

SILVERADO COMMUNITY SERVICES DISTRICT
ADVISORY COMMITTEE MEETING

DISTRICT MANAGER'S REPORT
OCTOBER 28, 2022



A Tradition of Stewardship
A Commitment to Service

SUBMITTED BY:

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I. ADMINISTRATIVE

LAFCO Final Report

- **LAFCO MSR/SOI** – On October 3, 2022, LAFCO approved its final draft of SCSD's Municipal Service Review and Sphere of Influence reports. There were no significant changes from the previous reports in 2014 and 2015:
https://www.napa.lafco.ca.gov/uploads/documents/MSR_CentralCounty_FinalReport_2014.pdf and
https://www.napa.lafco.ca.gov/uploads/documents/SCSD_FinalSOI_2015.pdf. The 2022 final report can be accessed here: https://www.napa.lafco.ca.gov/uploads/documents/10-3-22_6a_SCSD_MSR-SOI_FinalReport.pdf.
- **Island 8 Right-of-Entry**: Since 2017, the SCSD had a right-of-entry agreement with the owner of 155 Kaanapali Drive. That agreement, however, expired after the property was recently sold. Staff has been negotiating with the new owner to sign a new agreement. The agreement is important to the SCSD because Island 8 (white curved wall and Italian cypress trees), opposite the Island 9 monument (raised brick bed), represents the gateway into the SCSD. Nearly all of the low, white curved wall in Island 8 is located within the owner's property boundary. Without access, the SCSD cannot adequately maintain the island.

II. LANDSCAPING UPDATE

- **New Landscape Contractor Hired** – In August 2022, SCSD staff conducted a Request for Proposal for a new landscaping contractor. There were no bidders for the contract. As per Napa County policy in the case of no bidders, staff was authorized to find a suitable replacement and negotiate a contract. SCSD staff hired Sanchez Brothers Landscaping, Inc., which had been acting as interim landscape contractor after the previous contractor had been terminated in July 2022. The terms of the new contract include: \$6,200 monthly maintenance, a \$506 increase over the previous contract (\$5,694); \$74,400 yearly for maintenance, a \$6,072 increase over the previous contract (\$68,328); and \$100,000 maximum amount (\$25,600 for upgrades and repair), an increase of \$10,000 over the previous contract (\$90,000).
- **Vehicle Damage to Island 27** – Last month, a motorist lost control of their vehicle and drove across Westgate Drive's Island 27, which had been recently refurbished at great cost to SPOA and the SCSD. The repair cost totaled \$1,900, which included repairing the stone planter box, replacing the olive tree, and grading the soil.
- **Landscape Project List** – The two "gateway" islands 1 and 9 will have flowers installed in early November when winter varieties are available from wholesalers. Island 1 has been cleared and prepared for the planting. Island 23 at the intersection of Westgate and Hillcrest will be neatened and several dead or dying plants replaced. Staff also plans minor refurbishments to several islands along St. Andrews Drive, replacing dead or dying plants.
- **Island 2 Leak and Sub-Meter** – A comparison of City of Napa water bills shows evidence of a leak. Staff has asked the new landscape contractor to investigate and fix

the leak. If the leak and in the main pipe, staff will hire a professional leak detector if needed before the leak increases in size and volume.

III. BUDGET REPORT

Fiscal Year 23 – as of 10-24-22 – (see attachment)

FY23 Beginning Fund Balance (7-1-22)	\$ 153,567
Revenue	\$ 0
Expenses	\$ 28,401

FY23 Ending Fund Balance (as of 10-24-22) \$ 125,165



Statement of Revenues and Expenses Budget vs. Actual

Fiscal Year: 2023 Through Period: 12

Fund: 2850 - Silverado Community Services

Object	Budget			Encumbrances	Actuals	Available Budget	% of Budget
	Adopted	Adjustments	Revised				
Taxes							
41900 - Other Taxes	200,400.00	-	200,400.00	-	-	200,400.00	0.00 %
Total Taxes	200,400.00	-	200,400.00	-	-	200,400.00	0.00 %
Fines, Forfeitures, and Penalties							
44400 - Delinquent Tax Penalties	100.00	-	100.00	-	-	100.00	0.00 %
Total Fines, Forfeitures, and Penalties	100.00	-	100.00	-	-	100.00	0.00 %
Revenue from Use of Money and Property							
45100 - Interest	2,300.00	-	2,300.00	-	-	2,300.00	0.00 %
Total Revenue from Use of Money and Property	2,300.00	-	2,300.00	-	-	2,300.00	0.00 %
Miscellaneous Revenues							
47900 - Miscellaneous	400.00	-	400.00	-	-	400.00	0.00 %
Total Miscellaneous Revenues	400.00	-	400.00	-	-	400.00	0.00 %
Services and Supplies							
52100 - Administration Services	4,000.00	-	4,000.00	-	1,920.46	2,079.54	48.01 %
52115 - Property Tax/Assessment Admin	700.00	-	700.00	-	-	700.00	0.00 %
52125 - Accounting/Auditing Services	2,100.00	-	2,100.00	-	-	2,100.00	0.00 %
52140 - Legal Services	1,200.00	-	1,200.00	-	-	1,200.00	0.00 %
52145 - Engineer Services	24,000.00	-	24,000.00	-	4,554.91	19,445.09	18.98 %

52340 - Landscaping Services	100,000.00	-	100,000.00	90,726.00	9,274.00	-	100.00 %
52350 - Street Sweeping Services	11,825.00	-	11,825.00	11,825.00	1,747.16	(1,747.16)	114.78 %
52490 - Other Professional Services	12,738.00	-	12,738.00	-	-	12,738.00	0.00 %
52500 - Maint - Equipment	500.00	-	500.00	-	-	500.00	0.00 %
52505 - Maint - Bldg & Improvements	500.00	-	500.00	-	-	500.00	0.00 %
52510 - Maint - B&I - PW Charges	500.00	-	500.00	-	-	500.00	0.00 %
52700 - Insurance - Liability	-	-	-	-	1,339.46	(1,339.46)	0.00 %
52800 - Communications/Telephone	80.00	-	80.00	-	7.62	72.38	9.53 %
52905 - Business Travel/Mileage	50.00	-	50.00	-	-	50.00	0.00 %
53100 - Office Supplies	50.00	-	50.00	-	-	50.00	0.00 %
53205 - Utilities - Electric	22,000.00	-	22,000.00	-	5,135.69	16,864.31	23.34 %
53220 - Utilities - Water	21,000.00	-	21,000.00	-	4,422.13	16,577.87	21.06 %
53320 - Safety Supplies	50.00	-	50.00	-	-	50.00	0.00 %
53350 - Maintenance Supplies	500.00	-	500.00	-	-	500.00	0.00 %
Total Services and Supplies	201,793.00	-	201,793.00	102,551.00	28,401.43	70,840.57	64.89 %

33100 - Beginning Available Fund Balance						153,566.83	
Total Revenues	203,200.00		203,200.00				203,200.00 0.00 %
Total Expenditures	201,793.00		201,793.00	102,551.00	28,401.43	70,840.57	64.89 %
Net Surplus / (Deficit)	1,407.00	-	1,407.00		(28,401.43)		
33100 - Current Available Fund Balance						125,165.40	