

2016/17 EXPENDITURES BUDGET

TOWN OF TRUCKEE

POLICE

101.110.xx General Fund.Police							
Account		2014/15 ACTUAL	2015/16 AMENDED BUDGET	2015/16 ESTIMATED ACTUAL	2016/17 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-time	2,550,352	2,720,865	2,594,763	2,941,728	13.37%	8.12%
50.14	Wages - Regular Part time	83,863	120,074	54,540	111,965	105.29%	-6.75%
50.31	Overtime - Regular Full-time	175,252	185,000	179,681	178,500	-0.66%	-3.51%
50.32	Overtime - Holiday	111,137	123,536	132,985	124,593	-6.31%	0.86%
50.34	Overtime - Temporary	922	-	2,351	-	-100.00%	
54.xx	Benefits	1,286,029	1,253,786	1,244,928	1,386,835	11.40%	10.61%
54.61	Deferred Compensation	8,495	14,769	7,907	4,912	-37.88%	-66.74%
54.81	RHS	1,564	-	2,752	1,657	-39.79%	
	Total Personnel	4,217,613	4,418,029	4,219,907	4,750,190	12.57%	7.52%
SUPPLIES & SERVICES							
60.05	Non-taxable WC Pay	7,529	-	19,810	-	-100.00%	
60.10	Clothing and Uniforms	21,197	20,000	20,000	15,000	-25.00%	-25.00%
60.15	Education & Training	46,039	50,000	53,000	50,000	-5.66%	0.00%
63.34	Safety Supplies	14,635	16,000	16,000	16,000	0.00%	0.00%
63.05	Advertising	503	2,000	3,970	2,500	-37.03%	25.00%
63.10	Communication System Maintenance	11,173	15,000	15,000	15,000	0.00%	0.00%
63.25	Memberships & Dues	959	1,500	2,000	2,000	0.00%	33.33%
63.33	Software Supplies	16,959	24,244	30,500	38,719	26.95%	59.71%
63.35	General Supplies	29,367	28,000	28,000	28,000	0.00%	0.00%
63.36	Watercraft Inspection Expenses	21,158	25,000	74,077	168,723	127.77%	574.89%
63.45	Photocopying	612	750	750	750	0.00%	0.00%
63.50	Postage, Freight & Delivery	1,768	2,500	1,800	2,000	11.11%	-20.00%
63.55	Printing	2,650	5,000	1,500	3,000	100.00%	-40.00%
61.00	Professional Services	46,028	65,000	52,000	57,360	10.31%	-11.75%
61.10	Professional Services - Police Dispatch	363,165	371,420	371,420	371,689	0.07%	0.07%
63.69	DUI & Narcotics Analysis Fees	10,955	22,000	17,000	22,000	29.41%	0.00%
63.76	Towing Services	1,660	1,250	1,250	1,250	0.00%	0.00%
63.56	Publications	-	500	200	250	25.00%	-50.00%
63.70	Telephone	57,864	70,000	70,000	70,000	0.00%	0.00%
66.20	Repairs & Maint. - Office Equip.	-	250	250	250	0.00%	0.00%
66.50	Small Tools	1,753	-	-	-	0.00%	
67.15	Accidents & Damage	5,439	5,000	5,000	5,000	0.00%	0.00%
67.10	Abandoned Vehicle Towing	710	5,000	1,200	5,000	316.67%	0.00%
69.10	Vehicles - Fuel	87,836	100,000	75,000	100,000	33.33%	0.00%
69.20	Vehicles - Mileage	-	100	-	-	0.00%	-100.00%
69.70	Vehicles & Equip - R & M	1,350	5,500	70	-	-100.00%	-100.00%
69.76	Fleet Maintenance Allocation	144,504	107,150	138,478	146,263	5.62%	36.50%
	Total Supplies & Services	895,813	943,164	998,275	1,120,754	12.27%	18.83%
CAPITAL OUTLAY							
80.20	Computer Equipment	8,289	6,000	6,931	1,400	-79.80%	-76.67%
80.34	Fleet Replacement Fund	178,219	178,219	178,219	178,219	0.00%	0.00%
	Total Capital Outlay	186,508	184,219	185,150	179,619	-2.99%	-2.50%
	TOTAL	5,299,934	5,545,412	5,403,332	6,050,563	11.98%	9.11%

Note: See CIP C1208 for the Police Department Information Technology capital improvement project.

**TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - POLICE**

101.110.xx General Fund.Police

ACTIVITY DESCRIPTION

The Police Department provides all police-related services for the Town, including: Administration, Uniformed Patrol, Boat Patrol on Donner Lake, Investigative Services, School Resource Officer, Canine Officer, Animal Services, and Parking Enforcement. In addition the police department supports a number of community oriented initiatives that address prevention, intervention, and education components. As of FY16/17, the budget includes expenditures and revenues to fully implement an aquatic invasive species program, managed by the Police Support Services division. The budget assumes full grant funding of the program for the planning horizon.

The Truckee Police Department 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 department's staffing ratio encompasses the unique dynamics of the Town of Truckee that include varying population increases, a high number of second homeowners, tourism, and special events. The department has the unique privilege of serving a community that includes urban and rural type neighborhoods over a wide geographical region that includes a bisecting major interstate and river. In addition to traditional policing issues associated 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 police department in the year 2001 and consistent with the consultant's report in the year 2000, the police department has always had twenty-five (25) budgeted sworn police officers. This total includes the police chief through the rank of police officer. There have been budget years where the number of sworn police officers rose to twenty-six (26) or twenty-seven (27) because of additional grant funded positions but those grants expired many budget cycles ago. The number of sworn police officers reduced back to twenty-five (25) through attrition. The total number of budgeted sworn police officers has never fallen below twenty-five (25) until FY 2012/2013 when one position was unfunded as part of the adopted budget. This action was recommended by the police chief as a cost saving measure. The budget for FY 2013/2014 restored funding for the twenty-fifth position to return the department to the same staffing levels that have existed since the year 2001.

Over the course of the last four years the Police Chief has led a top to bottom analysis of the department's staffing and other resources in relation to the department's policing philosophy and activity levels. With the retirement of a police captain in FY 13/14, the Police Chief recommended that this senior management position remain unfilled and unfunded. Town personnel re-organization resulted in Animal Services and management of the parking division being transferred to the police department and much of the retired Captain's responsibilities have been absorbed by an existing civilian manager. The combined reduction in funding for Police and Animal Services personnel is approximately \$100,000, this is projected as an ongoing savings to the General Fund. An additional management reduction occurred in late FY 13/14, resulting in a reduced number of sergeants from five to four. The fifth sergeant position was converted to a civilian position at a substantially reduced budgeted cost. Lastly, during 14/15 the Police Executive Assistant retired and the position will remain unfunded/unfilled. This change will result in an ongoing reduction to the GF in the amount of \$115,000+. These staffing changes will have a net result of one reduction in sworn staffing from (25) to (24) but still provide the same number of sworn officers on patrol since the reduction occurred at the management level. The Police Chief is confident the reduction in management will not hamper or jeopardize services provided by the department and is contemporary with police best practices.

Budgeted staffing levels for the Police Department are:

<u>Position</u>	<u>Number of Employees</u>
Chief of Police	1
Captain	1
Support Services Manager	1
Sergeant (Patrol)	4
Sergeant (Reserve)	2
Office Assistant	1
Police Officer (Investigations)	2
Police Officer (School Resource)	1
Police Officer (Canine)	1
Police Officer (Patrol)	14*
Police Officer (Reserve)	2(part-time)
Dispatcher	5
Support Services Supervisor	1
Community Service Officer (CSO)	3
Community Service Officer (Property and Evidence)	1
Police Records Assistant	1

**TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - POLICE**

101.110.xx General Fund.Police

*Of the 14 budgeted Patrol Officers, one position is currently vacant and budgeted to be filled starting 10/1/16. In future years, the budget will reflect this position at full year costs.

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 Nevada County Sheriff's Department for police dispatch and Town 9-1-1 services since the inception of the PD in September of 2001. On November 1, 2012 all Nevada County LE agencies began contracting with NCSO for these services resulting in a regionalization of LE dispatch and 9-1-1. This resulted in contract savings for TPD of approximately \$150,000 annually. Although the regionalization of these services has resulted in less expense each year, the quality of service to our residents, visitors, and police staff has diminished. Police operations efficiency and safety has lessened particularly with TPD's closest allies, CHP and Placer County SO. GVPD, NCPD, and NCSO have universally expressed similar concerns likely leading to the regional arrangement being terminated at the conclusion of the contract on June 18, 2018. TPD standing up its own center over the course of the FY 16/17 and going live July 1, 2017 will greatly alleviate the significant issues with the current arrangement. The Town will have full control over philosophy, policy, service levels, and expectations rather than relinquishing such critical management tools to another agency when our dispatchers are often the first contact on behalf of the Town.

The FY 16/17 capital budget includes one time costs associated with equipping a Truckee Dispatch Center within Town Hall/Police Department along with some State 911 Fund reimbursements as well as staffing costs beginning on April 1, 2017 as the hiring process will need to commence prior to a go-live date of July 1, 2017. The one time expenses also includes a complete replacement of the PD's records management system which greatly improves the level and efficiency of data analysis and reporting rather than being inhibited from such contemporary practices by the County's current system.

<u>PERSONNEL</u>	<u>BUDGET</u>
<u>50.11</u> <u>WAGES - REGULAR FULL-TIME</u> – Provides for staffing as indicated above for all full-time positions. Less an amount of \$5,000 to accommodate for vacant positions.	\$ 2,941,728
<u>50.14</u> <u>WAGES - REGULAR PART-TIME</u> – Provides for three Reserve Police Officers. Also provides for two Reserve Sergeants.	\$ 111,965
<u>50.31</u> <u>OVERTIME - REGULAR FULL-TIME</u> – Provides for overtime costs associated with non-exempt positions. Overtime includes coverage for numerous community special events, staffing and court. The most significant community events foreseen in the FY 16/17 overtime budget are:	\$ 178,500
- Annual Independence Day celebration	\$ 10,000
- Truckee Thursdays	\$ 12,800
<u>50.32</u> <u>HOLIDAY PAY – NON-EXEMPT SWORN</u> – Provides for holiday pay accrual costs as provided for in the terms of the personnel agreement with the POA and accounting for the option of holiday accrual payoff to the employee in the first pay period of the month of December. The FY 16/17 budgeted cost reflects the maximum cost for fiscal 16/17 holiday hours worked.	\$ 124,593
<u>54.xx</u> <u>BENEFITS</u> - Provides for benefits such as workers' compensation, Town-paid payroll taxes and retirement benefits, health, dental, life and optical coverage as well as Medicare contribution.	\$ 1,386,835
<u>54.61</u> <u>DEFERRED COMP</u> - Deferred compensation provided as negotiated by employee groups.	\$ 4,912
<u>54.81</u> <u>RHS</u> - Retirement Health Savings (RHS) provided as negotiated by employee groups.	\$ 1,657
 <u>SUPPLIES and SERVICES</u>	 <u>BUDGET</u>
<u>60.10</u> <u>CLOTHING and UNIFORMS</u> - Provides for all uniform clothing, bullet resistant vests, and related duty gear and equipment. Also provides for all uniform cleaning, repair, and replacement.	\$ 15,000
<u>60.15</u> <u>EDUCATION and TRAINING</u> - Provides for costs related to travel and training for all members of the department. Officers are mandated to attend training which is certified and partially reimbursed by the Commission on Peace Officers Standards and Training (POST).	\$ 50,000

TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - POLICE

101.110.xx General Fund.Police

<u>SUPPLIES and SERVICES (cont'd)</u>	<u>BUDGET</u>
<u>63.34</u> <u>SAFETY SUPPLIES</u> - Provides for all safety supplies and repairs such as; firearms, personal protective equipment, batons, chemical agents, road flares, range equipment, ammunition, and less lethal tools and munitions.	\$ 16,000
<u>63.05</u> <u>ADVERTISING</u> - Provides for publication of informational materials to inform the community of enforcement policies, safety issues on Donner Lake and elsewhere in Town as necessary. Also provides for costs of advertising job openings in trade publications and other identified media.	\$ 2,500
<u>63.10</u> <u>COMMUNICATION SYSTEM MAINTENANCE</u> - Provides for the annual maintenance of emergency radio equipment. Annual rent expenses to the Truckee-Donner PUD for the police radio voter on Ski Slope Drive (currently \$807 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
<u>63.33</u> <u>SOFTWARE</u> - Provides for:	\$ 38,719
<u>Support:</u> CLETS maintenance agreement (DOJ)	\$ 6,800
- Executive Information Services (EIS): RMS maintenance and support service agreement plan.	\$ 8,000
- Nixle (costs anticipated to be reimbursed by Nevada County OES)	\$ 3,160
- Lexipol Policy Manual Management & Daily Training Bulletins Management (\$3000 of cost reimbursed by PARSAC)	\$ 11,415
- Software licenses: TRAK-Critical Reach, COPWARE, Mapscenes, GTG Vantage Point, Celebrite, IA Pro, and Leads Online	\$ 9,004
- Annual maintenance contract Evidence Bar Code Scanner	\$ 340
<u>63.35</u> <u>GENERAL SUPPLIES</u> – Provides for all non-safety supplies, non-capital items, and equipment. Provides for expenses related to conducting employment interviews and staff meetings. Also includes Shred-it document services at \$45/month, tools, evidence packaging items, and unique equipment needs not contained or described in other accounts.	\$ 28,000
<u>63.36</u> <u>WATERCRAFT INSPECTION PROGRAM</u> – Provides for costs associated with the program including signage, educational materials, watercraft inspection stickers, credit card fees, computer and IT equipment, advertising, and contract costs associated with water craft inspections. As of FY16/17, the Town has 2 concurrent grants actively funding the aquatic invasive species program. See General Fund "Aquatic Invasive Species Program Grants" revenue account for offsetting revenues.	\$ 168,723
<u>63.45</u> <u>PHOTOCOPYING</u> - Provides for annual agreement for Police department copy machine.	\$ 750
<u>63.50</u> <u>POSTAGE, FREIGHT & DELIVERY</u> – Provides for anticipated postage costs.	\$ 2,000
<u>63.55</u> <u>PRINTING</u> – Provides for printing of business cards, traffic citations, parking citations, and report forms. Also includes funds for printing of materials, which will be distributed to educate the community about ongoing community-policing issues. Printing annual report.	\$ 3,000

**TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - POLICE**

101.110.xx General Fund.Police

<u>SUPPLIES and SERVICES (cont'd)</u>		<u>BUDGET</u>
<u>66.20</u>	<u>REPAIR & MAINTENANCE - OFFICE EQUIPMENT</u> - Provides for repair and maintenance of all office equipment, including computer network and operating systems, computer and server warranty extensions and back-up power supply replacements.	\$ 250
<u>67.15</u>	<u>ACCIDENTS and DAMAGE</u> - Provides payment of costs for personal property or department property that may be damaged by department employees while acting within the scope of employment.	\$ 5,000
<u>67.10</u>	<u>ABANDONED VEHICLE TOWING</u> - 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.	\$ 5,000
<u>69.10</u>	<u>VEHICLES - FUEL</u> - Provides for motor vehicle fuel.	\$ 100,000
<u>69.76</u>	<u>FLEET MAINTENANCE ALLOCATION</u> - Provides for allocation of vehicle maintenance costs provided by the Fleet Department.	\$ 146,263
 <u>CAPITAL OUTLAY</u>		
<u>80.20</u>	<u>COMPUTER EQUIPMENT</u> – Provides for computer replacements. One PC is due this year (\$1,400 ea).	\$ 1,400
<u>80.34</u>	<u>FLEET REPLACEMENT FUND</u> - Provides funds identified for replacement in the Fleet Replacement Plan.	\$ 178,219

2016/17 EXPENDITURES BUDGET
TOWN OF TRUCKEE
ANIMAL SERVICES

101.111.00 General Fund.Animal Services.Non-Division

Account		2014/15 ACTUAL	2015/16 AMENDED BUDGET	2015/16 ESTIMATED ACTUAL	2016/17 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
	PERSONNEL						
50.11	Wages - Regular Full-time	145,427	164,718	163,973	202,198	23.31%	22.75%
50.14	Wages - Regular Part-time	-	15,072	-	17,989	0.00%	19.35%
50.15	Wages - Temporary/Seasonal	27,653	16,485	35,432	10,721	-69.74%	-34.97%
50.31	Overtime - Regular Full-time	782	2,000	2,000	2,000	0.00%	0.00%
50.35	Overtime - Temporary/Seasonal	41	-	-	-	0.00%	
54.xx	Benefits	66,156	76,210	80,043	94,380	17.91%	23.84%
54.61	Deferred Compensation	1,088	923	858	897	4.55%	-2.82%
	Total Personnel	241,147	275,408	282,306	328,185	16.25%	19.16%
	SUPPLIES & SERVICES						
60.10	Clothing and Uniforms	1,357	1,000	1,000	1,000	0.00%	0.00%
60.15	Education & Training	4,078	5,000	3,500	5,000	42.86%	0.00%
63.05	Advertising	847	1,500	-	1,500	0.00%	0.00%
63.25	Memberships & Dues	665	400	400	500	25.00%	25.00%
63.33	Software Supplies	-	4,000	4,000	2,800	-30.00%	-30.00%
63.35	General Supplies	1,632	2,500	3,300	3,000	-9.09%	20.00%
63.45	Photocopying	605	-	1,000	1,000	0.00%	
63.50	Postage, Freight & Delivery	1,841	2,000	4,000	4,000	0.00%	100.00%
63.55	Printing	1,234	2,000	1,800	2,000	11.11%	0.00%
61.00	Professional Services	3,247	5,000	4,000	4,000	0.00%	-20.00%
63.70	Telephone	3,725	5,000	5,000	5,000	0.00%	0.00%
66.10	Repair & Maint - Buildings	707	-	1,000	1,000	0.00%	
66.50	Small Tools	-	200	-	200	0.00%	0.00%
67.05	Shelter Supplies	19,846	30,000	22,000	25,000	13.64%	-16.67%
69.10	Vehicles - Fuel	844	-	-	-	0.00%	
	Total Supplies & Services	40,629	58,600	51,000	56,000	9.80%	-4.44%
	CAPITAL OUTLAY						
8020	Computer Equipment	-	-	-	-	0.00%	
	Total Capital Outlay	-	-	-	-	0.00%	
	TOTAL	281,776	334,008	333,306	384,185	15.26%	15.02%

TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - ANIMAL SERVICES

101.111.00 General Fund. Animal Services..Non-Division

ACTIVITY DESCRIPTION

Animal Services plans, supervises, coordinates, and participates in the operation of the 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, as well as administrating the community spay and neuter program. Shelter services are provided to Placer County and Sierra County by contract. Animal Services is managed as part of the Support Services Division in the Police Department.

The Animal Shelter opened to the public in September 2013. This year's budget includes a restructuring/addition of Shelter staff hours. Specifically, the Animal Caretaker position that currently maintains the front counter is being converted from a .40 FTE to a .75 FTE to accommodate an increase in administrative work and customer walk-ins at the Shelter. There are also additional hours being added to one of the on-call animal caretaker positions to take the position to a part-time .50 FTE. The total FTE for the Shelter including the Support Services Manager with the addition of these hours is 4.85.

Continuing activities during the 2016/17 budget year include 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/Neuter Program will continue to be offered along with our Shelter partners, the Humane Society of Truckee-Tahoe. The program offers low and no cost spaying and neutering to qualifying pet owners within the town. Utility and building maintenance costs are split 50% /50% between the Town and the Humane Society. The Town's 50% costs are included in this budget.

Calendar year 2015 saw another increase in the total number of animal intakes at the Shelter. Total intakes for 2015 were 965, a 10% increase over 2014. So far through April of 2016, the Shelter has increased intakes as compared to the same period in 2015 by 51%. During the same time period, adoption rates have increased by 59% and participation in the Community Spay/Neuter Program has increased by 59%. There were over 760 field calls for service with 49 animal bites handled and 78 citations issued.

PERSONNEL

BUDGET

<u>50.11</u>	<u>WAGES - REGULAR FULL-TIME</u> - Provides for one Support Services Manager (30%), one Animal Shelter Supervisor, two Animal Caretakers (100%), and one Animal Caretaker (75%).	\$ 202,198
<u>50.14</u>	<u>WAGES - REGULAR PART-TIME</u> – Provides for 1040 hours for one part-time Animal Caretaker.	\$ 17,989
<u>50.15</u>	<u>WAGES - TEMPORARY/SEASONAL</u> – Provides for 650 hours of time to use for on-call Animal Caretakers to cover for sick time, vacations, and training.	\$ 10,721
<u>50.31</u>	<u>OVERTIME - REGULAR FULL-TIME</u> - Provides for costs of coverage due to work load, employee time off, holiday coverage, sick leave time, etc.	\$ 2,000
<u>54.xx</u>	<u>BENEFITS</u> - Provides for benefits such as workers' compensation, Town-paid payroll taxes and retirement benefits, health, dental, life and optical coverage as well as Medicare contribution.	\$ 94,380
<u>54.61</u>	<u>DEFERRED COMP</u> - Deferred compensation provided as negotiated by employee groups.	\$ 897

SUPPLIES and SERVICES

<u>60.10</u>	<u>CLOTHING and UNIFORMS</u> - Provides uniforms and equipment for Animal Services staff.	\$ 1,000
<u>60.15</u>	<u>EDUCATION and TRAINING</u> - Provides for employees' attendance at shelter specific training, Associations regular meetings & annual training conferences, computer training, and customer service training.	\$ 5,000

TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - ANIMAL SERVICES

101.111.00 General Fund. Animal Services..Non-Division

<u>SUPPLIES and SERVICES (cont'd)</u>	<u>BUDGET</u>
<u>63.05</u> <u>ADVERTISING</u> - Provides for the cost of advertising for vaccination clinics and licensing renewal reminders.	\$ 1,500
<u>63.25</u> <u>MEMBERSHIPS and DUES</u> - Provides for memberships in the California Animal Control Directors' Association, State Humane Association of California, Society of Animal Welfare Administrators, California Association of Veterinary Technicians, and the Humane Society Veterinarian Medical Association.	\$ 500
<u>63.33</u> <u>SOFTWARE SUPPLIES</u> - Provides for software support and maintenance for the Animal Services software (\$1800) (Half of these costs will be reimbursed by the Humane Society of Truckee-Tahoe). New this year is the addition of a data/file storage module that will allow for upload and linking of documents, photos, and videos to individual records. (\$1000, Half of these costs will be reimbursed by the Humane Society of Truckee-Tahoe).	\$ 2,800
<u>63.35</u> <u>GENERAL SUPPLIES</u> - Provides for miscellaneous office supplies such as stationery, forms, small equipment, and credit card fees. Increase due to addition of postage machine at shelter (some costs are recovered from HSTT based on usage).	\$ 3,000
<u>63.45</u> <u>PHOTOCOPYING</u> - Provides for copy usage based upon monthly meter readings. A portion of these costs are recovered from HSTT based on usage.	\$ 1,000
<u>63.50</u> <u>POSTAGE, FREIGHT and DELIVERY</u> - Provides for license mailings and daily Animal Services mailings, vehicle abatement mailings, follow-ups, and warnings. A portion of these costs are recovered from HSTT based on usage.	\$ 4,000
<u>63.55</u> <u>PRINTING</u> - Provides for Animal Services forms, citation books, and dog license tags.	\$ 2,000
<u>61.00</u> <u>PROFESSIONAL SERVICES</u> - Provides for Veterinarian costs for impounded animals, rabies testing, and disposal of hazardous waste. - Spay/neuter costs are offset by grant revenue from the State of CA. See General Fund "grant revenue" account.	\$ 4,000
<u>63.70</u> <u>TELEPHONE</u> - Provides for costs based upon allocation of base and long distance charges. Also provides for cellular charges and wireless laptop access charges. Portion of costs will be recovered through billing to the Humane Society of Truckee-Tahoe.	\$ 5,000
<u>66.10</u> <u>REPAIR and MAINTENANCE - BUILDINGS</u> - Provides for maintenance supplies not included in the Facilities budget.	\$ 1,000
<u>66.50</u> <u>SMALL TOOLS</u> - Provides for replacement of miscellaneous small tools such as gloves, capture equipment, etc.	\$ 200
<u>67.05</u> <u>SHELTER SUPPLIES</u> - Provides for the supplies needed for the sanitary upkeep of the Shelter, kennel areas, bathrooms, and office areas, vaccinations and medicine for the animals, and food for the animals.	\$ 25,000

2016/17 EXPENDITURES BUDGET

TOWN OF TRUCKEE

PARKING FUND

501.000.00 Parking Fund.Non-Department.Non-Division

OBJECT CODE		2014/15 ACTUAL	2015/16 AMENDED BUDGET	2015/16 ESTIMATED ACTUAL	2016/17 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
PERSONNEL							
50.11	Wages - Regular Full-time	101,269	113,957	97,418	120,770	23.97%	5.98%
50.31	Overtime - Regular Full-time	1,831	500	2,130	500	-76.53%	0.00%
50.32	Overtime - Holiday	-	700	751	735	-2.13%	4.98%
54.xx	Benefits	44,111	44,974	39,820	50,678	27.27%	12.68%
54.11	GASB 68 Pension Expense	(2,495)	-	-	-	0.00%	
54.61	Deferred Compensation	1,069	1,235	377	508	34.69%	-58.89%
54.81	RHS	82	-	84	88	4.76%	
55.80	Compensated Absences	4,742	1,309	-	3,266	0.00%	149.57%
	Total Personnel	150,610	162,675	140,580	176,545	25.58%	8.53%
SUPPLIES & SERVICES							
60.10	Clothing and Uniforms	-	200	-	200	0.00%	0.00%
60.15	Education & Training	-	2,000	-	2,000	0.00%	0.00%
63.01	Administrative Overhead	43,046	43,195	38,169	46,123	20.84%	6.78%
63.05	Advertising	-	500	-	500	0.00%	0.00%
63.10	Repairs & Maint. - Enforcement Equip	-	250	-	250	0.00%	0.00%
63.20	Janitorial Supplies	155	500	200	300	50.00%	-40.00%
63.25	Membership & Dues	135	300	300	300	0.00%	0.00%
63.33	Software Services and Supplies	15,542	22,581	20,000	22,581	12.91%	0.00%
63.35	General Supplies	259	500	200	500	150.00%	0.00%
63.40	Permits, Licenses & Fees	10,168	13,200	13,200	13,200	0.00%	0.00%
63.45	Photocopying	-	75	75	75	0.00%	0.00%
63.50	Postage, Freight & Delivery	306	500	800	800	0.00%	60.00%
63.55	Printing	24	50	25	50	100.00%	0.00%
61.00	Professional Services	111	-	-	-	0.00%	
61.20	Prof. Svcs.- Snow Removal & Maint	30,140	45,000	-	-	0.00%	-100.00%
61.30	Marketing/Public Relations	2,250	5,000	2,000	3,000	50.00%	-40.00%
63.56	Publications	-	100	-	100	0.00%	0.00%
61.36	Town Services - Snow Removal	237	10,000	30,000	35,000	16.67%	250.00%
61.37	Town Services - Maintenance	851	5,000	3,000	5,000	66.67%	0.00%
63.70	Telephone	1,490	2,000	1,500	1,500	0.00%	-25.00%
63.75	Utilities	676	720	800	800	0.00%	11.11%
63.80	Credit Card Fees	42,306	40,000	45,000	45,000	0.00%	12.50%
63.83	Bank Fees	4,076	3,700	4,700	4,700	0.00%	27.03%
66.15	Repairs & Maint - Meters	35	500	-	500	0.00%	0.00%
66.20	Repairs & Maint. - Office Equipment	-	50	-	50	0.00%	0.00%
67.06	Supplies - Meter, Signs, Enforcement	13,803	15,000	10,000	15,000	50.00%	0.00%
69.10	Vehicles - Fuel	1,382	1,400	1,400	1,400	0.00%	0.00%
69.70	Vehicles & Equip - R & M	-	50	-	-	0.00%	-100.00%
69.76	Fleet Maintenance Allocation	1,539	2,143	1,484	1,923	29.63%	-10.26%
68.51	Land Leases	87,467	90,000	98,000	100,000	2.04%	11.11%
68.50	Rent - Office Space	16,156	15,640	16,576	18,428	11.17%	17.82%
	Total Supplies & Services	272,151	320,155	287,428	319,280	11.08%	-0.27%
CAPITAL OUTLAY							
77.10	Transfer to Capital Improvement Projects	-	129,600	2,500	627,500	25000.00%	384.18%
80.35	Machinery and Equipment	112,157	-	-	-	0.00%	
89.00	Depreciation Expense	624	625	625	625	0.00%	0.00%
	Total Capital Outlay	112,781	130,225	3,125	628,125	20000.00%	382.34%
	TOTAL	535,542	613,054	431,133	1,123,950	160.70%	83.34%
80.70	Less: Capital Assets	(112,157)	(110,000)	-	(610,000)		
	TOTAL NET EXPENDITURES	423,385	503,054	431,133	513,950	19.21%	2.17%

TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - PARKING FUND

501.000.00 Parking Fund.Non-Department.Non-Division

ACTIVITY DESCRIPTION

The 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.

PERSONNEL

BUDGET

<u>50.11</u>	<u>WAGES - REGULAR FULL-TIME</u> - Provides for the Chief of Police (5%), Support Services Manager (15%), Support Services Supervisor (25%), (1) Community Service Officer (45%), (2) Community Service Officers (25% each), (1) Records Assistant (5%), and (1) Police Sergeant (10%) .	\$	120,770
<u>50.31</u>	<u>OVERTIME - REGULAR FULL-TIME</u> - Provides funds for overtime of enforcement personnel.	\$	500
<u>50.32</u>	<u>HOLIDAY PAY – NON-EXEMPT SWORN</u> – Provides for holiday pay accrual costs as provided for in the terms of the personnel agreement with the POA and accounting for the option of holiday accrual payoff to the employee in the first pay period of the month of December.	\$	735
<u>54.00</u>	<u>BENEFITS</u> - Provides for benefits such as workers' compensation, Town-paid payroll taxes and retirement benefits, health, dental, life and optical coverage as well as Medicare contribution.	\$	50,678
<u>54.61</u>	<u>DEFERRED COMP</u> - Deferred compensation provided as negotiated by employee groups.	\$	508
<u>54.81</u>	<u>RHS</u> - Retirement Health Savings (RHS) provided as negotiated by employee groups.	\$	88
<u>55.80</u>	<u>COMPENSATED ABSENCES</u> - For this enterprise fund, the account will incur the liability of the unused portion of vacation and sick time in accordance with the accounting rules for enterprise funds.	\$	3,266

SUPPLIES and SERVICES

<u>60.10</u>	<u>CLOTHING and UNIFORMS</u> - Provides funding for uniforms for Parking Division staff as needed.	\$	200
<u>60.15</u>	<u>EDUCATION and TRAINING</u> – Provides for ongoing training for the Parking Division staff.	\$	2,000
<u>63.01</u>	<u>ADMINISTRATIVE OVERHEAD</u> - Provides funding to reimburse the general fund for Parking Division related administrative overhead costs. This charge is necessary to properly reflect the costs of the Parking Division, which is being operated as an enterprise fund. The increase reflects a greater allocation of total personnel costs to administrative departments, increased spend on Town IT infrastructure and the budgeted purchase and implementation of a new Town-wide enterprise resource system.	\$	46,123

TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - PARKING FUND

501.000.00 Parking Fund.Non-Department.Non-Division

<u>SUPPLIES and SERVICES (cont'd)</u>	<u>BUDGET</u>
63.05 <u>ADVERTISING</u> – Provides for advertisements in the newspaper, parking magazines, etc. regarding professional services contracts, construction bids, etc.	\$ 500
63.10 <u>REPAIRS & MAINTENANCE - ENFORCEMENT EQUIPMENT</u> - Provides for the repair costs for mobile radio units and citation writing equipment.	\$ 250
63.20 <u>UNIFORM DRY CLEANING</u> - Provides for employee uniform cleaning.	\$ 300
63.25 <u>MEMBERSHIPS and DUES</u> - Provides for annual membership dues for professional parking associations.	\$ 300
63.33 <u>SOFTWARE SERVICES AND SUPPLIES</u> - Provides for meter communication fees to CALE (\$18,081) and the service contract for the citation management program with Velosum (\$4,500). Increase due to rate increase in monthly meter monitoring.	\$ 22,581
63.35 <u>GENERAL SUPPLIES</u> - Provides for office expenses including paper, printer toner, miscellaneous office supplies, and the shared expense of other Town-wide office supplies allocated to the Parking Division.	\$ 500
63.40 <u>PERMITS, LICENSES and FEES</u> – Provides for fees to Nevada County for paid parking citations as required by State Law.	\$ 13,200
63.45 <u>PHOTOCOPYING</u> – Allocation of monthly maintenance contract costs.	\$ 75
63.50 <u>POSTAGE, FREIGHT and DELIVERY</u> - Provides for anticipated postage/ mailing costs for Parking Division operations.	\$ 800
63.55 <u>PRINTING</u> - Provides for printing costs related to Parking Division operations.	\$ 50
61.30 <u>MARKETING/PUBLIC RELATIONS</u> - This account provides for public outreach and marketing of the Downtown Parking Division.	\$ 3,000
63.56 <u>PUBLICATIONS</u> - This account provides for parking magazine subscriptions and resource books/materials required for the Support Services Manager and Community Service Officers to perform required duties.	\$ 100
61.36 <u>TOWN SERVICES - SNOW REMOVAL</u> - This account provides for snow removal and off-haul in the Downtown Parking Division by the Town of Truckee's Public Works Department. FY14/15 budget assumed snow removal services to be provided by an outside contractor but no bids were received and the service was provided by the Town's Public Works Department.	\$ 35,000
61.37 <u>TOWN SERVICES - MAINTENANCE</u> - This account provides for maintenance of parking areas in the Downtown Parking Division, including sweeping, striping, slurry seal, paving and signage installation by the Town's Public Works Department.	\$ 5,000

TOWN OF TRUCKEE
2016/17 ANNUAL BUDGET DETAIL
PUBLIC SAFETY - PARKING FUND

501.000.00 Parking Fund.Non-Department.Non-Division

<u>SUPPLIES and SERVICES (cont'd)</u>	<u>BUDGET</u>
63.70 <u>TELEPHONE</u> - Provides for costs based upon allocation of base and long distance charges, allocation of Optical Fiber Network required for internet connection and other annual phone charges for the Cisco phone system. Also includes modem fees, data line, and long distance charges related to customer call-backs, and three cell phones that are used to communicate with Parking Division personnel when away from Town Hall.	\$ 1,500
63.75 <u>UTILITIES</u> - Provides for safety lighting in the Fire Station and Beacon parking lots.	\$ 800
63.80 <u>CREDIT CARD FEES</u> - Provides for credit card processing fees associated with meter parking fees and citation payments.	\$ 45,000
63.83 <u>BANK FEES</u> - Bank charges associated with the armored car service that picks up the coin deposit from the Town.	\$ 4,700
66.15 <u>REPAIRS & MAINT. - METERS</u> - Provides for routine maintenance and unscheduled repair of parking meters.	\$ 500
66.20 <u>REPAIRS & MAINT. OFFICE EQUIPMENT</u> - Provides for routine maintenance and unscheduled repair of office equipment.	\$ 50
67.06 <u>SUPPLIES - METER, SIGNS, ENFORCEMENT</u> - Provides for meter receipt paper, citation paper, meter cleaning supplies, meter spare parts, employee permits, instructional decals, and signage.	\$ 15,000
69.10 <u>VEHICLES - FUEL</u> - Provides for fuel allocation for Parking Division vehicles.	\$ 1,400
69.76 <u>FLEET MAINTENANCE ALLOCATION</u> - Provides for allocation of vehicle maintenance costs provided by the Fleet Department.	\$ 1,923
68.51 <u>LAND LEASES</u> - Provides for the annual lease payments to private off-street parking lot areas, including the Fire Station lot, Beacon lot, and the Jax Diner lot.	\$ 100,000
68.50 <u>RENT - OFFICE SPACE</u> - Provides for the Parking Division's lease of Town Hall office space.	\$ 18,428
 <u>CAPITAL OUTLAY</u>	
77.10 <u>TRANSFER TO CAPITAL PROJECTS</u> - Includes funding for Brickelltown Streetscape Improvement Project and seal coat for downtown parking lots	\$ 627,500
89.00 <u>DEPRECIATION EXPENSE</u> - For this enterprise fund, the account will expense the used portions of fixed assets in accordance with the accounting rules for enterprise funds.	\$ 625