



## SUMMARY REPORT

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**Agenda Date:** 1/26/2021

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**To:** Board of Supervisors

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:** Johannes J. Hoevertsz 707-565-2231

**Vote Requirement:** 4/5th

**Supervisorial District(s):** Second

**Title:**

Canon Manor Budget Adjustment

**Recommended Action:**

Adopt a resolution approving a budget adjustment to the Department of Transportation and Public Works fiscal year 2020-2021 Adopted Budget in the amount of \$40,000 for road maintenance projects in the Canon Manor Road Maintenance Operations District.

**Executive Summary:**

The Department of Transportation and Public Works (TPW) is requesting that the Board approve an increase in the Canon Manor Road Maintenance Operations District (District) budget in the amount of \$40,000 for unanticipated road repairs and maintenance.

**Discussion:**

TPW manages several permanent road districts, established by resolution in accordance with the California Streets and Highways Code Section 1162. Permanent roads are not county maintained roads, and funding for road maintenance services is derived from annual property taxes collected on properties located within the district. The Canon Manor West Assessment District is located in Rohnert Park, and was established in 2001. In 2009, the County Board of Supervisors approved Ordinance 5841 authorizing the placement and collection of an annual road maintenance fee beginning FY 09-10 and the subsequent formation of the Canon Manor Road Maintenance Operations District. Funds collected from property taxes are held in a special revenue fund, and are allocated for budgeting annually to fund administrative and accounting costs, and to cover costs for projects identified to repair and maintain the roads. The FY 20-21 budget included costs for administrative and accounting services however, no maintenance projects were planned or budgeted for.

After the beginning of the fiscal year, TPW Road Maintenance Division was notified of a sinkhole at the intersection of Sturtevant Drive and Lynn Drive in the District. Road Maintenance staff plated the hole for the safety of the travelling public until the repairs were completed. Upon further inspection, there was a large void under the roadway that wrapped around a manhole cover. Due to the nature of the event and complexity, the cost of the repair was not previously budgeted in the FY 20-21. The repairs consisted of removing all loose material and backfilling with slurry.

The work has been completed by TPW's Road Maintenance staff in order to maintain safe travelling conditions for \$7,415.00. TPW must be reimbursed by the District and is requesting approval of a Resolution for a budget

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adjustment to program \$40,000 from the District fund to reimburse TPW, and to fund any additional maintenance that may be required before the end of the fiscal year. The District currently has a fund balance of \$599,118.

**Prior Board Actions:**

None

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested	\$40,000		
<b>Total Expenditures</b>	<b>\$40,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	\$40,000		
Contingencies			
<b>Total Sources</b>	<b>\$40,000</b>		

**Narrative Explanation of Fiscal Impacts:**

The total cost of anticipated road maintenance work in Canon Manor during FY 20-21 is \$40,000, which will be appropriated from Canon Manor Fund Balance. The current fund balance for Canon Manor Maintenance Operations District is \$599,118 and the requested budget Resolution will allow funds to be moved into budget to reimburse Road Maintenance for the completed repair costs, and any potential costs arising before the end of the fiscal year. □

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Resolution

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**Related Items “On File” with the Clerk of the Board:**

None