

Town Council

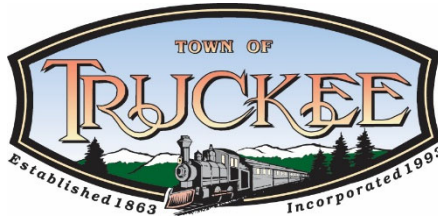
Courtney Henderson, Mayor

Lindsay Romack, Vice Mayor

David Polivy, Council Member

Jan Zabriskie, Council Member

Anna Klovstad, Council Member

Department Heads

Jen Callaway, Town Manager

Andy Morris, Town Attorney

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Daniel Wilkins, Public Works Director/Town Engineer

Denyelle Nishimori, Community Development Director

Nicole Casey, Administrative Services Director

Judy Price, Communications Director/Town Clerk

Hilary Hobbs, Assistant to the Town Manager

April 1, 2022

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) 22/23 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 20/21 was \$632,815.

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 have historically been used to slurry seal the Glenshire roadways on a three year interval, as opposed to the five year interval that is applied to local roads in other portions of Town. Paving on local roads occurs more frequently as well (on an approximate 25-year interval as opposed to a 30-year interval). Finally, the funds are 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 such as trail projects (and potentially transit in the future) if surplus funding is available.

The Town did not pursue a slurry seal project the past three years because (after bids came in high in 2019) the Town Engineering Division determined that the slurry seal program no longer provides the most cost-effective pavement maintenance treatment. Therefore, at this time, Town staff is still recommending to the Town Council that the slurry seal projects be suspended in the future.

Under the 2018 Pavement Maintenance Program, TSSA 5's annualized funding share of paving and slurry seal cost would be approximately \$171,000 per year, while Measure V and/or the General Fund would fund approximately \$3.6 million annually. The Pavement Maintenance Program indicates an annual paving cost of \$3,318,000 per year, \$111,000 of which would be funded with TSSA 5 funds and an annual slurry seal cost of \$963,000, \$60,000 of which would be funded with TSSA 5. If slurry seals continue to be suspended without increased paving frequency, the average conditions of roadways will reduce but it would increase the amount of funding that is available annually for other TSSA 5-funded projects, such as transit or trails. If there is a desire to continue the slurry seal program in Glenshire, this can occur but will require some combination of reduced frequency and increased TSSA 5 funding share.

The Glenshire Devonshire Residents Association Board also previously supported the use of TSSA 5 fund to installation of speed feedback radar signs at the entrances to the subdivision. Engineering staff made several attempts to collect before and after speed data (before and after the temporary sign speed feedback trailer was placed), consistent with the attached Town of Truckee Radar Speed Sign Policy (May 28, 2013). However, due to software malfunctions and a cyber security event at the Town, data was not able to be collected before the winter, during which the trailer is difficult to place and speeds are impacted by snow. Therefore, Engineering staff plans to collect the data this spring.

Proposed Budget

As shown in the following table, the Town proposes to spend TSSA 5 funds on the following Capital Improvement Program projects in the next five fiscal years:

Draft Fiscal Year 22/23 Budget – Anticipated TSSA 5 Expenditures

CIP #	DESCRIPTION	FY21/22 ESTIMATED ACTUAL	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	Sum of TOTAL
C2018	2021 Roadway Vegetation Management Project	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
C2102	2021 Paving & Drainage Project	\$133,653	\$0	\$0	\$0	\$0	\$0	\$133,653
C2302	2023 Paving & Drainage Project	\$0	\$0	\$170,000	\$0	\$0	\$0	\$170,000
C2402	2024 Paving & Drainage Project	\$0	\$0	\$0	\$170,000	\$0	\$0	\$170,000
C2502	2025 Paving & Drainage Project	\$0	\$0	\$0	\$0	\$170,000	\$0	\$170,000
C2026	2026 Paving & Drainage Project	\$0	\$0	\$0	\$0	\$0	\$170,000	\$170,000
TOTAL		\$213,653	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$893,653

Below is a description of the projects identified in the table above.

- **2021 Roadway Vegetation Management Project** – This project consisted of vegetation removal and chipping along roadways in Glenshire. Additional roadways in Prosser Lakeview Estates, Sierra Meadows, and Tahoe Donner are included in the project using CalFire grant funds. The removal of vegetation along the roadways will improve defensible space, visibility of signs, maintenance of clear zones, and winter road maintenance/snow removal.
- **2021, 2023, 2024, 2025, and 2026 Paving and Drainage Projects** – These projects include annual paving of selected roads based upon the 2018 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 of \$600,000 and \$800,000 over the next 5 fiscal years.

Transit Services

Transit is currently an allowed use of the TSSA 5 funds. The Town is currently pursuing a microtransit pilot project, which could provide on-demand transit service to the various Truckee neighborhoods this summer (June-September). Therefore, staff is requesting the Glenshire Devonshire Residents Association's input on continuing to identify transit as an allowable use of TSSA 5 funds and whether there is support to use those funds towards a microtransit pilot project this summer.

Conclusion

The Town intends to conduct the TSSA 5 annual hearing (parcel charge public hearing) at the second Council meeting in May, 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.

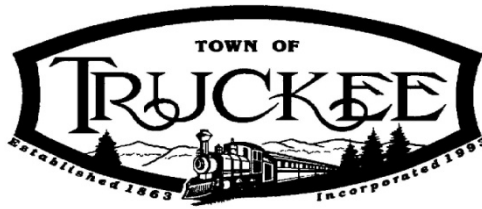
The current staff budget recommendations are detailed in the table above. The Town Council will review the budget again at the Town Council Budget workshops in May. If there are additional projects that the GDRA would like the Town to consider funding with TSSA 5 funds, please let us know.

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,



Becky Bucar
Engineering Manager
Town of Truckee



**TOWN OF TRUCKEE
RADAR SPEED SIGN POLICY
May 28, 2013**

PURPOSE

Radar speed signs measure (by radar) and display the speed of vehicles approaching the sign. Such devices are used to reduce traffic speeds by alerting drivers of their speed relative to the speed limit, thereby prompting them to adjust their speed accordingly. While these signs have proven to be effective in speed reduction, excessive use of signage could lead motorists to disregard the warning in the long term. In addition, the cost to purchase, install, and provide long-term maintenance of these signs is significantly higher than typical sign installations, further necessitating the need to allow such signs at critical locations only. Consequently, it is necessary to establish criteria regarding the deployment and operation of radar speed signs, especially as requests to the Town for radar sign installations have increased in recent years. This policy provides such criteria.

The Town of Truckee Police Department owns a portable radar speed sign that is placed temporarily on roads when speed complaints are received. This policy also provides direction for the use of these portable radar speed signs in lieu of permanent fixtures.

INSTALLATION CRITERIA

The decision to install a radar speed sign should be based upon general roadway characteristics and location. Locations where radar speed signs are appropriate are as follows:

- Entrances to school zones in public school campuses with student enrollment greater than or equal to three hundred.
- Entrances to major subdivisions where speeds are reduced and where a change in roadway classification or character occurs along major routes.

Based upon an evaluation of the Town roadway system, appropriate locations for radar speed signs have been identified in the attached Exhibit A. Permanent radar speed signs shall only be allowed at these locations. Adjustments to exact sign placement location may be made based upon a detailed site evaluation. The intent of Exhibit A is to identify acceptable locations for radar speed signs and not to identify areas where such signs will definitively be placed.

The existing signs that are installed on Fairway Drive in the Old Greenwood development would be allowed to remain under this policy.

The placement of a portable radar speed sign may be permitted on all other roadways.

RADAR SPEED SIGN REQUEST

Requests for a permanent radar speed sign shall be made in writing to the Town of Truckee Engineering Division:

Engineering Division
Town of Truckee
10183 Truckee Airport Road
Truckee, CA 96161

Prior to any permanent sign installation, the portable radar speed sign shall be placed and before and after speed surveys shall be conducted to determine sign effectiveness. If the portable sign is shown to reduce the 85th percentile speed by 10% or more, it shall be considered effective in reducing speeds at the proposed location. If the portable radar speed sign is determined to be ineffective, the permanent sign shall not be placed.

In addition, prior to the installation of any radar speed sign, the nearby residents and businesses shall be notified. Such notification may include individual mailings, postings, public meetings, or notification through the homeowner associations.

Requests for portable radar speed sign installations may be directed to the Truckee Police Department who will determine if the placement is appropriate based upon expected effectiveness, available resources, and safety concerns associated with the site. Such requests may be made via phone, email, or mail:

Truckee Police Department, Traffic Unit
10183 Truckee Airport Road
Truckee, CA 96161
Phone: (530) 550-2323
Email: traffic@townoftruckee.com

RADAR SPEED SIGN FUNDING

Unless the sign is eligible for Truckee Special Service Area (TSSA) funds (see below), it is the responsibility of the requesting entity to provide funding for the purchase and installation of the sign as follows:

- Sign may be purchased and installed by Town if a funding reimbursement agreement between entity and Town is in place.
- Purchase and installation of the sign may be completed by entity at Town Engineer's discretion. Methods and materials for installation are subject to Town approval. Sign installation by entity shall require an encroachment permit for work in Town right of way.

- If the sign is placed in the Town right of way, the Town will perform maintenance on the radar speed sign. However, should annual maintenance exceed \$500 in any given year, the Town will remove the radar speed sign (likely in a circumstance where the unit was catastrophically damaged and required replacement or significant repair beyond which Town personnel are able to perform) unless the requesting entity provides funding for the sign replacement or repair.

Truckee Special Service Area (TSSA) Funds

TSSA funds may be used to fund radar speed signs in the Glenshire and Tahoe Donner residential areas, given the following conditions are met:

- Radar speed sign is to be placed within the limits or immediate vicinity of the Subdivision.
- A letter from the appropriate homeowner association has been received indicating their support of the sign installation and the use of the TSSA funds.
- There is adequate TSSA fund balance to fund the radar speed signs.
- The Town Engineer approves of the approximate location for the radar sign speed installation, consistent with Exhibit A.

Measure A, Measure V, and General Funds are not appropriate sources for the installation of radar speed signs.



Exhibit A: Acceptable Locations for Radar Speed Signs

- Existing Radar Speed Sign
 - Potential Radar Speed Sign Location
- Note: Locations are approximate.

