



Date: May 13, 2025

Honorable Mayor and Council Members

Author and title: Scott Mathot, Senior Engineer

Title: **2025 Parcel Charges for Town Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs)**

Jen Callaway, Town Manager

---

**Recommended Action:** Town Council conduct a public hearing on Town Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs) and adopt Resolution 2025-35 setting assessments for the 2025/2026 fiscal year.

**Discussion:** This item has been agendaized to receive comments from the Town Council and those affected by special parcel charges within the Town of Truckee to provide direction as to the appropriateness of maintaining, expanding, or eliminating parcel charges in certain areas of Town. In the past, Town Council has indicated a desire to maintain parcel charges only in areas where they can be reasonably used for enhanced levels of road maintenance activity, or provision of services beyond that which would be provided under Town level-of-service policies that are funded from general revenue sources.

In the early years of the Town's incorporation, there were numerous portions of Town in which property owners paid special assessments on their property taxes to fund snow removal services and/or road maintenance. These areas included Olympic Heights, Glenshire, Tahoe Donner, Prosser Woods, and portions of Donner Lake. Over time, Town Council created policies that funded snow removal services on all publicly maintained streets in Town through general revenue sources. This has had the net effect of eliminating most special assessments to fund snow removal services, with the exception of the Cambridge Estates subdivision, which currently receives Town snow removal services even though some of the roads in that subdivision have not yet been accepted by the Town.

The Town has maintained special assessments in the Tahoe Donner and Glenshire subdivisions for the purpose of funding enhanced levels of road maintenance, trail construction in or adjacent to the subdivisions, enhanced snow berm removal (currently in Tahoe Donner only), enhanced transit services (not currently utilized), and on-street parking improvements that provide direct benefit to residents (currently in Tahoe Donner only).

### **Tahoe Donner (TSSA 1) Assessment**

On March 20, 2025, Town staff sent a letter providing updated TSSA 1 fund information to the Tahoe Donner Association (TDA). The letter is included as **Attachment A**. The letter informed the TDA of Town staff's intention to recommend that the parcel charge in Tahoe Donner be continued at its current level and that the TSSA 1 dollars be used for the following items (reflected in the Town's CIP budgets):

- Continue work on the enhanced pavement maintenance of Tahoe Donner roadways, including reserve funding for future pavement maintenance, by increasing the frequency of repaving roads

in Tahoe Donner. Roadways in Tahoe Donner are repaved on a more frequent basis than the rest of town, which is consistent with Tahoe Donner's historical and continued requests.

- Continue providing funding opportunities for emergency preparedness infrastructure improvements, roadway safety infrastructure improvements, and external agency partnerships and additional resources (to support Town/TDA reimbursement partnership model).
- Tahoe Donner Special Projects that have been requested by Tahoe Donner and approved by Town Council in prior years:
  - **Emergency Evacuation Planning (C1913)**, which included three years of funding for two additional Flock/License Plater Reader cameras and traffic analytics for four cameras to monitor and evaluate real time occupancy rates in Tahoe Donner for evacuation planning purposes. This project was not specifically called out in the letter to TDA as the nominal amount was approved in the current budget.
  - **Tahoe Donner Trail (C2417)**
  - **Tahoe Donner Emergency Egress Improvement Study (C2513)**
  - **Tahoe Donner Roadside Vegetation Management Project (C2514)**

Town staff attended the March 28, 2025 TDA Board Meeting to discuss the TSSA 1 funds and answer questions. The TDA Board replied with a letter on April 22, 2025 that supports using TSSA 1 funds for all prior allowed uses except enhanced transit service, reserve funding for future pavement maintenance, and special projects listed above. TDA letter provided in **Attachment B**.

Based on the letter and follow-up conversations with TDA staff, it is the Town's understanding that TDA is not requesting the Town to include funding for any new projects this fiscal year. It should be noted, however, that subsequent to their April 22, 2025 letter, the Tahoe Donner Association requested an additional \$35,000 (\$285,000 total) in TSSA 1 funds for the Tahoe Donner Roadside Vegetation Management Project (C2514) to partner with the Truckee Donner Public Utility District (TDPUD) on additional vegetation removal work beyond the originally proposed scope. Town staff supports the request for additional funds, as the expanded scope of work provides a benefit to roadway vegetation management that would be difficult to accomplish in the near term without TDPUD's partnership. Therefore, staff will be recommending this additional amount through the ongoing budget process.

Town staff recommend maintaining the TSSA 1 parcel charge at its current level and recommends maintaining the prior year's allowable uses, with the exception of removing enhanced transit services from the allowable uses.

### **Glenshire (TSSA 5) Assessment**

On March 19, 2025, Town staff sent a letter providing updated TSSA 5 fund information to the Glenshire Devonshire Residents Association (GDRA) for its consideration. A copy of this letter is attached to this report as **Attachment C**. The GDRA reviewed the TSSA 5 fund uses at their board meeting on April 16, 2025. On May 5, 2025, the GDRA Manager provided an email stating that the GDRA Board supports the expenditure details for FY 25/26 outlined in the Town's letter. Town staff conveyed to GDRA staff a lack of capacity for special projects in Glenshire in FY 25/26.

### **Town-Wide Parcel Charge Recommendations:**

Based upon the staff recommendation, the following would be the resulting parcel charges in the Town of Truckee. \$0 in the following areas in the FY 2025/2026 fiscal year:

- |             |                        |
|-------------|------------------------|
| 1. TSSA 2 - | Olympic Heights        |
| 2. TSSA 3 - | Biltz Tract            |
| 3. TSSA 4 - | Portion of Biltz Tract |
| 4. TSSA 6 - | Martis Valley Estates  |

- |                       |                            |
|-----------------------|----------------------------|
| 5. TSSA 7 -           | Ponderosa Palisades Unit 4 |
| 6. TSSA 8 -           | Donner View                |
| 7. TSSA 9, Zone 3 -   | Donner Lake Woods,         |
| 8. Donner Terrace PRD |                            |

This also means that there would be no levels of enhanced service in these areas.

Parcel Charges would be maintained at current levels as per the **engineer's report** that is attached to this staff report as **Attachment D** in the following areas:

1. TSSA 1 -- Tahoe Donner
2. TSSA 5 -- Glenshire/Devonshire

Staff recommend that the Truckee Town Council adopt Resolution 2025-35 (attached to this report as **Attachment E**) that confirms the Town's parcel charges and directs the Nevada County Auditor to collect these charges. Note a portion of parcels on the unmaintained portion of Royal Crest are exempt from the parcel charge because they do not receive snow removal services.

**Priority:**

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input checked="" type="checkbox"/> Infrastructure Investment	<input checked="" type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:**

Maintaining the Glenshire and Tahoe Donner Parcel Charges would result in approximately \$597,000 annually for enhanced road maintenance, and various special projects in Tahoe Donner, and approximately \$180,000 annually for enhanced road maintenance, trail projects, and transit in Glenshire.

In addition, Town staff plan to present an update to the Town's Pavement Maintenance Program (utilized to determine pavement maintenance frequencies on all Town roads) in 2025, where Town staff will be recommending to Council that the repaving frequency of local roads be increased from every 30 years to every 25 years. This recommendation will be a result of analysis of field data, life-cycle maintenance patterns, costs, observed degradation of roadway pavement, and overall conditions of the roadways in Town. As a result, the TSSA cost share for Tahoe Donner's and Glenshire's increased frequency of roadway repaving will decrease, thereby increasing the amount of TSSA 1 and TSSA 5 funds that could be available for special projects or other increased road maintenance activities in future years.

**Public Communication:** Correspondence as described in this staff report with Tahoe Donner Association and Glenshire Devonshire Residents Association. Additionally, this meeting was legally noticed as a public hearing.

**Attachments:**

- Attachment A: March 20, 2025 letter from Town staff to the TDA
- Attachment B: April 22, 2025 letter from Tahoe Donner Association to the Town
- Attachment C: March 19, 2025 letter from Town staff to GDRA
- Attachment D: Engineer's Report for Parcel Charges for Service in Town Special Service Areas
- Attachment E: Resolution 2025-35 setting TSSA and PRD parcel charges