



Staff Report

July 12, 2018

TO: Honorable Mayor and Members of the Town Council
FROM: Brit Snipes, Public Works Director
DATE: July 10, 2018
RE: Maintenance Districts Update

Recommendation

Staff recommends the Town Council receive this update. Staff further recommends the Council direct staff to prepare Plans, Specifications and Estimates (PS&E) for a Seal Coat Project for select districts, to advertise and bid the project and return to Council for award of the bid.

Issue Statement and Discussion

The Town has 16 Maintenance Districts. Each District was set up to maintain specific infrastructure. Most include asphalt paving, sidewalk and drainage facilities. Some districts include additional items like fire hydrants, landscaping and lighting.

It has been several years sense the Town has implemented projects related to the maintenance districts. Administering these districts is difficult since each individual district is distinct, with its own budget, requirements and timing. Because of this, staff recommends combining projects for similar districts as much as possible to reduce redundant work and receive better construction pricing.

At the time each district was formed an estimate was provided for the maintenance of the defined facilities. These funds are collected with the property taxes. The money is then transferred to the Town and earmarked for each district. Each district collects a different amount due to many factors. They are all based on estimated costs at the time they were formed. Some, but not all, of the districts have inflators to keep up with inflation. During the downturn in the economy the Town Council voted to freeze the inflator and as the economy recovered the Town Council voted to reinstate the inflators for the districts that had them.

A summary of each district and what is included in each district is included as Attachment A.

Staff would like to pursue a sealcoat project for the districts that have adequate funding. It is hoped that an economy of scale will help get us a good price for these improvements.

Proposed budget for a seal coat project:

1. Prepare Plans, Specifications and Estimate (\$65,000)
2. Advertise Project (\$5,000)
3. Construction (estimated at \$600,000)
4. Inspect Project (\$52,000)
5. Contingency (\$138,000)

Total \$860,000

All cost related to this project would come from the Assessment Districts' funds proportional to the improvements in each district. The Town does not have any additional funding to contribute to this work. All Town transportation related funds are allocated to Capital Improvement Program projects covering the next five years.

The Districts included in this proposed seal coat project are as follows:

District	Fund	Current Balance
Heather Heights Sub	431	\$ 343,896
Heritage Park Estates 1	458	\$ 266,625
Hunters Crossing Subdivision	428	\$ 283,522
Hunters Crossing Unit II	452	\$ 99,438
Hunter Oaks Maintenance District	459	\$ 221,482
King Road Village Maintenance District	453	\$ 166,384
Loomis Acres Unit 4	451	\$ 176,146
Rachel Estates Maintenance District	455	\$ 263,185
Sherwood Estates Maintenance District	457	\$ 118,770
Sierra de Montserrat	460	\$ 305,100
Sunrise Loomis Sub	432	\$ 250,619

If it is determined that a district does not have sufficient funding or additional work is identified it will be removed from the overall project, evaluated separately and brought back to Council at a later date.

CEQA Requirements

This project is exempt under the California Environmental Quality Act (CEQA) Sections 15301(c&d) (Class 1), "Existing Facilities" of the guidelines.

Financial and/or Policy Implications

Funding will come from each maintenance district proportional to the work in that district.

Attachments

Attachment A – Maintenance District Summary

Attachment A - Maintenance District Summary

District	Fund	Formed	Current Balance	Original assessment	Current Assessment	Streets
Heather Heights Sub	431	1988	\$ 343,896	\$ 265.87	\$ 283.94	Jenny Way, Helens Court
Heritage Park Estates 1	438	2000	\$ 266,625	\$ 575.00	\$ 614.10	Becky Way, Pauline Circle
Hunters Crossing Subdivision	428	1988	\$ 283,522	\$ 179.00	\$ 191.18	Hunters Dr., Ash Ct., Elm Ct.
Hunters Crossing Unit II	452	1990	\$ 99,438	\$ 205.60	\$ 205.60	Tudor Way
Hunter Oaks Maintenance District	459	2003	\$ 221,482	\$ 556.00	\$ 593.80	Hunter Oaks Lane, Grouse Court, Millard Court, Sagehen Court
King Road Village Maintenance District	453	1990	\$ 166,384	\$ 371.52	\$ 371.52	Shelter Cove Drive, Smoke Wood Court, Camphor Court
Live Oak Estates	433	1988	\$ 126,072	\$ 231.28	\$ 247.00	Mareta Lane
Loomis Acres Unit 4	451	1990	\$ 176,146	\$ 249.85	\$ 249.84	Silver Ranch Avenue
Olive Gardens Sub	429	1986	\$ 5,024	\$ 10.00	\$ 10.00	Laird St., Thornwood Dr.
Rachel Estates Maintenance District	455	1992	\$ 263,185	\$ 441.11	\$ 471.12	Rachel Lane & Rachel Court
Saunders Ave	454	1991	\$ 13,854	\$ 60.00	\$ 60.00	Saunders Ave, Grazing Lane
Sherwood Estates Maintenance District	457	1997	\$ 118,770	\$ 296.00	\$ 316.12	Sherwood Court
Sierra de Montserrat	460	2009	\$ 305,100	\$ 623.36	\$ 665.74	Rutherford Canyon Road, Shady Canyon Court, Sable Ridge Court,
Sunrise Loomis Sub	432	1988	\$ 250,619	\$ 251.16	\$ 268.24	Terrace Park Way, Lawnview Avenue, Lawnview Court
Village Gardens Subdivision	430	1986	\$ 28,993	\$ 10.00	\$ 10.00	Laird St, Thornwood Dr, Sun Knoll Dr
No Name Lane	456		\$ 3,000	\$ -	\$ -	Drainage improvements