

Town Council

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April 30, 2026

Lori Kelley, Operations Manager
Glenshire Devonshire Residents Association
15726 Glenshire Drive
Truckee, CA 96161

RE: Truckee Special Service Area 5 Funds

Dear Ms. Kelley,

The purpose of this letter is to provide the Glenshire Devonshire Residents Association (GDRA) with updated information regarding Truckee Special Service Area 5 (TSSA 5). Please note that the information presented in this letter is preliminary based upon the Town's Fiscal Year (FY) 26/27 administrative draft budget, which has not been reviewed by the Town Council and is subject to change.

TSSA 5 Background

Properties within the Glenshire/Devonshire (Glenshire) subdivision are contained within TSSA 5. There is an existing annual assessment amount of \$115.00 per improved lot and \$23.00 per unimproved lot on properties within TSSA 5, except for \$176.00 per improved lot and \$84.00 per unimproved lot in Cambridge Estates. This results in approximately \$182,066 per year of revenue to the special assessment fund. All funds are maintained in an individual account, which bears interest, and whose use is limited to the purpose for which the funds were collected. Allowable uses of the parcel charge include roadway and drainage maintenance and improvement; trail development and construction; transit service; and traffic safety improvements. Note that townwide microtransit services (TART Connect) are now included in the overall Town operational budget and there currently is no expected increased transit service level in Glenshire that would require expenditure of TSSA 5 funds for transit.

Ongoing Uses of TSSA 5 Funds

In recent years, TSSA 5 funds have been, and continue to be, used for three primary purposes:

1. **Improved Maintenance on Glenshire Roadways:** Consistent with the Town's Pavement Maintenance Program (PMP), the TSSA 5 funds continue to be used to pave Glenshire local roadways more frequently (on an approximate 25-year interval as opposed to a 30-year interval). The funds are also used to overlay the Glenshire Drive and Dorchester Drive loop (a TSSA Major Collector Road) on an 8-year cycle as opposed to the 15-year cycle applied to other collector roads in Town.
2. **Reserve Funding for Future Pavement Maintenance:** The funds establish a reserve fund to

allow future pavement maintenance within Glenshire to occur more frequently than on roads in other areas of the Town.

3. **Special Projects:** The funds are also used for special projects if surplus funding is available. Examples of special projects in prior years include the speed feedback signs on Glenshire Drive (Fiscal Year 23/24) and the Micro Transit pilot program (Fiscal Year 22/23).

Proposed Budget

As shown in **Table A** (attached), the Town proposes to utilize TSSA 5 funds on Annual Paving and Drainage Projects in the coming years. These projects include annual paving of selected roads based upon the 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.

GDRA has expressed support for a more formal bicycle crossing for Glenshire Drive near the entrance to the Legacy Trail. Although we acknowledge this request, we have not placed this project into the proposed budget due to a lack of resources. The Town intends to initiate an update to its Trails and Bikeways Master Plan/Active Transportation Plan in 2026, which will evaluate a variety of potential pedestrian and bicycle improvements on a townwide basis. This project could be considered for inclusion in the updated plan, which will also include prioritization of all the various potential projects.

Based on the current expenditure estimates, the Town anticipates a TSSA 5 fund balance between approximately \$827,000 and \$1,192,000 over the next 5 fiscal years.

Town Local Road Repaving Recurrence Interval

Town staff is currently in the process of updating the Town's Pavement Maintenance Program (PMP), with an anticipated adoption date by Town Council in summer 2026. As part of the update process, Town staff has identified a potential need to increase the repaving frequency of local roads throughout town, which would reduce TSSA 5's share of the additional local road maintenance in Glenshire, which is calculated to be the additional cost associated with the increased paving frequency of local roads (25-year compared to 30-year versus 25-year compared to 25-year).

Town staff is also proposing to remove slurry seal treatments from the standard maintenance program for collector and local roadways. While slurry seals are identified as a standard treatment in the current adopted Pavement Maintenance Program, the Town has not been applying them since 2019. By formally removing slurry seals from the standard roadway maintenance program, the cost to maintain a typical collector roadway will decrease. Currently, compared to a typical collector roadway, TSSA 5 collectors (Dorchester Drive and Glenshire Drive) receive more frequent asphalt overlays, but do not receive slurry seal treatments. The current TSSA 5 share for collector maintenance reflects these deviations from the standard maintenance program: the relative increase in asphalt overlay frequency results in increased contribution of TSSA 5 funds toward collector maintenance, and the relative decrease in slurry seal application results in a decreased contribution of TSSA 5 funds toward collector maintenance. Because the slurry seal program is being removed from the standard maintenance program, the relative cost difference between maintaining TSSA 5 collectors and typical collector roadways will increase thereby increasing TSSA 5's share of the additional collector road maintenance in Glenshire.

While the Town's PMP update mentioned above would impact the percentage of TSSA 5 funds used to provide increased paving service to GDRA, staff has not finalized the analysis. Town staff will continue

to coordinate with GDRA as we finalize the PMP, and future budget cycles will be used to make any necessary adjustments to the level of improved maintenance for Glenshire roadways.

Conclusion

The Town intends to conduct the TSSA 5 annual hearing (parcel charge public hearing) at the June 9, 2026 Town Council meeting, at which time Town Council will establish the annual assessment amounts and allowable uses of the TSSA 5 funds. At this point, it would be Town staff's intention to recommend that the TSSA 5 assessments remain at \$115 per improved lot, and \$23 per unimproved lot, with the exception of \$176 per improved lot and \$84 per unimproved lot in Cambridge Estates and continue to maintain the existing eligible uses.

The current staff budget recommendations are detailed in the attached **Table A**. The Town Council has reviewed the draft budget on April 28, 2026 (initial budget review) and will again on May 26, 2026 (final budget workshop). If there are additional projects that the GDRA would like the Town to consider funding with TSSA 5 funds, please let us know.

Thank you for your time in reviewing this letter, and we welcome input from the GDRA on the information included herein. Please do not hesitate to contact me at [sstewart@townoftruckee.gov](mailto:ssewart@townoftruckee.gov) or 530-582-2900 should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to be 'Slater Stewart', written in a cursive style.

Slater Stewart
Senior Engineer
Town of Truckee

Attachment:

Table A: Past and Projected TSSA 5 Expenditures based on DRAFT 5-Year CIP Budget

Table A: Past and Projected TSSA 5 Expenditures based on DRAFT 5-Year CIP Budget

CIP Number	Project Name	Cumulative Through 24/25 with 25/26 Draft Estimated Actuals		Fiscal Year 26/27 Draft Proposed Budget		Fiscal Year 27/28 Draft Proposed Budget		Fiscal Year 28/29 Draft Proposed Budget		Fiscal Year 29/30 Draft Proposed Budget		Fiscal Year 30/31 Draft Proposed Budget		TOTAL Through Fiscal Year 30/31	
		TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project
C2502	2025 Paving and Drainage	\$159,947	\$5,494,739	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159,947	\$5,494,739
C2602	2026 Paving and Drainage	\$0	\$1,600,000	\$250,000	\$9,995,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$11,595,000
C2702	2027 Paving and Drainage	\$0	\$0	\$0	\$2,375,000	\$0	\$6,290,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,665,000
C2802	2028 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$2,375,000	\$400,000	\$6,095,000	\$0	\$0	\$0	\$0	\$400,000	\$8,470,000
C2902	2029 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,375,000	\$0	\$4,915,000	\$0	\$0	\$0	\$7,290,000
C2302	2030 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,875,000	\$0	\$4,875,000	\$0	\$6,750,000
TOTAL		\$159,947	\$7,094,739	\$250,000	\$12,370,000	\$0	\$8,665,000	\$400,000	\$8,470,000	\$0	\$6,790,000	\$0	\$4,875,000	\$809,947	\$48,264,739
Estimated TSSA 5 Fund Balance at End of Fiscal Year			\$931,796		\$863,862		\$1,045,928		\$827,994		\$1,010,060		\$1,192,126		