



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT OF PUBLIC WORKS
950 MAIDU AVENUE, NEVADA CITY, CA 95959-8617
(530) 265-1411 FAX (530) 265-9849 www.mynevadacounty.com

Sean Powers
Community Development Agency Director

Steve Castleberry
Director of Public Works

File: 440.041 010

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: December 11, 2018

TO: Board of Supervisors

FROM: Jessica Hankins, Public Works Project Manager

SUBJECT: **Creation of the Higgins Woodridge Permanent Road Division and Authorization of Collection of Parcel Charges for Road Maintenance Services – District 2**

RECOMMENDATION:

1. Conduct a public hearing to hold a Proposition 218 election on a proposal to form the Higgins Woodridge Permanent Road Division (PRD).
2. Determine if a majority protest of property owners exists regarding the PRD formation.
3. In the absence of a majority protest, direct staff to count the mail-out election ballots received by the Clerk of the Board regarding the PRD formation.
4. In the event that a majority of the votes received support the PRD formation, then adopt the attached Resolution authorizing the formation of the Higgins Woodridge PRD and collection of the Parcel Charges beginning in Fiscal Year 2019/20 and each year thereafter, subject to annual Consumer Price Index (CPI) adjustments beginning in Fiscal Year 2020/21.

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

BACKGROUND:

The Higgins Marketplace Subdivision is an approved project with an approved Tentative Parcel Map (Parcel Map 04-020). The project is located south of Combie Road and east of State Route 49. As part of the project, the developer plans to improve and extend both Higgins Road and Woodridge Drive.

Utilizing recent maintenance costs for countywide activities for public roads similar to roads in the PRD, staff developed a proposed annual assessment of \$19,305 for Parcel 1. Seven parcels will be created when the Parcel Map is recorded. Six of the seven parcels will be developable, and the proposed annual assessment will be redistributed among the developable parcels in accordance with the Engineer's Report. Proposed property assessments for this PRD would include annual Consumer Price Index (CPI) adjustments to account for inflation costs. Requiring annual CPI adjustments allow PRDs to remain solvent in perpetuity.

On October 23, 2018 the Board of Supervisors approved Resolution 18-510 regarding their intent to create the Higgins Woodridge PRD and conduct an assessment ballot proceeding. Public hearing notices were mailed to the affected owners on or before October 26, 2018 per requirements of the Government Code. Notices were also posted per requirements of the Streets and Highways Code.

This hearing requires that the Board determine if a majority of property owners protest the Higgins Woodridge PRD formation. If a majority of property owners do not protest, the Board will direct the Clerk of the Board to open and count the ballots. If more than half of the assessment ballots submitted are in favor of the parcel charge, then the Board may approve formation of the Higgins Woodridge PRD and adopt the proposed parcel charge on properties located within the PRD.

Item Initiated by: Jessica Hankins, Public Works Project Manager

Approved by: Trisha Tillotson, Director of Public Works

Submittal Date: November 29, 2018