

SILVERADO COMMUNITY SERVICES DISTRICT ADVISORY COMMITTEE MEETING

DISTRICT MANAGER'S REPORT OCTOBER 30, 2020



A Tradition of Stewardship
A Commitment to Service

SUBMITTED BY:

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I. ADMINISTRATIVE

Discussion of increasing special assessment

A resident asked for an advisory committee vote to increase the SCSD special assessment on homeowners to the fullest extent. The special assessment funds the SCSD. The District's consultant NBS informed the SCSD in March 2020 that a 2.91% increase in the assessment for FY 21 was the highest possible assessment increase recommended. The SCSD acting chair and others, in consultation with County staff, proposed forgoing any increase for FY 21 because of the uncertainty of the economic climate and unknown stress the pandemic was causing on some residents' income. On May 12, 2020, the SCSD Board of Directors (Board of Supervisors) approved this measure. A 2.91% increase would have raised \$5,359.73 in added revenue for FY 21. The decision by the SCSD had to be made in March 2020 when the pandemic began in full swing and there were many unknowns concerning its economic impact. The sentiment was that raising residents' taxes while some residents were losing their work hours, income, and perhaps their jobs was not appropriate.

However, even though the \$5,359.73 increase was not enacted, the SCSD can still enact an increase next year that includes that amount foregone this year - plus any increase recommended by NBS next year, thereby putting the SCSD back on track concerning revenue.

Staff notes that it is common practice in government that elected or appointed boards should not bind future boards to tax increases. When the new SCSD Advisory Committee is officially appointed in January 2021, it can then vote on whether to increase the special assessment for the budget cycle they will be advising and voting on. NBS issues its annual report in March or April that discloses the recommended special assessment increase for the next fiscal year.

II. LANDSCAPING UPDATE – ISLAND REFURBISHMENT

Updated Project List: The following projects were discussed at the July 31, 2020, meeting for refurbishment and improvement:

- **Island 27 (Westgate near Atlas Peak Road):** This island was burned in the 2017 wildfires. In June 2020, the last of the burned out stumps were removed. Staff is currently consulting a landscape design professional for refurbishment ideas for the island.
- **Island 24 (Burning Tree Court):** Irrigation timers need to be installed; juniper bushes removed; replacement plants that are fire- and drought-resistant. **COMPLETED**
- **Island 1 (entrance island at Monticello and Atlas Peak):** Day lilies should be taken out and replaced with lower plants to increase visibility for cars existing Atlas Peak onto Monticello and improve the visual appeal of the SCSD entrance.
- **Island 23 (intersection of Hillcrest and Westgate):** Unsightly roots of juniper bushes that were removed should be either ground out or covered with walk-on bark.
- **Islands 11-13 (Kaanapali islands):** Walk-on bark on the three Kaanapali islands to improve appearance. **COMPLETED**
- **Island 8 (Madrid property):** Walk-on bark to improve appearance. **COMPLETED**

- **Island 18 (Merion Circle):** Walk-on bark to improve appearance. **COMPLETED**

Additions to List:

- **Westgate cul-de-sac (Ravine):** Dead trees and brush need to be removed to reduce load of wildfire fuel.

III. DOGGY BAG DISPENSERS

There are several doggy bag dispensers in the SCSD. Recently, someone took several bags from a dispenser and left three filled bags on the ground under the dispenser. Staff could not locate any business that services disposed doggy bag receptacles. Options include: removing the dispensers, placing a sign asking people to dispose of the waste themselves (like the sign on Westgate Drive cul-de-sac), or find a volunteer to dispose of the used bags.

IV. BUDGET REPORT

a. Fiscal Year 2020/21 - end-of-year status (see attachment)

Beginning Fund Balance (7-1-19)	\$ 163,309.19
Ending Fund Balance (6-30-20)	\$ 113,539.41
Expenditures	\$ 49,769.78

REVENUE - FY 2019-20	
Date	Monetary Amount
11/01/2019	25,265.08
12/01/2019	44,748.99
12/11/2019	26,519.60
12/18/2019	15,197.16
01/01/2020	2,953.68
02/01/2020	4,811.64
03/01/2020	7,241.28
04/11/2020	34,237.28
04/20/2020	13,395.35
05/01/2020	317.60
06/01/2020	349.36
06/30/2020	2,000.88
06/30/2020	7,388.44
Total	184,426.34



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Statement of Revenues and Expenses Budget vs. Actual by Fund

2850 - Silverado Community Services
Periods 1 through 4 of Fiscal Year: 2021

Report Generated: October 23, 2020 at 01:31 AM

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Revenues								
41900	Other Taxes	-	184,512.00	-	-	-	(184,512.00)	0.00%
44400	Penalties & Costs on Delin Tax	-	100.00	-	49.54	49.54	(50.46)	49.54%
45100	Interest	-	2,000.00	-	-	-	(2,000.00)	0.00%
47150	Other Grants	-	-	-	-	-	-	0.00%
47900	Miscellaneous	-	400.00	-	-	-	(400.00)	0.00%
	Total Revenues	-	187,012.00	-	49.54	49.54	(186,962.46)	0.03%

	Adopted Budget	Budget Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Percent of Budget
Expenses								
Total for: Salaries and Benefits								
	-	-	-	-	-	-	-	0.00%

52100	Administration Services	-	4,000.00	-	1,928.42	1,928.42	2,071.58	48.21%
52115	Property Tax/Assessment Admin	-	700.00	-	-	-	700.00	0.00%
52125	Accounting/Auditing Services	-	2,000.00	-	430.00	430.00	1,570.00	21.50%
52140	Legal Services	-	1,000.00	-	-	-	1,000.00	0.00%
52145	Engineer Services	-	30,000.00	-	4,776.64	4,776.64	25,223.36	15.92%
52340	Landscaping Services	-	90,000.00	-	30,618.00	30,618.00	59,382.00	100.00%
52350	Street Sweeping Services	-	11,825.00	11,019.86	805.14	11,825.00	-	100.00%
52500	Maintenance-Equipment	-	500.00	-	-	-	500.00	0.00%
52505	Maintenance-Buildings/Improvem	-	500.00	-	185.00	185.00	315.00	37.00%
52510	Maintenance-B&I-PW Charges	-	872.00	-	-	-	872.00	0.00%
52700	Insurance - Liability	-	1,224.00	-	1,272.18	1,272.18	(48.18)	103.94%
52800	Communications/Telephone	-	80.00	-	6.99	6.99	73.01	8.74%
52905	Business Travel/Mileage	-	50.00	-	-	-	50.00	0.00%
52906	Fleet Charges	-	57.00	-	-	-	57.00	0.00%
53100	Office Supplies	-	50.00	-	-	-	50.00	0.00%
53205	Utilities - Electric	-	21,000.00	-	5,005.87	5,005.87	15,994.13	23.84%
53220	Utilities - Water	-	14,500.00	-	4,791.08	4,791.08	9,708.92	33.04%
53320	Safety Supplies	-	50.00	-	-	-	50.00	0.00%
53350	Maintenance Supplies	-	500.00	-	-	-	500.00	0.00%
	Total for: Services and Supplies	-	178,908.00	-	70,401.86	49,819.32	58,686.82	67.20%
55300	Buildings and Improvements	-	2,500.00	-	-	-	2,500.00	0.00%



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	Budget				Actual YTD		YTD Total		Budget vs Actual		Percent of Budget
	Adopted Budget	Adjustments	Adjusted Budget	Encumbrances	Actual YTD	YTD Total	Budget vs Actual	Budget			
58100	5,000.00	-	5,000.00	-	-	-	5,000.00	5,000.00	0.00%		
	7,500.00	-	7,500.00	-	-	-	7,500.00	7,500.00	0.00%		
Total for: Other Expenses											
	186,408.00	-	186,408.00	70,401.86	49,819.32	120,221.18	66,186.82	64.49%			
Total Expenditures											
	604.00	-	604.00	(70,401.86)	(49,769.78)	(120,171.64)					
Net Surplus (Deficit)											
33100 - Available Fund Balance					163,309.19						
Net Surplus (Deficit)					(49,769.78)						
33100 - Ending Fund Balance					113,539.41						