



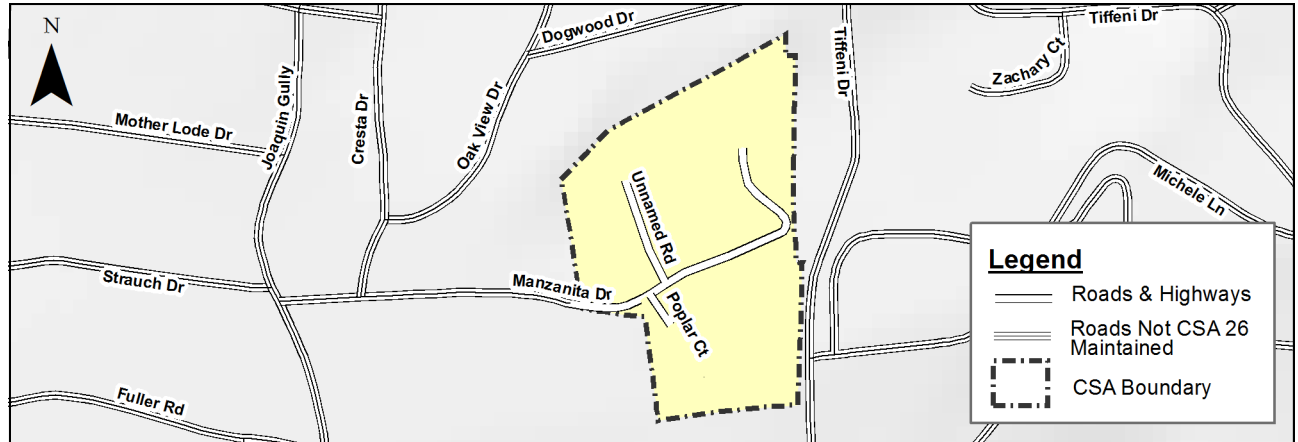
COMMUNITY RESOURCES AGENCY

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COUNTY SERVICE AREA 26, MANZANITA DRIVE 2018-19 ANNUAL REPORT



Enclosed is the 2018 Annual Report for County Service Area 26, Manzanita Drive (CSA 26). The report contains information concerning the planned road maintenance, budget, and funding requirements for fiscal year 2018-19.

To identify your assessment charge locate the parcel number on this mailing's envelope and find that number on *Exhibit A, 2018-19 Benefit Apportionment Schedule*. The bottom of this letter provides contact information if you need assistance in locating your parcel number. This assessment is levied against your parcel as an additional line item on your Tuolumne County property tax bill. **THIS REPORT IS NOT A BILL.**

CSA 26 was established in 1985 by the Tuolumne County Board of Supervisors to provide road maintenance and improvement services. In 2010, CSA 26 property owners voted to approve the assessment with an annual increase equivalent to the construction cost index inflation factor. For fiscal year 2018-19 the inflation factor is 3.3%.

The total yearly assessment for CSA 26 provides full funding for snow removal services, but is significantly underfunded to meet road maintenance needs. Due to reduced spending on snow removal during the drought, CSA 26 revenue was redirected into the road maintenance reserve fund. County Staff anticipates using these funds to perform localized repairs on Manzanita Drive.

The purpose of this annual report is to provide information about the administration of CSA 26. If you have any questions regarding your County Service Area please contact Denise Zitnik, Special Districts Coordinator at DZitnik@co.tuolumne.ca.us or at the Community Resources Agency mailing address listed in the letterhead.

Denise Zitnik
Engineering Technician, Special Districts Coordinator

Services

Snow removal, limited road
drainage maintenance

0.24 Lane Miles

Manzanita Dr, Poplar Ct,
Unnamed Road

Anticipated Maintenance

Pavement dig out on Manzanita
Drive. Maintenance is subject to
funding

County Service Area No. 26, Manzanita Drive Annual Report

I. Background

County Service Area No. 26, Manzanita Drive (CSA 26) is located in Supervisorial District No. 3 in Twain Harte. The CSA was established on December 3, 1985 by Board Resolution No. 388-85 to provide miscellaneous extended services associated with road maintenance and improvement. A perpetual assessment program was approved by vote of property owners in 2010 (Board Resolution 43-10).

II. Administration

The Tuolumne County Board of Supervisors serves as the Conducting Authority and Board of Directors for County Service Area 26. The Board of Supervisors has directed the Community Resources Agency to administer road maintenance activities within the service area. The long-term maintenance plan developed for CSA 26 provides guidelines for administration of the CSA road maintenance and improvement program. The assessment program was rejected by the ballot procedure in 2009 (Resolution 57-09). A successful rebalot was held at the petitioned request of property owners in 2010 and the CSA was re-activated (Resolution 43-10).

III. Road Inventory

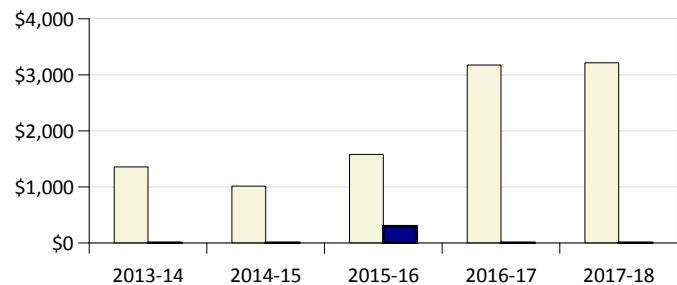
Road Name	Length (ft)	Width (ft)	Length (mi)	Surface	Condition
Poplar Court	103	10-12	0.02	Paved	Very Poor
Manzanita Drive	862	10-12	0.16	Paved	Very Poor
Manzanita Unnamed Rd	300	10-12	0.06	Paved	Fair
TOTAL CSA Road Length (miles):			0.24		

IV. Maintenance Record

Fiscal Yr	Operational Routine Maintenance	Preventative Road Maintenance
2013-14	\$ 1,400.00 Snowplow, admin.	
2014-15	\$ 1,000.00 Snowplow, admin.	
2015-16	\$ 1,600.00 Snowplow, admin.	\$300.00 Pavement Management
2016-17	\$ 3,200.00 Snowplow, admin.	
2017-18	\$ 3,200.00 Snowplow, admin.	

The maintenance record is categorized into two types of expenses: operational costs and road maintenance costs.

- Operational & routine maintenance costs are routine expenses. Typically, these costs are smaller value items and funded using a current
- Preventative road maintenance costs are infrequent maintenance items, scheduled based on pavement condition. Typically, these costs are larger expenses that require multiple years of reserve fund savings (see item X).



V. Revenue

The primary source of revenue in CSA 26 is the collection of service charges. These charges are determined for each parcel in accordance with the Benefit Assessment Methodology approved by the Board of Supervisors and California Court ruling DJDAR 10675 on July 14, 2008. A large portion of the current balance is reserved for funding snow removal, with minimal funding set aside each year in order to fund future pavement repairs. Should consecutive years of a heavy snowfall pattern occur, it may become necessary to rebalot for higher assessments.

IV. Assessments

Assessment charges have been apportioned according to CSA Administrative Policies, Section IV, Benefit Assessment Methodology and California Court decision DJDAR 10675 July 14, 2008. For a tabulation of service charges see Exhibit A, Benefit Apportionment Schedule.

VII. Field Review

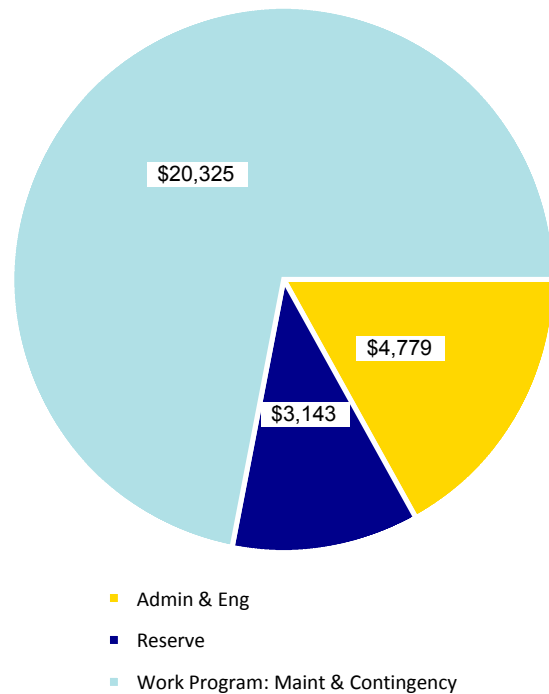
Community Resource Agency staff conducted a field review of CSA 26 on April 11, 2018. Manzanita Drive has continued to deteriorate because limited CSA funding is prioritized for snow removal. The cost to rehabilitate the roads (deferred maintenance cost) is estimated at \$54,000.

VIII. Proposed Work Program, FY 2018-2019

	Estimated Expenditures
Snow Removal	\$1,275
Snow Removal Contingency*	\$10,425
Road Maintenance: Limited pavement patching will be performed as funding is available	\$7,500
Maintenance Contingency	\$1,125
Work Funds Total:	\$20,325

*Snow Removal Contingency is calculated using largest total winter costs (Winter 2011-12)

Proposed Budget Fiscal Year 2018-19



IX. Administration and Engineering

The County of Tuolumne shall be reimbursed for administrative costs as follows:

	Estimated Expenditures
Administration & Engineering Costs	
Annual Fees*	\$906
Engineering & Administration**	\$3,049
Administrative Support	\$50
Long-Term Maint Plan Update	\$774
Admin & Eng TOTAL	\$4,779

*Annual admin charges are \$400 per CSA or PRD plus \$23 per parcel.

**Contract administration is 15% of projected expenditures.

X. Proposed Budget FY 2018-2019

(Fiscal year begins July 1)

	Estimated Expenditures	Total
Beginning Fund Balance (estimated)		\$23,550
Revenues (estimated)		
Assessment		\$4,497
Interest		\$200
Available Funds (estimated)		\$28,247
Expenses (estimated)		
Work Program & Contingency Fees	\$20,325	
Administration & Engineering	\$4,779	
		-\$25,104
Reserve		\$3,143

**County Service Area No. 26, Manzanita Drive
 Benefit Apportionment Methodology**

Benefit Assessment Methodology

This paper presents the apportionment of costs for road maintenance services for individual parcels in County Service Area No. 26 (CSA 26) based on benefit the parcel receives. The apportionment has been calculated in accordance with the Benefit Assessment Methodology approved by the Tuolumne Board of Supervisors and California Supreme Court rulings.

Annual Revenue

The annual revenue required to fund road maintenance in CSA 26 is based on the Long-term Maintenance Plan as revised for this service area by a Professional Engineer.

Annual Revenue Requirement	=	\$4,497
Number of Assessable Parcels	=	22

Benefit Components

The revenue requirement is apportioned between benefit components as shown below:

<u>Benefit Component</u>	<u>Type of Benefit</u>
1) Zone	Road type and location
2) Road Usage	Distance and traffic

The community component is no longer a factor in CSA No. 26 apportionment calculations per DJDAR 10675 ruling.

Zone Component

One road system currently exists in this service area. The zone component is the same for all parcels within the service area. Maintenance cost for the zone can be estimated according to the total length of road in the zone as shown below:

<u>Zone of Benefit</u>	<u>CSA Road Length</u>	<u>Percentage of CSA Total</u>	<u>Allocation to Zone</u>
Zone A	1,162 L.F.	100%	\$4,497
Total	1,162 L.F.	100%	\$4,497

Road Usage Component

Estimated road usage for each parcel is determined according to traffic and distance factors calculated for that parcel. These factors may change from year to year as the property is developed. Traffic and distance factors are shown on the Apportionment Schedule.

Apportionment Schedule

The attached Apportionment Schedule shows how the individual parcel assessments are calculated.

**County Service Area No. 26, Manzanita Drive
2018-19 Benefit Apportionment Schedule**

To identify your parcel's assessment charge locate the parcel number on the envelope label of this mailing then find the the number in the table below. This report is not a bill. Parcel charge will be added as line item on yearly property tax billing.

Assessors Parcel Number	Distance from Co.Road	Distance Factor*	Traffic Factor**	Road Use Factor	Parcel Allocation	Zone Cost	Parcel Assessment	
049-112-024-000	350 ft	0.066 x	10 =	0.66	0.66 / 28.6 x	\$4,497 =	\$104	
049-112-027-000	550 ft	0.104 x	1 =	0.10	0.10 / 28.6 x	\$4,497 =	\$16	
049-112-031-000	500 ft	0.095 x	10 =	0.95	0.95 / 28.6 x	\$4,497 =	\$149	
049-112-035-000	865 ft	0.164 x	10 =	1.64	1.64 / 28.6 x	\$4,497 =	\$258	
049-112-037-000	290 ft	0.055 x	21.6 =	1.19	1.19 / 28.6 x	\$4,497 =	\$187	
049-112-038-000	850 ft	0.161 x	10 =	1.61	1.61 / 28.6 x	\$4,497 =	\$253	
049-112-041-000	725 ft	0.137 x	10 =	1.37	1.37 / 28.6 x	\$4,497 =	\$216	
049-112-043-000	565 ft	0.107 x	20 =	2.14	2.14 / 28.6 x	\$4,497 =	\$337	
049-112-044-000	505 ft	0.096 x	20 =	1.91	1.91 / 28.6 x	\$4,497 =	\$301	
049-112-045-000	565 ft	0.107 x	10 =	1.07	1.07 / 28.6 x	\$4,497 =	\$169	
049-112-054-000	865 ft	0.164 x	10 =	1.64	1.64 / 28.6 x	\$4,497 =	\$258	
049-112-055-000	750 ft	0.142 x	10 =	1.42	1.42 / 28.6 x	\$4,497 =	\$224	
049-112-057-000	865 ft	0.164 x	10 =	1.64	1.64 / 28.6 x	\$4,497 =	\$258	
049-140-033-000	360 ft	0.068 x	59.4 =	4.05	4.05 / 28.6 x	\$4,497 =	\$637	
049-140-047-000	550 ft	0.104 x	16.2 =	1.69	1.69 / 28.6 x	\$4,497 =	\$265	
049-140-048-000	355 ft	0.067 x	21.6 =	1.45	1.45 / 28.6 x	\$4,497 =	\$229	
049-320-002-000	355 ft	0.067 x	10 =	0.67	0.67 / 28.6 x	\$4,497 =	\$106	
049-320-003-000	355 ft	0.067 x	10 =	0.67	0.67 / 28.6 x	\$4,497 =	\$106	
049-320-004-000	355 ft	0.067 x	10 =	0.67	0.67 / 28.6 x	\$4,497 =	\$106	
049-320-005-000	355 ft	0.067 x	10 =	0.67	0.67 / 28.6 x	\$4,497 =	\$106	
049-320-006-000	355 ft	0.067 x	10 =	0.67	0.67 / 28.6 x	\$4,497 =	\$106	
049-320-009-000	355 ft	0.067 x	10 =	0.67	0.67 / 28.6 x	\$4,497 =	\$106	
Parcels:	22	Total road use:			28.6	trip-miles	Zone Totals:	\$4,497

*Distance factor (miles) is the distance from parcel to county road

**Traffic factor (average daily trips) is based on zoning and use.

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