



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
**DEPARTMENT OF PUBLIC WORKS**  
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**NEVADA COUNTY BOARD OF SUPERVISORS**  
**Board Agenda Memo**

**MEETING DATE:** March 24, 2020

**TO:** Board of Supervisors

**FROM:** Jessica Hankins, Public Works Project Manager

**SUBJECT:** **Resolution of Intent to Amend the Assessments for the Existing Ski Town II Permanent Road Division and Conduct an Assessment Ballot Proceeding – District 5**

**RECOMMENDATION:** Approve the attached Resolution.

**FUNDING:** Funds will be collected annually from special assessments charged to applicable parcels within the Permanent Road Division. There is no impact on the General Fund and no budget amendment is needed.

**BACKGROUND:** The Ski Town II subdivision, located off Donner Pass Road in the Soda Springs area, was first developed in 1988. To provide road maintenance and snow removal services on the subdivision's new roads, Poma Lane (518 feet long) and Lotta Crabtree Terrace (1,380 feet long), the developer requested the formation of a Permanent Road Division (PRD). The Board of Supervisors adopted Resolution 88-249 forming the Ski Town II PRD on May 17, 1988. The new PRD included new lots within the subdivision as well as non-subdivision lands using these roads and benefiting from the PRD. The PRD did not include an inflationary adjustment mechanism.

Since Fiscal Year 1996/97, the County has collected \$2,648 annually for road maintenance and \$3,410 for snow removal, with various parcel charges for improved and unimproved lots outside and inside the subdivision, as follows:

<b>Existing Parcel Charges for Ski Town II PRD</b> <i>First adopted by Resolution 96-286</i>		
	Unimproved Parcel	Improved Parcel
<i>Within Ski Town II Subdivision</i>		
Snow Removal	\$44	\$175
Road Maintenance	\$53	\$84
<i>Outside Ski Town II Subdivision</i>		
Snow Removal	\$11	\$44
Road Maintenance	\$13	\$21

Proposition 218 was enacted on July 1, 1997, which limited local government's ability to charge and assess fees. The fees have not been raised commensurate with actual costs since that time.

As a result, although \$3,410 is collected each year for snow removal, actual costs of snow removal are now an average of \$18,077.50 (\$361.55 per day with 50 days on average historically needed for snow removal

per year). In a letter sent to each PRD property owner on June 12, 2019, Public Works staff notified property owners of this discrepancy. The letter informed property owners that snow removal funds had been fully expended in the past season and that future snow removal operations would require a modification to either the extent of operations or an increase in the PRD property tax assessments. Staff then requested that owners complete a survey with a preference as to how to proceed. Of the 48 parcels assessed in the PRD, 10 parcels did not want an assessment increase, 9 desired some increase in order to be provided with more snow removal services, and the remaining did not respond. On August 27, 2019, staff informed residents of these results which favored retaining existing assessments and plowing for only 7 days per year using existing funds.

After this notification, some residents expressed concern that they would no longer be able to access their properties in winter. Public Works staff then held a meeting on September 24, 2019 with property owners of Ski Town II to discuss and resolve the concerns. The consensus at the meeting was for a single fee for all properties, with snow removal provided on average for 50 days per year. Additionally, some property owners noted that their parcels were not served by either Poma Lane or Lotta Crabtree Terrace, so they did not benefit from the PRD and should not be assessed. Raising the existing road maintenance assessments was also briefly discussed, but property owners said they would like to resolve the road maintenance charges at a later date after snow removal charges were amended.

Staff has now evaluated the parcels being served by the roads within the PRD and propose to remove the charges for those lots without access on the PRD roads (see Exhibit A, Appendices B and D). There are 54 single-family parcels located in the PRD, but only 43 take access from the PRD roads. Using the new number of parcels, staff has calculated a single snow removal fee of \$437 per parcel per year.

In addition, beginning in 2013, the Board of Supervisors and the Department of Public Works have required all PRDs to include Consumer Price Index (CPI) adjustments to account for inflation costs. Requiring annual CPI adjustments allows PRDs to remain solvent in perpetuity. Road maintenance assessments will be adjusted per the CPI starting in Fiscal Year 2020/21, at the same time as the new assessments for snow removal. Snow removal assessments will be adjusted per the CPI starting in FY 2021/22. The amount of increase will not exceed five percent (5%) in any one year. As of the end of December 2019, the CPI had advanced 2.5 percent. The resulting proposed parcel charges beginning in FY 2020/21 are shown below.

<b>Proposed Parcel Charges for Ski Town II PRD – FY 2020/21</b>		
Snow Removal	\$437 annually	
Road Maintenance	Unimproved Parcels	Improved Parcels
<i>Within Ski Town II subdivision</i>	\$54.32	\$86.10
<i>Outside Ski Town II subdivision</i>	\$13.32	\$21.52

If this Resolution of Intent is approved, a public hearing notice and ballots will be mailed to property owners within the annexation area no later than March 27, 2020, and a public hearing to hold a Proposition 218 election will be held on May 12, 2020.

**Item Initiated by:** Jessica Hankins, Public Works Project Manager  
**Approved by:** Trisha Tillotson, Director of Public Works

TT:JH:kk  
 Submittal Date: March 4, 2020