

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE MEETING

DISTRICT MANAGER'S REPORT JANUARY 31, 2020



A Tradition of Stewardship
A Commitment to Service

SUBMITTED BY:

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I. ADMINISTRATIVE

Coast Landscape Management contract – Discussion of SCSD landscaper contractor's performance. Coast refurbished Merion Circle island: removed tree, ground out the stump, installed automated sprinkler system, removed dead plant material, installed new plantings, including three new, young trees.

Firewise grants – SCSD submitted two Firewise grant applications. The first application (\$60,000) is for funds to help refurbish Island 27 that was burned in the 2017 wildfires. The second application (\$18,000) is for funds to help remove the remaining juniper bushes in the SCSD.

II. SIDEWALK INSPECTION AND REPAIR

Sidewalk Safety - Discussion of SCSD sidewalk inspection on September 17, 2019; sidewalk along Westgate Drive.

Liability Insurance - At the last SCSD meeting, a resident asked staff if the inspection and results have been documented and forwarded to the insurance company to inform them of the steps the SCSD is taking. The resident also suggested inviting representatives of the insurance company to visit the District and see what measures have been taken to reduce liability. The resident made the argument that the SCSD should not leave the insurance company out of the process. If someone else is injured and decides to sue, the SCSD has already shared with the insurance company what has been done to prevent injuries. So if the insurance company does nothing about it, that can be shown that the company accepted what the SCSD has done and that it is a proper course of action and we won't get a declaration in the case of the next claimant. Staff will ask risk manager.

III. LIGHTING

Overcharge - In the spring of 2019, PG&E installed new LED streetlight tops free of charge for the 133 streetlights in the SCSD. The company promised \$3,000 to \$5,000 in yearly savings by using the new LED streetlight tops. Company admitted to error. Staff is still working with company to correct electricity charges to District. Tim Kingsbury, head of Street & Outdoor Lighting for PG&E emailed me after I left for our last SCSD meeting on October 25, 2019, and said the cause of the overcharge was that PG&E were charging the SCSD a "Facilities Charge (IFC) per light since the conversion that should not have been applied."

Color of Poles - With the installation of the last three streetlight tops, several poles needed replacing. PG&E used metallic, unpainted poles, in marked difference from the green poles in the rest of the District. PG&E: S36, S107, and S146.

IV. BUDGET REPORT

a. Fiscal Year 2019/20 Status as of January 24, 2020 (see attachment)

Beginning Fund Balance (7-1-19)	\$ 133,419.98
<u>(Less) Expenditures (incl. unanticipated) (\$ 86,526.88)</u>	
	\$ 46,893.10
<u>(Plus) Revenue up to 1-24-20</u>	\$ 115,658.10
Ending Fund Balance	\$ 162,551.20

Ending net surplus for mid-year FY 19-20 = \$29,131.22

(Ending net surplus for FY 18-19 = \$20,421.00)



Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 7 of Fiscal Year: 2020

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Revenues								
41900	184,512.00	-	184,512.00	-	114,684.51	114,684.51	(69,827.49)	62.16%
44400	100.00	-	100.00	-	220.19	220.19	120.19	220.19%
45100	600.00	-	600.00	-	753.40	753.40	153.40	125.57%
47900	900.00	-	900.00	-	-	(900.00)	(900.00)	0.00%
	186,112.00	-	186,112.00	-	115,658.10	115,658.10	(70,453.90)	62.14%
Expenses								
Total for: Salaries and Benefits								
	-	-	-	-	-	-	-	0.00%
52100	4,000.00	-	4,000.00	-	2,883.53	2,883.53	1,116.47	72.09%
52115	700.00	-	700.00	-	549.00	549.00	151.00	78.43%
52125	1,300.00	-	1,300.00	-	900.00	900.00	400.00	69.23%
52140	1,500.00	-	1,500.00	-	43.75	43.75	1,456.25	2.92%
52145	25,000.00	-	25,000.00	-	17,380.77	17,380.77	7,619.23	69.52%
52340	75,000.00	-	75,000.00	44,035.00	30,965.00	75,000.00	-	100.00%
52350	10,000.00	-	10,000.00	6,994.16	4,830.84	11,825.00	(1,825.00)	118.25%
52500	1,000.00	-	1,000.00	-	-	1,000.00	1,000.00	0.00%
52505	1,000.00	-	1,000.00	-	185.00	185.00	815.00	18.50%
52510	1,400.00	-	1,400.00	-	-	1,400.00	1,400.00	0.00%
52700	1,222.00	-	1,222.00	-	1,224.25	1,224.25	(2.25)	100.18%
52800	80.00	-	80.00	-	19.84	19.84	60.16	24.80%
52905	50.00	-	50.00	-	-	-	50.00	0.00%
52906	57.00	-	57.00	-	19.00	19.00	38.00	33.33%
53100	50.00	-	50.00	-	-	-	50.00	0.00%
53205	23,000.00	-	23,000.00	-	17,765.05	17,765.05	5,234.95	77.24%
53220	14,500.00	-	14,500.00	-	9,760.85	9,760.85	4,739.15	67.32%
53320	50.00	-	50.00	-	-	-	50.00	0.00%
53350	1,000.00	-	1,000.00	-	-	1,000.00	1,000.00	0.00%
	160,909.00	-	160,909.00	51,029.16	86,526.88	137,556.04	23,352.96	85.49%
Total for: Services and Supplies								
55300	20,000.00	-	20,000.00	-	-	-	20,000.00	0.00%
58100	5,000.00	-	5,000.00	-	-	-	5,000.00	0.00%
	25,000.00	-	25,000.00	-	-	-	25,000.00	0.00%

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	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Total Expenditures	185,909.00	-	185,909.00	51,029.16	86,526.88	137,556.04	48,352.96	73.99%
Net Surplus (Deficit)	203.00	-	203.00	(51,029.16)	29,131.22	(21,897.94)		
33100 - Available Fund Balance					133,419.98			
Net Surplus (Deficit)					29,131.22			
33100 - Ending Fund Balance					<u>162,551.20</u>			