



Date: **March 24, 2026**

Honorable Mayor and Council Members:

Author and title: Becky Bucar, Public Works Director/Town Engineer

Title: **Creation of Downtown Assessment District Consolidation Capital Improvement Project (CIP) and Funding Request.**

Jen Callaway, Town Manager

Recommended Action: That Council authorize the creation of CIP C2711 (Downtown Assessment District Consolidation) with a budget of \$12,500 and authorize Town Manager to execute documents necessary to contribute 75% of the cost of Acumen’s Assessment District Consolidation work, as outlined in this staff report.

Discussion: One of the Council’s five priority goals is to “invest in key infrastructure, community connectivity and economic vitality.” As such, the Town has made significant investments into Downtown infrastructure in recent years, including the Brickelltown and West River Street streetscape projects; Phase 4A of the Truckee River Legacy Trail with a bridge over the Truckee River; and the DEWBEYÚMUWE? Park. Through budget and Work Plan discussions, Council has also indicated a desire to move forward with the next Downtown Streetscape Project: CIP C1806, Jibboom, Bridge, and Church Streetscape Improvements. This project includes construction of streetscape improvements (curb, gutter, sidewalk, landscaping, utility undergrounding, parking improvements) on Jibboom Street (between Spring Street and Bridge Street), Bridge Street (between Church Street to the north side of Jibboom Street at the Trout Creek Pocket Park), and Church Street (between Donner Pass Road and Bridge Street).

Background:

As a part of the planning and design process for streetscape projects, the Town has also typically evaluated the support for a Community Facilities District (CFD) or Landscape and Lighting Assessment District (AD) to ensure there is the ability to create a long-term funding source for ongoing maintenance of the improvements. However, instead of creating a new AD district for the Jibboom, Bridge, and Church Streetscape Improvements project, there is an opportunity to consolidate the new AD area with the existing West River Street and Brickelltown districts (see map in Attachment 1). The Railyard CFD is not proposed to be combined with the other districts because its rate structure is different and includes a funding mechanism for transit operations. Consolidation would potentially reduce the unit cost of maintenance due to the increased size of the District; standardize the method of assessment; spread the cost of common area maintenance to all affected parcels; and reduce administration effort and cost. Furthermore, while streetscape improvements already exist along Commercial Row (Donner Pass Road between Springs Street and Bridge Street), an AD does not exist, and it has been a long-term goal of the Truckee Downtown Merchants Association (TDMA) to create an AD to provide consistent maintenance along the corridor.

At the April 22, 2025 and May 27, 2025 budget workshops, staff presented options for moving forward with the design and AD formation for the Jibboom, Bridge, and Church Streetscape Improvement project (CIP C1806). However, because of limited Town resources (both in terms of staff time and funding), the

project could only be prioritized by deprioritizing other projects and the adopted budget currently identifies work starting in Fiscal Year 2027/2028. Regardless, in the May 2025 workshop, staff indicated that the first step in a new AD or consolidated AD would be to understand what level of support exists among current property owners (indicating whether formation would be successful). Council indicated that having support level information would be helpful for making future budget and work plan decisions related to both the streetscape project and AD formation.

The creation of an AD along Commercial Row is a high priority for TDMA and they have been working with Town staff to determine how they can best support this effort while minimizing staff time. As a result of discussions with staff, TDMA reached out to Acumen Engineering, which includes staff that worked on previous streetscape projects in the Town of Truckee, to develop a scope of work to identify the level of support for AD consolidation in both the existing West River and Brickelltown areas, as well as Commercial Row and the proposed project limits of the Jibboom, Bridge, and Church Streetscape project.

Proposed Scope of Work

The scope of work prepared by Acumen Engineering is provided in Attachment 2 and includes the following items:

1. Attend neighborhood meetings with property owners to explain and answer any questions concerning the formation of a consolidated AD such as, process of formation, timing, benefits, and disadvantages. The meetings would be organized by areas: Commercial Row, Jibboom Street and north Bridge Street, Church Street, Brickelltown, and West River Street.
2. Prepare meeting exhibits and handouts for these meetings.
3. Assess the level of support from each of the approximate 50 property owners of the 58 affected parcels proposed to be added plus the parcels included in the existing Brickelltown and West River districts.

The total fee for this work is \$13,650, which reflects a 20% reduction in Acumen's typical rates to contribute towards the community benefit of the work. Work is proposed to start immediately and occur in early 2026.

Requested Town Cost Share

TDMA has requested that the Town contribute 75% towards the cost of the work proposed to be conducted by Acumen (see letter in Attachment 3). The reason for this request is that the TDMA's priority is to assess support in the Commercial Row area. However, the scope of work prepared by Acumen includes a much larger area to evaluate the potential for consolidation. The funding request reflects both the proportion of the work that focuses on areas outside Commercial Row but also the fact that TDMA has committed to dedicate TDMA Board and staff time to manage the project and consultant. Town staff will still need to be involved in the process but staff involvement is minimized by TDMA taking the lead.

While the Town does not have the resources at this time to initiate design on the Jibboom, Bridge, and Church Streetscape project, staff believes evaluating support for the AD consolidation, as well as support for an AD along Jibboom Steet, Bridge Street, and Church Street is a valuable effort that helps to progress the project with limited staff resources. In addition, TDMA and Acumen have the capacity to move forward on this project immediately (in Fiscal Year 2026/2027). As such, staff is recommending that the Council authorize the creation of a new CIP: C2711, Downtown Assessment District Consolidation and provide \$12,500 in funding for Fiscal Year 2025/2026 for purposes of funding 75% of this effort. The amount requested is within the authority of the Town Manager to approve but the recommended action includes authorizing the Town Manager to execute any documents that may be necessary to contribute 75% of the cost of Acumen's AD Consolidation work, such as a reimbursement agreement with TDMA.

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 type="checkbox"/>	Core Service

Fiscal Impact: TDMA has requested that the Town fund 75% of the \$13,650 contract with Acumen Engineering, which equates \$10,237.50. Although staff was proposing to include a CIP and budget for this work as a part of the Fiscal Year 2026/2027 budget process, Acumen is prepared to start work immediately and the current adopted budget does not contain as CIP or budget for this work. Therefore, staff is requesting the creation of a CIP (C2711, Downtown Assessment District Consolidation) and a Fiscal Year 2025/2026 budget of \$12,500 in General Fund, which reflects an approximate 22% contingency for potential unforeseen costs.

Public Communication: None beyond ongoing communications with TDMA representatives.

Attachments:

Attachment 1 – Potential Downtown Assessment District Consolidation Map

Attachment 2 – Acumen Scope of Work for Potential Assessment District Consolidation

Attachment 3 – Funding Request from TDMA for Potential Assessment District Consolidation Evaluation