



Date: December 10, 2024

Honorable Mayor and Council Members:

Author and title: Danielle McHugh, Transportation Program Analyst

Title: **Updates to the Town Fee Schedule for Road Acceptance and Snow Removal Reimbursement Fees**

Jen Callaway, Town Manager

Recommended Action: That Town Council conduct a Public Hearing and adopt Resolution 2024-73 approving changes to the Town Wide Fee Schedule.

Background:

On October 8, 2024, the Town Council provided direction to Town staff to bring forward a new policy for snow removal reimbursement on non-Town maintained roads. Town staff has drafted this policy, being considered for approval on the consent agenda. Consistent with Town practice and philosophy, review of snow removal reimbursement requests on non-town-maintained roads, requires staff time and revenue neutrality calculations. Therefore, staff recommends adoption of a new fee to cover the cost of this service and has modeled the new fee after the Town's adopted "Revenue Neutrality Calculation" fee, used to determine if a road meets the standards to be accepted into the Town's roadway system for maintenance. The fee specifically covers the staff time needed to:

- determine whether or not the property tax revenue generated by parcels that are served by a roadway is adequate to fund the cost of road maintenance
- perform an inspection of the roadway to determine whether the current road standards are met and whether the roadway is an acceptable condition
- determine whether any improvements to the roadway are necessary prior to the Town accepting the roadway for maintenance
- prepare a staff report for the Town Council to approve the roadway acceptance.

This fee associated with a road acceptance request, is currently set at \$5,463.

The Town Wide Fee Schedule will be updated with the adopted new fee which is proposed to recover staff time to review snow removal revenue neutrality and processing the request. As a part of the new Non-Town Maintained Road Snow Removal Reimbursement Policy, a Snow Removal-Specific Revenue Neutrality calculation has been developed 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.

Town staff has determined the fee should equal 50% of the existing "revenue neutrality calculation" fee, in order to recover the full cost of Town staff time spent conducting the snow removal-specific revenue neutrality calculation, reviewing, and processing the request, as it requires less staff time than a full road acceptance request. A road acceptance request requires a site visit to identify any improvements that are needed before acceptance, as well as a second site visit to confirm that the improvements have been made. Additionally, the road acceptance process requires more staff time to write a staff

report for Council approval, whereas the snow removal reimbursement requests may be approved at the Town Manager level. For clarity in the Town Fee Schedule, Staff recommends adoption of Resolution 2024-73, approving the following updates (see **Attachment A**):

1. "Revenue Neutrality Calculation" fee will be renamed "Road Acceptance Review Fee"
2. "Snow Removal Reimbursement Review Fee" will be added as a Service Fee and calculated as 50% of the "Road Acceptance Review Fee" equaling \$2,732.

Priority:

<input type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

Fiscal Impact:

The newly proposed fee is intended to recover the full cost associated with processing a Non-Town Maintained Road Snow Removal Reimbursement request.

Public Communication: This staff report and a notice of public hearing, which was published in the Sierra Sun on November 29, 2024 and December 6, 2024.

Attachments:

Attachment A- Resolution 2024-73

Attachment B- Engineering Updates to the Town Fee Schedule