

**TOWN OF TRUCKEE
California**

RESOLUTION 2024-72

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE ADOPTING THE
NON-TOWN MAINTAINED ROAD SNOW REMOVAL REIMBURSEMENT POLICY**

WHEREAS; the Town adopted a Private Road Acceptance Standards Policy in 1995, which was revised in 1996 and 1999, that outlines conditions that must be met in order for the Town Council to consider acceptance of a private road into the Town's Road system for ongoing public maintenance and snow removal, and

WHEREAS; some roadways do not and cannot meet these standards, and

WHEREAS; properties along non-Town maintained roadways that do not meet the standards for acceptance into the Town's Road system still generate property tax, therefore reimbursement of snow removal expenses shall be considered, and

WHEREAS; it is necessary to establish conditions of eligibility that must be met in order for the Town Manager, by authority of the Town Council, to approve reimbursement of snow removal costs.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Truckee does hereby adopt the Non-Town Maintained Road Snow Removal Reimbursement Policy attached hereto as Exhibit A.

The foregoing resolution was introduced by _____, seconded by _____, at a regular meeting of the Truckee Town Council, held on the 10th day of December, 2024 and adopted by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

David Polivy, Mayor

Kelly Carpenter, Town Clerk

EXHIBIT A



Non-Town Maintained Road Snow Removal Reimbursement Policy

I. Purpose

It is the purpose of this Policy to establish conditions that must be met in order for a non-Town maintained road to be eligible for reimbursement of snow removal costs, as well as outline the process and reporting requirements that must take place before any costs will be reimbursed.

II. Definitions

PUBLIC RIGHT OF WAY – Land on, below, or above a roadway which is available to the general public for public access. Public right of way shall be established through a formal process such as a recorded offer of dedication of real property or easement, or other means deemed acceptable by the Town Engineer. In some cases, prescriptive easements may be considered public right of way if it has been used for public access for more than 10 years and/or the intent to make the road public can be proven.

ROAD MAINTENANCE ASSOCIATION – A legal entity in good standing with the California Secretary of State, made up of owners of parcels adjacent to a non-Town maintained road, which has bylaws that identify road maintenance as an activity that is included in the organization's chartering documents.

SNOW REMOVAL-SPECIFIC REVENUE NET NEUTRALITY – Refers to when the property tax revenue generated by parcels that are served by a certain roadway results in an adequate amount of funding to the Town's General Fund to fund the cost of snow removal of that roadway.

PER MILE SNOW REMOVAL COST – Refers to the average of the Town's most recent 5- years' annual per mile cost of snow removal, as reported in the Annual Street Report submitted to the State Controller's Office.

III. Conditions

The following conditions must be met for a road to be considered eligible for reimbursement of snow removal costs through this Policy.

1. The road must be within Town of Truckee limits and must have been developed/constructed/built prior to the Town's incorporation in 1993.
2. The road must be a public right of way and/or have legal access for the general public. Roadways that contain gates or that otherwise prohibit public access are not eligible.
3. A formal and legally recognized Road Maintenance Association or similar legal entity, such as a homeowner's association which owns the road, must exist.
4. The Road Maintenance Association, or similar entity as approved by the Town Engineer, must be able to submit to the Town a 5-year plan for road maintenance and improvements prior to being accepted into the program. The maintenance plans are required to be updated on an annual basis and must be provided to the Town annually at the time of snow removal reimbursement invoicing.



5. The road must be paved.
6. The road must meet the Snow Removal-Specific Revenue Neutrality provisions described below.

IV. Process

- A. A Road Maintenance Association (RMA), homeowner's association that owns a road, or similar entity, which is in good standing with the California Secretary of State, may request approval for reimbursement of snow removal costs on roads that meet the conditions in Section III.

The approval request letter must be addressed to the Director of Public Works and contain the following:

1. Identification of the Road Maintenance Association or other entity making the request.
 2. Identification of the road or section of road that the request is being made for, including the length in miles.
 3. Documentation to verify that Conditions 1-5 in Section III are met, including a 5-year plan for road maintenance and improvements.
 4. Payment of the Snow Removal Reimbursement Request Fee, according to the posted Townwide Fee Schedule.
- B. Once the request letter is received and reviewed by the Director of Public Works, Town staff will conduct the Snow Removal-Specific Revenue Neutrality calculation to determine if the property tax revenue generated by parcels served by the road is adequate to fund the cost of snow removal. If the road is considered to meet "Net Neutrality" per this calculation and meets all other conditions outlined in Section III, the road will be recommended to the Town Manager to be approved for reimbursement of snow removal costs under this Policy.
 - C. Once approved by the Town Manager and notified, the Road Maintenance Association will be responsible for submitting reimbursement requests annually between May 1st and June 15th for the prior winter season.

Reimbursement request letters must be addressed to the Director of Public Works and contain the following:

1. Total amount requested for reimbursement.
2. Copy of an executed contract/service agreement between RMA or other entity and a snow removal contractor.
3. Copies of invoices paid to the contractor.
4. An updated copy of the RMA or other entity's 5-year plan for road maintenance and improvement.

Staff will review the reimbursement requests for completeness. Once reviewed and verified, the Town will issue payment within 30 days. ***Reimbursement will be based on actual snow removal costs incurred by the RMA and may not exceed the Town's Per Mile Snow Removal Cost as defined above.***



Town Engineering Staff will compile a report annually for the Town Council, which will contain any newly approved roads under this Policy and the estimated fiscal impact of the approvals.

V. Snow Removal-Specific Revenue Neutrality Calculation

The purpose of the Snow Removal-Specific Revenue Neutrality calculation is to ensure that the property tax revenue generated by parcels that are served by a non-Town maintained roadway is adequate to fund the cost of snow removal. As only a portion of the property tax collected by Nevada County is distributed to the Town and because the property tax funds are used for many Town services beyond road maintenance and snow removal, the revenue neutrality calculation is based on a review of five-year rolling averages of revenue and expenditure amounts. The Snow Removal-Specific Revenue Neutrality Calculation should be updated every 3-5 years unless a different frequency is approved by the Town Engineer.

If parcels front two roads, the revenue calculation should only include 50% of the property tax revenue for the road being evaluated. The calculation can be applied to one street or a group of streets or subdivision as a whole so long as the requirements are met for all roads included in the calculation.