



Date: May 14, 2024

Honorable Mayor and Council Members

Author and title: Nola Mitchell, Associate Engineer

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

Jen Callaway, Town Manager

Recommended Action: The Town Council conduct a public hearing on Truckee Special Service Areas (TSSAs) and Permanent Road Divisions (PRDs) and adopt Resolution 2024-24 setting assessments for the 2024/2025 fiscal year.

Discussion: This item has been agendized 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. Previous direction which staff has received from the Town Council 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 included areas such as Olympic Heights, Glenshire, Tahoe Donner, Prosser Woods, and portions of Donner Lake. Over time, the 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 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), transit services, and on-street parking improvements that provide direct benefit to residents (currently in Tahoe Donner only).

Tahoe Donner (TSSA 1) Assessment

On March 20, 2024, Town staff sent a letter providing updated TSSA 1 fund information to the Tahoe Donner Association (TDA). 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 to continue work on the enhanced pavement maintenance of Tahoe Donner roadways (including the establishment of a reserve fund for future pavement maintenance), increase the frequency of repaving roads in Tahoe Donner, and Tahoe Donner Trail. \$50,000 in TSSA 1 funding was also proposed for Fiscal Year 2026/2027 to potentially initiate community polling regarding finance options for the Pioneer

Trail/Bridge Street Extensions project. A copy of the Town's letter to the TDA is attached to this report as **Attachment A**.

Town staff attended the TDA March 29, 2024 Board Meeting to discuss the TSSA 1 funds and answer questions. The TDA Board replied with a letter on April 18, 2024 that supported using TSSA 1 funds for improved maintenance on Tahoe Donner Roadways, reserve funding for future pavement maintenance, and special projects (including annual paving and drainage projects, Tahoe Donner Trail, and future funding for the Pioneer Trail/Bridge Street Extension project), provided in **Attachment B**. TDA also requested the following additional uses be added to the TSSA 1 allowable uses:

1. Emergency Preparedness Infrastructure Improvements
2. Roadway Safety Infrastructure Improvements
3. External Agency Partnerships and Additional Resources (to support a Town / TDA reimbursement partnership model)

In order to clarify the uses listed above are allowable, staff recommends updating the TSSA 1 allowable uses as follows:

Town staff is recommending that the allowable uses of the parcel charge be identified as roadway and drainage maintenance and improvements, **including emergency preparedness and roadway safety infrastructure**, within and/or serving the TSSA 1 service area; **design and construction of emergency egress improvements**; trail development and construction within and/or serving the TSSA 1 service area; enhanced snow removal; design and construction of the Pioneer Trail/Bridge Street Extension Project; enhanced transit services; and parking improvements in the Town right-of-way which provide direct benefit to the residents of the TSSA 1 service area, and which are open to the general public. Parking improvements may be located outside of the TSSA 1 service area boundaries so long as they meet the previous criteria.

Based on the letter and follow-up conversations with TDA staff, it is the Town's understanding that TDA is also requesting the Town to include funding for the following projects in the Fiscal Year 2024/2025 budget:

- Feasibility study to evaluate 3-5 alternatives that would provide emergency access to the Tahoe Donner Subdivision. The study would be led by the Tahoe Donner Association through a reimbursement agreement with the Town.
- Emergency preparedness measures, including striping, defensible space improvements, additional traffic cameras and evacuation signage.

As such, staff is recommending the inclusion of new Capital Improvement Program (CIP C2513) project for the emergency egress feasibility study (see **Attachment C**) and is recommending the addition of approximately \$26,000 (\$8,720 for FY 24/25) in TSSA 1 funding into CIP C1913 (Emergency Evacuation Planning) to include three years of funding for two additional Flock/License Plate Reader cameras and traffic analytics for four cameras to monitor and evaluate real time occupancy rates in Tahoe Donner for evacuation planning purposes.

Town staff is recommending maintaining the TSSA 1 parcel charge at its current level and recommends the above edits to the allowable uses.

Glenshire (TSSA 5) Assessment

On April 1, 2024, Town staff sent a letter providing updated TSSA 5 fund information to the Glenshire Devonshire Residents Association (GDRA) for inclusion on their consideration. A copy of this letter is attached to this report as **Attachment D**. The GDRA reviewed the TSSA 5 fund uses at their board meeting on May 15, 2024. Email conversations between the Town and GDRA staff indicated that GDRA

supports the paving and drainage expenditures listed in the letter (**Attachment D**) along with a more formal bicycle crossing for Glenshire Drive near the entrance to the Legacy Trail.

Town-Wide Parcel Charge Recommendations:

Based upon the staff recommendation, the following would be the resulting parcel charges in the Town of Truckee:

Zero in the following areas in the FY 2024/2025 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 E** in the following areas:

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

It is recommended that the Truckee Town Council adopt Resolution 2024-24 (attached to this report as **Attachment F**) that confirms the Town's parcel charges and directs the Nevada County Auditor to collect these charges.

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 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 parking and trail projects in Tahoe Donner, and approximately \$180,000 annually for enhanced road maintenance, trail projects, and transit in Glenshire.

Public Communication: Attached correspondence with Tahoe Donner Association and Glenshire Devonshire Residents Association. Additionally, this meeting was legally noticed as a public hearing.

Attachments:

Attachment A	March 20, 2024 letter from Town staff to the Tahoe Donner Association
Attachment B	April 18, 2024 letter from Tahoe Donner Association to the Town
Attachment C	CIP C2513 Tahoe Donner Emergency Egress Feasibility
Attachment D	April 1, 2024 letter from Town staff to the Glenshire Devonshire Residents Association

- Attachment E*** Engineer's report recommending Parcel Charges for Service in Town Special Service Areas
- Attachment F*** Resolution 2024-24 setting TSSA and PRD parcel charges