



Department of Public Works

Kim MacFarlane, P.E.
Director

48 W. Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
209.533.5601
www.tuolumnecounty.ca.gov

COUNTY SERVICE AREA 26, MANZANITA DRIVE 2023-24 ANNUAL REPORT

ADMINISTRATION

Assistant to the
Department Head
Emma Hawks
209.694.2718

AIRPORTS

Airport Manager
Drew Njirich
209.533.5685

BUSINESS

Business Manager
Janelle Kostlivy
209.533.5972

ENGINEERING

Supervising Engineer
Blossom Scott-Heim, P.E.
209.533.5904

FLEET SERVICES

Fleet Services Manager
Mike Young
209.536.1622

GEOGRAPHIC INFORMATION SYSTEMS

GIS Coordinator
Madeline Amlin
209.533.6592

ROAD OPERATIONS

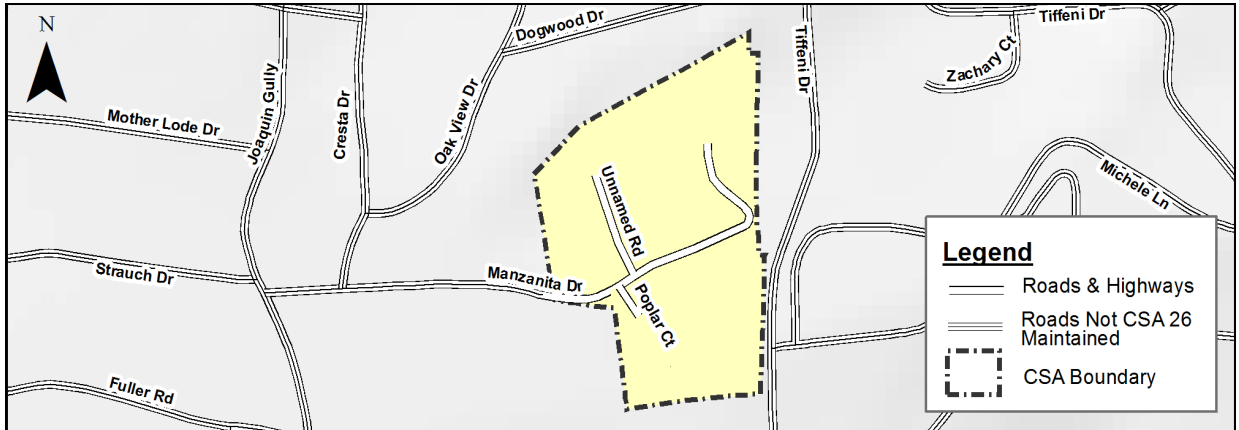
Superintendent of
Roads and Fleet
Mike Cognetti
209.533.5609

SOLID WASTE

209.533.5588

SURVEYING

County Surveyor
Warren Smith, L.S.
209.533.5626



Enclosed is the 2023 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 2023-24.

To identify your assessment charge locate the parcel number on *Exhibit A, 2023-24 Benefit Apportionment Schedule*. 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 2023-24 the inflation factor is 4.9%.

The total yearly assessment for CSA 26 provides full funding for snow removal services, but is significantly underfunded to meet road maintenance needs.

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 the Public Works Department.

Services

Snow removal, limited road
drainage maintenance

0.24 Lane Miles

Manzanita Dr, Poplar Ct,
Unnamed Road

Anticipated Maintenance

Maintenance is subject to funding
as it becomes available

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 Department of Public Works to administer road maintenance activities within the service area. The 2008 CSA 26 long-term maintenance plan provides guidelines for administration of the CSA maintenance 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). Update to the Long-Term Maintenance Plan is budgeted in 22-23. This funding will remain in CSA account if update is not completed in this fiscal year.

III. Road Inventory

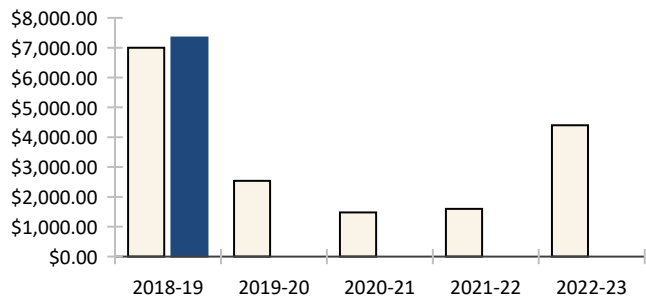
Road Name	Length (ft)	Width (ft)	Length (mi)	Surface	Condition
Poplar Court	103	10-12	0.02	Paved	Very Poor
Manzanita Drive	862	10-12	0.16	Paved	Very Poor
Manzanita Unnamed Rd	300	10-12	0.06	Paved	Fair
TOTAL CSA Road Length (miles):			0.24		

IV. Maintenance Record

Fiscal Yr	Operational Routine Maintenance	Preventative Road Maintenance
2018-19	\$ 7,000.00 Snowplow, Admin.	\$7,340.00 Localized Repairs (digouts)
2019-20	\$ 2,540.00 Snowplow, Admin.	
2020-21	\$ 1,480.00 Snowplow, Admin.	
2021-22	\$ 1,600.00 Snowplow, Admin.	
2022-23	\$ 4,400.00 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 year's budget.
- 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.

VI. 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

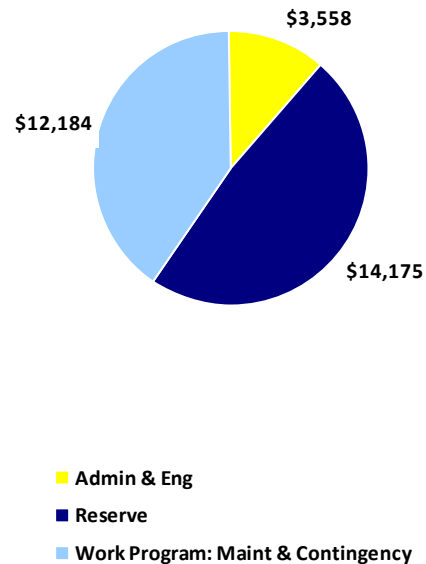
Department of Public Works staff conducted a field review of CSA 26 in April 2023. CSA fund is primarily dedicated to providing snow removal and emergency roadway improvements. Snow pole installation is proposed in 2023 to warn plow operators of fixed objects.

VIII. Proposed Work Program, FY 2023-24

	Estimated Expenditures
Snow Removal	\$2,100
Snow Removal Contingency*	\$9,670
Road Maintenance: No significant maintenance	\$0
Routine Maintenance	\$360
Maintenance Contingency	\$54
Work Funds Total:	\$12,184

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

Proposed Budget



IX. Administration and Engineering

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

	Estimated Expenditures
Administration & Engineering Costs	
Engineering & Administration*	\$2,784
Long-Term Maint Plan Update	\$774
Admin & Eng TOTAL	\$3,558

*Engineering and Administration is estimated as follows:
 \$400 per CSA or PRD plus \$23 per parcel for annual report admin.
 15% of projected expenditures for contract administration
 \$50 for mailing and printing costs

X. Proposed Budget FY 2023-24

(Fiscal year begins July 1)

	Estimated Expenditures	Total
Beginning Fund Balance (estimated)		\$24,200
Revenues (estimated)		
Assessment		\$5,497
Interest		\$220
Available Funds (estimated)		\$29,917
Expenses (estimated)		
Work Program & Contingency Fees	\$12,184	
Administration & Engineering	\$3,558	
		-\$15,742
Reserve		\$14,175

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, Manzanita Drive (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	=	\$5,497
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%	\$5,497
Total	1,162 L.F.	100%	\$5,497

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
2023-24 Benefit Apportionment Schedule**

To identify your parcel's assessment charge locate the parcel 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 \$5,497	= \$128	
049-112-027-000	550 ft	0.104	x 1	= 0.10	0.10 / 28.6	x \$5,497	= \$21	
049-112-031-000	500 ft	0.095	x 10	= 0.95	0.95 / 28.6	x \$5,497	= \$182	
049-112-035-000	865 ft	0.164	x 10	= 1.64	1.64 / 28.6	x \$5,497	= \$315	
049-112-037-000	290 ft	0.055	x 21.6	= 1.19	1.19 / 28.6	x \$5,497	= \$228	
049-112-038-000	850 ft	0.161	x 10	= 1.61	1.61 / 28.6	x \$5,497	= \$310	
049-112-041-000	725 ft	0.137	x 10	= 1.37	1.37 / 28.6	x \$5,497	= \$264	
049-112-043-000	565 ft	0.107	x 20	= 2.14	2.14 / 28.6	x \$5,497	= \$412	
049-112-044-000	505 ft	0.096	x 20	= 1.91	1.91 / 28.6	x \$5,497	= \$368	
049-112-045-000	565 ft	0.107	x 10	= 1.07	1.07 / 28.6	x \$5,497	= \$206	
049-112-054-000	865 ft	0.164	x 10	= 1.64	1.64 / 28.6	x \$5,497	= \$315	
049-112-055-000	750 ft	0.142	x 10	= 1.42	1.42 / 28.6	x \$5,497	= \$273	
049-112-057-000	865 ft	0.164	x 10	= 1.64	1.64 / 28.6	x \$5,497	= \$315	
049-140-033-000	360 ft	0.068	x 59.4	= 4.05	4.05 / 28.6	x \$5,497	= \$780	
049-140-047-000	550 ft	0.104	x 16.2	= 1.69	1.69 / 28.6	x \$5,497	= \$325	
049-140-048-000	355 ft	0.067	x 21.6	= 1.45	1.45 / 28.6	x \$5,497	= \$280	
049-320-002-000	355 ft	0.067	x 10	= 0.67	0.67 / 28.6	x \$5,497	= \$129	
049-320-003-000	355 ft	0.067	x 10	= 0.67	0.67 / 28.6	x \$5,497	= \$129	
049-320-004-000	355 ft	0.067	x 10	= 0.67	0.67 / 28.6	x \$5,497	= \$129	
049-320-005-000	355 ft	0.067	x 10	= 0.67	0.67 / 28.6	x \$5,497	= \$129	
049-320-006-000	355 ft	0.067	x 10	= 0.67	0.67 / 28.6	x \$5,497	= \$129	
049-320-009-000	355 ft	0.067	x 10	= 0.67	0.67 / 28.6	x \$5,497	= \$129	
Parcels:	22	Total road use:			28.6	trip-miles	Zone Totals:	\$5,496

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

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

TRA 53-003, 53-004

53-000