

Attachment D

Town Council

David Polivy, Mayor

Jan Zabriskie, Vice Mayor

Anna Klovstad, Council Member
Courtney Henderson, Council Member
Lindsay Romack, Council Member



Department Heads

Jen Callaway, Town Manager
Andy Morris, Town Attorney
Danny Renfrow, Chief of Police
Daniel Wilkins, Public Works Director/Town Engineer
Denyelle Nishimori, Community Development Director
Nicole Casey, Administrative Services Director
Kelly Carpenter, Town Clerk
Hilary Hobbs, Assistant to the Town Manager

April 1, 2024

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) funds. Please note that the information presented in this letter is preliminary based upon the Town's Fiscal Year (FY) 24/25 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 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, with the exception of \$176.00 per improved lot and \$84.00 per unimproved lot in Cambridge Estates. This results in approximately \$179,000 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; and transit service. The TSSA 5 fund balance at the conclusion of FY 22/23 was estimated to be \$609,380.

Ongoing Uses of TSSA 5 Funds

In recent years, TSSA 5 funds have been used for three primary purposes:

1. **Improved Maintenance on Glenshire Roadways:** Consistent with the Town's Pavement Maintenance Program, 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 local 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 include the speed feedback signs on Glenshire Drive (Fiscal Year 23/24) and the Micro Transit pilot program (Fiscal Year 22/23).

Table A: Past and Fiscal Year 23/24 Estimated Actual TSSA 5 Expenditures

CIP Number	Project Name	Cumulative Through 22/23		Fiscal Year 23/24 Draft Estimated Actuals	
		TSSA 5 Funds	Total Project	TSSA 5 Funds	Total Project
C2316	2023 Radar Speed Sign Project	\$0	\$0	\$10,000	\$20,000
C2303	2023 Paving and Drainage	\$0	\$1,995,070	\$93,111	\$3,590,058
C2313	Microtransit Program	\$105,317	\$1,379,929	\$0	\$2,465,000
TOTAL		\$105,317	\$3,374,999	\$103,111	\$6,075,058
Estimated TSSA 5 Fund Balance at End of Fiscal Year			\$609,380		\$686,269

Proposed Budget

As shown in Table B below, the Town proposes to spend TSSA 5 funds on Annual Paving and Drainage Projects in the coming years. These projects include annual paving of selected roads based upon the 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.

Based on the current expenditure estimates, the Town anticipates a TSSA 5 fund balance between \$715,000 and \$740,000 over the next 5 fiscal years.

Table B: Proposed TSSA 5 Expenditures based on DRAFT 5-Year CIP Budget

CIP Number	Project Name	Fiscal Year 24/25 Draft Proposed Budget		Fiscal Year 25/26 Draft Proposed Budget		Fiscal Year 26/27 Draft Proposed Budget		Fiscal Year 27/28 Draft Proposed Budget		Fiscal Year 28/29 Draft Proposed Budget	
		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
C2402	2024 Paving and Drainage	\$150,000	\$3,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C2502	2025 Paving and Drainage	\$0	\$2,000,000	\$175,000	\$3,025,000	\$0	\$0	\$0	\$0	\$0	\$0
C2602	2026 Paving and Drainage	\$0	\$0	\$0	\$2,000,000	\$175,000	\$3,025,000	\$0	\$0	\$0	\$0
C2702	2027 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$175,000	\$3,025,000	\$0	\$0
C2802	2028 Paving and Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$175,000	\$3,025,000
TOTAL		\$150,000	\$5,200,000	\$175,000	\$5,025,000	\$175,000	\$5,025,000	\$175,000	\$5,025,000	\$175,000	\$3,025,000
Estimated TSSA 5 Fund Balance at End of Fiscal Year		\$716,269		\$721,269		\$726,269		\$731,269		\$736,269	

Conclusion

The Town intends to conduct the TSSA 5 annual hearing (parcel charge public hearing) at the May 14, 2024 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 their current levels and to clarify that road improvements include traffic safety improvements.

The current staff budget recommendations are detailed in the table above. The Town Council will review the budget on April 23, 2024 (initial budget review) and again on May 28, 2024 (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 information, and we welcome input from the GDRA on the above information. Please do not hesitate to contact me at 530-582-2932 or bbucar@townoftruckee.com should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Bucar".

Becky Bucar
Assistant Public Works Director
Town of Truckee