

TOWN OF TRUCKEE
California

ORDINANCE 2026-08

AN ORDINANCE OF THE TOWN OF TRUCKEE
AMENDING TRUCKEE MUNICIPAL CODE, TITLE 3, REVENUE AND FINANCES

WHEREAS, the Town Council adopted formal financial policies with Resolution 2006-46 committing the Town to providing high quality, efficient, and cost-effective public services; and

WHEREAS, the Town Council is committed to promoting professional management of the Town's financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit; and

WHEREAS, the Governmental Finance Officers Association of the United States and Canada which is the preeminent authority promulgating best practices for financial management of state and local government agencies recommends the formal adoption of fiscal policies; and

WHEREAS, the Town Council accepted the Town of Truckee Operation and Service Delivery Review Report on May 13, 2025 including Recommendation 10 directing the Town to formally adopt an internal control policy framework and Recommendation 60 directing the Town to ensure that the Town's financial policies are complete and consistent with best practice; and

WHEREAS, the Town Council reviewed questions regarding the potential updates to the Town's financial policies at its October 14, 2025 meeting and wishes to make adjustments to the Town's practices as they relate to revenues and finances;

The Town Council of the Town of Truckee Does Ordain as Follows:

Section 1.

Enactment. Truckee Municipal Code Title 3 Sections 3.08.050, 3.12.050, 3.12.100, and 3.16.010.1 are hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by reference.

Section 2.

Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Town Council of the Town of Truckee hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases may be held invalid or unconstitutional.

Section 3.

Summary Publication. The Town Clerk is hereby directed to publish this ordinance or a summary thereof in accordance with the law.

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The foregoing ordinance was introduced at a regular meeting of the Truckee Town Council held on the ___ day of _____ 202_, and adopted at a regular meeting of the Truckee Town Council, on the ___ day of _____; _____, moved for the adoption, the motion was seconded by _____ and was carried by the following vote:

AYES:

NOES:

ABSENT:

Anna Klovstad, Mayor

ATTEST:

APPROVED AS TO FORM:

Kelly Carpenter, Town Clerk

Andy Morris, Town Attorney

Exhibit "A" - Amendments to Title 3 Revenue and Finance of the Truckee Municipal Code.

EXHIBIT “A”

Title 3, Revenue and Finances, of the Truckee Municipal Code is hereby amended to read as follows (additions are showing in underline type and deletions are shown in ~~striketrough~~ type):

CHAPTER 3.08 TOWN FUNDS

3.08.050 Reports

The Town Treasurer shall make a ~~monthly~~ periodic report to the Town Council of all investments made pursuant to the authority delegated in this chapter, the frequency of which shall be determined by Town Council resolution.

CHAPTER 3.12 PURCHASES

3.12.050 Purchasing Authority

The Town Manager is authorized to execute any such personal, professional or consulting service or other contractual services and to authorize the purchase of any supplies or equipment in an amount up to: (i) ~~\$50,000~~\$75,000 per vendor, per Town fiscal year, for each Town division, or a different amount specified for purchase order or approval by Town Council resolution; (ii) \$100,000 for a public project, routine operating supplies, capital projects that are included in the Fleet Replacement Program, and software maintenance upgrade costs which are available from only one existing vendor, as defined in the Purchasing Rules and Regulations, provided such contract was included in the Town’s approved annual budget; or (iii) such other amount specified by Town Council resolution, provided that all such contracts are consistent with the Town’s adopted budget. All other such contracts shall be approved by the Town Council; giving the Town Manager authority to sign the contract. The Town Manager shall provide authority to Department Heads, as “department purchasing agents” to make purchases through their staff according to this ordinance and the Purchasing Rules and Regulations. See Purchasing Rules and Regulations for other signatory authority.

3.12.100 Blanket Purchase Orders – Cumulative Purchases

Where individual purchases to a vendor may or may not require a purchase order, but where cumulative purchases in a fiscal year by a single Town division (i.e. those operations overseen by a single Town employee designated as a division manager) from a vendor are in excess of ~~\$5,000~~ \$6,500, or a different amount specified for purchase order or approval by Town Council resolution, and a contract and/or other authority has not been approved by Town Council:

- (a) A blanket purchase order is authorized.
- (b) If the estimated cumulative purchases are more than the amount requiring Council approval the Town Council must approve in advance a “not to exceed” amount for a blanket purchase order.

CHAPTER 3.16 DEMANDS AND CLAIMS

3.16.010.1 Tort Claims

- (a) All tort claims filed against the Town of Truckee shall be acted upon within forty-five (45) days of receipt. Each claim will be submitted to the Town Attorney and the Town Manager for review with a specified date for follow-up which will allow sufficient time for it to be acted upon within the forty-five (45) days period.
- ~~(b) For tort claims of less than \$10,000, the investigation will be conducted by Town staff. The affected department will provide any necessary reports and its recommendation as to the claim disposition. That information will then be reviewed to determine if the claim should be settled or denied. An investigation of the claim will be conducted. The affected department will provide any necessary reports and its recommendations as to the claim disposition. Upon its review, the Town will determine if the claim should be settled or denied.~~
- ~~(c) For all other tort claims, the investigation will be conducted by the Town's claims administration firm. A preliminary report will be issued to the Town with a recommendation as to acceptance, rejection or compromise of the claim. Upon its review, the Town will determine if the claim should be settled or denied.~~
- (d) For tort claims of less than \$~~10,000~~75,000, the Town Manager has settlement/denial authority with the concurrence of the Town Attorney. Claims of \$~~10,000~~75,000 or more must be reviewed by the Town Council and recommended for settlement or denial.