Solid Waste Fund	C1822	11-48	Source Separated Public Recycling Containers	71,250	-	71,250	70,500	70,500	-	-	212,250
Solid Waste Fund Total				71,250	-	71,250	70,500	70,500	-	-	212,250
Streetscape Designation	C1703	11-88	West River Street Streetscape Improvement Project	-	-	300,000	200,000	200,000	1,300,000	-	2,000,000
	C1711	11-89	Railyard Development Agreement Implementations	1,000,000	500,000	500,000	-	-	-	-	1,000,000
Streetscape Designation Total				1,000,000	500,000	800,000	200,000	200,000	1,300,000	-	3,000,000
Tahoe Donner TSSA Fund	C1801	11-62	2018 Slurry Seal Project	88,000	73,000	-	-	-	-	-	73,000
	C1802	11-54	2018 Paving & Drainage Project	1,238,000	1,238,000	-	-	-	-	-	1,238,000
	C1810	11-75	Skislope Way Vehicle Turnaround	200,000	53,946	-	-	-	-	-	53,946
	C1823	11-94	Donner Lake/Donner Pass Road Parking Improvement	150,000	50,000	100,000	1,000,000	-	-	-	1,150,000
	C1901	11-63	2019 Slurry Seal Project	-	-	215,000	-	-	-	-	215,000
	C2001	11-64	2020 Slurry Seal Project	-	-	-	197,000	-	-	-	197,000

TOWN OF TRUCKEE - CAPITAL IMPROVEMENT PROJECTS

FUNDING SOURCES - ALL FISCAL YEARS

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Tahoe Donner TSSA Fund	C2002	11-55	2020 Paving & Drainage Project	-	-	-	916,000	-	-	-	916,000
	C2004	11-84	Tahoe Donner Drainage Maintenance Project	-	-	-	30,000	500,000	-	-	530,000
	C2101	11-66	2021 Slurry Seal Project	-	-	-	-	211,000	-	-	211,000
	C2201	11-68	2022 Slurry Seal Project	-	-	-	-	-	215,000	-	215,000
	C2301	11-69	2023 Slurry Seal Project	-	-	-	-	-	-	197,000	197,000
	C1913	11-106	Emergency Evacuation Planning	-	-	50,000	-	-	-	-	50,000
Tahoe Donner TSSA Fund Total				1,676,000	1,414,946	365,000	2,143,000	711,000	215,000	197,000	5,045,946
Traffic Impact Fees Fund	C1607	11-74	Coldstream Road/Donner Creek Crossing Structure Replacement	140,000	20,000	100,000	100,000	-	-	-	220,000
	C1711	11-89	Railyard Development Agreement Implementations	269,144	269,144	-	-	-	-	-	269,144
	C1712	11-79	I-80/Donner Pass Road/Coldstream Road Roundabout	375,000	187,500	187,500	-	210,000	210,000	210,000	1,005,000
	C1804	11-80	Church Street Extension	340,000	125,000	10,000	2,525,000	2,250,000	-	-	4,910,000
	C1805	11-81	Reimagine Bridge Street	670,000	300,000	300,000	400,000	1,700,000	1,700,000	-	4,400,000
Traffic Impact Fees Fund Total				1,794,144	901,644	597,500	3,025,000	4,160,000	1,910,000	210,000	10,804,144
Unfunded	C1513	11-41	Aquatic Invasive Species Watercraft Inspection Program	1,000,000	-	-	-	-	-	-	-
	C1608	11-77	Northwoods Boulevard/Donner Pass Road Roundabout	-	-	780,000	3,500,000	-	-	-	4,280,000
	C1703	11-88	West River Street Streetscape Improvement Project	-	-	-	-	-	-	-	-
	C1806	11-90	Bridge Street Streetscape Improvement Project	-	-	-	150,000	150,000	800,000	-	1,100,000
	C1807	11-91	Church Street Streetscape Improvements Project	-	-	-	200,000	200,000	1,500,000	-	1,900,000
	C1808	11-92	Jibboom Street Streetscape Improvements Project	-	-	-	200,000	200,000	3,000,000	-	3,400,000
	C1820	11-102	Transit Center Relocation Feasibility Study	-	-	-	-	5,000,000	-	-	5,000,000
	C1904	11-95	Envision DPR - Eastern Segment Pedestrian Improvements	-	-	-	-	600,000	6,500,000	-	7,100,000
	C1905	11-96	Envision DPR - Eastern Segment Utility Undergrounding	-	-	-	-	850,000	2,700,000	-	3,550,000
	C1907	11-31	McIver Dairy Site Implementation	-	-	175,000	-	-	-	-	175,000
	C2006	11-97	Envision DPR - Eastern Segment Improvement Plan	-	-	-	300,000	-	-	-	300,000
C1911	11-33	Renewable Energy Generation at Town Buildings	-	-	-	-	-	-	-	-	
Unfunded Total				1,000,000	-	955,000	4,350,000	7,000,000	14,500,000	-	26,805,000
Unfunded Grant Source	C0702	11-21	Truckee River Trail Phase 4	-	-	-	-	2,251,115	2,500,000	-	4,751,115
	C1704	11-82	Trout Creek Restoration - Reach 1, Phase 2 Final Design & Construction	-	-	-	-	70,000	225,000	3,230,000	3,525,000
	C1705	11-83	Trout Creek Restoration - Design, Permitting, Construction Reach 4 & Upper Reach 5	-	-	-	1,100,000	920,000	-	-	2,020,000
Unfunded Grant Source Total				-	-	-	1,100,000	3,241,115	2,725,000	3,230,000	10,296,115
Urban Greening Grant	C1817	11-29	West River Street Site Redevelopment	-	-	100,000	400,000	-	-	-	500,000
Urban Greening Grant Total				-	-	100,000	400,000	-	-	-	500,000
Utility Reimbursement	C1407	11-86	Envision DPR Corridor Improvement - Western Segment P	-	-	128,475	-	-	-	-	128,475
	C1802	11-54	2018 Paving & Drainage Project	-	150,000	-	-	-	-	-	150,000
	C1815	11-93	Envision DPR - Western Segment Utility Undergrounding	850,000	1,100,000	-	-	-	-	-	1,100,000
	C1905	11-96	Envision DPR - Eastern Segment Utility Undergrounding	-	-	-	-	-	-	1,500,000	1,500,000
	C1910	11-32	Energy Efficiency Initiatives	-	-	60,000	-	-	-	-	60,000
Utility Reimbursement Total				850,000	1,250,000	188,475	-	-	-	1,500,000	2,938,475
Grand Total				32,078,143	16,978,921	32,839,715	24,881,689	22,035,041	30,957,768	8,238,000	135,931,134

**CAPITAL IMPROVEMENT PROJECTS
BY
CATEGORY**

State Route 89/UPRR Underpass (Mousehole)

C0338

PROJECT CATEGORY: Bicycle Path & Trail Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 07/08 **ESTIMATED COMPLETION:** FY 17/18
NEXUS AMOUNT: 13% \$ 1,705,829

**Based on total project costs, including \$1,375,225 in Caltrans' expenditures, which are not included in expenditure accounting below.*

PROJECT DESCRIPTION:

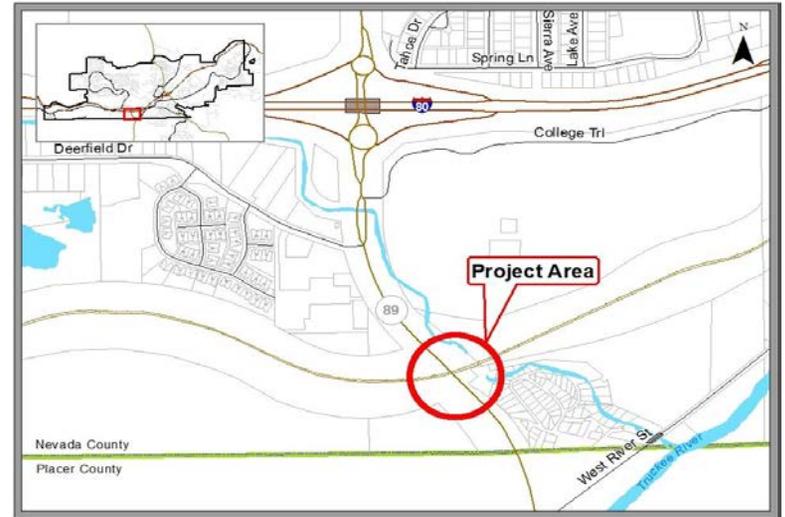
Fund engineering, environmental review, permitting and construction for a pedestrian/bicycle tunnel under the Union Pacific Railroad (UPRR) tracks.

REASON FOR OR BENEFITS OF PROJECT:

Determine optimal road geometry through this corridor. Improve pedestrian and bicycle safety.

OPERATIONAL COST IMPACTS:

Ongoing maintenance expense (\$15,000 per mile annually). The budget for this maintenance has been incorporated into the Trails Maintenance Division section of this budget.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Truckee - STIP/RIP Funds	\$ 3,131,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,131,020
Traffic Impact Fees Fund	\$ 499,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499,903
SAFETEA/HPLU Funds	\$ 1,898,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,898,425
SHOPP Funds	\$ 4,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400,000
TIGER Funds	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
General Fund	\$ 82,280	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,280
TOTAL:	\$ 11,511,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,511,628

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 11,511,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,511,628
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 11,511,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,511,628

PROJECT CATEGORY: Bicycle Path & Trail Projects

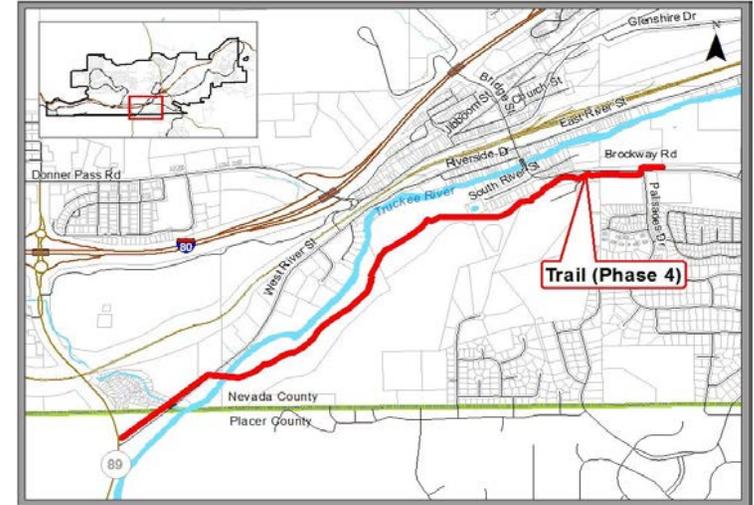
RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:
 Perform environmental analysis, engineering and construction of Phase 4 of the Truckee River Trail. Construction timing will be largely dependent on land owner cooperation and right-of-way acquisition. Measure R Sales Tax (Trails) Fund dollars will provide a majority of the funding for the design of this project as well as some construction costs. By completing the design work on the project, the Town makes this project more competitive for grants. Intergovernmental amounts are from Placer County.

REASON FOR OR BENEFITS OF PROJECT:
 Trail provides transportation route and recreational facility.

OPERATIONAL COST IMPACTS:
 Ongoing trail maintenance expense once trail is constructed.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure R Sales Tax Fund	\$ 388,083	\$ 817,000	\$ 231,000	\$ 560,000	\$ 400,000	1,125,158	\$ 1,250,000	\$ -	\$ -	\$ 3,954,241
Placer County	\$ 39,714	\$ -	\$ 19,208	\$ 92,000	\$ 92,000	\$ 1,125,957	\$ 1,250,000	\$ -	\$ -	\$ 2,618,879
Unfunded Grant Source	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,251,115	\$ 2,500,000	\$ -	\$ -	\$ 4,751,115
TOTAL:	\$ 427,797	\$ 817,000	\$ 250,208	\$ 652,000	\$ 492,000	\$ 4,502,230	\$ 5,000,000	\$ -	\$ -	\$ 11,324,235

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ 427,797	\$ 817,000	\$ 250,208	\$ 652,000	\$ 492,000	\$ -	\$ -	\$ -	\$ -	\$ 1,822,005
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,502,230	\$ 5,000,000	\$ -	\$ -	\$ 9,502,230
TOTAL:	\$ 427,797	\$ 817,000	\$ 250,208	\$ 652,000	\$ 492,000	\$ 4,502,230	\$ 5,000,000	\$ -	\$ -	\$ 11,324,235

Truckee River Trail Phase 3

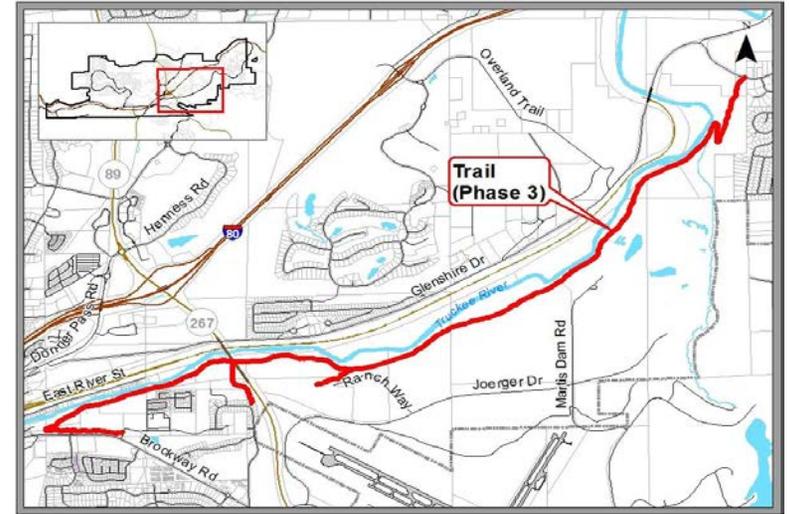
C0703

PROJECT CATEGORY: Bicycle Path & Trail Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 05/06 **ESTIMATED COMPLETION:** FY 14/15
MONITORING COMPLETION: FY 20/21

PROJECT DESCRIPTION:
 Construction of Phase 3A was completed in 2010. Construction of Phase 3B was completed in 2014. Wetlands monitoring for Phase 3B is now complete. Staff will continue to monitor the vegetation establishment adjacent to the Tahoe Truckee Sanitation Agency plant for the next three years

REASON FOR OR BENEFITS OF PROJECT:
 Provides transportation route and recreational facility.

OPERATIONAL COST IMPACTS:
 Ongoing maintenance expense (\$15,000 per mile annually). The budget for this maintenance has been incorporated into the Trails Maintenance Division section of this budget.



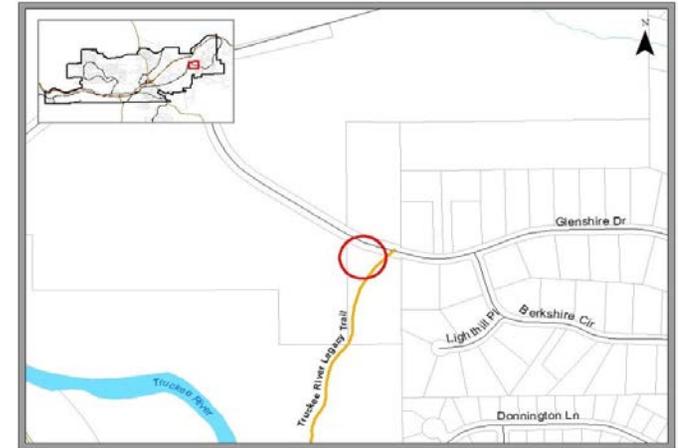
FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Glenshire TSSA Fund	\$ 1,044,144	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 1,054,144
General Fund	\$ 624,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 624,236
Grant Funds	\$ 3,506,317	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,506,317
RSTP Funds	\$ 49,761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,761
Truckee Trails Foundation	\$ 13,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,640
Truckee Donner Rec & Park	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
TOTAL:	\$ 5,303,099	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	5,313,099

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 5,303,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,303,099
Monitoring	\$ -	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
TOTAL:	\$ 5,303,099	\$ 3,000	\$ 4,000	\$ 4,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 5,313,099

Truckee River Legacy Trail - Glenshire Trailhead

C1413

PROJECT CATEGORY: Bicycle Path & Trail Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 14/15 **ESTIMATED COMPLETION:** FY17/18
MONITORING COMPLETE: FY 18/19



PROJECT DESCRIPTION:
 Construct paved parking area at the Truckee River Legacy Trail Glenshire Trailhead.

REASON FOR OR BENEFITS OF PROJECT:
 Improve accessibility to the Truckee River Legacy Trail.

OPERATIONAL COST IMPACTS:
 Ongoing snow removal and pavement maintenance.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
River Parkways Grant	\$ 265,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,755
General Fund	\$ 73,297	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,297
Glenshire TSSA Fund	\$ 73,297	\$ 3,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,297
TOTAL:	\$ 412,348	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,348

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 407,618	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 407,618
Monitoring	\$ 4,730	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,730
TOTAL:	\$ 412,348	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,348

PROJECT CATEGORY: Facilities Project

RESPONSIBLE DEPARTMENT: Public Works - Facilities

PROJECT BEGIN DATE: Ongoing **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:

C0502-1401 Town Hall Updates -
 FY18/19: Correct the remodel in Admin Services space (\$13,400). Complete the signage on the interior of Town Hall (\$23,500). Replace the front entry airlock double doors (\$20,000).
 FY19/20: Replace rear entry airlock double doors (\$22,500).
C0502-1408 Town Hall Carpeting -
 FY19/20: Replace carpet in Council Chambers and rear Chamber rooms/Hallway (\$25,000)
C0502-1409 Town Hall Facility & Equipment Repair & Maintenance -
 Miscellaneous repair and maintenance of Town Hall facility and equipment (\$20,000/FY).
 FY20/21: Exterior paint for the Town Hall facility (\$50,000).
C0502-1410 Town Hall Parking Lot -
 FY20/21: Crack filling and resealing the asphalt in the Town Hall Parking lot (\$25,000).
C0503 Depot -
 FY18/19: Replace flooring (\$23,000).
 FY19/20: Replace curb and fencing on the backside of the Depot (\$20,000).
 FY20/21: Paint exterior of Depot Building (\$25,000). Crack fill and reseal asphalt (\$20,000).

C0504 Tahoe Donner Shop -
 FY20/21: Crack filling and resealing of asphalt (\$10,000).
C0510 Public Service Center Facility -
 FY18/19: Adding additional power sources (\$8,600). Exterior staining (\$7,500).
 FY20/21: Resurface shop floors (\$20,000), crack fill and reseal the asphalt in the parking lots and yard areas (\$45,000).
 FY22/23: Exterior stain on Public Service Center (\$15,000).
C0511 Animal Shelter -
 FY18/19: Exterior stain on Animal Shelter (\$6,550).
 FY20/21: Crack fill and reseal the asphalt in front, side and rear parking areas (\$5,000).
 FY22/23: Exterior stain on Animal Shelter (\$15,000).
 *Per the contract with the Humane Society of Truckee Tahoe (HSTT), the HSTT is responsible for 50% of repair and maintenance costs to the Animal Shelter.

REASON FOR OR BENEFITS OF PROJECT:

Various items (listed above) have deteriorated and are in need of repair and/or replacement.

OPERATIONAL COST IMPACTS:

Long-term reduction in costs of maintenance.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 2,526,142	\$ 104,250	\$ 137,550	\$ 87,500	\$ 217,500	\$ 20,000	\$ 42,500	\$ 20,000		\$ 3,051,192
Private Contributions	\$ 27,103	\$ 15,750	\$ -	\$ -	\$ 2,500	\$ -	\$ 7,500			\$ 37,103
COPS	\$ 3,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,557
TOTAL:	\$ 2,556,802	\$ 120,000	\$ 137,550	\$ 87,500	\$ 220,000	\$ 20,000	\$ 50,000	\$ 20,000	Ongoing	\$ 3,091,852

Town of Truckee Facilities

C05XX

PROJECT CATEGORY: Facilities Project

RESPONSIBLE DEPARTMENT: Public Works - Facilities

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 1,162,912									\$ 1,162,912
C0502-1401 Town Hall Updates	\$ 1,003,855	\$ 40,000	\$ 56,900	\$ 22,500	\$ -	\$ -	\$ -	\$ -		\$ 1,083,255
C0502-1406 Town Hall Concrete	\$ 108,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 108,000
C0502-1408 Town Hall Carpeting	\$ 20,322	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -		\$ 45,322
C0502-1409 Town Hall Repair & Maintenance	\$ 8,888	\$ 20,000	\$ 35,000	\$ 20,000	\$ 70,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 193,888
C0502-1410 Town Hall Parking Lot	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -		\$ 25,000
C0503 Depot	\$ 914	\$ 30,000	\$ 23,000	\$ 20,000	\$ 45,000	\$ -	\$ -	\$ -		\$ 88,914
C0504 Tahoe Donner Shop	\$ 45,211	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -		\$ 55,211
C0510 Public Service Center	\$ 44,084	\$ 15,000	\$ 16,100	\$ -	\$ 65,000	\$ -	\$ 15,000	\$ -		\$ 140,184
C0511 Animal Shelter	\$ 162,615	\$ 15,000	\$ 6,550	\$ -	\$ 5,000	\$ -	\$ 15,000	\$ -		\$ 189,165
TOTAL:	\$ 2,556,802	\$ 120,000	\$ 137,550	\$ 87,500	\$ 220,000	\$ 20,000	\$ 50,000	\$ 20,000	Ongoing	\$ 3,091,852

PROJECT CATEGORY: Facilities Project
RESPONSIBLE DEPARTMENT: Town Clerk & Communications
PROJECT BEGIN DATE: FY 14/15 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:
 Updates to Council Chambers audio visual equipment and lighting.

REASON FOR OR BENEFITS OF PROJECT:
 The cable TV franchise agreement provides approximately \$25,000 annually that can be used to upgrade governmental TV equipment. Only capital expenditures are allowed for this funding source. Updates are needed approximately every five years and amounts included in the budget below are a placeholder for expected enhancements.



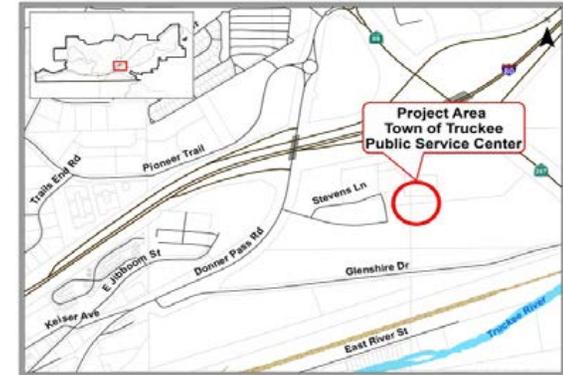
FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
PEG Fund	\$ 81,071	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 135,571
TOTAL:	\$ 81,071	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 50,000	Ongoing	135,571

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 59,268									\$ 59,268
AV System Upgrades	\$ 21,803	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 76,303
TOTAL:	\$ 81,071	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 50,000	Ongoing	\$ 135,571

Public Service Center Garage

C1609

PROJECT CATEGORY: Facilities Project
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 20/21



PROJECT DESCRIPTION:
 Update the design and construct new public works maintenance garages, public works facilities maintenance building, and police evidence storage buildings on the Public Service Center property on Stevens Lane. This project proposes to add two new buildings in the Public Service Center, a two story building approximately 15,500 square feet and the other with 16,700 square feet of space (32,200 total square feet).

REASON FOR OR BENEFITS OF PROJECT:
 The new evidence storage space for police will allow a centralized area for Facilities maintenance activities. Storage for the Public Works maintenance vehicles will improve service and cost savings will result in less staff time removing snow from parked vehicles and reduce maintenance delays and repair costs associated with vehicles being parked outside. This will also include an indoor heated work space for Public Works personnel at a central location. This also allows the transfer of all uses of the Old Corp Yard on Riverview to the new Public Service Center, freeing up the Old Corp Yard for eventual reuse.

OPERATIONAL COST IMPACTS:
 The project would add two additional buildings to the Public Service Center for maintenance and utilities, estimated at \$100,000/year. Annual debt service payments will be included in the General Fund budget and are estimated to be \$460,000 per year for a 30-year bond financing term. The bond financing is expected to cost the Town \$4.4 million dollars in interest costs over the life of the bond. To the extent they are available, the Town will use the Facilities Impact Fees in lieu of General Fund funding.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Facilities Impact Fees - General Government	\$ 89,208	\$ 422,000	\$ 875,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,139,208
Facilities Impact Fees - Law Enforcement	\$ 44,604	\$ 125,000	\$ 275,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 359,604
Facilities Improvement Designation	\$ -	\$ 1,300,000	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
General Fund	\$ -	\$ -	\$ -	\$ 4,695,000	\$ 1,690,000	\$ -	\$ -	\$ -	\$ -	\$ 6,385,000
Bond Financing	\$ -	\$ 6,045,000	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
TOTAL:	\$ 133,811	\$ 7,892,000	\$ 1,150,000	\$ 11,210,000	\$ 1,690,000	\$ -	\$ -	\$ -	\$ -	\$ 14,183,811

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ 133,811	\$ 55,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 483,811
Construction Management	\$ -	\$ 100,000	\$ 50,000	\$ 450,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Construction	\$ -	\$ 7,240,075	\$ 750,000	\$ 10,760,000	\$ 1,390,000	\$ -	\$ -	\$ -	\$ -	\$ 12,900,000
Furniture, Fixtures & Equipment	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Issuance Costs	\$ -	\$ 496,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 133,811	\$ 7,892,000	\$ 1,150,000	\$ 11,210,000	\$ 1,690,000	\$ -	\$ -	\$ -	\$ -	\$ 14,183,811

Town Property Acquisition - Downtown Parking

C1706

PROJECT CATEGORY: Facilities Project

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:

Provides for the purchase of various properties in Town for the expansion or improvement of Downtown Parking. Proposed properties include an easement from the Union Pacific Railroad for the lot adjacent to Jax Diner and for a to-be-determined lot on West River Street. The General Fund portion of the purchase of the easement on West River Street would be in the form of a loan to the Parking district. Loan payments would be \$100,000 per year.

REASON FOR OR BENEFITS OF PROJECT:

The parking lot purchases would provide more control over operations and eliminate lease payment to current lease holders, such as the UPRR. Purchase of the additional easements/land would also establish additional parking spaces within the downtown parking district for both employees and customers.

OPERATIONAL COST IMPACTS:

The additional staff costs required to monitor this parking lot are expected to be recovered through additional revenue collected in the form of parking fees.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Parking Fund	\$ -	\$ 385,000	\$ -	\$ 1,170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000
General Fund	\$ -	\$ 385,000	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
TOTAL:	\$ -	\$ 770,000	\$ -	\$ 1,570,000	\$ -	\$ 1,570,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Jax Parking Purchase/Easement	\$ -	\$ 770,000	\$ -	\$ 770,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 770,000
West River Lot Purchase/Easement	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
TOTAL:	\$ -	\$ 770,000	\$ -	\$ 1,570,000	\$ -	\$ 1,570,000				

West River Street Site Redevelopment

C1817

PROJECT CATEGORY: Facilities Project

RESPONSIBLE DEPARTMENT: Economic Development

PROJECT BEGIN DATE: FY 16/17

ESTIMATED COMPLETION: FY 21/22

PROJECT DESCRIPTION:

Design and construction of a riverfront open space park (site work, landscaping, hard-scaping, and site fixtures) site of former Nevada County Corp Yard. Project includes initial site work and grading to accommodate river-oriented commercial development components. Commercial development utilities and vertical construction are anticipated to be financed and constructed by commercial developers. An Urban Greening grant will fund a portion of park design and construction. Additionally, deal structures with commercial development component is anticipated to offset a portion of the Town's initial investment in the project.

REASON FOR OR BENEFITS OF PROJECT:

Improve public river access opportunities and provide catalyst for river-front district improvements. Commercial development component will activate site and help offset Town's investment.

OPERATIONAL COST IMPACTS:

Ongoing park maintenance expenses once constructed.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 11,250	\$ 120,000	\$ 220,000	\$ 131,935	\$ 700,000	\$ 1,598,155	\$ -	\$ -	\$ -	\$ 2,661,340
Urban Greening Grant	\$ -	\$ -	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Economic Development Design.	\$ -	\$ -	\$ -	\$ -	\$ 401,845	\$ -	\$ -	\$ -	\$ -	\$ 401,845
TOTAL:	\$ 11,250	\$ 120,000	\$ 220,000	\$ 231,935	\$ 1,501,845	\$ 1,598,155	\$ -	\$ -	\$ -	\$ 3,563,185

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ 11,250	\$ 120,000	\$ 220,000	\$ 131,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363,185
Construction	\$ -	\$ -	\$ -	\$ 100,000	\$ 1,501,845	\$ 1,598,155	\$ -	\$ -	\$ -	\$ 3,200,000
TOTAL:	\$ 11,250	\$ 120,000	\$ 220,000	\$ 231,935	\$ 1,501,845	\$ 1,598,155	\$ -	\$ -	\$ -	\$ 3,563,185

Transit Shelter Replacement

C1819

PROJECT CATEGORY: Facilities Project
RESPONSIBLE DEPARTMENT: Public Works - Transit
PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:
 The project will replace the transit shelter located on Donner Pass Road at South Shore Drive that is beyond its useful life. The grant funding received must be expended by June 30, 2022.

REASON FOR OR BENEFITS OF PROJECT:
 Improve the transit facility infrastructure, enhance the rider's experience, improve safety and for American's with Disabilities (ADA) compliance.

OPERATIONAL COST IMPACTS:
 There is no additional operational cost impact as shelter maintenance is currently conducted at this location.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
SB1 Programmatic Funding	\$ -	\$ 137,780	\$ -	\$ 138,419	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,419
TOTAL:	\$ -	\$ 137,780	\$ -	\$ 138,419	\$ -	\$ 138,419				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Construction	\$ -	\$ 137,780	\$ -	\$ 138,419	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,419
TOTAL:	\$ -	\$ 137,780	\$ -	\$ 138,419	\$ -	\$ 138,419				

Mclver Dairy Site Implementation

C1907

PROJECT CATEGORY: Facilities Project
RESPONSIBLE DEPARTMENT: Community Development - Planning
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 19/20



PROJECT DESCRIPTION:
 A recommended conceptual site use plan was prepared by Callander Associates and approved by Council in November 2018. The recommended design includes additional on-street parking, crosswalks, onsite boardwalks and interpretive signage, and relocation of existing sled runs. Council gave direction to proceed with developing an RFP for the design and construction of the recommended alternative. Currently that future work is unfunded.

REASON FOR OR BENEFITS OF PROJECT:

The Mclver Dairy site provides opportunities for historic interpretation and open space use that could enhance the community in value in the site.

OPERATIONAL COST IMPACTS:

Will be identified after the current study is completed.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000
General Fund	\$ 10,428	\$ 5,000	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,178
TOTAL:	\$ 10,428	\$ 5,000	\$ 1,750	\$ 175,000	\$ -	\$ 187,178				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning and Design	\$ 10,428	\$ 5,000	\$ 1,750	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,178
Construction	\$ -	\$ -	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
TOTAL:	\$ 10,428	\$ 5,000	\$ 1,750	\$ 175,000	\$ -	\$ 187,178				

Energy Efficiency Initiatives

C1910

PROJECT CATEGORY: Facilities Project

RESPONSIBLE DEPARTMENT: Public Works - Facilities

PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:

This project provides funding for ongoing initiatives to promote energy efficiency in Town owned and operated facilities. Staff will devote this money to exploring projects and determining the feasibility of different activities (\$30,000/year).

FY 19/20 Specific Projects: Contract work for the upgrade of Facilities interior, exterior and street lighting with energy efficient LED type systems, per the findings of the Strategic Energy Plan (\$230,000). Installation of upgraded HVAC and controls for Town facilities as identified in the Strategic Energy Plan (\$30,000).

REASON FOR OR BENEFITS OF PROJECT:

By dedicating funding for the exploration and execution of such projects, staff will set an example of the importance of pursuing energy efficiency and sustainable building operations for Town constituents and businesses. Additionally, switching to more energy efficient options, the Town can potentially reduce utility costs.

OPERATIONAL COST IMPACTS:

Specific operational impacts will be determined based on specific projects pursued.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ 162,000	\$ 109,625	\$ 240,000	\$ -	\$ -	\$ -	\$ -		\$ 349,625
Utility Reimbursement		\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -		\$ 60,000
TOTAL:	\$ -	\$ 162,000	\$ 109,625	\$ 300,000	\$ -	\$ -	\$ -	\$ -	Ongoing	\$ 409,625

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Miscellaneous Projects	\$ -	\$ 30,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 14,000
Town Hall Projects	\$ -	\$ 67,000	\$ 49,125	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 49,125
Depot Projects	\$ -	\$ 65,000	\$ 46,500	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 46,500
Facilities Lighting Project	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ -		\$ 230,000
Facilities HVAC Upgrade Project	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -		\$ 40,000
TOTAL:	\$ -	\$ 162,000	\$ 109,625	\$ 300,000	\$ -	\$ -	\$ -	\$ -	Ongoing	\$ 379,625

Renewable Energy Generation at Town Buildings

C1911

PROJECT CATEGORY: Facilities Project
RESPONSIBLE DEPARTMENT: Public Works - Facilities
PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 20/21



PROJECT DESCRIPTION:
 Install improvements at all Town buildings to achieve 100% renewable energy at Town municipal facilities by 2020 through installation of solar panels.

REASON FOR OR BENEFITS OF PROJECT:
 Town Council Resolution 2017-58 established a goal to achieve 100% renewable energy for Town municipal facilities by 2020.

OPERATIONAL COST IMPACTS:
 Operational impacts will be determined as individual improvements are developed and implemented. Energy savings could be as high as \$70,000 per year at the Public Service Center Site.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ 760,000	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 1,520,000
TOTAL:	\$ -	\$ -	\$ -	\$ 760,000	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 1,520,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Public Service Center Site	\$ -	\$ -	\$ -	\$ 760,000	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 1,520,000
TOTAL:	\$ -	\$ -	\$ -	\$ 760,000	\$ 760,000	\$ -	\$ -	\$ -	\$ -	\$ 1,520,000

Information Technology Equipment

C0105

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Administrative Services - IT

PROJECT BEGIN DATE: Ongoing **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:

A portion of the charges of this project are allocated to enterprise funds via an administrative overhead charge.

FY 18/19: Server replacements (\$20,000); file server and SQL upgrades including SQL 2019 and Windows Server for New World early adopter program (\$60,000) miscellaneous software (\$20,000); disaster recovery reassessments with Town staff for business continuity (\$30,000) miscellaneous phone equipment or services (\$5,000); UPS batteries (\$5,000).

FY 19/20: Server replacements [including DNS cleanup] (\$30,000); Network Monitoring and Other Software (\$36,000); networking equipment; 2nd firewall/POP at Corp Yard (\$52,000); miscellaneous network equipment (\$10,000); miscellaneous phone equipment and services (\$2,000); implement further findings from IT Strategic Plan [Continuity of Operations Plan](\$25,000); UPS batteries (\$5,000).

FY 20/21: Server replacements (\$20,000); miscellaneous software (\$15,000); updates to the Town's IT Disaster Recovery Plan (\$30,000); SAN replacement of end-of-life hardware (\$205,000); Cisco phone equipment upgrades and services (\$55,000); implement further findings of the IT Strategic Plan (\$30,000); UPS batteries (\$5,000).

FY 21/22: Server replacements (\$20,000); miscellaneous software (\$25,000); updates to the Town's IT Disaster Recovery Plan (\$15,000); replace end-of-life switches (\$60,000); miscellaneous network equipment (\$20,000); miscellaneous phone equipment or services (\$2,000); IT Plan Refresh (\$19,000); UPS batteries (\$5,000).

FY 22/23: Server replacements to include Microsoft Server Datacenter Platform to replace end of life Windows server 2012 (\$70,000); miscellaneous software (\$20,000); updates to the Town's IT Disaster Recovery Plan (\$25,000); network equipment (\$10,000); miscellaneous phone equipment or services (\$5,000); adjustments to the IT Strategic Plan (\$60,000); UPS batteries (\$5,000).

FY 23/24 Server replacements (\$10,000); miscellaneous software (\$20,000); miscellaneous network equipment (\$20,000); miscellaneous phone equipment or services (\$6,000); additions to Strategic Plan (\$15,000); UPS batteries (\$5,000).

REASON FOR OR BENEFITS OF PROJECT:

To improve and maintain the Town-wide automation. This budget was developed using recommendations outlined in the IT Strategic Plan completed in FY17/18.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 814,915	\$ 190,000	\$ 200,000	\$ 160,000	\$ 360,000	\$ 166,000	\$ 195,000	\$ 76,000		\$ 1,971,915
TOTAL:	\$ 814,915	\$ 190,000	\$ 200,000	\$ 160,000	\$ 360,000	\$ 166,000	\$ 195,000	\$ 76,000	Ongoing	\$ 1,971,915

Information Technology Equipment

C0105

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Administrative Services - IT

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 677,605									\$ 677,605
Servers	\$ 23,281	\$ 50,000	\$ 50,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 70,000	\$ 10,000		\$ 223,281
Software	\$ 75,114	\$ 20,000	\$ 110,000	\$ 36,000	\$ 15,000	\$ 25,000	\$ 20,000	\$ 20,000		\$ 301,114
IT Disaster Recovery Solution	\$ 1,575	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 15,000	\$ 25,000	\$ -		\$ 101,575
Storage Attached Networks (SAN)	\$ -	\$ -	\$ -	\$ 10,000	\$ 205,000	\$ -	\$ -	\$ -		\$ 215,000
Routers/Network Equipment	\$ 1,413	\$ 20,000	\$ -	\$ 52,000	\$ -	\$ 80,000	\$ 10,000	\$ 20,000		\$ 163,413
Phone System	\$ 1,975	\$ 5,000	\$ 5,000	\$ 2,000	\$ 55,000	\$ 2,000	\$ 5,000	\$ 6,000		\$ 76,975
IT Strategic Plan Implementations	\$ 33,690	\$ 60,000	\$ -	\$ 25,000	\$ 30,000	\$ 19,000	\$ 60,000	\$ 15,000		\$ 182,690
UPS Batteries	\$ 262	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 30,262
TOTAL:	\$ 814,915	\$ 190,000	\$ 200,000	\$ 160,000	\$ 360,000	\$ 166,000	\$ 195,000	\$ 76,000	Ongoing	\$ 1,971,915

Town Hall Office Equipment

C0107

PROJECT CATEGORY: Miscellaneous Projects
RESPONSIBLE DEPARTMENT: Administrative Services - IT
PROJECT BEGIN DATE: Ongoing **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:
 FY 19/20: Staff and Humane Society will consider replacement of the copier that is shared by Animal Services and Humane Society. \$10,000 for the replacement of a large format scanner for Building and Safety.
 FY 21/22: Staff will consider the replacement of the large format printer/plotter.
 FY 22/23: Staff will examine the town-wide copier needs (including Animal Services) for replacements.

REASON FOR OR BENEFITS OF PROJECT:
 Minimize operating costs through strategic replacement and/or maintenance of equipment, therefore creating operation efficiencies.

OPERATIONAL COST IMPACTS:
 Reduce maintenance costs associated with aged machines. The Humane Society will pay for a portion of the Animal Shelter copier replacements.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 85,056	\$ -	\$ 5,000	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ -		\$ 150,056
Building & Safety Fund	\$ 16,413	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -		\$ 36,413
COPS Fund	\$ 9,707	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -		\$ 24,707
Private Contributions	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 5,000
TOTAL:	\$ 111,176	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000	\$ 65,000	\$ -	Ongoing	\$ 216,176

* The private contribution is from the Humane Society of Truckee-Tahoe

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Equipment Purchases	\$ 111,176	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000	\$ 65,000	\$ -		\$ 216,176
TOTAL:	\$ 111,176	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000	\$ 65,000	\$ -	Ongoing	\$ 216,176

Police Department Communication & Safety Equipment

C1208

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Public Safety - Patrol

PROJECT BEGIN DATE: Ongoing **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:

Safety Equipment Replacements: None anticipated in FY19/20.

Communication Equipment Replacement: Estimated costs through FY23/24 include, but are not limited to the replacement of surface tablets, iPads, iPhones (all lumped into Smart Communication). Replacement upgrades to Mobile Data Computers (MDC) in the patrol vehicles. The on-officer camera system program includes equipment, video storage, upgrade replacements, and warranty services. We will also replace older non-P25 compliant vehicle radios in FY19/20.

REASON FOR OR BENEFITS OF PROJECT:

Communications and safety products continue to evolve. The listed items are reaching their useful lifespan and will require replacement.

OPERATIONAL COST IMPACTS:

None.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 435,973	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 435,973
COPS Fund	\$ 159,100	\$ 37,320	\$ 37,320	\$ 52,932	\$ 33,544	\$ 47,156	\$ 47,768	\$ 63,000		\$ 440,820
TOTAL:	\$ 595,073	\$ 37,320	\$ 37,320	\$ 52,932	\$ 33,544	\$ 47,156	\$ 47,768	\$ 63,000	Ongoing	\$ 876,793

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 582,112									\$ 582,112
In-Car MDC Units	\$ 6,031	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000		\$ 41,031
Smart Communications	\$ 6,930	\$ 15,000	\$ 15,000	\$ 5,000	\$ 5,000	\$ 9,000	\$ 9,000	\$ 5,000		\$ 54,930
On-officer Camera System	\$ -	\$ 22,320	\$ 22,320	\$ 22,932	\$ 23,544	\$ 24,156	\$ 24,768	\$ 25,000		\$ 142,720
Tasers & Associated Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000		\$ 20,000
Radio Equipment Replacement	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 4,000	\$ 4,000	\$ 8,000		\$ 36,000
TOTAL:	\$ 595,073	\$ 37,320	\$ 37,320	\$ 52,932	\$ 33,544	\$ 47,156	\$ 47,768	\$ 63,000	Ongoing	\$ 876,793

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Town Clerk & Communications

PROJECT BEGIN DATE: FY 14/15 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:
Imaging of the remaining boxes of Building and Safety division microfilm images.

REASON FOR OR BENEFITS OF PROJECT:
This project moved all of the images from our Microfiche to our digital documents storage platform LaserFiche. These documents are now available to the public online.

OPERATIONAL COST IMPACTS:
There were no operational impacts of this process.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Building & Safety Fund	\$ 118,811	\$ -	\$ 26,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,840
TOTAL:	\$ 118,811	\$ -	\$ 26,029	\$ -	\$ 144,840					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Document Imaging	\$ 118,811	\$ -	\$ 26,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,840
TOTAL:	\$ 118,811	\$ -	\$ 26,029	\$ -	\$ 144,840					

Woodstove Replacement Program

C1509

PROJECT CATEGORY: Miscellaneous Projects
RESPONSIBLE DEPARTMENT: Community Development - Planning
PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:
 Woodstove Replacement Program to provide financial incentives to Truckee homeowners to replace non-compliant woodstoves with either new non-wood heating sources or EPA certified woodstoves. \$64,000 has been allocated to this program and once funding has been exhausted, the program will discontinue. The Woodstove Replacement Program fulfills Town Air Quality Management goals of particulate matter emissions (PM10) reduction in accordance with Municipal Code Chapter 7.03-Solid Fuel Burning Appliances.
 The program is \$600 for replacement with a EPA Phase II compliant wood stove or \$1,000 for replacement of a non-solid fuel burning device (gas or electric) in accordance with Council Resolution No.2016-38.



REASON FOR OR BENEFITS OF PROJECT:
 The Town has adopted an Air Quality Management Plan, and a component of the air-shed particulate matter, primarily in the winter months, involves non-compliant solid fuel burning devices. This program would incentivize the removal of those devices, ultimately resulting in improved air quality.

OPERATIONAL COST IMPACTS:
 None.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Air Quality Mitigation Fund	\$ 26,333	\$ 15,000	\$ 32,667	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,000
TOTAL:	\$ 26,333	\$ 15,000	\$ 32,667	\$ 5,000	\$ -	\$ 64,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Replacement Program	\$ 26,333	\$ 15,000	\$ 32,667	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,000
TOTAL:	\$ 26,333	\$ 15,000	\$ 32,667	\$ 5,000	\$ -	\$ 64,000				

EV Charging Station

C1510

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Community Development - Planning

PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

This project will fund activities that promote renewable energy, energy efficiency, source reduction, resource conservation and restoration, and a healthy community to "Keep Truckee Green". This project previously funded part of a CivicSpark fellow (split with Solid Waste) who worked on sustainability and a consultant-led energy efficiency audit and renewable energy opportunities. Staff was awarded a grant for the purchase of a plug-in electric vehicle (EV) for staff use on Town business and 3 EV charging stations for free public use located at Town Hall. This grant has a General Fund match requirement of \$50,000, and this project is in-line with Council priorities for 2019. The Northern Sierra Air Quality Management District (NSAQMD) grant will be used to purchase an electric vehicle for Town usage and to construct the charging stations. Staff is exploring other grants or funding sources that could potentially fund a sustainability study for the Town.

REASON FOR OR BENEFITS OF PROJECT:

The project previously supported work towards developing a CAP, however the CAP has been included within the 2040 General Plan Update, C1903. This CIP has been modified to implement Council-directed sustainability initiatives.

OPERATIONAL COST IMPACTS:

The General Fund included 55% of the wages of one (1) temporary Administrative Technician charged to the Planning division. FY 19/20 includes a new Sustainability Division with staff time dedicated to Sustainability. Those costs will be included in a new project.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 81,127	\$ 70,000	\$ 37,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,980
NSAQMD Grant	\$ -	\$ 100,000	\$ -	\$ 39,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,542
Fleet Replacement Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
TOTAL:	\$ 81,127	\$ 170,000	\$ 37,853	\$ 89,542	\$ -	\$ 208,522				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Plan Preparation	\$ 64,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,900
Activities - EE and solar study	\$ -	\$ 55,000	\$ 37,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,853
CivicSpark Fellow	\$ 16,227	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,227
EV Station & Vehicle	\$ -	\$ 100,000	\$ -	\$ 89,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,542
TOTAL:	\$ 81,127	\$ 170,000	\$ 37,853	\$ 89,542	\$ -	\$ 208,522				

Aquatic Invasive Species Watercraft Inspection Program

C1513

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Public Safety - Support Services

PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** FY18/19

PROJECT DESCRIPTION:

The program was funded through watercraft inspection fees as well as CDBW grant funds. The grant that the Town was awarded for \$400,000 through CDBW expired December 31, 2018. A new grant application period opens in April 2019, however the Town is not eligible for the operations grant. The operations grant is allocated for agencies with approved prevention plans and are at high risk. Some of the factors that determine if the waterbody is high risk is the water quality, visitor use, and number of entry points into the body of water. The Town will be closing out the CIP for the Aquatic Invasive Species program. The CIP funds were intended for the design and construction of a semi-permanent watercraft inspection station.

REASON FOR OR BENEFITS OF PROJECT:

Establishment of a regional watercraft inspection station will help to prevent the introduction of aquatic invasive species in area water bodies.

OPERATIONAL COST IMPACTS:

Program was funded through watercraft inspection fees as well as California Department of Boating and Waterways (CDBW) grant funds. A new grant application period opens up in April 2019, however the Town is not eligible for the operations grant. The operations grant is allocated for agencies with approved prevention plans and are at high risk. The Town will continue to work with our community partners to develop, design and secure a location for a semi-permanent watercraft inspection station. The Town is currently working with Tahoe Regional Planning Agency (TRPA) and Tahoe Resource Conservation District (TRCD) in regards to the 2019 boating season and what fees will be charged for boat inspections and decontaminations.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
CDBW Grant	\$ 3,364	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,364
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 3,364	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,364

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ 3,364	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,364
Construction	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 3,364	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,364

Town Anniversary Acknowledgement

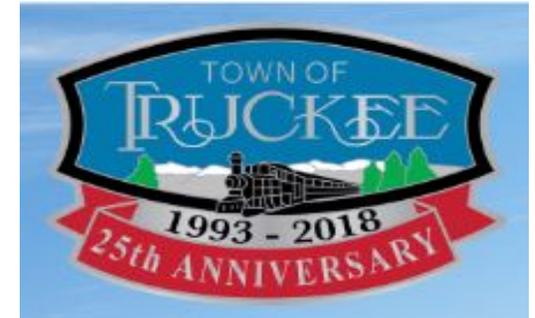
C1514

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Town Clerk & Communications

PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:
Town has celebrated our milestone anniversaries with a variety of efforts. Staff wants to acknowledge this and provide for a small budget for the next milestone (30th). Not plans have been identified for this to date.



REASON FOR OR BENEFITS OF PROJECT:
This project is in celebration of the Town's Anniversaries. Truckee has a rich history that residents and visitors are interested in.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 8,791	\$ 27,000	\$ 9,863	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 28,654
Book Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Sponsorships	\$ -	\$ 23,000	\$ 32,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,642
TOTAL:	\$ 8,791	\$ 50,000	\$ 42,505	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 61,296

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
25th Anniversary Photo Book	\$ 8,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,791
25th Anniversary Event	\$ -	\$ 50,000	\$ 42,505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,505
30th Anniversary Effort	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
TOTAL:	\$ 8,791	\$ 50,000	\$ 42,505	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 61,296

Town-Wide Content Management System

C1610

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Town Clerk & Communications

PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:

This project is for the evaluation, purchase and implementation of a Town-wide content management system (CMS) to replace our "shared drive" server system. A CMS is a computer application that allows publishing, editing, modifying, organizing, deleting, and maintaining content from a central interface.

REASON FOR OR BENEFITS OF PROJECT:

This project is being proposed to manage the creation, storage, access, and disposition of documents for the Town. CMS will improve staff efficiencies in maintaining and locating documents; ensuring the proper records are made available in a timely manner in response to requests from the public; preserve the security of sensitive documents; conserve space on our computer servers; and improve the application of our records management retention policies to our electronic documents.

OPERATIONAL COST IMPACTS:

There will be ongoing maintenance and upgrade costs for the software. Costs will be updated as the selection process progresses.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 21,643	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 141,643
TOTAL:	\$ 21,643	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 141,643

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Consultant	\$ 21,643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,643
Implementation	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Software & Support	\$ -	\$ -	\$ -	\$ -	\$ 111,000	\$ -	\$ -	\$ -	\$ -	\$ 111,000
TOTAL:	\$ 21,643	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 141,643

PROJECT CATEGORY: Miscellaneous Projects
RESPONSIBLE DEPARTMENT: Town Clerk & Communications
PROJECT BEGIN DATE: FY 22/23 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:
 Platform updates and upgrades for www.townoftruckee.com.

REASON FOR OR BENEFITS OF PROJECT:
 The Town has to perform major updates to the website platform, about every five years, throughout the existence of the website. Just like any technology in today's environment, things are changing at a rapid pace. This CIP will provide a placeholder for future upgrades. Staff is suggesting Town develop a request for proposal to completely re-work the Town's website beginning in FY 22/23.

OPERATIONAL COST IMPACTS:
 Current budget incorporates the ongoing maintenance costs of the Town Website, but there could be incremental cost changes associated with a future upgrade.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000

Fleet Equipment Purchases

C1811

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Public Works - Fleet

PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:

FY18/19: Two (2) new snow blowers.
 FY19/20: One (1) new compact snow blower.



REASON FOR OR BENEFITS OF PROJECT:

Compact snow blower (\$165,000): This compact snow blower would be used in snow removal on the 1.8 miles of sidewalk on Donner Pass road for the Envision DPR project identified to be completed in 2019. Currently there are two compact snow blowers in the Facilities fleet that are used for all trails, sidewalks and round a bouts within the Town. This third compact snow blower has the capacity, because of the smaller blower box, to also snow blow the Bridge Street, I-80 overpass to Cold Stream and the I-80 overpass to 89N bridges 4 foot wide sidewalks that Public Works Roads and Snow currently clear as part of their after a storm cleanup. This third compact snow blower would allow the Facilities Department to maintain a once a day snow removal for all the trails and sidewalks mentioned above plus increase the current level of service of the Town’s bridge sidewalks.

OPERATIONAL COST IMPACTS:

A larger fleet will increase the amount of maintenance required of the Fleet Maintenance Division. No adjustments have been made to the Fleet Maintenance division budget, but the Fleet budget and staff hours will be monitored and adjustments will be made as necessary. Although the General Fund is paying for the upfront purchase, the Town expects to recover the cost from the community facilities districts that are the expected beneficiaries of the new equipment.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 394,164	\$ 763,899	\$ 763,899	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,323,063
Measure R Sales Tax Fund	\$ 84,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,625
TOTAL:	\$ 478,789	\$ 763,899	\$ 763,899	\$ 165,000	\$ -	\$ 1,407,688				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Equipment Purchases	\$ 478,789	\$ 763,899	\$ 763,899	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,407,688
TOTAL:	\$ 478,789	\$ 763,899	\$ 763,899	\$ 165,000	\$ -	\$ 1,407,688				

Work Force & Affordable Housing Actions

C1814

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Community Development - Planning

PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

This project was to develop a series of policies and projects intended to secure workforce and affordable housing immediately and into the future. It was rolled into the General Plan Update. These actions were meant to compliment the Mountain Housing Coalition, as well as the 2040 General Plan Update and Housing Element update in CIP C1903. The project funding was for the Town's \$50,000 annual contribution to the Mountain Housing Contribution for 3 years.

REASON FOR OR BENEFITS OF PROJECT:

Providing workforce and affordable housing has been an on-going Council priority. By providing focus to the project, staff hopes to continue project momentum.

OPERATIONAL COST IMPACTS:

Operational impacts will be determined based on the specific recommendations of the Community Housing Council.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Affordable Housing In-Lieu Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 150,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Housing Council	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 150,000				

Records Management System/Computer Aided Dispatch Replacement

C1821

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Public Safety - Support Services

PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:

Provides funding over the next three years for the Town Police Department's portion of a Nevada County-wide replacement of the Records Management System/Computer Aided Dispatch replacement (RMS/CAD). Costs will be shared by all four law enforcement agencies (Nevada County, Grass Valley PD, and Nevada City PD).

REASON FOR OR BENEFITS OF PROJECT:

The current RMS/CAD system is the original system that was purchased during the Police Department start-up. While there have been upgrades over the past sixteen years, the upgrades are not keeping up with the current available technology. Changes to both State and Federal reporting requirements are expected within the next three years and the current RMS/CAD system is not compliant with those requirements.

OPERATIONAL COST IMPACTS:

There will be higher yearly ongoing maintenance costs.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ 133,000	\$ -	\$ 133,000	\$ 134,000	\$ 133,000	\$ 100,000	\$ -	\$ -	\$ 500,000
TOTAL:	\$ -	\$ 133,000	\$ -	\$ 133,000	\$ 134,000	\$ 133,000	\$ 100,000	\$ -	\$ -	\$ 500,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Purchase	\$ -	\$ 133,000	\$ -	\$ 133,000	\$ 134,000	\$ 133,000	\$ 100,000	\$ -	\$ -	\$ 500,000
TOTAL:	\$ -	\$ 133,000	\$ -	\$ 133,000	\$ 134,000	\$ 133,000	\$ 100,000	\$ -	\$ -	\$ 500,000

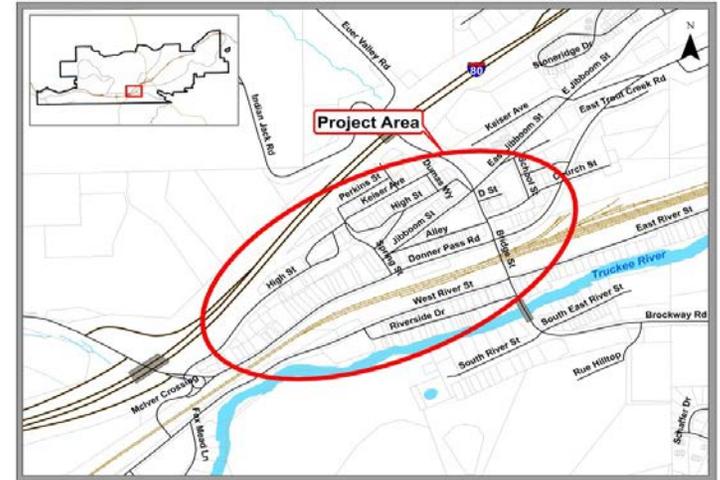
Source Separated Public Recycling Containers

C1822

PROJECT CATEGORY: Miscellaneous Projects
RESPONSIBLE DEPARTMENT: Solid Waste
PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:
 Replace existing public recycling containers with side-by-side containers for trash and recycling collection. This project will be implemented in phases, beginning with replacement of trash cans in highly trafficked areas in Commercial Row first. Over three years, the Town will replace approximately thirty-five (35) Commercial Row and Brickelltown public

REASON FOR OR BENEFITS OF PROJECT:
 The replacement trash and recycling stations will provide added capacity, a more wildlife-resistant receptacle, and opportunity for the general public to source separate their recyclable materials consistent with the Town's new trash and recycling programs. Currently, the recyclables drop directly into the trash and are not collected separately. The new separate recycling container will maintain the recycling materials cleaner for greater diversion rates. The new trash cans will have solar-powered compactors providing 8x greater capacity, and a foot pedal opening option. Each trash can will be paired with a recycling container. Town staff will look to repurpose the existing containers in pairs to be utilized for side-by-side trash and recycling. Staff are using the Railyard containers as a "pilot," however these are not yet in use.



OPERATIONAL COST IMPACTS:
 Tahoe Truckee Sierra Disposal will service the containers at no cost, per the solid waste franchise agreement. Town Facilities staff will be responsible for long-term maintenance and upkeep of the containers.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Solid Waste Fund	\$ -	\$ 71,250	\$ -	\$ 71,250	\$ 70,500	\$ 70,500	\$ -	\$ -	\$ -	\$ 212,250
Beverage Container Payment Program	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 15,000
TOTAL:	\$ -	\$ 76,250	\$ -	\$ 76,250	\$ 75,500	\$ 75,500	\$ -	\$ -	\$ -	\$ 227,250

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ 1,500
Construction	\$ -	\$ 75,250	\$ -	\$ 75,250	\$ 75,250	\$ 75,250	\$ -	\$ -	\$ -	\$ 225,750
TOTAL:	\$ -	\$ 76,250	\$ -	\$ 76,250	\$ 75,500	\$ 75,500	\$ -	\$ -	\$ -	\$ 227,250

Town-Wide Aerial Mapping Project

C1906

PROJECT CATEGORY: Miscellaneous Projects
RESPONSIBLE DEPARTMENT: Administrative Services - IT
PROJECT BEGIN DATE: Ongoing **ESTIMATED COMPLETION:** Ongoing



PROJECT DESCRIPTION:
 Update of the Aerial Mapping of the Town of Truckee.

REASON FOR OR BENEFITS OF PROJECT:
 The project is a multi-agency project completed once every five years to provide updated aerial mapping of the North Lake Tahoe Truckee area. Updated aerial maps are required by local agencies for accurate Geographic Information Systems (GIS) related mapping which is used for a variety of purposes for local agencies, from mapping flood zones to tracking Town owned property.

OPERATIONAL COST IMPACTS:
 None.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -		\$ 25,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	Ongoing	\$ 25,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -		\$ 25,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	Ongoing	\$ 25,000

Front Lobby Information Kiosk

C1908

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Town Clerk & Communications

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

Purchase of agenda monitoring screen and cloud based application software for the front foyer of the Town Hall building that will allow 24-hour access to agendas and notices, as required by law.

REASON FOR OR BENEFITS OF PROJECT:

This will create an updated method for citizens to access agendas and notices posted in accordance with state law. This will also increase the number of places residents can view the agendas without adding physical distribution points for staff. This software will allow staff to place agendas and public notices in an automated fashion at the Community Arts Center, the Truckee Library, an existing monitor at the Truckee Donner Public Utilities District office and here at Town Hall. Currently, staff prints paper copies and pins them to a bulletin board outside of Town Hall.

OPERATIONAL COST IMPACTS:

The cloud based monitoring application will have an ongoing annual cost of \$2,300.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Project Costs	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000				

CAFR Software Implementation

C1912

PROJECT CATEGORY: Miscellaneous Projects

RESPONSIBLE DEPARTMENT: Administrative Services - Finance

PROJECT BEGIN DATE: FY19/20 **ESTIMATED COMPLETION:** FY20/21

PROJECT DESCRIPTION:

The Town's enterprise resource software system, New World Systems discontinued support for the current Comprehensive Annual Financial Reporting (CAFR) module after they were bought by Tyler Technologies, another software provider. The company has developed an alternative product, CAFR Building.

REASON FOR OR BENEFITS OF PROJECT:

The Town needs to have supported software in order to stay in compliance with Governmental Accounting Standards Board requirements.

OPERATIONAL COST IMPACTS:

Annual support fees for the new module (approx. \$1,500/year) will be slightly less than the support fees on the current module (approx. \$1,600/year).

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
TOTAL:	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Implementation	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
TOTAL:	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000				

Annual Paving Project Summary

Cxx02

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT DESCRIPTION:

Annual paving of selected roads based upon the 2018 Pavement Management Program (PMP). Prior to the development of final paving plans, field observations will be used in conjunction with the PMP to determine which roads will ultimately be paved. Refer to the PMP for a detailed list of proposed streets. Funded CIP Projects that include paving are not included in this budget. Paving is completed every other year.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to maintain and improve structure.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

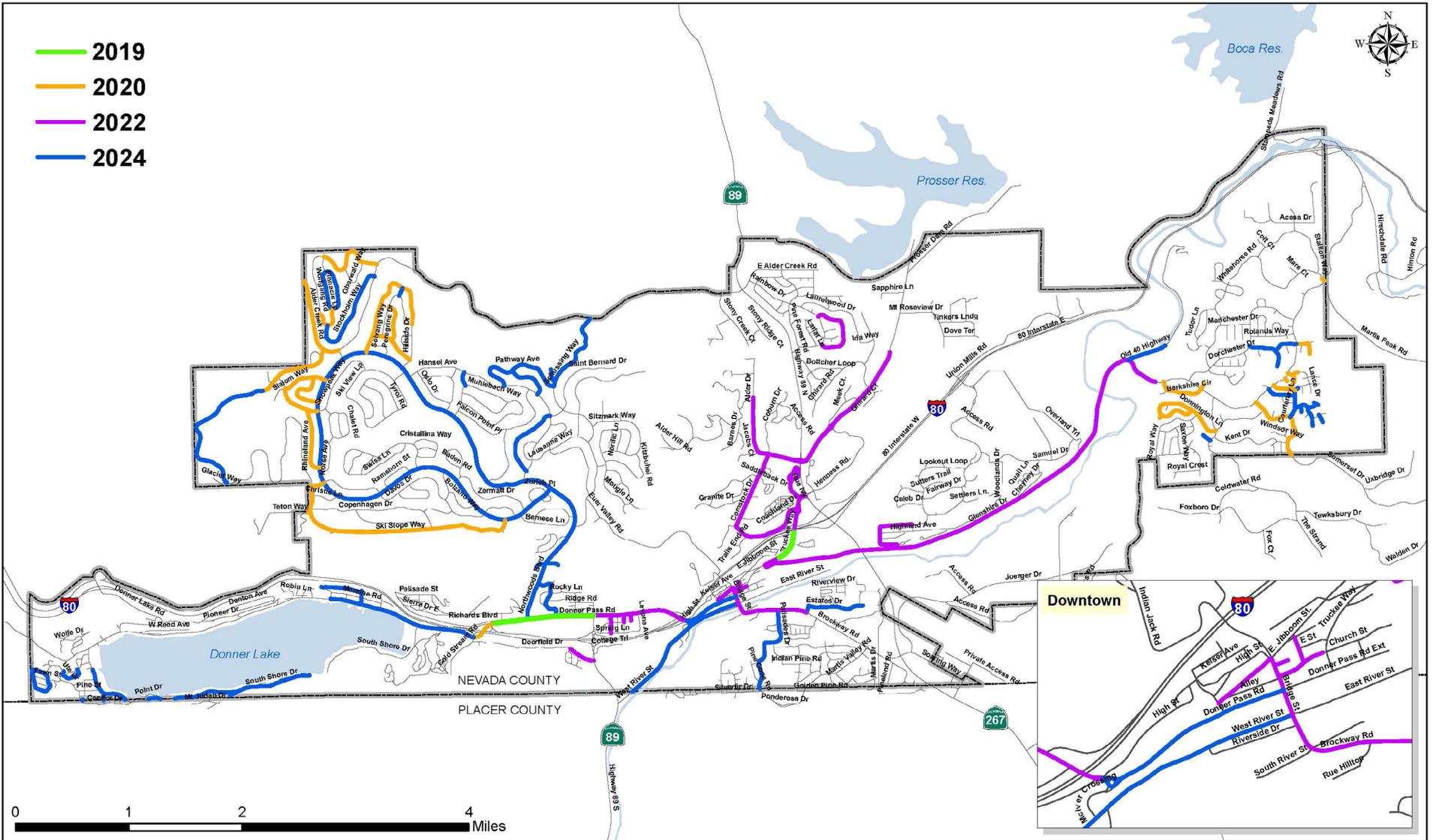
CIP NUMBER	CUMULATIVE PRIOR THRU SUMMER 2017	SUMMER 2018 AMENDED BUDGET	SUMMER 2018 ESTIMATED ACTUAL	SUMMER BUDGET 2019	SUMMER BUDGET 2020	SUMMER BUDGET 2021	SUMMER BUDGET 2022	SUMMER BUDGET 2023	ESTIMATED SUMMER 2024 ON	TOTAL
C1802	\$ 11,187	\$ 5,100,000	\$ 5,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,111,187
C2002	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,893,000	\$ -	\$ -	\$ -	\$ -	\$ 3,898,000
C2003	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
C2202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,018,000	\$ -	\$ -	\$ 6,023,000
C2203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
C2402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,735,000	\$ 7,740,000
C2403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
TOTAL:	\$ 11,187	\$ 5,100,000	\$ 5,100,000	\$ 5,000	\$ 4,243,000	\$ 5,000	\$ 6,368,000	\$ 5,000	\$ 8,085,000	\$ 23,822,187

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Summer 2017	\$ 11,187	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,187
Summer 2018	\$ -	\$ 5,100,000	\$ 5,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,100,000
Summer 2019	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Summer 2020	\$ -	\$ -	\$ -	\$ -	\$ 4,243,000	\$ -	\$ -	\$ -	\$ -	\$ 4,243,000
Summer 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Summer 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,368,000	\$ -	\$ -	\$ 6,368,000
Summer 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Summer 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,085,000	\$ 8,085,000
TOTAL:	\$ 11,187	\$ 5,100,000	\$ 5,100,000	\$ 5,000	\$ 4,243,000	\$ 5,000	\$ 6,368,000	\$ 5,000	\$ 8,085,000	\$ 23,822,187



Paving Projects by Year (2019 - 2024)

- 2019
- 2020
- 2022
- 2024



2018 Paving & Drainage Project

C1802

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:

Annual paving of selected roads based upon the 2018 Pavement Management Program (PMP). Prior to the development of final paving plans, field observations will be used in conjunction with the PMP to determine which roads will ultimately be paved. Refer to the PMP for a detailed list of proposed streets. Funded CIP Projects that include paving are not included in this budget.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to maintain and improve structure.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ 11,187	\$ 2,555,000	\$ 2,555,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,566,187
Tahoe Donner TSSA Fund	\$ -	\$ 1,238,000	\$ 1,238,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,238,000
Road Maintenance Reserve	\$ -	\$ 1,307,000	\$ 1,157,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,157,000
Utility Reimbursement	\$ -		\$ 150,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ 11,187	\$ 5,100,000	\$ 5,100,000	\$ -	\$ 5,111,187					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ 11,187	\$ 5,100,000	\$ 5,100,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,111,187
TOTAL:	\$ 11,187	\$ 5,100,000	\$ 5,100,000	\$ -	\$ 5,111,187					

2020 Paving & Drainage Project

C2002

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:

Annual paving of selected roads based upon the 2018 Pavement Management Program (PMP). Prior to the development of final paving plans, field observations will be used in conjunction with the PMP to determine which roads will ultimately be paved. Refer to the PMP for a detailed list of proposed streets. Funded CIP Projects that include paving are not included in this budget.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to maintain and improve structure.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,955,000	\$ -	\$ -	\$ -	\$ -	\$ 1,960,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ 916,000	\$ -	\$ -	\$ -	\$ -	\$ 916,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ 157,000
Road Maintenance Reserve	\$ -	\$ -	\$ -	\$ -	\$ 865,000	\$ -	\$ -	\$ -	\$ -	\$ 865,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,893,000	\$ -	\$ -	\$ -	\$ -	\$ 3,898,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,893,000	\$ -	\$ -	\$ -	\$ -	\$ 3,898,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,893,000	\$ -	\$ -	\$ -	\$ -	\$ 3,898,000

2020 Recessed Striping Project

C2003

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

Replace existing roadway striping and pavement markings (crosswalks) with recessed thermoplastic. The roads planned to receive recessed striping are Glenshire Drive, Bridge Street (Jibboom Street to South River Street), Brockway Road, West River Street, and Donner Pass Road (Bridge Street to SR89S).

REASON FOR OR BENEFITS OF PROJECT:

Recessed thermoplastic striping and pavement markings are more durable to snow removal operations than conventional paint. The proposed use is in areas where it is important to have visible striping and pavement markings year round such as at signalized intersections, turn lanes, center lines and crosswalks along major roadways.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of the durability, which requires less frequent refreshing of the striping and pavement markings.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
TOTAL:	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
TOTAL:	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000				

2022 Paving & Drainage Project

C2202

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 21/22 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:

Annual paving of selected roads based upon the 2018 Pavement Management Program (PMP). Prior to the development of final paving plans, field observations will be used in conjunction with the PMP to determine which roads will ultimately be paved. Refer to the PMP for a detailed list of proposed streets. Funded CIP Projects that include paving are not included in this budget.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to maintain and improve structure.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,955,000	\$ -	\$ -	\$ 1,960,000
Road Maintenance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,063,000	\$ -	\$ -	\$ 4,063,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,018,000	\$ -	\$ -	\$ 6,023,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,018,000	\$ -	\$ -	\$ 6,023,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 6,018,000	\$ -	\$ -	\$ 6,023,000

2022 Recessed Striping Project

C2203

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 21/22 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:

Replace existing roadway striping and pavement markings (crosswalks) with recessed thermoplastic. The roads planned to receive recessed striping are Northwood's Boulevard, Fjord Road, Alder Creek Road (Fjord Road to SR89), Donner Pass Road (SR89S to Town Limits) and Donner Lake Road.

REASON FOR OR BENEFITS OF PROJECT:

Recessed thermoplastic striping and pavement markings are more durable to snow removal operations than conventional paint. The proposed use is in areas where it is important to have visible striping and pavement markings year round such as at signalized intersections, turn lanes, center lines and crosswalks along major roadways.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of the durability, which requires less frequent refreshing of the striping and pavement markings.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000

2024 Paving & Drainage Project

C2402

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 23/24 **ESTIMATED COMPLETION:** FY 24/25

PROJECT DESCRIPTION:

Annual paving of selected roads based upon the 2018 Pavement Management Program (PMP). Prior to the development of final paving plans, field observations will be used in conjunction with the PMP to determine which roads will ultimately be paved. Refer to the PMP for a detailed list of proposed streets. Funded CIP Projects that include paving are not included in this budget.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to maintain and improve structure.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,955,000	\$ 1,960,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,278,000	\$ 1,278,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,000	\$ 107,000
Road Maintenance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,395,000	\$ 4,395,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,735,000	\$ 7,740,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,735,000	\$ 7,740,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,735,000	\$ 7,740,000

2024 Recessed Striping Project

C2403

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 23/24 **ESTIMATED COMPLETION:** FY 23/24

PROJECT DESCRIPTION:
Replace existing roadway striping and pavement markings (crosswalks) with recessed thermoplastic.

REASON FOR OR BENEFITS OF PROJECT:
Recessed thermoplastic striping and pavement markings are more durable to snow removal operations than conventional paint. The proposed use is in areas where it is important to have visible striping and pavement markings year round such as at signalized intersections, turn lanes, center lines and crosswalks along major roadways.

OPERATIONAL COST IMPACTS:
Reduced operational costs as a result of the durability, which requires less frequent refreshing of the striping and pavement markings.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000

Annual Slurry Seal Project Summary

Cxx01

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program (PMP). Prior to the development of final slurry seal plans, field observations will be used in conjunction with the PMP to determine which roads will ultimately be sealed. Refer to the PMP for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to maintain and improve structure.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

CIP NUMBER	CUMULATIVE PRIOR THRU SUMMER 2017	SUMMER 2018 AMENDED BUDGET	SUMMER 2018 ESTIMATED ACTUAL	SUMMER BUDGET 2019	SUMMER BUDGET 2020	SUMMER BUDGET 2021	SUMMER BUDGET 2022	SUMMER BUDGET 2023	ESTIMATED SUMMER 2024 & AFTER	TOTAL
C1801	\$ 4,454	\$ 679,000	\$ 556,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,454
C1901	\$ -	\$ 5,000	\$ 5,000	\$ 1,139,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,144,000
C2001	\$ -	\$ -	\$ -	\$ 5,000	\$ 852,000	\$ -	\$ -	\$ -	\$ -	\$ 857,000
C2005	\$ -	\$ -	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
C2101	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,143,000	\$ -	\$ -	\$ -	\$ 1,148,000
C2104	\$ -	\$ -	\$ -	\$ 5,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
C2201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,092,000	\$ -	\$ -	\$ 1,097,000
C2301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,014,000	\$ -	\$ 1,019,000
C2401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,060,000	\$ 1,065,000
TOTAL:	\$ 4,454	\$ 684,000	\$ 561,000	\$ 1,154,000	\$ 1,022,000	\$ 1,148,000	\$ 1,097,000	\$ 1,019,000	\$ 1,060,000	\$ 7,065,454

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Summer 2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Summer 2018	\$ -	\$ 684,000	\$ 561,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561,000
Summer 2019	\$ -	\$ -	\$ -	\$ 1,154,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,154,000
Summer 2020	\$ -	\$ -	\$ -	\$ -	\$ 1,022,000	\$ -	\$ -	\$ -	\$ -	\$ 1,022,000
Summer 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,148,000	\$ -	\$ -	\$ -	\$ 1,148,000
Summer 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,097,000	\$ -	\$ -	\$ 1,097,000
Summer 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,019,000	\$ -	\$ 1,019,000
Summer 2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,060,000	\$ 1,060,000
TOTAL:	\$ -	\$ 684,000	\$ 561,000	\$ 1,154,000	\$ 1,022,000	\$ 1,148,000	\$ 1,097,000	\$ 1,019,000	\$ 1,060,000	\$ 7,061,000

2018 Slurry Seal Project

C1801

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets. The private contribution listed below is from Gray's Crossing and is intended to fund the slurry seal of roads recently accepted by the Town.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Road Maintenance & Rehab Acct	\$ -	\$ 279,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
SB1 Programmatic Funding	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Measure V Sales Tax Fund	\$ 4,454	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,454
Tahoe Donner TSSA Fund	\$ -	\$ 88,000	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000
Glenshire TSSA Fund	\$ -	\$ 47,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Private Contributions	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000
TOTAL:	\$ 4,454	\$ 679,000	\$ 556,000	\$ -	\$ 560,454					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ 4,454	\$ 679,000	\$ 556,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,454
TOTAL:	\$ 4,454	\$ 679,000	\$ 556,000	\$ -	\$ 560,454					

* Assumes \$185/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2019 Slurry Seal Project

C1901

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Road Maintenance & Rehab Acct	\$ -	\$ -	\$ -	\$ 410,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,417
Measure V Sales Tax Fund	\$ -	\$ 5,000	\$ 5,000	\$ 334,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,583
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ 79,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,000
SB1 Programmatic Funding	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
TOTAL:	\$ -	\$ 5,000	\$ 5,000	\$ 1,139,000	\$ -	\$ 1,144,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ 5,000	\$ 5,000	\$ 1,139,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,144,000
TOTAL:	\$ -	\$ 5,000	\$ 5,000	\$ 1,139,000	\$ -	\$ 1,144,000				

* Assumes \$200/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2020 Slurry Seal Project

C2001

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Road Maintenance & Rehab Acct	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
SB1 Programmatic Funding	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ 5,000	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ 197,000	\$ -	\$ -	\$ -	\$ -	\$ 197,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 852,000	\$ -	\$ -	\$ -	\$ -	\$ 857,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ 5,000	\$ 852,000	\$ -	\$ -	\$ -	\$ -	\$ 857,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 852,000	\$ -	\$ -	\$ -	\$ -	\$ 857,000

* Assumes \$200/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2021 Parking District Seal Coat Project

C2005

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY20/21 **ESTIMATED COMPLETION:** FY21/22

PROJECT DESCRIPTION:

The following parking lots to receive treatments are include the Fire Station parking lot on Donner Pass Road, the Depot parking lot, the paid parking lot next to the diner on West River Street, and the parking spaces in the Brickelltown Maintenance District area on Donner Pass Road.

REASON FOR OR BENEFITS OF PROJECT:

Parking lots need periodic treatment to seal surfaces and prolong the useful life of the pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved parking lot surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Parking Fund	\$ -	\$ -	\$ -	\$ 5,000	\$ 20,000		\$ -	\$ -	\$ -	\$ 25,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ 5,000	\$ 20,000		\$ -	\$ -	\$ -	\$ 25,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

2021 Slurry Seal Project

C2101

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Road Maintenance & Rehab Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ 270,000
SB1 Programmatic Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 511,000	\$ -	\$ -	\$ -	\$ 516,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,000	\$ -	\$ -	\$ -	\$ 211,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,000	\$ -	\$ -	\$ -	\$ 51,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,143,000	\$ -	\$ -	\$ -	\$ 1,148,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,143,000	\$ -	\$ -	\$ -	\$ 1,148,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,143,000	\$ -	\$ -	\$ -	\$ 1,148,000

* Assumes \$200/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2021 Trails Seal Coat Project

C2104

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY20/21

PROJECT DESCRIPTION:

The following trails are scheduled for seal coating: Truckee River Legacy Trail, Brockway Road Trail, Trout Creek Trail, Public Service Center trails and Frishman Hollow trail. The trailhead parking areas on Glenshire Drive, East River Street and Northwood's Boulevard will also receive seal coat treatments as part of the project.

REASON FOR OR BENEFITS OF PROJECT:

Trail systems need periodic treatment to seal surfaces and prolong the useful life of the pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved trail surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure R Sales Tax Fund	\$ -	\$ -	\$ -	\$ 5,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ 5,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ -	\$ -	\$ -	\$ 5,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

2022 Slurry Seal Project

C2201

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 21/22 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 428,000	\$ -	\$ -	\$ 433,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000	\$ -	\$ -	\$ 215,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,000	\$ -	\$ -	\$ 79,000
SB1 Programmatic Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Road Maintenance & Rehab Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ 270,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,092,000	\$ -	\$ -	\$ 1,097,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,092,000	\$ -	\$ -	\$ 1,097,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,092,000	\$ -	\$ -	\$ 1,097,000

* Assumes \$200/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2023 Slurry Seal Project

C2301

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 22/23 **ESTIMATED COMPLETION:** FY 23/24

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Road Maintenance & Rehab Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ 270,000
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 386,000	\$ -	\$ 391,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,000	\$ -	\$ 197,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000	\$ -	\$ 61,000
SB1 Programmatic Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,014,000	\$ -	\$ 1,019,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,014,000	\$ -	\$ 1,019,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,014,000	\$ -	\$ 1,019,000

* Assumes \$200/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2024 Slurry Seal Project

C2401

PROJECT CATEGORY: Pavement Maintenance Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 23/24 **ESTIMATED COMPLETION:** FY 24/25

PROJECT DESCRIPTION:

Slurry seal of selected roads based on the 2018 Pavement Management Program. Prior to the development of final slurry seal plans, field observations will be used in conjunction with the Pavement Management Program to determine which roads will ultimately be sealed. Refer to the 2018 Pavement Management Program for a detailed list of proposed streets.

REASON FOR OR BENEFITS OF PROJECT:

Road systems need periodic treatment to seal surfaces and prolong the useful life of roadway pavement.

OPERATIONAL COST IMPACTS:

Reduced operational costs as a result of improved roadway surfaces and pavement preservation.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Road Maintenance & Rehab Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ 270,000
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 428,000	\$ 433,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,000	\$ 211,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,000	\$ 51,000
SB1 Programmatic Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,060,000	\$ 1,065,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,060,000	\$ 1,065,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 1,060,000	\$ 1,065,000

* Assumes \$200/ton slurry, 18 lbs./yd² spread rate and pavement markings are replaced on major roadways.

2017 Flood Damage Repair

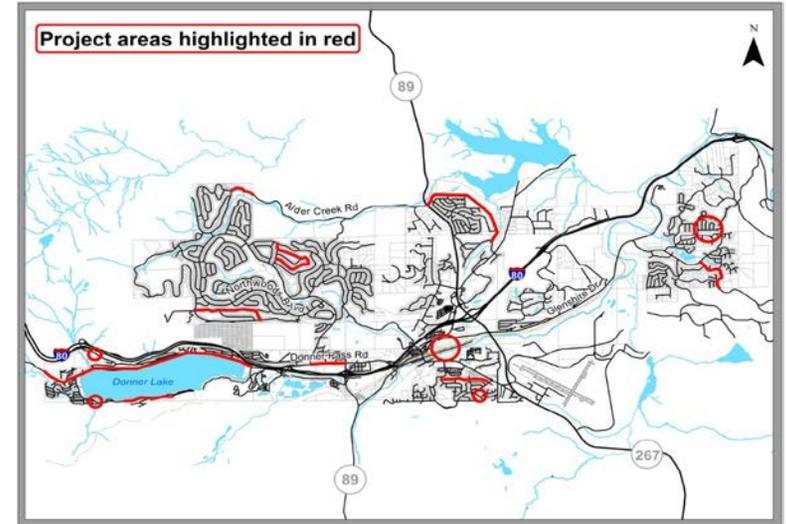
C1713

PROJECT CATEGORY: Pavement Maintenance Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:
 Repair of any roadway, trail or drainage infrastructure throughout Town damaged as a result of flooding. Also includes clean-up of downed trees and other debris. Due to the length of the State of California Office of Emergency Services (OES) process, expenses may be funded originally from Measure V and then refunded from OES during the following year. Damage on South Shore Drive occurred on both sides of the county line (Placer and Nevada). Since the majority of the repair work was on the Placer County side of the line, Placer County took lead on the repair work. They will work with work with OES on receiving reimbursement and will bill the Town for our share of the work. The Town's portion of the repair cost is estimated to be \$5,000, which is shown in FY19/20. The Town got an additional reimbursement from OES in FY18/19, which was used to reimburse the other funds that contributed to this project.

REASON FOR OR BENEFITS OF PROJECT:
 Restore any flood damaged town infrastructure back to a properly functioning state.

OPERATIONAL COST IMPACTS:
 None.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
OES	\$ 176,604	\$ -	\$ 109,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 286,154
Measure V Sales Tax Fund	\$ 296,201	\$ -	\$ (39,630)	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 261,571
General Fund	\$ 69,920	\$ -	\$ (69,920)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 542,726	\$ -	\$ -	\$ 5,000	\$ -	\$ 547,726				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Construction	\$ 542,726	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 547,726
TOTAL:	\$ 542,726	\$ -	\$ -	\$ 5,000	\$ -	\$ 547,726				

Glenshire Drive Bike Lane Project - Phase 2

C1306

PROJECT CATEGORY: Roadway & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 13/14 **ESTIMATED COMPLETION:** FY 15/16
MONITORING COMPLETION: FY 18/19

PROJECT DESCRIPTION:
 Widen Glenshire Drive to accommodate bike lanes, implement storm water improvements, control erosion and rehabilitate structural section of roadway. Phase 2 reconstructed the section just west of Highland Avenue to Donner Pass Road and included the construction of a left-turn lane at the Olympic Boulevard intersection. Construction was completed in October 2014. Three years of wetland mitigation monitoring was required and was completed in FY18/19.

REASON FOR OR BENEFITS OF PROJECT:
 Maintain Town's roadway infrastructure, reduce erosion and sediment runoff, and upgrade cross section so that it is more consistent with the Truckee Trails and Bikeways Master Plan.

OPERATIONAL COST IMPACTS:
 Reduced operation costs due to improved pavement surface. Minor additional costs for bike lane striping and sign maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure A Sales Tax Fund	\$ 815,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 815,471
Traffic Impact Fees Fund	\$ 1,281,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,281,281
Measure V Sales Tax Fund	\$ 1,303,256	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,303,256
TOTAL:	\$ 3,400,008	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400,008

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Construction	\$ 3,389,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,389,203
Wetland Mitigation Monitoring	\$ 10,804	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,804
TOTAL:	\$ 3,400,008	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400,008

Miscellaneous Curb & Gutter Replacement

C1508

PROJECT CATEGORY: Roadway & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** Ongoing

PROJECT DESCRIPTION:
 The project will replace curb and gutter at various locations around Town. In particular, curb and gutter replacement will occur concurrent with sidewalk replacement projects initiated by private property owners as required by the streets and highways code.

REASON FOR OR BENEFITS OF PROJECT:
 Improve roadway infrastructure and drainage.

OPERATIONAL COST IMPACTS:
 Reduced operation costs as a result of improved roadway infrastructure.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ 87,106	\$ 50,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		\$ 222,106
TOTAL:	\$ 87,106	\$ 50,000	\$ 10,000	\$ 25,000	Ongoing	\$ 222,106				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Construction	\$ 87,106	\$ 50,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		\$ 222,106
TOTAL:	\$ 87,106	\$ 50,000	\$ 10,000	\$ 25,000	Ongoing	\$ 222,106				

Coldstream Road/Donner Creek Crossing Structure Replacement

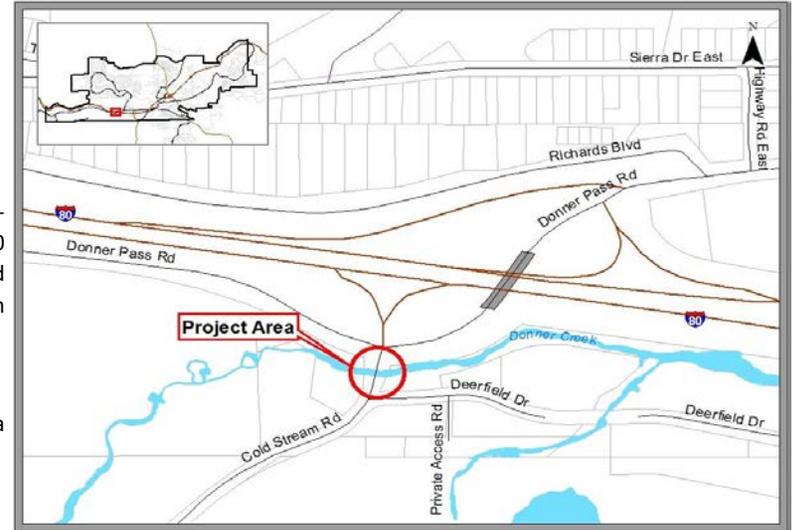
C1607

PROJECT CATEGORY: Roadway & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:
 Coldstream Road bridge over Donner Creek is deteriorating. Project includes coordinating a replacement bridge and PC-1 infrastructure, assuming PC-1 is leading the design effort on this project in conjunction with design of the adjacent I-80 Eastbound/Donner Pass Road roundabout. Cost of construction is included in dollar values below with a portion shared by the PC-1 developer. Town will pursue grant funds as an alternative to Developer Funding for the stream restoration portion of the project.

REASON FOR OR BENEFITS OF PROJECT:
 Replaces Town's aging culvert with bridge across Donner Creek to increase flood capacity and reduce erosion. Restores a portion of Donner Creek adjacent to the new bridge.

OPERATIONAL COST IMPACTS:
 None.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ 65,111	\$ 290,000	\$ 80,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 745,111
Traffic Impact Fees Fund	\$ -	\$ 140,000	\$ 20,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000
General Fund	\$ -	\$ 490,000	\$ 80,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 680,000
Developer Funding	\$ 48,020	\$ 280,000	\$ 20,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 668,020
TOTAL:	\$ 113,131	\$ 1,200,000	\$ 200,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,313,131

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ 113,131	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,131
Construction	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
TOTAL:	\$ 113,131	\$ 1,200,000	\$ 200,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,313,131

Town-wide Guardrail Project

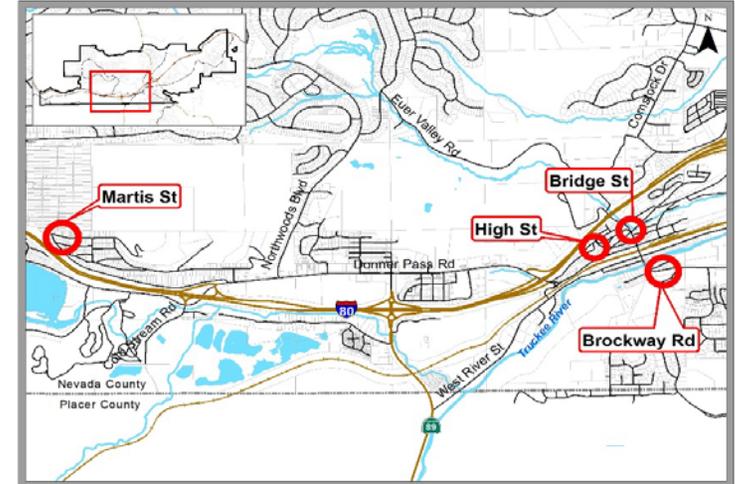
C1915

PROJECT CATEGORY: Roadway & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:
 Replace guardrails at five locations in Town, including High Street (two locations), Martis Street, Dulzura Street, and Brockway Road.

REASON FOR OR BENEFITS OF PROJECT:
 The guardrails identified have been damaged over the years and are in need of replacement.

OPERATIONAL COST IMPACTS:
 Reduced maintenance cost resulting from the replacement of the guardrails primarily using grant funds.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Federal HSIP Grant	\$ -	\$ -	\$ -	\$ 393,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393,120
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ 58,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,680
TOTAL:	\$ -	\$ -	\$ -	\$ 451,800	\$ -	\$ 451,800				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Construction	\$ -	\$ -	\$ -	\$ 436,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436,800
TOTAL:	\$ -	\$ -	\$ -	\$ 451,800	\$ -	\$ 451,800				

Northwoods Boulevard/Donner Pass Road Roundabout

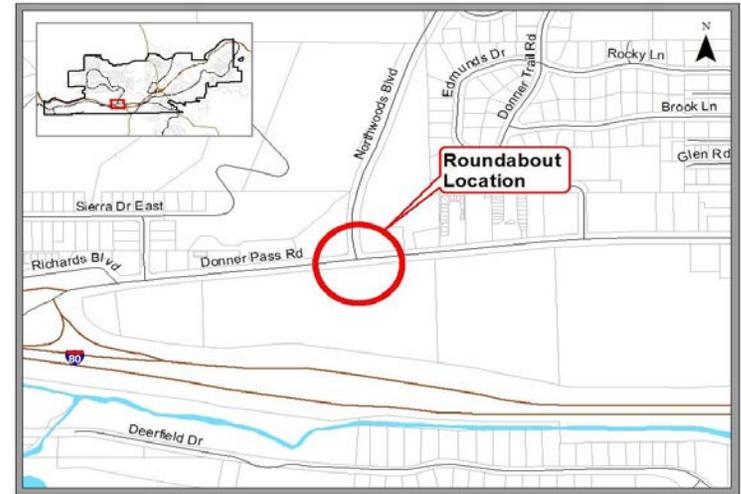
C1608

PROJECT CATEGORY: Roundabout & Intersection Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:
 Design and construction of a roundabout at the intersection of Donner Pass Road and Northwoods Boulevard. Additional expense incurred in FY18/19 for land acquired from private property owner and TTUSD. The funded portion of construction is to construct sidewalks in front of the elementary school.

REASON FOR OR BENEFITS OF PROJECT:
 Project will provide an overall increase in level of service to this intersection.

OPERATIONAL COST IMPACTS:
 Anticipated annual maintenance cost of \$10,000 for landscaping and lighting.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 110,200	\$ 150,000	\$ 482,039	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 872,239
Unfunded	\$ -	\$ -	\$ -	\$ 780,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ 4,280,000
TOTAL:	\$ 110,200	\$ 150,000	\$ 482,039	\$ 1,060,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ 5,152,239

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Right-of-Way Acquisition	\$ 95,451	\$ -	\$ 432,039	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 527,490
Planning & Design	\$ 14,749	\$ 150,000	\$ 50,000	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344,749
Construction Management	\$ -	\$ -	\$ -	\$ 30,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Construction	\$ -	\$ -	\$ -	\$ 750,000	\$ 3,430,000	\$ -	\$ -	\$ -	\$ -	\$ 4,180,000
TOTAL:	\$ 110,200	\$ 150,000	\$ 482,039	\$ 1,060,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ 5,152,239

Stockrest Springs/Truckee Way/East Jibboom St Roundabout

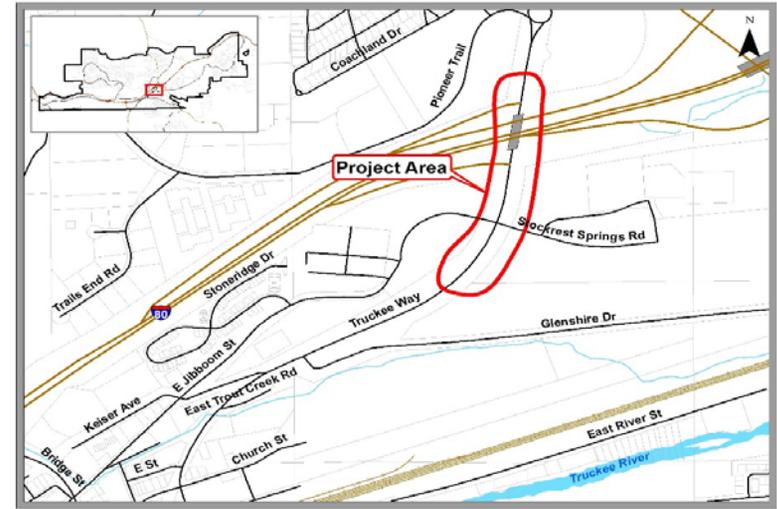
C1612

PROJECT CATEGORY: Roundabout & Intersection Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:
 Final design and construction of a single-lane roundabout at the intersection of Truckee Way, Stockrest Springs, and East Jibboom Street. Work to include a pedestrian connection across I-80 as well as new street light installation and landscaping.

REASON FOR OR BENEFITS OF PROJECT:
 Project will provide an overall increase in the level of service to this intersection. Project would also provide pedestrian and bicycle connectivity north along the west side of Truckee Way across the Interstate 80 interchange.

OPERATIONAL COST IMPACTS:
 Anticipated annual maintenance cost of \$10,000 for landscaping, lighting and sidewalks snow removal.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund Housing Designation	\$ 668	\$ 1,220,000	\$ 300,000	\$ 1,699,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Developer Funding	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
General Fund	\$ -	\$ -	\$ -	\$ 1,550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,550,000
Measure V Sales Tax Fund	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
TOTAL:	\$ 668	\$ 1,220,000	\$ 300,000	\$ 3,529,332	\$ -	\$ 3,830,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design/Environmental Permitting	\$ 668	\$ 220,000	\$ 300,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,668
Transit Shelter	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Construction	\$ -	\$ 1,000,000	\$ -	\$ 3,424,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,424,332
TOTAL:	\$ 668	\$ 1,220,000	\$ 300,000	\$ 3,529,332	\$ -	\$ 3,830,000				

PROJECT CATEGORY: Roundabout & Intersection Projects

RESPONSIBLE DEPARTMENT:

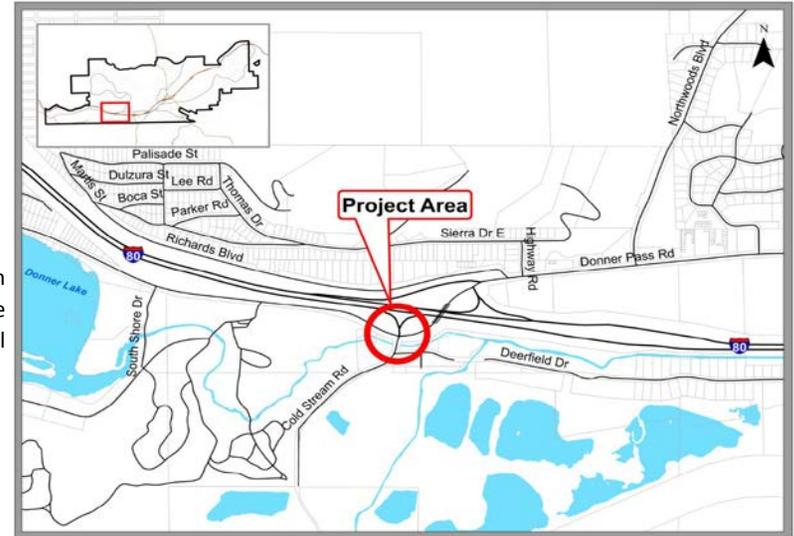
PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 20/21

NEXUS AMOUNT: \$ 450,000

PROJECT DESCRIPTION:
 Design and construction of a single-lane roundabout at the intersection of Interstate 80/Donner Pass Road/Coldstream Road. The Developer has agreed to finance \$1,300,000 of the project upfront through an Affordable Housing Sustainable Communities (AHSC) grant). Developer will also fund the remaining construction costs up front and the Town will reimburse the costs using AB1600 Traffic Impact Fees (at a minimum of 10% of the total costs per year until repaid).

REASON FOR OR BENEFITS OF PROJECT:
 Project will provide an overall improvement to the level of service at this intersection.

OPERATIONAL COST IMPACTS:
 Anticipated annual maintenance cost of \$10,000 for landscaping, lighting, and sidewalk snow removal.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Traffic Impact Fees Fund	\$ 88,652	\$ 375,000	\$ 187,500	\$ 187,500	\$ -	\$ 210,000	\$ 210,000	\$ 210,000	\$ 1,470,000	\$ 2,563,652
Developer Funding	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000	\$ (210,000)	\$ (210,000)	\$ (210,000)	\$ (1,470,000)	\$ -
AHSC Program Funds	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
TOTAL:	\$ 88,652	\$ 375,000	\$ 187,500	\$ 187,500	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,863,652

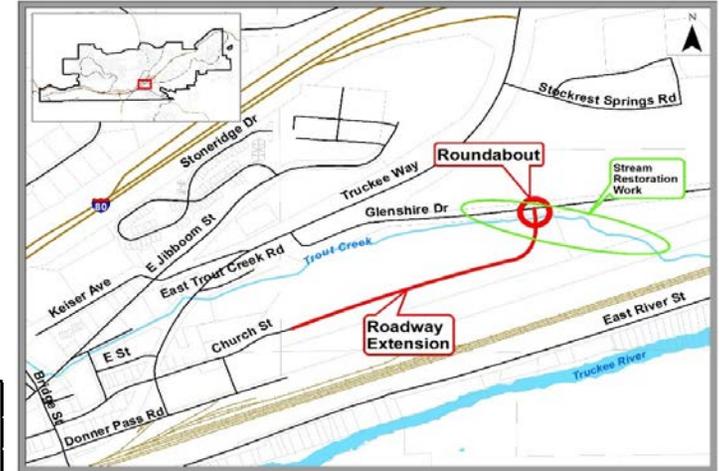
* Affordable Housing and Sustainable Community Grant Funds (AHSC Program Funds)

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Permitting	\$ 88,652	\$ 375,000	\$ 187,500	\$ 187,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 463,652
Construction	\$ -	\$ -	\$ -	\$ -	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,400,000
TOTAL:	\$ 88,652	\$ 375,000	\$ 187,500	\$ 187,500	\$ 3,400,000	\$ -	\$ -	\$ -	\$ 1,470,000	\$ 5,333,652

Church Street Extension

C1804

PROJECT CATEGORY: Roundabout & Intersection Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 21/22
NEXUS AMOUNT: 100% \$ 5,130,354



PROJECT DESCRIPTION:
 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 restoration of a portion of Trout Creek, a bridge over Trout Creek and a roundabout at the Glenshire Drive/Church Street Extension intersection.

REASON FOR OR BENEFITS OF PROJECT:
 Traffic capacity and stream restoration improvements.

OPERATIONAL COST IMPACTS:
 To be determined.

PROJECT	COST
C1711 - Railyard Development	3,564,144
C1804 - Church St Extension	5,130,354
C1805 - Reimagine Bridge St	4,410,646
TOTAL COMMITMENT	13,105,144

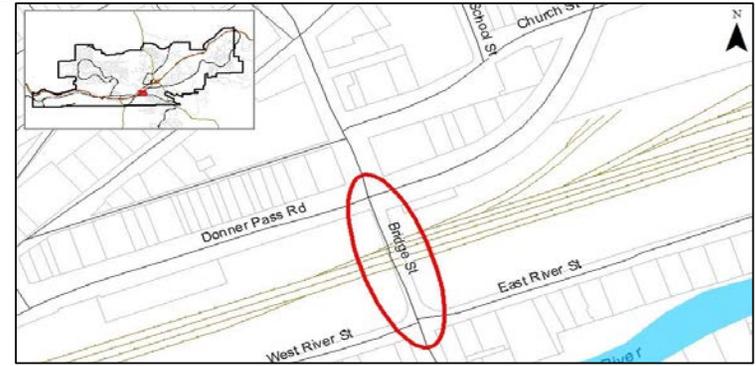
FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Traffic Impact Fees Fund	\$ 140,284	\$ 340,000	\$ 125,000	\$ 10,000	\$ 2,525,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ 5,050,284
Facilities Impact Fees - Storm Drainage	\$ 35,071	\$ 85,000	\$ 35,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,071
TOTAL:	\$ 175,354	\$ 425,000	\$ 160,000	\$ 20,000	\$ 2,525,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ 5,130,354

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Environmental Permitting & Design	\$ 175,354	\$ 425,000	\$ 160,000	\$ 20,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 630,354
Construction	\$ -	\$ -	\$ -	\$ -	\$ 2,250,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ 4,500,000
TOTAL:	\$ 175,354	\$ 425,000	\$ 160,000	\$ 20,000	\$ 2,525,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ 5,130,354

Reimagine Bridge Street

C1805

PROJECT CATEGORY: Roundabout & Intersection Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 22/23
NEXUS AMOUNT: 100% \$ 4,410,646



PROJECT DESCRIPTION:
 Evaluation, design and construction of improvements to the Bridge Street/Donner Pass Road and Bridge Street/West River Street intersections. Improvements may include single-lane roundabouts, traffic signals, and/or other improvements. Project goals are to develop a preferred alternative with consideration to traffic capacity, pedestrian/bicycle facilities, safety, aesthetics, and ability to implement a Union Pacific Railroad "Quiet Zone".

REASON FOR OR BENEFITS OF PROJECT:

Traffic capacity improvements.

OPERATIONAL COST IMPACTS:

Anticipated annual maintenance cost of \$10,000 for landscaping, lighting, and sidewalk snow removal.

PROJECT	COST
C1711 - Railyard Development	3,564,144
C1804 - Church St Extension	5,130,354
C1805 - Reimagine Bridge St	4,410,646
TOTAL COMMITMENT	13,105,144

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Traffic Impact Fees Fund	\$ 10,646	\$ 670,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,700,000	\$ 1,700,000	\$ -	\$ -	\$ 4,410,646
TOTAL:	\$ 10,646	\$ 670,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,700,000	\$ 1,700,000	\$ -	\$ -	\$ 4,410,646

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ 10,646	\$ 670,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 1,010,646
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ 1,700,000	\$ -	\$ -	\$ 3,400,000
TOTAL:	\$ 10,646	\$ 670,000	\$ 300,000	\$ 300,000	\$ 400,000	\$ 1,700,000	\$ 1,700,000	\$ -	\$ -	\$ 4,410,646

Trout Creek Restoration - Reach 1, Phase 2 Final Design & Construction

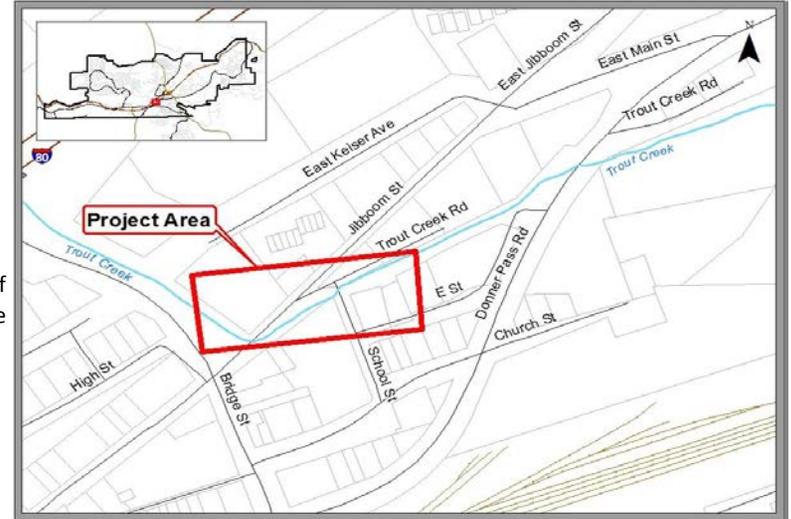
C1704

PROJECT CATEGORY: Stream Restoration & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 23/24
MONITORING COMPLETION: FY 25/26

PROJECT DESCRIPTION:
 Plans, specifications and estimates (PS&E), permitting, construction, and monitoring of Reach 1, Phase 2 portion of project (approximately 500 feet, including School Street and Jibboom Street bridges and area adjacent to Truckee Donner Recreation and Parks District Community Arts Center).

REASON FOR OR BENEFITS OF PROJECT:
 Improve water quality, ecological value, 100-year flood protection, and recreational and aesthetic value of creek.

OPERATIONAL COST IMPACTS:
 None.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unfunded Grant Source	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 225,000	\$ 3,230,000	\$ 60,000	\$ 3,585,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 225,000	\$ 3,230,000	\$ 60,000	\$ 3,585,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Right-of-Way Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
Environmental Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ -	\$ 3,200,000
Monitoring & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 60,000	\$ 90,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 225,000	\$ 3,230,000	\$ 60,000	\$ 3,585,000

Trout Creek Restoration - Design, Permitting, Construction Reach 4 & Upper Reach 5

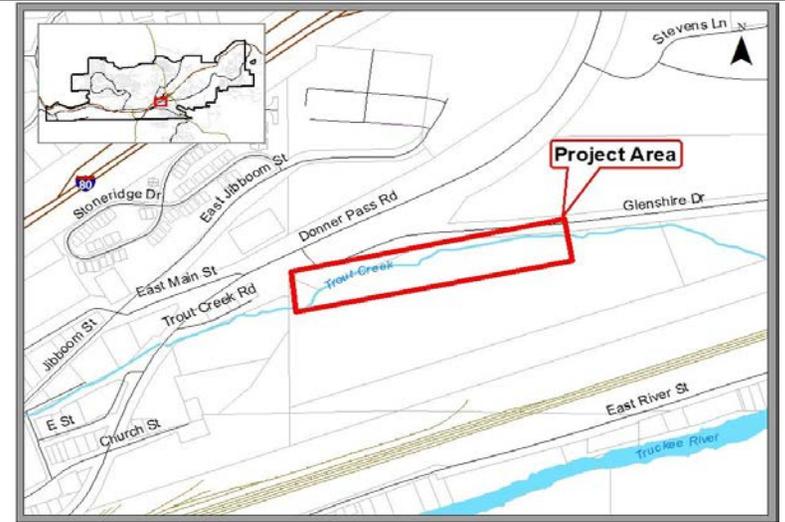
C1705

PROJECT CATEGORY: Stream Restoration & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:
 Prepare environmental permit applications and final design plans and permits for Reach 4 and the upper portion of Reach 5 of Trout Creek. Construct Reach 4 and the upper portion of Reach 5 of the Trout Creek Restoration Project in conjunction with the Railyard project. Construction of the lower portion of Reach 5 would occur concurrently with the Church Street Extension project when the bridge is constructed over Trout Creek.

REASON FOR OR BENEFITS OF PROJECT:
 Improve water quality, ecological value, 100-year flood protection, and recreational and aesthetical value of creek.

OPERATIONAL COST IMPACTS:
 None.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded Grant Source	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	\$ 920,000	\$ -	\$ -	\$ -	\$ 2,020,000
Facilities Impact Fees - Storm Drainage	\$ -	\$ -	\$ 2,500	\$ 50,000	\$ 275,000	\$ 230,000	\$ -	\$ -	\$ -	\$ 557,500
TOTAL:	\$ -	\$ -	\$ 2,500	\$ 50,000	\$ 1,375,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ 2,577,500

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Environmental Permitting	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Design	\$ -	\$ -	\$ 2,500	\$ 25,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 227,500
Construction	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ 2,300,000
TOTAL:	\$ -	\$ -	\$ 2,500	\$ 50,000	\$ 1,375,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ 2,577,500

Tahoe Donner Drainage Maintenance Project

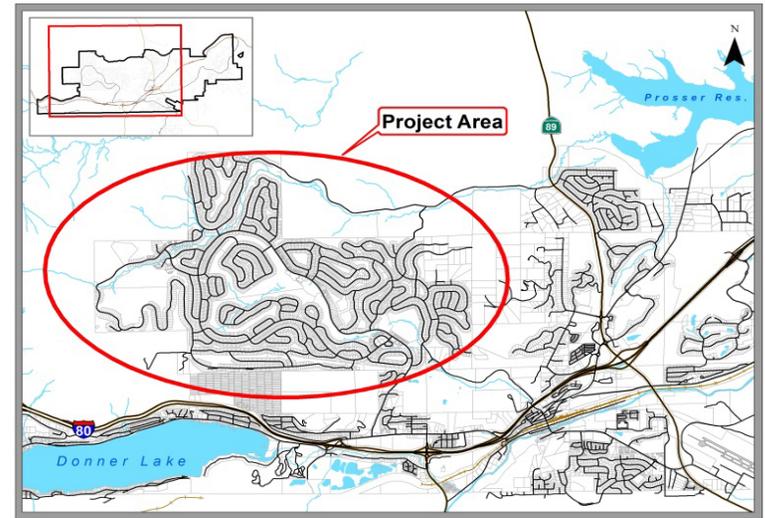
C2004

PROJECT CATEGORY: Stream Restoration & Water Quality Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:
 This project will maintain various cross country drainage courses throughout Tahoe Donner. The project also includes an evaluation of existing drainage courses, identification of existing easements, and establishment of maintenance responsibility for various drainage courses through Tahoe Donner.

REASON FOR OR BENEFITS OF PROJECT:
 Improve water quality and roadway drainage and preserve property.

OPERATIONAL COST IMPACTS:
 Reduced operational costs as a result of improved roadway drainage.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 530,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 530,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 530,000

Brickelltown Streetscape Improvement Project

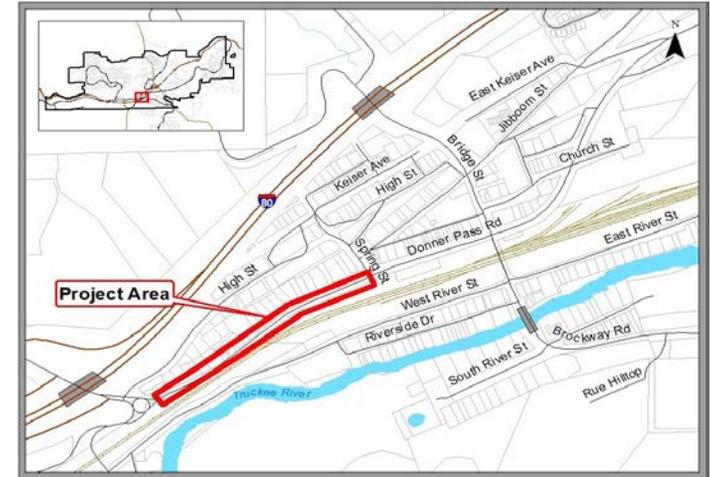
C0322

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 08/09 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:
 Design, construction and realignment of Donner Pass Road from the Brickelltown roundabout to Spring Street. Project includes curb, gutter, sidewalk, landscaping, utility undergrounding, and parking improvements.

REASON FOR OR BENEFITS OF PROJECT:
 Downtown beautification and pedestrian improvements.

OPERATIONAL COST IMPACTS:
 Approximately \$64,000 per year maintenance to be funded by Downtown Maintenance District when all construction phases are complete.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Successor Agency Bonds	\$ 6,516,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,516,063
Economic Development Design.	\$ 164,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,220
RSTP Funds	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000
Parking Enterprise Fund	\$ 113,957	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,957
Measure V Sales Tax Fund	\$ 473,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 473,499
Utility Reimbursement	\$ 79,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,115
General Fund	\$ 303,071	\$ -	\$ 48,367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,438
RDA Capital	\$ 319,947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,947
TOTAL:	\$ 8,819,873	\$ -	\$ 48,367	\$ -	\$ 8,868,240					

* Regional Surface Transportation Program (RSTP Funds)

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 8,857,423									\$ 8,857,423
Construction	\$ -	\$ -	\$ 48,367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,367
TOTAL:	\$ 8,857,423	\$ -	\$ 48,367	\$ -	\$ 8,905,790					

Envision DPR Corridor Improvement - Western Segment Phase 1

C1407

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

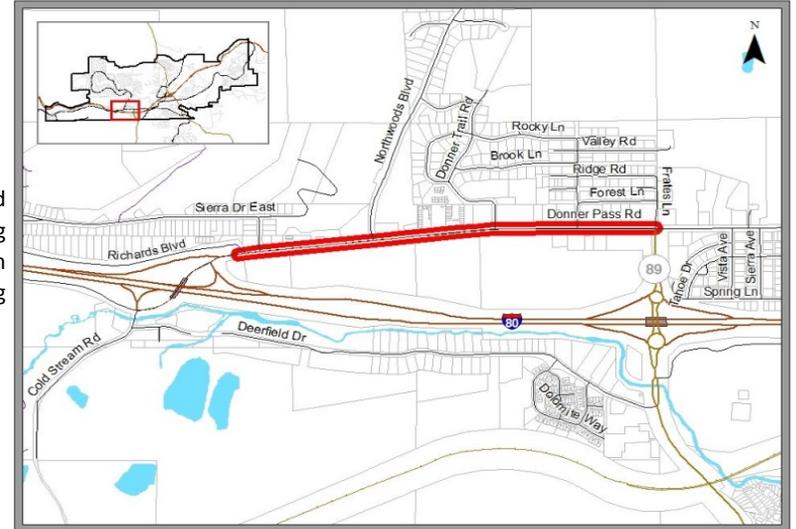
Construct Phase 1 sidewalk and pedestrian crossing enhancements along Donner Pass Road between Richards Boulevard and Frates Lane. Project will include drainage improvements and landscaping along the corridor. Project is splitting drainage improvement costs with Western Segment Utility Undergrounding. Utility reimbursements are expected from the Truckee Fire Protection District (\$103,100) and town staff will work with other utilities to reimburse the remaining \$25,375.

REASON FOR OR BENEFITS OF PROJECT:

Provide consistent pedestrian facilities along Donner Pass Road.

OPERATIONAL COST IMPACTS:

Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities Maintenance District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Federal HSIP Grant	\$ -	\$ 600,000	\$ 600,000	\$ 607,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,207,500
RSTP Funds	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,000
Measure V Sales Tax Fund	\$ 334,000	\$ 685,000	\$ 685,000	\$ 1,335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,354,000
Utility Reimbursement	\$ -	\$ -	\$ -	\$ 128,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,475
General Fund	\$ 94,990	\$ 295,000	\$ 295,000	\$ 2,673,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,063,020
TOTAL:	\$ 564,990	\$ 1,580,000	\$ 1,580,000	\$ 4,744,005	\$ -	\$ 6,888,995				

* Regional Surface Transportation Program (RSTP Funds)

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 564,990									\$ 564,990
Design	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Construction Management	\$ -	\$ -	\$ 25,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Construction	\$ -	\$ 1,580,000	\$ 1,480,000	\$ 4,669,005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,149,005
TOTAL:	\$ 564,990	\$ 1,580,000	\$ 1,580,000	\$ 4,744,005	\$ -	\$ 6,888,995				

Envision DPR Corridor Improvement Plan (Coldstream to Mclver RAB)

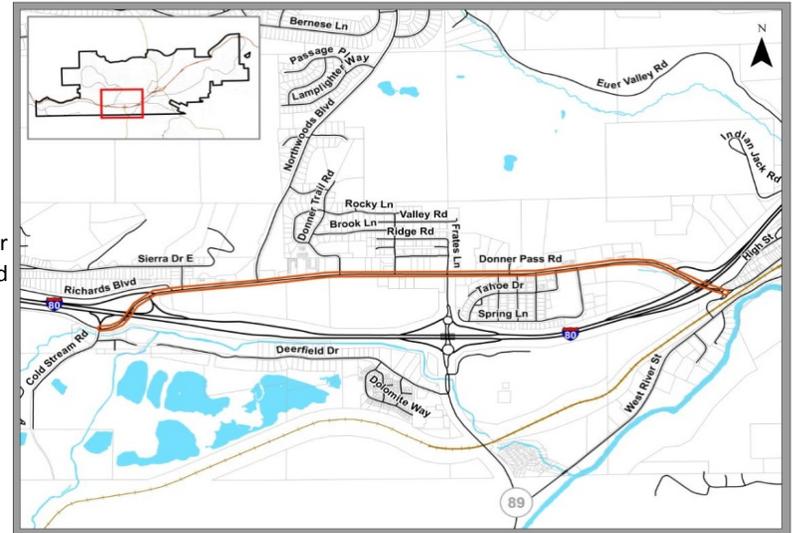
C1504

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 14/15 **ESTIMATED COMPLETION:** FY 17/18

PROJECT DESCRIPTION:
 Planning and design of streetscape improvements on Donner Pass Road between Coldstream Road and the Mclver roundabout. Public process occurred only in relation to the Western segment. Eastern segment public processes and corridor reporting will be completed as part of a future CIP.

REASON FOR OR BENEFITS OF PROJECT:
 Safety and aesthetic improvements of Donner Pass Road corridor.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities Maintenance District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Measure V Sales Tax Fund	\$ 228,557	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233,557
Traffic Impact Fees Fund	\$ 59,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,853
Federal HSIP Grant	\$ 290,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,717
TOTAL:	\$ 579,127	\$ -	\$ 5,000	\$ -	\$ 584,127					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 579,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579,127
Design & Environmental Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 579,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579,127

West River Street Streetscape Improvement Project

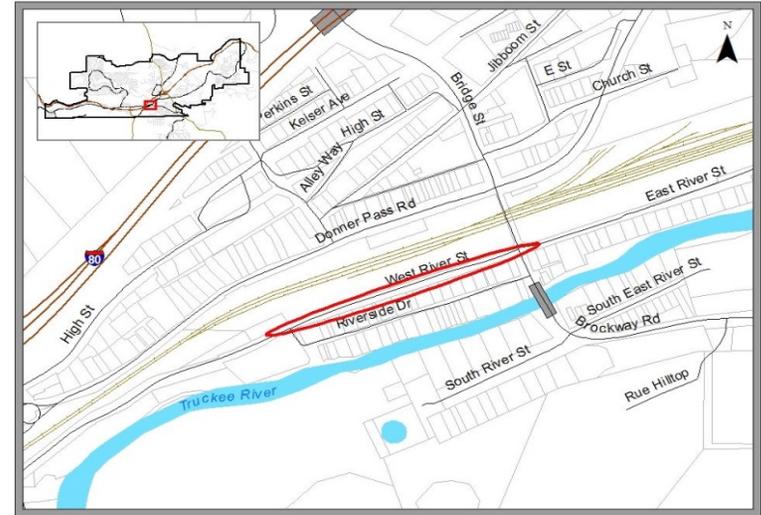
C1703

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:
 Design and construction of streetscape improvements (curb, gutter, sidewalk, landscaping, utility undergrounding, parking improvements) on West River Street from Bridge Street to the Old County Corp Yard site west of Riverside Drive.

REASON FOR OR BENEFITS OF PROJECT:
 Improving the roadway/streetscape connections in downtown.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities Maintenance District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ 375,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ -	\$ 2,500,000
AHSC Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streetscape Designation	\$ -	\$ -	\$ -	\$ 300,000	\$ 200,000	\$ 200,000	\$ 1,300,000	\$ -	\$ -	\$ 2,000,000
TOTAL:	\$ -	\$ 375,000	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 1,800,000	\$ 2,200,000	\$ -	\$ 5,000,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ -	\$ 375,000	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,000,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 2,200,000	\$ -	\$ 4,000,000
TOTAL:	\$ -	\$ 375,000	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 1,800,000	\$ 2,200,000	\$ -	\$ 5,000,000

Railyard Development Agreement Implementations

C1711

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 23/24
NEXUS AMOUNT: \$ 500,000
** Funds a portion of the roundabout required to accommodate regional traffic growth.*



PROJECT DESCRIPTION:
 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. Two additional projects are included as CIPs that contribute to the development of the Railyard, Church Street Extension (C1804) with an estimated cost of \$5.1 million and Bridge Street/West River Street/Donner Pass Road Intersection Improvements (C1805) with an estimated cost of \$4.4 million. Both of these projects are funded via the Traffic Impact Fees Fund (AB1600).

PROJECT	COST
C1711 - Railyard Development	3,564,144
C1804 - Church St Extension	5,130,354
C1805 - Reimagine Bridge St	4,410,646
TOTAL COMMITMENT	13,105,144

REASON FOR OR BENEFITS OF PROJECT:

The Railyard Project is beneficial to the economic health and vitality of the Town. The Project will keep and attract local business. Additionally, it will create jobs while providing housing opportunities and commercial uses to support such development. The Union Pacific Railroad offered the Town an easement for the Beacon lot which was executed during FY 18/19.

OPERATIONAL COST IMPACTS:

A streetscape Community Facilities District has been established to fund ongoing maintenance of the streetscape improvements. Due to the easement from the UPRR, the Town no longer has lease payments for the Beacon parking lot.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Affordable Housing In-Lieu Fund	\$ -	\$ 1,650,000	\$ -	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
Traffic Impact Fees Fund	\$ -	\$ 269,144	\$ 269,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269,144
Developer Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Development Design.	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Railyard Commitments Design.	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 500,000
Streetscape Designation	\$ -	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Parking Fund	\$ -	\$ 160,000	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000
TOTAL:	\$ -	\$ 3,329,144	\$ 914,144	\$ 2,400,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 3,564,144

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Artist Housing	\$ -	\$ 1,650,000	\$ -	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000
DPR/Church Street RAB	\$ -	\$ 269,144	\$ 269,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269,144
Theatre	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 500,000
Streetscape Improvement	\$ -	\$ 1,160,000	\$ 645,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,145,000
TOTAL:	\$ -	\$ 3,329,144	\$ 914,144	\$ 2,400,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 3,564,144

Bridge Street Streetscape Improvement Project

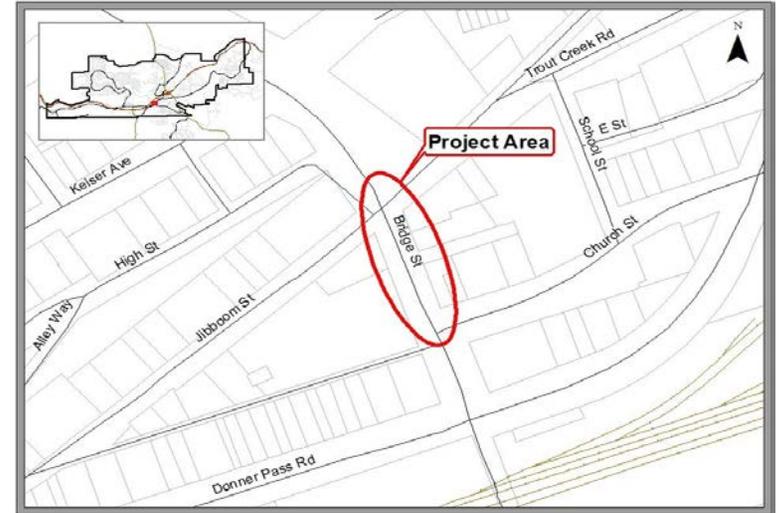
C1806

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:
 Design and construction of streetscape improvements (curb, gutter, sidewalk, landscaping, utility undergrounding, parking improvements) on Bridge Street from Church Street to the north side of Jibboom Street at the Trout Creek Pocket Park.

REASON FOR OR BENEFITS OF PROJECT:
 Improving the roadway and streetscape connections in downtown.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 800,000	\$ -	\$ -	\$ 1,100,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 800,000	\$ -	\$ -	\$ 1,100,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 800,000	\$ -	\$ -	\$ 950,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 800,000	\$ -	\$ -	\$ 1,100,000

Church Street Streetscape Improvements Project

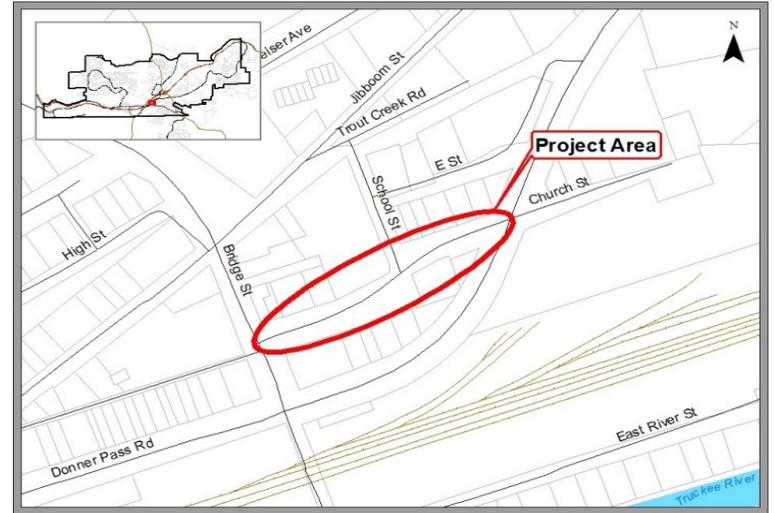
C1807

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:
 Design and construction of streetscape improvements (curb, gutter, sidewalk, landscaping, utility undergrounding, parking improvements) on Church Street from Donner Pass Road to Bridge Street.

REASON FOR OR BENEFITS OF PROJECT:
 Improving the roadway and streetscape connections in downtown.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities Maintenance District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ 1,900,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ 1,900,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ 1,700,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ 1,900,000

Jibboom Street Streetscape Improvements Project

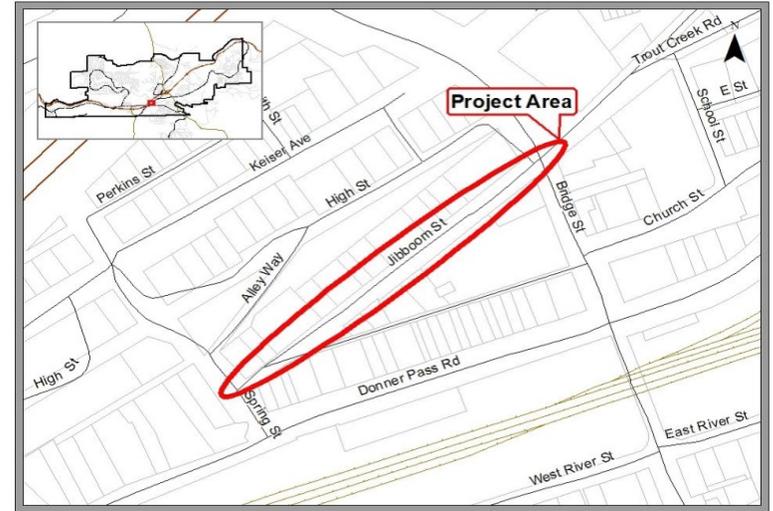
C1808

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:
 Design and construction of streetscape improvements (curb, gutter, sidewalk, landscaping, utility undergrounding, parking improvements) on Jibboom Street between Spring Street and Bridge Street

REASON FOR OR BENEFITS OF PROJECT:
 Improving the roadway and streetscape connections in downtown.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities Maintenance District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 3,000,000	\$ -	\$ -	\$ 3,400,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 3,000,000	\$ -	\$ -	\$ 3,400,000

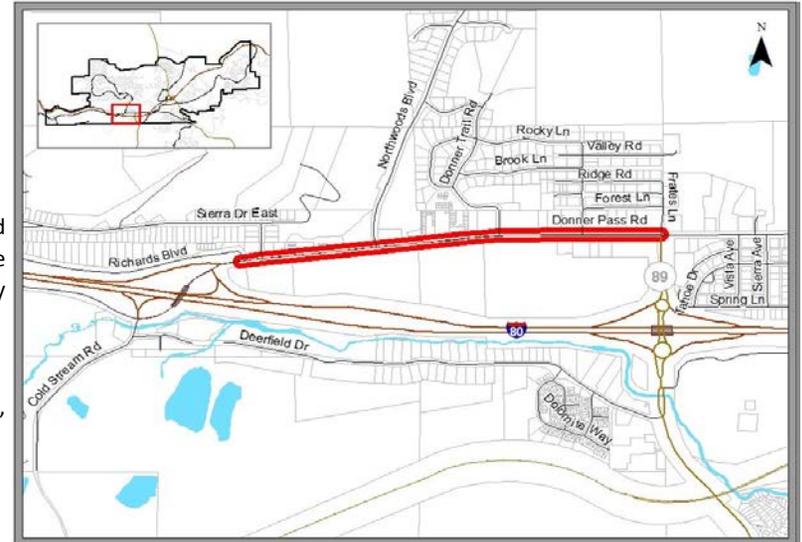
EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 3,000,000	\$ -	\$ -	\$ 3,200,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 3,000,000	\$ -	\$ -	\$ 3,400,000

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:
 Construct new underground facilities along Donner Pass Road from Richards Boulevard to Frates Lane. Existing overhead utilities would be removed and relocated to the newly constructed underground facilities. Projects will also include drainage improvements to coordinate with Envision DPR Western Segment Pedestrian Improvements. Utility Reimbursements are expected from the Truckee Donner PUD (\$165,000), Suddenlink and AT&T.

REASON FOR OR BENEFITS OF PROJECT:
 Improved corridor aesthetics, improved utility system reliability, and fewer power pole conflicts for pedestrian facilities, landscaping and driveways.

OPERATIONAL COST IMPACTS:
 Maintenance of utility infrastructure will be the responsibility of individual utility providers.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 725,305	\$ 1,400,000	\$ 1,510,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,235,305
Utility Reimbursement	\$ -	\$ 850,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Measure V Sales Tax Fund	\$ 25,819	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575,819
TOTAL:	\$ 751,124	\$ 2,800,000	\$ 3,160,000	\$ -	\$ 3,911,124					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ 201,124	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201,124
Construction Management	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000
Construction	\$ -	\$ 2,800,000	\$ 3,030,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,030,000
TDPUD Conduit Acquisition	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000
TOTAL:	\$ 751,124	\$ 2,800,000	\$ 3,160,000	\$ -	\$ 3,911,124					

Donner Lake/Donner Pass Road Parking Improvement

C1823

PROJECT CATEGORY: Streetscape Improvement Projects

RESPONSIBLE DEPARTMENT: Public Works - Engineering

PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:

Prepare a parking demand analysis and parking improvement feasibility study for parking improvements along Donner Pass Road adjacent to the Tahoe Donner Beach Club Marina and Donner Memorial State Park. Improvements would potentially improve parking, circulation, and pedestrian and bicycle safety along the Donner Pass Road Corridor. Study would evaluate parking demand, several potential improvement alternatives, and parking management strategies.

REASON FOR OR BENEFITS OF PROJECT:

Currently parking occurs along Donner Pass Road adjacent to the Tahoe Donner Beach Club and Donner Memorial State Park. During busy summer days, the parking results in traffic congestion and inhibits flow of vehicles, pedestrians, and bicyclists. Project will evaluate potential solutions. Parking improvements would also provide direct benefit to the residents of the Tahoe Donner Town Special Service Area (TSSA) and will be open to the general public.

OPERATIONAL COST IMPACTS:

None identified at this time but additional costs may occur depending on improvement.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 16/17	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Tahoe Donner TSSA Fund	\$ -	\$ 150,000	\$ 50,000	\$ 100,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000
TOTAL:	\$ -	\$ 150,000	\$ 50,000	\$ 100,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000

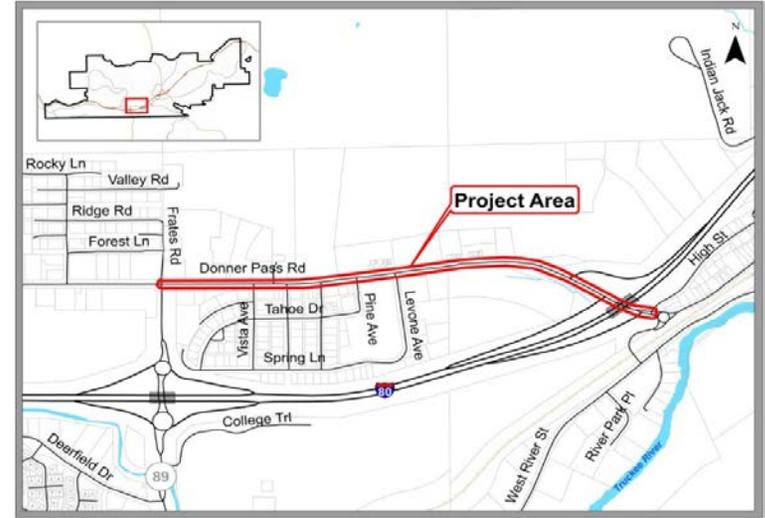
EXPENDITURES	CUMULATIVE TOTAL THRU FY 16/17	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning	\$ -	\$ 150,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Design	\$ -	\$ -	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
TOTAL:	\$ -	\$ 150,000	\$ 50,000	\$ 100,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 22/23

PROJECT DESCRIPTION:
 Construct sidewalk and pedestrian crossing improvements along Donner Pass Road between Frates Lane and the McIver Roundabout. Project will include drainage improvements and landscaping.

REASON FOR OR BENEFITS OF PROJECT:
 Provide consistent pedestrian facilities along Donner Pass Road.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a Community Facilities Maintenance District to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 6,500,000	\$ -	\$ -	\$ 7,100,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 6,500,000	\$ -	\$ -	\$ 7,100,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000
Construction - Non-Utility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500,000	\$ -	\$ -	\$ 6,500,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 6,500,000	\$ -	\$ -	\$ 7,100,000

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 23/24

PROJECT DESCRIPTION:
 Construct new underground facilities along Donner Pass Road from Frates Lane to the McIver Roundabout. Existing overhead utilities would be removed and relocated to the newly constructed underground facilities. Project will also include drainage improvements to coordinate with Eastern Segment Pedestrian Improvement Project. It is expected that AT&T and Suddenlink would contribute to this project.

REASON FOR OR BENEFITS OF PROJECT:
 Improved corridor aesthetics, improved utility system reliability, and fewer utility pole conflicts for pedestrian facilities, landscaping and driveways.

OPERATIONAL COST IMPACTS:
 Maintenance of utility infrastructure will be the responsibility of individual utility providers.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000	\$ 2,700,000	\$ -	\$ -	\$ 3,550,000
Utility Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000	\$ 2,700,000	\$ 1,500,000	\$ -	\$ 5,050,000

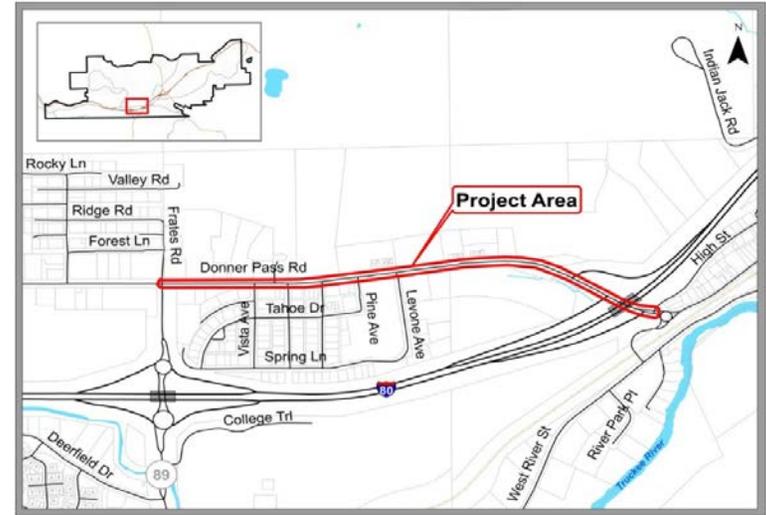
EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000	\$ 1,500,000	\$ -	\$ 4,200,000
TDPUD Conduit Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ 550,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000	\$ 2,700,000	\$ 1,500,000	\$ -	\$ 5,050,000

PROJECT CATEGORY: Streetscape Improvement Projects
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 20/21 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:
 Planning and design of streetscape improvements on Donner Pass Road between Frates Lane and the McIver roundabout. Public process only occurred on the western segment. This project would cover the public process for the Eastern segments.

REASON FOR OR BENEFITS OF PROJECT:
 Safety and aesthetic improvements of Donner Pass Road corridor.

OPERATIONAL COST IMPACTS:
 Ongoing sidewalk and crossing maintenance expense once constructed. Current Council policy would require the formation of a community facilities maintenance district to fund ongoing maintenance.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Design & Environmental Review	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Housing Element Update

C1409

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Community Development - Planning

PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:

Rezoning to accommodate 4th cycle Housing Element Regional Housing Needs Allocation (RHNA) as part of the 2014-2019 Housing Element implementation and update to the General Plan Housing Element concurrent with the 2018 General Plan Update.

REASON FOR OR BENEFITS OF PROJECT:

The Town has a shortfall of sites to accommodate its 4th cycle RHNA. To address this shortfall and further affordable housing opportunities, rezoning of properties is required by Housing Element Program H-1.1.1. Updating the Housing Element every five years is required to comply with State law and will help the Town to avoid litigation and remain eligible for State grant funds. The Housing Element was last adopted in February 2015.

OPERATIONAL COST IMPACTS:

None are anticipated as the majority of the work on this project will be completed by existing Planning staff.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 24,505	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,505
TOTAL:	\$ 24,505	\$ 10,000	\$ 10,000	\$ -	\$ 34,505					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years' Expenditures	\$ 24,505	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,505
Planning & Design	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 24,505	\$ 10,000	\$ 10,000	\$ -	\$ 34,505					

Riverview Corp Yard Facilities Plans

C1511

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Economic Development

PROJECT BEGIN DATE: FY 16/17 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:

Prepare a plan for the future use of the Riverview Corp Yard (former Town Corp Yard).

Town staff to prepare the majority of the plans with specialized consultant support for components such as the Riverview site appraisal. The Riverview site appraisal was initiated in FY 17/18 with additional planning anticipated in FY 18/19. Final plans may result in additional costs. Plan may also include analysis of adjacent Truckee River Regional Park and Airport District lands to inform consideration of collaborative land use opportunities. The Town expects a reimbursement from the Truckee Donner Recreation and Parks District, as reflected in this budget.

REASON FOR OR BENEFITS OF PROJECT:

With the construction and expansion of the Public Service Center, opportunities exist for the future use of the Riverview Corp Yard. Through site and needs analysis, public outreach, and additional research, a plan will be prepared identifying potential future uses for the site. Among others, such uses could include use by Town, a community use, or a lease or similar agreement with a third party, such as the Recreation and Parks District.

OPERATIONAL COST IMPACTS:

Determined through the development of the plans.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 6,000	\$ 24,000	\$ 23,969	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,969
Private Contributions	\$ -	\$ -	\$ 6,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,150
TOTAL:	\$ 6,000	\$ 24,000	\$ 30,119	\$ -	\$ 36,119					

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Study Development	\$ 6,000	\$ 24,000	\$ 30,119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,119
TOTAL:	\$ 6,000	\$ 24,000	\$ 30,119	\$ -	\$ 36,119					

Public Works Software Enhancements

C1512

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Public Works - Roads & Snow

PROJECT BEGIN DATE: FY 15/16 **ESTIMATED COMPLETION:** FY 18/19

PROJECT DESCRIPTION:

This project assessed the Department of Public Work’s (DPW) geographic information system (GIS), its automated vehicle tracking system (AVL), Gasboy fueling systems and Cartegraph Operations Management Systems’ (Cartegraph OMS) asset management and preventative maintenance systems. The assessment led the Town to purchase ESRI to serve as the Town’s GIS Enterprise system; to upgrade Cartegraph OMS to integrate asset tracking for DPW with the GIS enterprise environment; and to integrate Cartegraph OMS’s preventative maintenance systems with Gasboy for DPW to automate fuel data gathered at the Corporate Yard. Consultants assisted with integrations and implementations, which is expected to continue in FY19/20 (\$15,000). FY19/20 costs also include an upgrade to Gasboy’s antiquated gas dispensing hardware and software at the Tahoe Donner Shop and its integration with Cartegraph OMS’s preventative maintenance systems (Gasboy hardware and software - \$16,500, Suddenlink one-time internet installation fee - \$1,500, and Suddenlink’s monthly internet connection cost of \$117 per month. (\$20,000).

REASON FOR OR BENEFITS OF PROJECT:

Update and improve GIS, AVL, Gasboy fueling and Cartegraph OMS asset tracking and preventative maintenance functionality for the Town. Maintenance of GIS, AVL, Gasboy and Cartegraph allow the Town to provide better services for the public and throughout Town divisions including data analysis, asset management operations and data capture, time saving automations and integrations, mapping, improved customer service (i.e. Truckee 511 and other web apps), as well keeping system functionality in line with industry standards. Currently Tahoe Donner fueling data is gathered via a modem which provides data on a report that cannot be exported into an Excel format or any other useable format. The hardware and software upgrade of gas dispensing and tracking software at the Tahoe Donner Shop will allow for integration with the Town’s Cartegraph OMS preventative maintenance systems for the automation of fueling data for Fleet Services preventative maintenance operations.

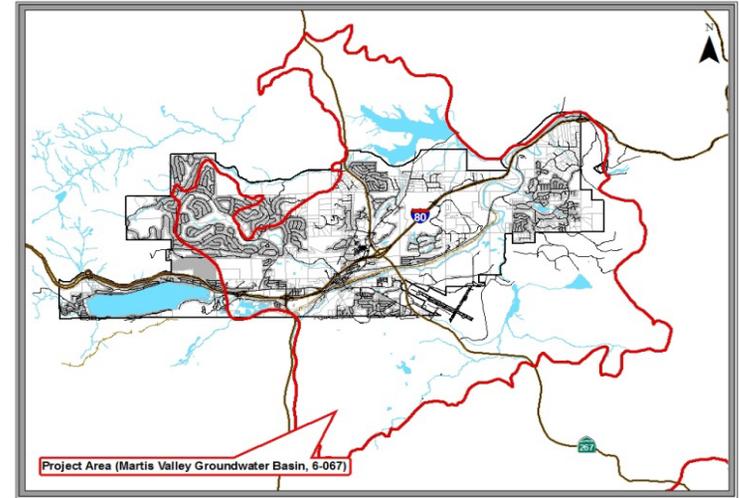
OPERATIONAL COST IMPACTS:

Ongoing increased maintenance fees for upgraded software (included in the operational budgets) and additional internet costs (\$117 per month).

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 149,629	\$ 60,000	\$ 31,400	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,029
TOTAL:	\$ 149,629	\$ 60,000	\$ 31,400	\$ 35,000	\$ -	\$ 216,029				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Prior Years Expenses	\$ 149,629									\$ 149,629
Hardware/Software	\$ -	\$ 30,000	\$ 27,000	\$ 18,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,500
Training/Implementation	\$ -	\$ 6,000	\$ 3,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Consulting/GIS Assessment	\$ -	\$ 24,000	\$ 1,400	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,400
TOTAL:	\$ 149,629	\$ 60,000	\$ 31,400	\$ 35,000	\$ -	\$ 216,029				

PROJECT CATEGORY: Studies & Plan Updates
RESPONSIBLE DEPARTMENT: Town Manager
PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 18/19



PROJECT DESCRIPTION:
 Participation in a collaborative working group formed to pursue submission of an alternative groundwater management plan for the Martis Valley Groundwater Basin to comply with the 2014 Sustainable Groundwater Management Act (SGMA). Truckee has no obligation in this per the State and therefore no funding will be expended.

REASON FOR OR BENEFITS OF PROJECT:
 Achieving compliance with the SGMA.

OPERATIONAL COST IMPACTS:
 \$10,000 has been included in the General Government section of the operating budget for any ongoing work this may require.

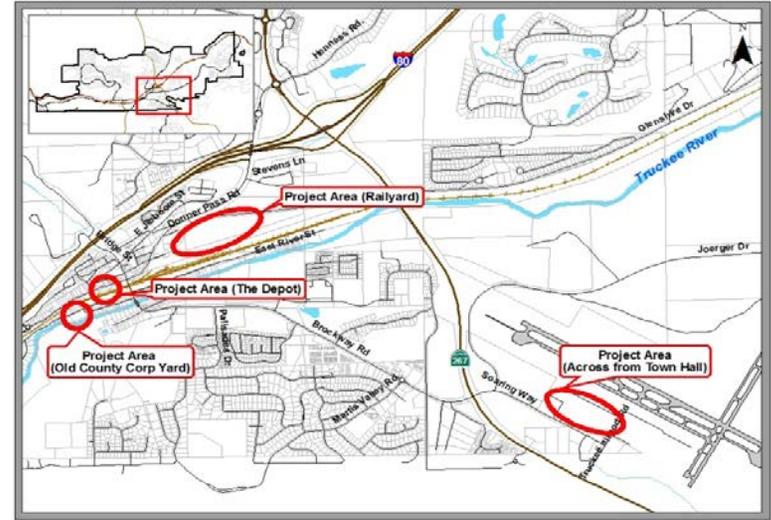
FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ 5,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
TOTAL:	\$ 5,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Contributions	\$ 5,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
TOTAL:	\$ 5,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

PROJECT CATEGORY: Studies & Plan Updates
RESPONSIBLE DEPARTMENT: Public Works - Transit
PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:

This project will determine the preferred site for the relocation of the existing transit center currently located at the Train Depot in historic Downtown Truckee. The existing transit center is beyond capacity and cannot support future growth in transit services. The Town received a competitive planning grant through SB1 and hired GreenDot Transportation Solutions. The study is underway and has identified four potential sites: Railyard project site, old CA Highway Patrol (CHP) site, Union Pacific Railroad (UPRR) property on West River Street, and undeveloped Airport property across from Town Hall. The current location will also be explored for expansion opportunities. The Town has entered into an agreement with Neighborhood Partners, LLC who received federal grant funding to develop affordable housing that included up to \$1,000,000 in transportation amenity funding that may be contributed to land acquisition and construction of this project.



REASON FOR OR BENEFITS OF PROJECT:

Relocation or expansion of the transit center will support implementation elements of the long-range transit plan and support expansion of local and regional transit services which could result in reduced green house gas emissions and improved quality of life.

OPERATIONAL COST IMPACTS:

None.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Local Transportation Fund	\$ -	\$ 11,470	\$ 5,000	\$ 6,470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,470
SB1 Programmatic Funding	\$ -	\$ 88,530	\$ 40,000	\$ 48,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,530
AHSC Program Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ 5,000,000
TOTAL:	\$ -	\$ 100,000	\$ 45,000	\$ 55,000	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 6,100,000

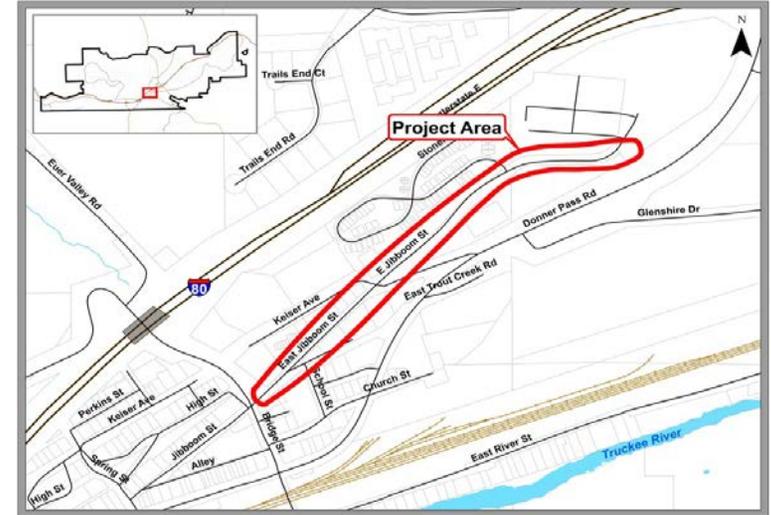
EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Feasibility Study	\$ -	\$ 100,000	\$ 45,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 6,000,000
TOTAL:	\$ -	\$ 100,000	\$ 45,000	\$ 55,000	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 6,100,000

PROJECT CATEGORY: Studies & Plan Updates
RESPONSIBLE DEPARTMENT: Public Works - Engineering
PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:
 Prepare a study to evaluate potential pedestrian and 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. Improvements would potentially improve vehicle, pedestrian, and bicycle infrastructure and circulation.

REASON FOR OR BENEFITS OF PROJECT:
 With additional development proposed east of the Stoneridge Development (Coburn Crossing) and the associated extension of Jibboom Street to Donner Pass Road/Stockrest Springs, vehicle pedestrian, and bicycle activity is expected to increase along Jibboom Street east of Bridge Street. Project will evaluate potential improvements.

OPERATIONAL COST IMPACTS:
 None identified at this time but additional costs may occur depending on improvement.



FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ 75,000	\$ 25,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ -	\$ 75,000	\$ 25,000	\$ 125,000	\$ -	\$ 150,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Study Preparation	\$ -	\$ 75,000	\$ 25,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL:	\$ -	\$ 75,000	\$ 25,000	\$ 125,000	\$ -	\$ 150,000				

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Community Development - Planning

PROJECT BEGIN DATE: FY 17/18 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:

Update of the 2025 General Plan to the 2040 General Plan, including robust community engagement to address new General Plan requirements and emerging community trends. Also includes concurrent update of the outdated 1996 Downtown Specific Plan (DTSP) and climate action planning work previously covered under C1510.

Professional services will be utilized for project management, environmental review, technical work and plan preparation. Major portions of the update include an Environmental Impact Report (EIR); marketing, social media and public engagement; project management; and plan preparation.

The grant has a match requirement, which the Town has included as part of the General Fund funding below.

REASON FOR OR BENEFITS OF PROJECT:

The current general plan was adopted in 2006. A plan update with a 2040 planning horizon ensures that the Town's land-use development and conservation goals, policies and actions continue to accurately reflect community values. The 2040 General Plan Update will address new State-mandated General Plan requirements, new climate change and housing laws, arts and culture, community engagement, climate adaptation and resilience, and new traffic thresholds, among other aspects. There are cost and time savings associated with concurrently updating the General Plan, the Downtown Specific Plan, and the Climate Action Plan (CAP) concurrently. The technical work required for the update of the CAP is similar to the work needed to update the General Plan and many of the anticipated policies will overlap.

OPERATIONAL COST IMPACTS:

Work on this project is expected to absorb 35% of the Community Development Director's time, 25% of the Planning Managers time, 20% of the Administrative Analyst II's time, 20% of the Associate Planner's time, 10% of the Assistant Planners' time, and 15% of the Administrative Technician's time. The Town was awarded a grant in the amount of \$150,000 to support/develop climate adaptation strategies to be included in GP Update.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ 550,000	\$ 323,441	\$ 749,911	\$ 96,755	\$ -	\$ -	\$ -	\$ -	\$ 1,170,107
SB1 Programmatic Funding (Climate Adaptation)	\$ -	\$ 75,000	\$ 26,559	\$ 115,089	\$ 13,545	\$ -	\$ -	\$ -	\$ -	\$ 155,193
TOTAL:	\$ -	\$ 625,000	\$ 350,000	\$ 865,000	\$ 110,300	\$ -	\$ -	\$ -	\$ -	\$ 1,325,300

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Planning & Design	\$ -	\$ 550,000	\$ 320,000	\$ 735,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000
Climate Adaptation	\$ -	\$ 75,000	\$ 30,000	\$ 130,000	\$ 15,300	\$ -	\$ -	\$ -	\$ -	\$ 175,300
TOTAL:	\$ -	\$ 625,000	\$ 350,000	\$ 865,000	\$ 110,300	\$ -	\$ -	\$ -	\$ -	\$ 1,325,300

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Public Safety - Parking

PROJECT BEGIN DATE: FY 18/19 **ESTIMATED COMPLETION:** FY 19/20

PROJECT DESCRIPTION:

Provides for a consultant to conduct an analysis of the strengths, weaknesses, opportunities and threats for the parking district. This study will help the Parking District strategically plan to better accommodate current needs and the needs associated with expected growth. This study will also help the Town determine ideal spots to expand the parking district. Study is anticipated to be complete in November 2019.

REASON FOR OR BENEFITS OF PROJECT:

The parking needs for the Town continue to expand. This study will help the Town determine how to expand the Parking District in the most efficient manor.

OPERATIONAL COST IMPACTS:

Operational impacts will be determined based on the outcome of the strategic plan.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Parking Fund	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
TOTAL:	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ 75,000				

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Plan Study	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
TOTAL:	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ 75,000				

Emergency Evacuation Planning

C1913

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Public Safety - Support Services

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 20/21

PROJECT DESCRIPTION:

Emergency evacuation planning, including an evaluation of evacuation routes and estimated time to evacuate residential areas under various scenarios such as time of year and time of day.

REASON FOR OR BENEFITS OF PROJECT:

This study will inform the Police Department and other local and regional agencies involved in emergency services to develop evacuation plans and to enhance our Emergency Operations Plan that was last updated in 2011.

OPERATIONAL COST IMPACTS:

The operational cost impacts will be determined based on the outcomes of the study.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ 25,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Glenshire TSSA Fund	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Tahoe Donner TSSA Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
TOTAL:	\$ -	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Plan Study	\$ -	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
TOTAL:	\$ -	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT CATEGORY: Studies & Plan Updates

RESPONSIBLE DEPARTMENT: Administrative Services - Finance

PROJECT BEGIN DATE: FY 19/20 **ESTIMATED COMPLETION:** FY 21/22

PROJECT DESCRIPTION:

The Town charges user fees for services provided to the public by a majority of the Town's divisions, ranging from building plan review fees to dog licensing fees. These fees are established at a level necessary to recover the cost of providing the service associated with the fee. A User Fee Study encompasses a review of the fees currently charged by the Town for services to the public, a thorough analysis of the Town's operating costs related to providing those services, and assisting the Town in developing a fee calculation method that encompasses the full cost. A study would also help the Town develop a method for updating the fees to account for increases in costs over time. This project would include a public outreach/input process with special emphasis on the local building community.

REASON FOR OR BENEFITS OF PROJECT:

Best practices suggest that a study be completed every ten years and the Town's last study was completed over ten years ago.

OPERATIONAL COST IMPACTS:

Staff time will be required to help the consultant gather all necessary data to develop the fees. The updated fees will ensure that the time and resources spent on various services will be adequately reimbursed. This may reduce impacts to individual operating budgets and the General Fund in particular.

FUNDING SOURCES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
General Fund	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Building & Safety Fund	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Parking Fund	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 1,000
TOTAL:	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 25,000

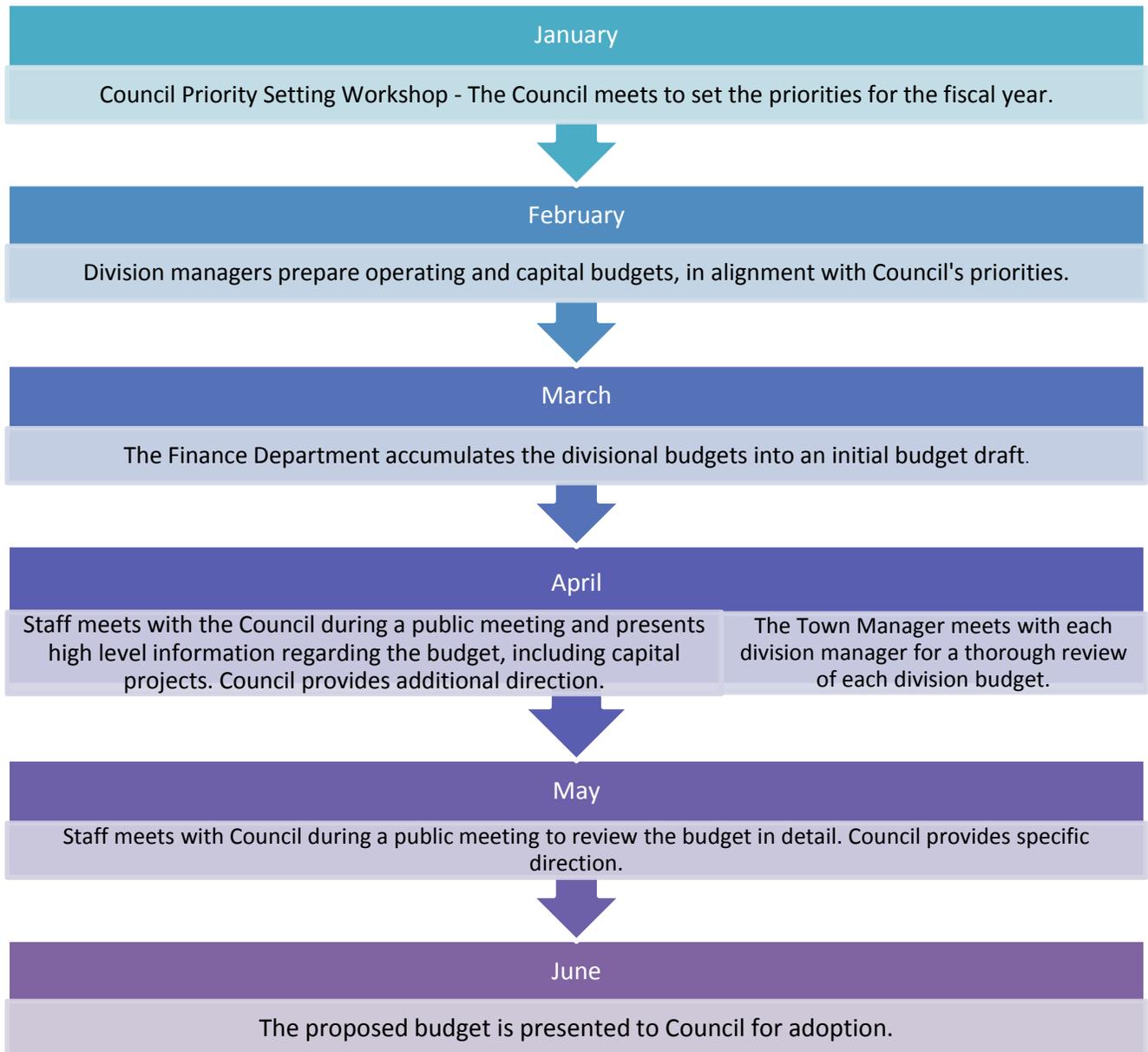
EXPENDITURES	CUMULATIVE TOTAL THRU FY 17/18	FY 18/19 AMENDED BUDGET	FY 18/19 ESTIMATED ACTUAL	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	ESTIMATED AFTER FY 23/24	TOTAL
Fee Study	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL:	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 25,000

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NOTES ON BUDGET PREPARATION FY 2019/20

The Town of Truckee was incorporated in 1993 and operates under a Council-Manager form of government. The Town’s accounting is guided by generally accepted accounting principles for budget preparation and financial reporting. The annual budget is approved by the Town Council and modified throughout the year with budget amendments approved by Council at public meetings. All budget transfers require approval of the Town Manager or designee except those affecting personnel or capital outlay which must be approved by the Town Council.

THE BUDGET PROCESS –



NOTES ON BUDGET PREPARATION FY 2019/20

BASIS OF ACCOUNTING -

The basis of accounting refers to the timing of revenue and expense recognition, specifically for financial reporting purposes. The Town employs the same methods for budgeting as used for financial reporting.

The budgets of the governmental funds (General Fund, Special Revenue Funds, and Capital Projects Funds) are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The revenue availability criterion is defined as collectible within sixty days of the accounting period. Expenditures, under the modified accrual basis of accounting, are recorded when a liability is incurred. This is true with the exception of debt service expenditures, which are recorded only when the payment is due. Capital asset acquisitions for the governmental funds included in this budget are reported as expenditures. While the Town does use one debt service fund, no budget has been prepared as the activity of this fund is accounted for in the budget of other major funds.

Budgets for proprietary funds (Enterprise Funds) are prepared on a full accrual basis. Under this method all revenues are recognized when they are earned and all expenses are recorded when they are incurred.

The Town's Fiduciary Fund shares characteristics with both the governmental and proprietary fund-types. It is budgeted using the measurement focus and basis of accounting most appropriate for the specific operation. Many of the transactions are budgeted using the full accrual basis.

The Town's budgeting philosophy is conservative; that is budget low on revenues and high on expenses.

The budgeted fund types used by the Town are as follows:

Governmental Funds

General Fund	The General Fund is the chief operating fund for the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for within the General Fund. It includes all expenditures necessary to carry out basic governmental activities of the Town that are not accounted for through another fund. For the Town of Truckee, this includes such activities as public safety, maintenance of streets, public improvements, planning, zoning and general administrative services.
Special Revenue Funds	Special Revenue Funds are used to account for specific revenues that are legally and/or contractually restricted to expenditures for a particular purpose.
Capital Projects Funds	Capital Projects Funds are used to account for the expenditures of most capital projects undertaken by the Town. These funds receive transfers of resources from various Town funds, as well as outside sources such as grants.

Proprietary Funds

Enterprise Funds	Enterprise Funds are used to account for those activities that are supported primarily through user charges to external users. They are financed and operated in a manner similar to a private business entity. The Town has four budgeted enterprise funds: building & safety, parking, public transit and solid waste.
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Fiduciary Funds

Fiduciary Fund	The Town utilizes the fiduciary fund-type to account for resources held for the benefit of parties outside the Town or in a trustee capacity. The Town's only fiduciary fund tracks the activity of the Redevelopment Successor Agency.
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NOTES ON BUDGET PREPARATION FY 2019/20

BUDGET STATUS OF TOWN FUNDS –

CODE	FUND	FUND TYPE	BUDGET STATUS
101	General Fund	General Fund	Budgeted
200	Capital Projects Fund	Capital Projects Fund	Budgeted
201	Asset Forfeiture Federal Justice	Special Revenue Fund	Not Budgeted
202	Abandoned Vehicle Abate Fund	Special Revenue Fund	Not Budgeted
203	Affordable Housing In-Lieu Fund	Special Revenue Fund	Budgeted
204	Air Quality Mitigation Fund	Special Revenue Fund	Budgeted
205	Downtown In-Lieu Parking Fund	Special Revenue Fund	Not Budgeted
206	Town Housing Fund	Special Revenue Fund	Not Budgeted
207	Town Hall Bond Reserve Fund	Debt Service Fund	Not Budgeted
208	PEG Fund	Special Revenue Fund	Not Budgeted
209	Infrastructure In-Lieu Fund	Special Revenue Fund	Not Budgeted
210	Tahoe Donner TSSA Fund	Special Revenue Fund	Budgeted
211	Glenshire TSSA Fund	Special Revenue Fund	Budgeted
212	Brickelltown Maintenance Distrct	Special Revenue Fund	Budgeted
213	Joerger Ranch Trail Maint Distct	Special Revenue Fund	Not Budgeted
215	COPS Fund	Special Revenue Fund	Diff. Budget Cycle
216	Asset Forfeiture State Enforcemt	Special Revenue Fund	Not Budgeted
217	Asset Forfeiture State Gang/Juv	Special Revenue Fund	Not Budgeted
250	Gas Tax Fund	Special Revenue Fund	Budgeted
252	Measure V Road Maint. Fund	Special Revenue Fund	Budgeted
253	Measure R Trails Fund	Special Revenue Fund	Budgeted
270	Traffic Impact Fees Fund	Special Revenue Fund	Budgeted
271	Facility Impact Fees - Law	Special Revenue Fund	Budgeted
272	Facility Impact Fees - Animal	Special Revenue Fund	Budgeted
273	Facility Impact Fees - Storm Drn	Special Revenue Fund	Budgeted
274	Facility Impact Fees - Gen Gov	Special Revenue Fund	Budgeted
298	Debt Service Fund	Debt Service Fund	Not Budgeted
299	Fleet Replacement Fund	Capital Projects Fund	Budgeted
301	BEGIN Re-use Program Income	Special Revenue Fund	Budgeted
302	BEGIN Housing Reimb Grants	Special Revenue Fund	Budgeted
310	CalHome Re-use Program Income	Special Revenue Fund	Budgeted
311	06-HOME-2452	Special Revenue Fund	Budgeted
312	06-CalHome-183	Special Revenue Fund	Budgeted
313	04-HOME-0761	Special Revenue Fund	Budgeted
314	00-CalHome-023	Special Revenue Fund	Budgeted
315	Home-0402 Sierra Village Apts	Special Revenue Fund	Budgeted
320	CDBG - Misc Income Fund	Special Revenue Fund	Budgeted
321	CDBG - Program Income Fund	Special Revenue Fund	Budgeted
322	CDBG 01-STBG-1614	Special Revenue Fund	Budgeted
323	CDBG 10-STBG-6741	Special Revenue Fund	Budgeted
324	15-CDBG-10566	Special Revenue Fund	Budgeted
330	Boulders Moderate Housing Fund	Special Revenue Fund	Budgeted
331	HCD Railyard Grant	Special Revenue Fund	Not Budgeted
501	Parking Fund	Enterprise Fund	Budgeted
502	Transit Fund	Enterprise Fund	Budgeted
503	Solid Waste Fund	Enterprise Fund	Budgeted
504	Building and Safety Fund	Enterprise Fund	Budgeted
599	Successor Agency Fund	Fiduciary Fund	Budgeted

NOTES ON BUDGET PREPARATION FY 2019/20

TOWN POLICY DOCUMENTS USED IN THE DEVELOPMENT OF THE ANNUAL BUDGET –

- **2018 Pavement Maintenance Program** – The 2018 Pavement Maintenance Program (PMP) is used to determine which roads, trails and parking areas will be programmed for maintenance and rehabilitation as part of the Capital Improvement Project budget. The PMP provides the Town staff with an index by which to evaluate the pavement condition on Town roads, assists in forecasting roadway deterioration and is used to develop cost-effective methods for maintaining roads at acceptable conditions. This document is created by the Engineering Division. The most recent update was approved by Council on April 10th, 2018. Road maintenance efforts cost the Town an average of \$7 million annually.
- **2009 Fleet Replacement Plan** – The Fleet Replacement Plan is a long-term financial plan to help guide staff on Town fleet vehicle replacement. The document identifies the criteria for equipment replacement. The document also established the base-line funding necessary for the Town to replace fleet vehicles and when it was initially approved, a Fleet Replacement Fund was created to monitor the saving and replacement spending. The last update to the Fleet Replacement Plan was in 2009.
- **Fiscal Policies** – The Fiscal Policies are detailed as part of this document. These policies were formalized in 2009.
- **Personnel Rules and Memoranda of Understanding with the Town’s Employee Groups** – The Personnel Rules and Memoranda of Understanding are used to determine the staffing costs included in the Personnel budgets for each Division. The last formal review of the Personnel Rules was completed in 2007. A complete review of the Personnel Policies is scheduled for completion in the summer of 2019. The Town came to an agreement with two of the three employment groups in early FY18/19. The Police Officer’s Association (POA) reached an agreement with the Town that was adopted by Council on April 9th, 2019. The employee group MOU’s are typically renegotiated every 3-5 years, based on the stipulations of the agreements.
- **Short-Range and Long-Range Transit Plans** – The Town of Truckee completed a Transit Plan during FY 16/17. The document identified a short and long range vision for transit in Truckee. Town’s Public Transit staff attempts to implement the visions of this plan as funding becomes available.
- **Solid Waste Franchise Agreement** – The Town contracts for garbage, recycling and yard waste collection and processing. The franchise agreement defines the services that will be provided and the method of determining the cost of those services. It is the primary driver in the creation of the Solid Waste division budget. As of July 1st, 2018, an updated and council-approved franchise agreement will go into effect.

NOTES ON BUDGET PREPARATION FY 2019/20

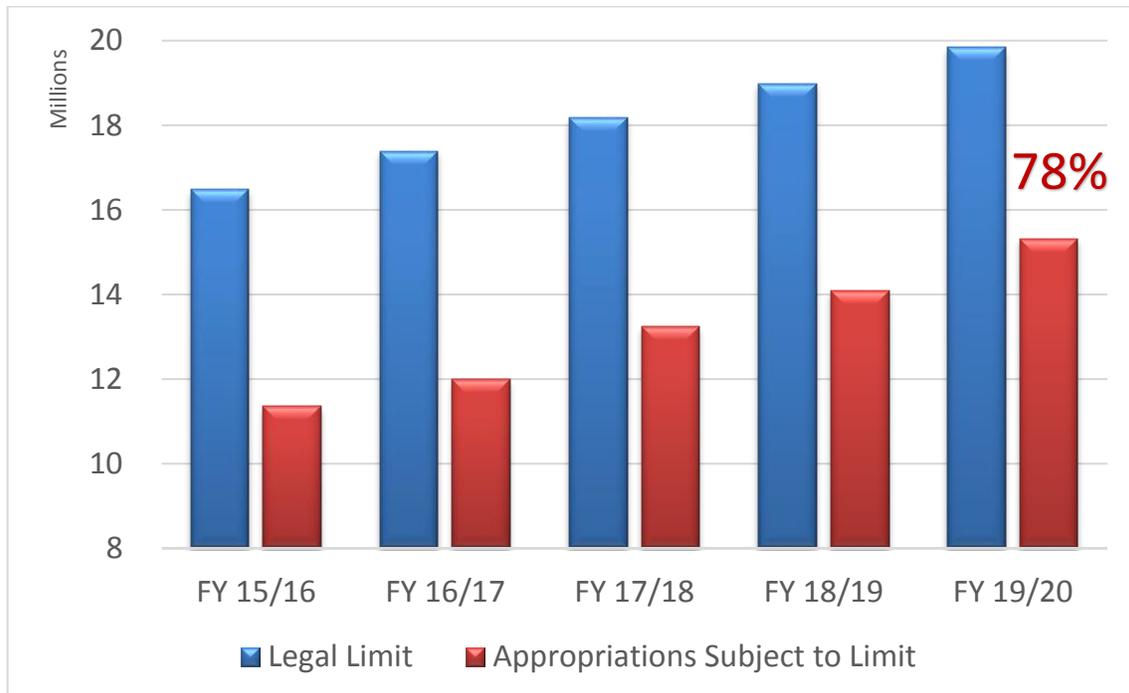
GANN APPROPRIATIONS LIMIT –

The Gann Appropriations Limit was a ballot initiative adopted in 1980, modified by Proposition 111 in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann Limit has been codified into the California State Constitution as Article XIII B.

Each year, the limit is updated based on the amount of tax proceeds that were authorized to be spent in FY 1978/79 in the jurisdiction, changes in inflation and the population within the public jurisdiction during the subsequent year. Per California Revenue and Taxation Code section 2227, the Department of Finance (DOF) is required to transmit an estimate of the percentage change in population factor along with the change in cost of living to each public agency required to comply with the Gann Appropriations Limit provisions in order to update the limit for their jurisdiction. The state bases the cost of living adjustment on the DOF’s official report on changes in the state’s per capital income or in non-residential assessed valuation due to new construction.

The Gann Appropriations Limit only applies to revenues generated from specific categories. Expenditures from non-tax sources such as service charges, grants or beginning fund balances are unaffected by the Limit. Any overall receipts from tax sources greater than the limit would require a refund of the excess within the next two fiscal years or voter approval of an increase in the City’s limit.

For FY 2019/20, the Town’s tax revenue is only at 78% of the Gann Limit. The limit for FY 2019/20 was approved by Council, along with the budget, on Tuesday, June 11th, 2019.



NOTES ON BUDGET PREPARATION FY 2019/20

COST ALLOCATION PLANS –

The Town does not currently use any formal internal service funds to allocate out specific costs. The Town does allocate fleet maintenance costs, administrative overhead, some facilities costs and savings for the General Fund fleet replacements.

- The fleet maintenance division costs are allocated based on a five-year rolling average of actual costs. An allocation of the division's budgeted costs are expensed to each division monthly. At year end, the Fleet Maintenance Division provides the actual staff time incurred to work on each division's fleet and any associated part costs to true up each division's fleet maintenance expense to actuals. The actual Fleet Maintenance Division costs are used to develop the allocation to each division and the expensed amount is changed to the division's allocation of actual fleet maintenance costs.
- An administrative overhead amount is charged to three of the Town's enterprise funds: the Parking Fund, the Solid Waste Fund, and the Building and Safety Fund. During the budget process, the Town develops budgeted administrative overhead for enterprise funds. Allocated costs include the Town's administrative costs, specifically costs from the Town Council, the Town Manager, the Town Attorney, the Town Clerk & Communication Division, the Administrative Services Division, some expenses from the General Government and the Information Technology Division. This is intended to cover the cost of overall management, record keeping, payroll administration, human resources, general liability insurance and accounting, among other things. The amount charged to each division's budget is relative to personnel costs in each enterprise fund. At the end of each year, the calculation is performed again with actual expenses and the amount ultimately charged to the divisions is based on actual expenses.

The Redevelopment Successor Agency fiduciary fund has a separate formula for calculating the Administrative Cost reimbursement. The overall amount is approved by the State of California in the Recognized Obligation Payment Schedule.

- Three of the Town's enterprise funds are charged rent in addition to Administrative Overhead; the Parking Fund, the Solid Waste Fund, and the Building and Safety Fund. The rental charge is developed using the average base commercial square foot rental rate for commercial real estate within Truckee. The last analysis of base commercial rental rates was completed in June of 2014. Town staff attempts to update the commercial rental rates used every five years. The rental rate also includes a portion of the facilities maintenance costs, including utilities. The amount is divided by the total square footage of the Town Hall building and added to the average commercial square foot. The amount budgeted to each division is the calculated square footage rate multiplied by the total square footage used by the division. The Redevelopment Successor Agency fiduciary fund rent is equal to the amount calculated when the Redevelopment Agency was converted to the Redevelopment Successor Agency.
- Fleet Replacement Fund – Each of the Town's General Fund funded operating divisions that utilize fleet vehicles contribute a yearly amount to the Town's Fleet Replacement plan. The amounts are calculated as part of the development of the Town's Fleet Replacement Program.

NOTES ON BUDGET PREPARATION FY 2019/20

The yearly amount is equal to the total amount needed to replace every vehicle in the Division's fleet divided by the estimated life of each vehicle.

The Parking Fund, the Solid Waste Fund and the Building & Safety Fund save for vehicle replacements as part of their contingencies in their fund balances. The Transit Fund attempts to secure grant funding to pay for any bus replacements, as needed.

SUMMARY OF FISCAL POLICIES –

The Town's Financial Policies are established to see that the Town's finances are managed in a manner that will (1) continue to provide for the delivery of quality services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) guarantee a balanced budget annually assuring that the Town is living within its means, and (4) establish reserves necessary to meet known and unknown future obligations. To achieve these goals the following Financial Policies are presented which include General Policies, Expenditure and Budgeting Policies, Revenue Policies, Cost of Service Policies, Reserve Policies, Debt Policies, Capital Improvement Policies and Fixed Asset and Infrastructure Policies.

Expenditure and Budget Policies: The Town's municipal code assigns the duty of budget creation to the Town Manager and the Administrative Services Director is assigned with assisting in the preparation of the proposed budget. Town staff uses the budget to obtain legal authority from the Town Council to expend funds.

- The Town does not prepare or use its budget with a "use it or lose it" mentality. Each year, Town staff is encouraged to only use the funds that have been approved and that they have an actual business necessity for. In some cases, when staff lacks the staff hours to complete all activities for which they have a budget or Council priorities change and the budgeted funds are no longer needed, savings are created. These unofficial savings are presented to council as one-time money available for their discretion or are re-budgeted for the following year if the Division is going to do the work in the following budget year. The Town's fiscal stability has allowed it to maintain this budgeting philosophy.

Additionally, the Town has the following policies:

1. The operating budget will be prepared to fund current year expenditures with current year revenue. Surplus fund balances may be used to increase reserves, fund Capital Improvement Projects or be carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
2. The Town will deliver service in the most cost effective manner.
3. The budget will state the objectives of the operating programs.
4. The budget will fully account for and apportion all costs, fees and General Fund transfers, associated with Special Revenue and Enterprise Funds.
5. All budget transfers require the approval of the Town Manager or designee except those affecting personnel and capital outlay which must be approved by the Town Council.
6. The Town will fully fund accrued unused vacation annually.

NOTES ON BUDGET PREPARATION FY 2019/20

7. The Town will periodically update replacement and maintenance plans and incorporate them into the budget.

Revenue Policies:

1. The Town will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue or external revenue.
2. The Town will aggressively pursue revenue collection and auditing to assure moneys due to the Town are accurately received in a timely manner.
3. The Town will seek Federal and State grants and reimbursements for mandated costs whenever possible.
4. The Town will investigate potential new revenue sources, particularly those that will not add to the tax burden of residents or local businesses.
5. The Town will work proactively with the League of California Cities and local communities to monitor legislation that may impact the Town financially.
6. The Town will avoid targeting revenues for specific purposes whenever possible.
7. The Town will impose user fees when appropriate.
8. The Town will adopt a user fee policy which establishes desired levels of cost recovery and determines the minimum frequency of user fee reviews.
9. The fees and charges will be set at a level that fully supports the total direct and indirect cost of the activity, including administrative overhead and depreciation, and in accordance with the Town's Fee Policy.
10. The Town will maintain and further develop methods to track major revenue sources and evaluate financial trends.
11. The Town will establish methods to maximize the accuracy of revenue forecasts.

Cost of Services Policies:

1. The Town will recover the costs of new facilities and infrastructure necessitated by development, consistent with State law.
2. The Town will consider requiring large developments to prepare a fiscal analysis which measures direct and indirect costs and benefits to the Town.

Reserve Policies:

1. The Town will establish, dedicate and maintain reserves annually to meet known and estimated future obligations.
2. The Town will establish Specific Reserve Account which include but are not limited to designated reserves for the following:
 - a. General Fund Reserve for economic uncertainties and working capital equal to 25% of General Fund Revenues.
 - b. Liability Insurance

NOTES ON BUDGET PREPARATION FY 2019/20

- c. Replacement of vehicles and major equipment (accomplished through the Fleet Replacement Fund)
- Council has also tasked staff with preparing the budget so as to maintain a target of \$5 million in General Fund unallocated reserves in each of the five years of the budget forecast. This is shown on the General Fund - Fund Balance Calculation sheet.

Debt Policies:

1. The Town will limit the use of debt so as not to place a burden on the fiscal resources of the Town and its taxpayers.
 - Currently, the Town only has two outstanding General Fund debt obligations and one non-General Fund debt obligation. The budget includes the plan to issue a third General Fund debt obligation for the construction of additional buildings at the Public Service Center (detailed in C1609).
2. The Town will limit long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
 - The Town currently has three outstanding debt obligations and all three were used to finance capital purchases or capital construction, specifically the purchase of the Town Hall building, the construction of a Public Service Center and capital projects within the Town's Redevelopment Project Area, including streetscape of the Brickelltown Maintenance District area.
3. When capital projects are financed, the Town will amortize the debt within a period not to exceed the expected useful life of the project.
4. The Town will attempt to limit the debt ratio (debt guaranteed by the General Fund) to 10%. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.
 - The Town's debt ratio for FY 18/19 is 2.4%. This is calculated by dividing the debt service payments for the year by the total expected revenues. The Town has budgeted to issue new debt for the construction of a public service center garage. This issue will bring the debt ratio to 3.2%.
5. Whenever possible, the Town will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
 - The Town has assisted in the creation of two maintenance districts within the last five years, with plans for additional districts in the next five years. The districts were created to fund the on-going maintenance of the two areas.
6. The Town will not use long-term debt for current operations.
 - The Town does not have any outstanding long-term debt for current operations.
7. The Town will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
 - The Town has not used any short-term borrowing to support routine operations, but does have a 30-day line of credit for purchasing cards to make the purchasing process more efficient.

NOTES ON BUDGET PREPARATION FY 2019/20

8. The Town will maintain strong communications with bond rating agencies about the Town's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
 - The Town received an "AA+" rating from S&P Global as part of a rating for a bond refinancing process in 2017.
9. The Town will strive to maintain and improve the Town's bond rating.
 - The recent "AA+" rating was an increase from an "AA" rating as part of a bond refinancing completed in 2015.
10. The Town will utilize interfund loans when possible to reduce the cost of financing capital improvements.
 - The Parking Fund purchased a parking lot in FY 16/17 and is expected to complete the purchase of a second lot in FY 19/20. Half of the funding for the purchases is in the form of a loan from the General Fund. The Parking Fund is scheduled to repay the General Fund \$100,000 a year starting in FY 19/20. The total loan is expected to be repaid within five years. There are no other interfund loans.

Capital Improvement Policies:

1. The Town will construct all capital improvements in accordance with an adopted capital improvement program.
 - Please see Section 11 of this budget for the Town's Capital Improvement Project plan.
2. The Town will develop a five-year plan for capital improvements to be updated at least bi-annually. Future capital expenditures will be projected annually for a five-year period based on changes in the community population, real estate development or replacement of infrastructure.
3. The Town will coordinate preparation of the Capital Improvement Budget with preparation of the Operating Budget. Future operating costs associated with new capital improvements will be projected and included in the Operating Budget forecasts.
4. The Town will identify the estimated costs and potential funding sources for each proposed capital project before it is submitted to Council for approval.
 - Each project detailed in the Town's Capital Improvement plan budget lists the expected funding sources for every project in the Plan. All funding sources and the projects that are expected to be funded from that source over the five year horizon are included.
5. The Town will attempt to determine the least costly financing method for all new projects.
6. The estimated cost of Capital replacement for enterprise funds such as the Building and Safety Fund and Parking Fund will be updated at least every two years to ensure that rates and charges are covering the cost of operating these programs.

NOTES ON BUDGET PREPARATION FY 2019/20

PERSONNEL BUDGETS –

Personnel Allocations: Employee's personnel costs (including wages and benefits) are allocated to the division for whom their position completes work based on the estimated amount of time the position spends working on the particular division.

Wages: The wage budget included in each division's operating budget includes an allocation of the salary of each employee in the division. The employee groups' memoranda of understanding (MOU) dictate employees' potential cost of living and pay-for-performance increases. The MOUs were opened for negotiation during FY17/18. The Town reached agreements with the Mid-management employee group and the General Employee's Association in the spring of FY17/18. An agreement was reached with the Police Officer's Association in April of 2019.

- The cost of living adjustment included in those agreements was applied to the wages in developing the budgets for FY19/20.
- Performance based pay increases for employees are based on the budget-to-budget increase of certain General Fund revenue items. The potential pay-for-performance increase was included in the development of the wage budgets. Based on the FY19/20 budget-to-budget specific revenue increases, Town staff will be eligible for a 5% pay-for-performance pool in FY19/20.
- Once employees have reached the top of their position's salary range, they are no longer eligible for pay-for-performance increases. The budget for the wages for the employees who are in that position, do not include amounts for a pay-for-performance increase. These employees are eligible for a limited lump-sum payment based on the terms of the MOU under which they are covered, which has been included in the wage budgets.

Temporary and seasonal employees do not belong to an employee group and are not covered under an MOU. The budgeted wages for temporary and seasonal employees are calculated based on the expected pay rate times the expected or necessary hours.

Overtime Pay: Overtime is paid to hourly employees who work in excess of a certain hours limit.

The members of the Police Officers Association are eligible for Holiday Pay as a provision of their MOU. For each Town holiday, a POA member accumulates twelve hours (the overtime rate for a regular holiday) into a bank. The bank is cashed out during the first pay period in December. The budget for Holiday Pay includes any specialty pay items the POA member is eligible for.

Standby Pay: Specific divisions of the Town's Public Works Department require that their employees remain available for call-out during non-regular working hours to complete snow removal. For most positions, standby pay is calculated as 15% of the employee's normal hourly rate. The standby pay budgets are developed using an average employee hourly rate and multiplied by the standby pay factor (15%) multiplied by the expected number of standby hours needed. The number of hours needed is determined by the individual division managers based on previous year standby hours and expectations for the coming year.

NOTES ON BUDGET PREPARATION FY 2019/20

CalPERS: The Town has contracted with the California Public Employees Retirement System (CalPERS) to provide the Town's employees with a defined benefit retirement plan. The budget for CalPERS retirement is included in the Benefit line item in each division's operating budget.

The Town is given an actuarial report each year which details the rates the Town must pay to fund the benefit for the following fiscal year. The two main categories the Town is responsible for are the normal cost and the unfunded actuarial liability (UAL).

- CalPERS calculates the normal cost as a percentage of non-overtime payroll. The Town has six different normal cost rates based on the specific retirement formula Town employees are eligible for, called tiers. The retirement formulas of each tier are based on the employees job type (safety or miscellaneous) and their hire date. The Town's budget for the CalPERS normal rate includes a specific allocation for each employee of the division based on the budgeted wages multiplied by the specific employee's normal cost rate, as supplied by CalPERS.
- The UAL is the additional amount the Town owes to CalPERS. It represents the difference between prior year expected returns and actual returns, as well as changes in actuarial assumptions. The cost of the difference is allocated over 30 years. The UAL amounts are billed as per year lump sums. The Town takes those lump sums, divides them by the total expected payroll per tier and creates a UAL percentage. The budget for the CalPERS UAL takes the budgeted wage for each employee and multiplies it by the employee's specific tier UAL rate multiplied by the employee's allocation to the specific division.

Employer Paid Payroll Taxes: The Town is responsible for three types of employer paid payroll taxes; FICA, Medicare and state unemployment insurance. The budget for employer paid payroll taxes is included in the benefit line item in each division's operating budget.

- The Federal Insurance Contribution Act (FICA) tax is social security. The Town only offers Social Security benefits to employees who are not eligible for CalPERS benefits, primarily seasonal and temporary employees. The budget for FICA is calculated as 6.2% (the 2019 federally imposed social security rate) of the applicable employee's budgeted wages.
- The budget for Medicare tax is calculated as 1.45% of the first \$200,000 of each employee's budgeted wages.
- The State of California requires that employers pay an unemployment insurance (UI) tax for every employee to fund a social security benefit for California's workers who lose their jobs. The UI rate for each organization in the state is determined by the California Employment Development Department (EDD) based on claims made to the EDD for benefits from prior employees of the organization. The rate is only applied to the first \$7,000 paid to each employee per calendar year. The Town's rate is currently 6.2%. The budget for UI is calculated as \$434 ($\$7,000 \times 6.25\%$) per employee.

Health Insurance: The Town currently contracts with CalPERS for health benefits. The Town contributes a maximum fixed amount to employee health coverage. The contribution amounts are defined in the employee group MOUs, and vary by group. The budget for health insurance includes the maximum amount the Town would pay for each employee's current year health care option (i.e. employee, employee and one dependent, employee and family) including the maximum Town-paid potential mid-

NOTES ON BUDGET PREPARATION FY 2019/20

year increase (10%). For employees who are currently opted out of health coverage, the budget is the maximum opt out provision the position is eligible for as defined in the employee group MOUs. For vacant positions, the budget is the employee and family contribution. The budget for this item is included in the benefits line item of each division's operating budget.

Dental & Vision Insurance: The Town mandates that every employee participate in the dental and vision plans. The Town contributes a maximum fixed amount to employee dental and vision coverage. The contribution amounts are defined in the employee group MOUs, and vary by group. The budget for dental and vision insurance is calculated as the maximum amount the Town would pay for the employees current coverage option (i.e. employee, employee and children, employee and family), including the maximum Town-paid potential mid-year increase (10%). For vacant positions, the budget is the employee & family contribution. The budget for these items is included in the benefits line item of each division's operating budget.

Life Insurance: The Town provides basic term life insurance for all employees. The Town currently contributes \$12.50 per month per employee. The amount included in each division's life insurance budget line is \$150 per full-time benefited. The budget for this item is included in the benefits line item of each division's operating budget.

Workers Compensation: The Town is self-insured for Worker's Compensation through the Public Agency Risk Sharing Authority of California (PARSAC) joint powers authority. Every year, PARSAC provides the total worker's compensation bill as a lump sum. The Town calculates a worker's compensation rate based on the lump sum amount and the applicable estimated personnel costs (regular wages and overtime). At the end of the year, staff "trues up" the workers compensation amount so that the year-end amount is equal to the division's proportionate cost, based on the regular wages and overtime charged to that division.

Deferred Compensation: In addition to providing a defined benefit plan to its employees, the Town supplements employee's retirement with limited contributions to employee's defined contribution plans. The amount the Town contributes varies by employee group, as negotiated in the employee group MOUs. The Midmanagement group and the General Employee's Association have deferred compensation items in their MOUs.

Retiree Health Savings (RHS): The department heads and the members of the Midmanagement Group receive contributions from the Town for an RHS account.

Other: Other line items in the personnel budgets are to provide for amounts as negotiated in the department head's individually negotiated contracts. The division detail pages indicate the nature of those items (i.e. car allowance).

NOTES ON BUDGET PREPARATION FY 2019/20

PROJECTIONS –

The below table details the Town’s projections for revenues and expenses. If the Town has knowledge of how a specific budget line item will change (i.e. due to a multiyear contract), the specific numbers are used rather than the projections below. The projections are based on historical changes in those items or contracted changes (for benefit items).

Wages are estimated by employee taking into account the terms of the various memoranda of understanding and the salary range caps on individual positions. Pension costs are projected by employee using the rate projections in the Town’s actuarial valuation.

REVENUE AND EXPENDITURE PROJECTION PERCENTAGES				
	2020/21	2021/22	2022/23	2023/24
REVENUES				
Property Tax	3.0%	3.0%	2.0%	2.0%
Sales Tax	3.0%	3.0%	2.0%	2.0%
Transient Occupancy Tax	3.0%	3.0%	2.0%	2.0%
Charges for Services	3.0%	3.0%	2.0%	2.0%
Other	3.0%	3.0%	2.0%	2.0%
EXPENSES				
Wages (Not on wage estimator)	3.0%	3.0%	2.0%	2.0%
Standby Pay	3.0%	3.0%	2.0%	2.0%
Overtime	3.0%	3.0%	2.0%	2.0%
Benefits				
Taxes - FICA	3.0%	3.0%	2.0%	2.0%
Taxes - Medicare	3.0%	3.0%	2.0%	2.0%
Taxes - Unemployment	0.0%	0.0%	0.0%	0.0%
Health	10.0%	10.0%	10.0%	10.0%
Dental	10.0%	10.0%	10.0%	10.0%
Vision	10.0%	10.0%	10.0%	10.0%
Life	10.0%	10.0%	10.0%	10.0%
Worker's Comp	3.0%	3.0%	2.0%	2.0%
Deferred Compensation	3.0%	3.0%	2.0%	2.0%
RHS	3.0%	3.0%	2.0%	2.0%
Car Allowances	0.0%	0.0%	0.0%	0.0%
Services & Supplies	3.0%	3.0%	2.0%	2.0%
Capital Outlay	3.0%	3.0%	2.0%	2.0%

LITIGATION –

The Town does not have any current or pending litigation.

**NOTES ON BUDGET PREPARATION
FY 2019/20**

DEBT OBLIGATIONS –

<u>Description</u>	<u>Sources of Funding</u>	<u>Outstanding Principal Balance as of July 1, 2018</u>
Construction of a Public Service Center	The General Fund obligation for FY 18/19 is \$371,218. The original issue of \$5,000,000 was issued in two parts, \$3,355,000 was a regular bond issuance and \$1,645,000 was issued as tax-exempt bonds. These bonds were refinanced in 2017. The original bonds were issued under a 30 year term.	\$4,062,000
Town Hall Building Purchase	The General Fund obligation for FY 18/19 is \$318,210. The original issue of \$5,615,000 was refinanced in 2015. The bonds were issued under a 25 year term.	\$4,170,000
	Total General Fund Debt Obligation	\$8,232,000
Redevelopment Bonds	The bonds were issued by the Redevelopment Agency in 2010. The funds from these bonds were eventually used to pay for a streetscape project in the Brickelltown Maintenance District. The bonds were issued under a 30 year term and are now the obligation of the Redevelopment Success Agency.	\$12,360,000
	Total Redevelopment Success Agency Debt Obligation	\$12,360,000

APPENDIX B – GLOSSARY OF BUDGET TERMS

Account – A four-digit number describing a revenue or expenditure.

Adopted Budget – The adopted budget is the annual operating budget approved by the Town Council for the fiscal year.

Beginning Balance – Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

Bond – Capital raised by issuing a written promise to pay a specified sum of money, called face value or principal amount, with interest at predetermined intervals.

Budget – A fiscal plan of financial operating listing an estimate of proposed expenditures and the proposed means of financing them. The budget must be approved by the Town Council prior to the beginning of the fiscal year.

California Public Employees' Retirement System (CalPERS) – The retirement system, administered by the State of California, to which all regular Town of Truckee employees belong.

Capital Asset/Capital Outlay – Land, infrastructure, and equipment used in operations that have a useful life greater than one year. The Town has set a capitalization threshold for capital asset at \$5,000. Expenditures made for capital assets are commonly referred to as “Capital Outlay”, and are shown in either the CIP or department budgets depending on whether the capital asset to be acquired is part of the Town’s capital improvement plan or needed for daily departmental operations.

Capital Improvement Plan (CIP) – The five-year financial plan for capital outlay to improve and/or maintain the Town’s infrastructure. Also lays out the Town’s plans for large, infrequent projects outside the normal scope of operations, such as the General Plan Update.

Consumer Price Index (CPI) – An indicator of inflation, used in calculating increases in salary increases, parcel charges and other calculations.

Contingency – A portion of the fund balance set aside by Council direction for a specific purpose, usually to protect the Town or a specific fund in times of economic downturn. Use or a change in the balance of a contingency is done via approval during the budget process.

Debt Service – Payment of the principal and interest on an obligation resulting from the issuance of bonds.

Department – An organization unit comprised of divisions or functions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Designation – A portion of the fund balance set aside by Council direction for a specific purpose, such as streetscaping projects or economic development. Use is planned via the budget process or council direction.

APPENDIX B – GLOSSARY OF BUDGET TERMS

Division – An organizational unit of a department, responsible for a specific activity related to public service.

Expenditure – The actual spending of governmental funds.

Fiscal Year – A twelve-month period of time to which the budget applies. In the Town of Truckee, the fiscal year is July 1 through June 30.

Fund – An independent fiscal and accounting entity with a self-balances set of accounts, used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance – The difference between fund assets and fund liabilities.

Gann Limit – State of California legislation that limits a City's appropriations growth rate to changes in population and either the change in California per capital income or the change in local assessment roll due to non-residential new construction.

General Fund – The primary fund of the Town of Truckee used to account for all revenues and expenditures of the Town not legally restricted as to use. This fund is used to accumulate the cost of the Town's general obligations.

Governmental Accounting Standards Board (GASB) – This organization establishes generally accepted accounting principles (GAAP) for state and local governments.

Grant – A contribution or gift of cash or other assets from another governmental entity or foundation to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant (CDBG) provided by the federal government.

Infrastructure – Facilities on which the continuance and growth of the community depend, such as roads, sidewalks, parks and public buildings.

Inventory – Supplies that the Town needs to have on hand for service purposes such as chains for snow removal equipment or sign posts.

Lease Revenue Bonds – A lending agreement secured by a lease on the acquired asset or other assets of the Town.

Memoranda of Understandings (MOU) – The documented agreements results from labor negotiations between the Town of Truckee and its various bargaining units.

Operating Budget – Annual appropriations of funds for ongoing program costs, including salaries and benefits, services and supplies. This is the primary means by which most of the financing, acquisition, spending and service delivery actions of the Town are controlled. Reserves and contingencies are also components of the Town's operating budget.

Ordinance – A formal legislative enactment by the Town Council. It has the full force and effect of law within the Town's boundaries.

APPENDIX B – GLOSSARY OF BUDGET TERMS

Other Post-employment Benefits (OPEB) – Post-employment benefits are those benefits other than pension benefits, including post-employment healthcare (retiree medical) or other non-pension benefits.

Personnel – A budget category that generally accounts for salaries for regular and temporary employees, overtime, and employee benefits, such as medical, dental, pension, and deferred compensation.

Projections – The Administrative Services Department’s five-year forecast of revenues and expenditures.

Proposed Budget – The proposed budget is the budget that is sent to the Town Council by the Town Manager. Once approved, the proposed budget, including changes made by the Town Council during its review, becomes the adopted budget.

Proprietary Funds – Town of Truckee activities that operate in a manner similar to private enterprises. Revenues are derived from fees charged to users, and the programs are largely cost covering. Also referred to as Enterprise Funds.

Reserve - A portion of the fund balance set aside by Council direction to save for a known future cost, such as road maintenance. Use is planned via the budget process or council direction.

Resolution – A special order of the Town Council, with a lower legal standing than an ordinance.

Revenues – Revenues include tax proceeds and compensation received for specific services provided to the public (external revenues), as well as revenues received from other funds (internal revenues).

Special Revenue Fund – This fund type is used to account for City revenues from sources that, by law or administrative action, are designated to finance particular functions or activities of government.

Supplies and Services – Expenditures for items that are ordinarily consumed within a fiscal year.

Transfers In or Transfers Out – Movement of revenue out of one fund or into another. The recipient fund uses the money to cover the cost of services provided (such as when the Gas Tax Fund transfers money to the General Fund).

Transient Occupancy Tax – A tax imposed on travelers who stay in temporary lodging facilities within the Town. Also referred to as bed tax or hotel tax.

APPENDIX C – ACRONYM LIST

- A -

A4AA – Area 4 Agency on Aging
 AB -
 ADA – American’s with Disabilities Act
 AHSC – Affordable Housing and Sustainable Communities
 AICP – American Institute of Certified Planners
 APA – American Planning Association
 APWA – American Public Works Association
 ATP – Active Transportation Program
 ATSSA – American Traffic Safety Services Association
 AVL – Automatic Vehicle Location
 AV – Audio visual system

- B -

BEST – Balanced Employee Safety Team
 BUD - Budget

- C -

CA – California
 CAD – computer aided design (software)
 CAFR – Comprehensive Annual Financial Report
 CalACT – California Association for Coordinated Transportation
 CALBO – California Building Officials
 CalPERS – California Public Employee’s Retirement System
 CalTIP – California Transit Indemnity Pool
 CAM – Common Area Maintenance
 CAP – Climate Action Plan
 CBOAC – County Building Officials Association of California
 CCAC – Clerks’ Association of California
 CDBG – Community Development Block Grant
 CDBW – California Department of Boating Waterways
 CDD – Community Development Department
 CFD – Community Facilities District
 CIP – Capital Improvement Plan/Project
 CLETS – California Law Enforcement Telecommunications System
 CMS – Content Management System
 COBRA – Consolidated Omnibus Budget Reconciliation Act (employee benefit continuation)
 COLA – Cost of Living Adjustment
 COPS – Citizens Option for Public Safety
 CPI – Consumer Price Index
 CRRRA – California Resource Recovery Association
 CSMFO – California Society of Municipal Finance Officers
 CSO – Community Service Officer
 CTSA – Consolidated Transportation Services Agency

- D -

DAR – Dial-A-Ride
 DCD – Director of Community Development
 DMV – Department of Motor Vehicles (California)
 DOF – Department of Finance (California)
 DOJ – Department of Justice
 DOT – Department of Transportation (California)
 DPR – Donner Pass Road
 DPW/TE – Director of Public Works, Town Engineer
 DTSP – Downtown Specific Plan
 DUI – Driving under the influence

- E -

EAP – Employee Assistance Program
 EPA – Environmental Protection Agency
 ERL – Eastern Regional Landfill
 EV – Electric Vehicle

- F -

FICA – Federal Insurance Contributions Act (employment tax)
 FPPC – Fair Political Practices Commission
 FTA – Federal Transit Administration
 FTE – Full-Time Equivalent
 FY – Fiscal Year

- G -

GASB - Governmental Accounting Standards Board
 GFOA – Governmental Finance Officers Association
 GIS – Geographic Information Systems
 GPS – Global Positioning System

- H -

HCD – California Department of Housing and Community Development
 HOME – Home Investment Partnership Program Grant
 HPAC – Historic Preservation Advisory Commission
 HRS - Hours
 HSIP – Highway Safety Improvement Program
 HSTT – Humane Society of Truckee-Tahoe
 HUD – United States Department of Housing and Urban Development
 HVAC – Heating, ventilation and air conditioning
 HWY - Highway

- I -

ICC – International Code Council
 ID – Identification
 IIMC – International Institute of Municipal Clerks
 IMSA – International Municipal Signal Association
 IT – Information Technology

APPENDIX C – ACRONYM LIST

- L -

LAFCO – Local Agency Formation Commission
 LAIF – Local Agency Investment Fund
 LCC – League of California Cities
 LCTOP – Low Carbon Transit Operations Program
 LTF – Local Transportation Fund

- M -

MDC – Mobile Data Computers
 MOU – Memorandum of Understanding
 MS4 – Municipal Separate Storm Sewer System
 MVL – Motor Vehicle License

- N -

NBPC – Non-Base Pay Compensation
 NCSO – Nevada County Sheriff's Office
 NCTC – Nevada County Transportation Commission
 NPDES – National Pollutant Discharge Elimination System
 NSAQMD – Northern Sierra Air Quality Management District
 NTLE – North Lake Tahoe Express
 NTTT – North Tahoe Truckee Transport
 NVC / NV CO – Nevada County

- O -

OES – Office of Emergency Services
 OMS – Operating Management System
 OPEB – Other Post Employment Benefits
 OSHA – Occupation Safety and Health Administration

- P -

PARSAC – Public Agency Risk Sharing Authority of California
 PEG – Public Education and Government Access
 PERS – Public Employees Retirement System
 PIOO – Public Information Officer's Organization
 PMP – Pavement Management Program
 POST – Police Officer Standard Training
 PTMISEA – Public Transportation Modernization, Improvement and Service Enhancement Account
 PUD – Public Utility District
 PW – Public Works

- R -

R & T – Revenue and Taxation
 RA – Redevelopment Agency
 RAB – Roundabout
 RHNA – Regional Housing Needs Allocation
 RHS – Retirement Health Savings
 RMS/CAD – Records Management System/Computer Aided Dispatch Replacement

ROPS – Recognized Obligation Payment Schedule
 RPTTF – Redevelopment Property Tax Trust Fund
 RSA – Redevelopment Successor Agency
 RSTP – Regional Safety and Transportation Program

- S -

SAFETEA-LU – Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users
 SAN – Storage Attached Networks
 SB – Senate Bill
 SGMA – Sustainable Groundwater Management Act
 SHOPP – State Highway Operation and Protection Program
 SHRM – Society of Human Resources Management
 SIR – Self-insured retention
 SRO – School Resource Officer
 SSL – Secure Socket Layer
 STA – State Transit Assistance
 STBG – Surface Transportation Block Grant
 SWMP – Storm Water Management Program

- T -

TART – Tahoe-Truckee Area Regional Transit
 TCC – Town Clerk and Communications Division
 TDA – Transportation Development Act
 TDPUD – Truckee Donner Public Utilities District
 TIGER – Transportation Investment Generating Economic Recovery
 TNT/TMA – Truckee/North Tahoe Transportation Management Association
 TOT – Transient Occupancy Tax
 TPD – Truckee Police Department
 TRCD – Tahoe Resource Conservation District
 TRPA – Tahoe Regional Planning Agency
 TSSA – Town Special Service Area
 TTAD – Truckee-Tahoe Airport District
 TTBD – Truckee Tourism Business Improvements District
 TTEA – Tahoe-Truckee Engineers Association
 TTSD – Truckee-Tahoe Sierra Disposal
 TTUSD – Truckee-Tahoe Unifies School District

- U -

UPRR – Union Pacific Railroad

- # -

4WD – Four wheel drive