

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, MAY 3, 2021

TIME: 6:00 PM

PLACE: **** TELECONFERENCE - SEE BELOW ****

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-5-3-recreation-commission-meeting>. *Public comments by phone and chat (online only) will be available during the teleconference.*

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 813 6127 0108 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81361270108> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 813 6127 0108.

The Crockett Recreation Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of March 1, 2021.

5. **RECREATION:**
 - a. Recommend continuation of recreation special tax in the amount of \$110 per residential parcel.
 - b. Consider raising rates at the pool.
6. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Receive 9-month Budget Report.
7. **ADMINISTRATIVE:**

Receive report on actions taken by the District Board.
8. **REPORT OF DEPARTMENT MANAGER:** (This item is typically for exchange of information only. No action will be taken at this time.)
9. **REPORTS FROM COMMISSIONERS:** (This item is typically for exchange of information only. No action will be taken at this time.)
10. **FUTURE AGENDA ITEMS:**
11. **COMMENTS FROM COMMISSIONERS:**
12. **ADJOURNMENT** to June 7, 2021.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT RECREATION COMMISSION

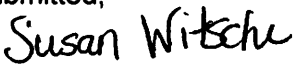
of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525
Telephone (510) 787-2414
Fax (510) 787-3049
e-mail: recreation@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 1, 2021

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Airoidi and Choquette were absent. Mr. Gunkelman arrived later.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/as):
 - a. Approve Minutes of February 1, 2021.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported an invested balance of \$257K and a fund balance of \$403K. Mr. Gunkelman arrived at 6:13 pm.
- 6.b. MID-YEAR BUDGET: The mid-year budget report was reviewed by the Commission.
7. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in February. He said Commissioner Scheer has been re-appointed to the Recreation Commission for two years.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he received two \$1K micro grants from the Crockett Community Foundation for tree removal and tree trimming in Alexander Park. He said Brightview Tree removed three trees in the park today. A Plus Tree will be out on March 4 to trim the trees in the park. The John Swett High School Swim Team will begin using the pool on April 12. The arborist report for the Retaining Wall and Stair Project has been forwarded to the County.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:28 PM until April 5, 2021.

Respectfully submitted,

Susan Witschi 
March 10, 2021

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-28-21 LATEST FUND REPORT: 4-12-21

OPERATING FUND 3241		
<p>CASH CARRIED FORWARD: \$99,612.00</p> <p>ACTIVITY:</p> <p><u>CHECKS AND PAYMENTS</u></p> <p>Warrants (9081-9116) (\$35,974.46)</p> <p>Wells Fargo CC Fees \$0.00</p> <p>Payroll recovery \$0.00</p> <p>Invest Fees</p> <p><u>DEPOSITS AND CREDITS</u></p> <p>Comm Center Booking -</p> <p>Cancelled check (9054) \$95.00</p> <p>Cost Recovery Bocce -</p> <p>Donations \$5,251.02</p> <p>Tennis keys \$10.00</p> <p>Transfer from Invest -</p> <p>Cash Conversion -</p> <p>United Way Pass-thru -</p> <p>JSHS rent/CCF Grant \$6,820.00</p> <p>Return-to-source \$0.00</p> <p>Parking fines -</p> <p>Payroll recov CV&PC -</p> <p>CASH BALANCE: \$75,813.56</p> <p>ADV ON TAXES : \$62,425.00</p> <p> Cash Conversion \$0.00</p> <p>NET ADV ON TAXES: \$62,425.00</p>		<p>INVESTED BALANCE: \$257,865.86</p> <p> Invest Interest \$0.00</p> <p>NET INVESTED: \$257,865.86</p> <p>\$50,222.82 c/d deposits</p> <p>\$207,643.04 avail. funds</p> <p>FUND BALANCE: \$396,104.42</p> <p>*** Below held in cash account ***</p> <p>C/D BEGINNING BALANCE: \$50,222.82</p> <p> c/d deposit receipts \$0.00</p> <p> c/d deposit refunds \$0.00</p> <p> Trnsfr recovery \$0.00</p> <p>NET C/D ENDING BALANCE \$50,222.82</p> <p>CAP / RESTRICTED BAL: \$4,639.60</p> <p> Donations \$0.00</p> <p>NET CAPITAL REPL. BAL: \$4,639.60</p> <p>POLICE LIAISON BALANCE \$8,253.92</p> <p> Parking revenue \$0.00</p> <p> Payroll/Expenses \$0.00</p> <p>NET PLC ENDING BALANCE \$8,253.92</p> <p>XMAS LIGHT BEG BALANCE \$496.57</p> <p> No activity \$0.00</p> <p>XMAS LIGHT END BALANCE \$496.57</p> <p>CERT ACTIVITY: None \$0.00</p> <p>CERT Ending Balance: \$0.00</p> <p>PETTY CASH BALANCE: \$60.00</p> <p>TAXES held in 3240: \$ 44,729.61</p> <p>CO.charges in 3240: \$ -</p>

c:\mydocs\rec\bud&fin\wrksht.xls

Commissioners: Jeff Airoldi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

CROCKETT COMMUNITY SERVICES DISTRICT

REC - Combined Budget Report

July 1, 2020 through April 26, 2021

04/26/21

Cash Basis

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
3240i · FUND 3240 - CCSD Income***				
4010rec · CSD Property tax for REC	0.00	46,279.00	-46,279.00	0.0%
Total 3240i · FUND 3240 - CCSD Income***	0.00	46,279.00	-46,279.00	0.0%
3241i · FUND 3241 REC. Income***				
4000 · OPERATING REVENUE				
4180 · COST RECOVERY (OP)				
4180.3 · Other recovery	393.59	0.00	393.59	100.0%
4180 · COST RECOVERY (OP) - Other	0.00	2,816.09	-2,816.09	0.0%
Total 4180 · COST RECOVERY (OP)	393.59	2,816.09	-2,422.50	14.0%
4200 · Community Center Rentals	1,120.00	129,500.00	-128,380.00	0.9%
4201 · Center rents - senior nutrition	1,200.00	3,946.67	-2,746.67	30.4%
4202 · Center rents - outside classes	90.00	986.67	-896.67	9.1%
4203 · Center - clean/damage DEPOSITS	0.00	35,097.41	-35,097.41	0.0%
4205 · Aquatics rents	11,637.00	8,167.13	3,469.87	142.5%
4208 · Concessions	4,750.02	6,123.89	-1,373.87	77.6%
4750 · Security services	0.00	8,057.77	-8,057.77	0.0%
4780 · Cleaning services	0.00	3,946.67	-3,946.67	0.0%
4860 · Swim admission fees	14,737.30	15,931.35	-1,194.05	92.5%
4861 · Aquatics season passes	2,271.00	3,999.50	-1,728.50	56.8%
4870 · Center Programs	40.00	4,933.33	-4,893.33	0.8%
4876 · Swim lessons	126.00	2,400.00	-2,274.00	5.3%
4879 · Tennis/restroom keys	39.00	493.33	-454.33	7.9%
4880 · Other sales	2.00	50.00	-48.00	4.0%
4881 · Cash over	16.55	0.00	16.55	100.0%
4882 · Parking fines	488.09	493.33	-5.24	98.9%
4885 · Donations (operations)	0.00	650.00	-650.00	0.0%
4886 · Donations (restricted)	19,147.12	450.00	18,697.12	4,254.9%
Total 4000 · OPERATING REVENUE	56,057.67	228,043.14	-171,985.47	24.6%
4800 · NON-OPERATING REVENUE				
4801 · Property Tax transfer from 3240	0.00	14,528.67	-14,528.67	0.0%
4802 · Recreation Tax	136,290.00	112,569.00	23,721.00	121.1%
4803 · Investment Interest	2,686.83	4,857.27	-2,170.44	55.3%
4850 · Cost Recovery Non-Op	158.78	600.00	-441.22	26.5%
4890 · Non-profit grants (operations)	0.00	4,933.33	-4,933.33	0.0%
4891 · Non-profit grants (restricted)				
4891.1 · Return-to-Source	42,182.00	25,745.00	16,437.00	163.8%
4891.3 · Capital projects	0.00	81,000.00	-81,000.00	0.0%
4891 · Non-profit grants (restricted) - Other	0.00	8,195.00	-8,195.00	0.0%
Total 4891 · Non-profit grants (restricted)	42,182.00	114,940.00	-72,758.00	36.7%
4899 · Other Non-Operating Income	13,794.20	1,000.00	12,794.20	1,379.4%
Total 4800 · NON-OPERATING REVENUE	195,111.81	253,428.27	-58,316.46	77.0%
Total 3241i · FUND 3241 REC. Income***	251,169.48	481,471.41	-230,301.93	52.2%
Total Income	251,169.48	527,750.41	-276,580.93	47.6%
Gross Profit	251,169.48	527,750.41	-276,580.93	47.6%
Expense				
3241e · FUND 3241 REC. Expense***				
5050 · UNIFORMS	553.78	1,200.00	-646.22	46.1%
5060 · TELEPHONE / INTERNET				
5061 · Telephone	1,907.42	0.00	1,907.42	100.0%
5062 · Internet	176.39	0.00	176.39	100.0%
5060 · TELEPHONE / INTERNET - Other	1,542.93	4,045.33	-2,502.40	38.1%
Total 5060 · TELEPHONE / INTERNET	3,626.74	4,045.33	-418.59	89.7%
5070 · SOFTWARE SUBSCRIPTIONS	1,457.85	1,759.83	-301.98	82.8%

CROCKETT COMMUNITY SERVICES DISTRICT

REC - Combined Budget Report

July 1, 2020 through April 26, 2021

04/26/21

Cash Basis

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5100 · INSURANCE				
5101 · Property insurance	2,890.29	2,192.00	698.29	131.9%
5102 · Liability insurance	17,323.20	18,791.00	-1,467.80	92.2%
5103 · Employee bond	0.00	110.00	-110.00	0.0%
Total 5100 · INSURANCE	20,213.49	21,093.00	-879.51	95.8%
5120 · ELECTIONS	0.00	986.67	-986.67	0.0%
5130 · MAINTENANCE				
5131 · Building maint. supplies	0.00	2,290.57	-2,290.57	0.0%
5132 · Building maint. services	3,576.00	4,954.07	-1,378.07	72.2%
5133 · Bldg. repair supplies & hdwe	1,039.45	1,294.53	-255.08	80.3%
5134 · Bldg. repair services	940.00	3,339.08	-2,399.08	28.2%
5135 · Janitorial supplies	883.77	4,366.46	-3,482.69	20.2%
5136 · Janitorial services	164.07	14,733.40	-14,569.33	1.1%
5140 · Landscape supplies	546.38	32,584.63	-32,038.25	1.7%
5141 · Landscape services	27,590.00	0.00	27,590.00	100.0%
5142 · Lighting services	115.23	246.67	-131.44	46.7%
5144 · Tennis supplies	55.79	0.00	55.79	100.0%
5145 · Pool chemical supplies	10,304.10	10,283.53	20.57	100.2%
5146 · Pool maint. supplies	1,486.34	3,371.09	-1,884.75	44.1%
5147 · Pool maint. services	0.00	1,586.88	-1,586.88	0.0%
5148 · Pool repair services	840.26	0.00	840.26	100.0%
Total 5130 · MAINTENANCE	47,541.39	79,050.91	-31,509.52	60.1%
5150 · MEMBERSHIPS	308.82	296.00	12.82	104.3%
5160 · PROGRAM SUPPLIES				
5160.3 · Xmas program (restricted)	120.00	1,000.00	-880.00	12.0%
5160.9 · Other programs	82.41	6,400.00	-6,317.59	1.3%
5160 · PROGRAM SUPPLIES - Other	0.00	472.75	-472.75	0.0%
Total 5160 · PROGRAM SUPPLIES	202.41	7,872.75	-7,670.34	2.6%
5165 · OTHER OPERATING				
5165.5 · Capital Replacements	23,372.54	48,908.84	-25,536.30	47.8%
5165.61 · Comm. center - Rental refunds	0.00	24,666.67	-24,666.67	0.0%
5165.62 · Comm. center -Deposit transfers	0.00	2,795.54	-2,795.54	0.0%
5165.63 · Comm. center - Deposit refunds	3,500.00	30,048.09	-26,548.09	11.6%
5165.7 · Security Alarm / CCTV	1,358.73	4,563.29	-3,204.56	29.8%
5165.8 · Cash under	5.00	0.00	5.00	100.0%
5165.9 · Recoverable costs	70.98	2,104.03	-2,033.05	3.4%
5165.9e · Other Operating Costs	274.13	1,356.67	-1,082.54	20.2%
5165 · OTHER OPERATING - Other	0.00	698.88	-698.88	0.0%
Total 5165 · OTHER OPERATING	28,581.38	115,142.01	-86,560.63	24.8%
5166 · OTHER OP COVID-19				
5166.4 · National Paid Leave EE	252.00	0.00	252.00	100.0%
5166.1 · Furlough Health & LTD Benefits	4,189.59	0.00	4,189.59	100.0%
5166.2 · Disinfectants & supplies	1,645.70	0.00	1,645.70	100.0%
5166.3 · Rental refunds COVID-19	34,006.00	0.00	34,006.00	100.0%
Total 5166 · OTHER OP COVID-19	40,093.29	0.00	40,093.29	100.0%
5170 · OFFICE				
5171 · Postal	10.60	312.42	-301.82	3.4%
5172 · Supplies	1,041.80	1,644.42	-602.62	63.4%
5173 · Furnishings& Equipment	147.49	411.09	-263.60	35.9%
5174 · Visa transaction fees	275.59	1,397.75	-1,122.16	19.7%
5170 · OFFICE - Other	16.38	1,896.69	-1,880.31	0.9%
Total 5170 · OFFICE	1,491.86	5,662.37	-4,170.51	26.3%
5180 · PROF. SVCS.				
5181 · Attorney	6,774.94	0.00	6,774.94	100.0%
5182 · Auditor	2,973.02	0.00	2,973.02	100.0%
5183 · Security guards	0.00	6,413.33	-6,413.33	0.0%

CROCKETT COMMUNITY SERVICES DISTRICT

REC - Combined Budget Report

July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5186 · Consultants	43.74	0.00	43.74	100.0%
5180 · PROF. SVCS. - Other	0.00	6,824.42	-6,824.42	0.0%
Total 5180 · PROF. SVCS.	9,791.70	13,237.75	-3,446.05	74.0%
5190 · PRINT/PUBLISH/LEGAL NOTICES				
5191 · Advertising	5.55	790.00	-784.45	0.7%
5190 · PRINT/PUBLISH/LEGAL NOTICES - Other	0.00	411.09	-411.09	0.0%
Total 5190 · PRINT/PUBLISH/LEGAL NOTICES	5.55	1,201.09	-1,195.54	0.5%
5230 · TRAINING & CERTIFICATION	1,434.75	6,363.09	-4,928.34	22.5%
5240 · COST OF GOODS SOLD				
5241 · Food concession supplies	3,547.27	3,981.20	-433.93	89.1%
5242 · Promotional goods	0.00	50.00	-50.00	0.0%
Total 5240 · COST OF GOODS SOLD	3,547.27	4,031.20	-483.93	88.0%
5250 · VEHICLE/TRAVEL REIMBURSEMENT	1,328.95	2,129.50	-800.55	62.4%
5260 · UTILITIES				
5261 · Electricity	22,204.16	25,733.04	-3,528.88	86.3%
5262 · Natural gas	3,050.53	10,023.69	-6,973.16	30.4%
5263 · Water	16,498.32	13,544.43	2,953.89	121.8%
Total 5260 · UTILITIES	41,753.01	49,301.16	-7,548.15	84.7%
5340 · COUNTY & STATE CHARGES	9,355.12	4,530.42	4,824.70	206.5%
Total 3241e · FUND 3241 REC. Expense***	211,287.36	317,903.08	-106,615.72	66.5%
3242 · FUND 3242 MAINTENANCE - Expense				
5290m · NON-OPERATING EXPENSES	104.00	0.00	104.00	100.0%
Total 3242 · FUND 3242 MAINTENANCE - Expense	104.00	0.00	104.00	100.0%
3425e · FUND 3425 PCSAN. Expense***				
416 · SEWAGE TREATMENT				
416.51 · TREATMENT O&M				
51.2pc · Chemicals	630.88	0.00	630.88	100.0%
Total 416.51 · TREATMENT O&M	630.88	0.00	630.88	100.0%
Total 416 · SEWAGE TREATMENT	630.88	0.00	630.88	100.0%
Total 3425e · FUND 3425 PCSAN. Expense***	630.88	0.00	630.88	100.0%
3426e · FUND 3426 CVSAN. Expense				
414 · ADMINISTRATIVE				
414.40 · OFFICE				
40.3 · Miscellany	29.18	0.00	29.18	100.0%
Total 414.40 · OFFICE	29.18	0.00	29.18	100.0%
Total 414 · ADMINISTRATIVE	29.18	0.00	29.18	100.0%
Total 3426e · FUND 3426 CVSAN. Expense	29.18	0.00	29.18	100.0%
6560 · PAYROLL EXPENSES ***				
6560.5 · 1959 Survivor Ben Pool CalPERS	115.20	0.00	115.20	100.0%
6560.3 · Workers Comp Surcharges	287.05	0.00	287.05	100.0%
6560.2 · CalPERS Unfunded Liability	3,241.36	0.00	3,241.36	100.0%
5010 · REC. DEPT. MANAGER O&M				
10.1rw · Payroll - Wilson	5,986.00	0.00	5,986.00	100.0%
10.2rw · Benefits - Wilson	662.66	0.00	662.66	100.0%
5010 · REC. DEPT. MANAGER O&M - Other	0.00	33,096.08	-33,096.08	0.0%
Total 5010 · REC. DEPT. MANAGER O&M	6,648.66	33,096.08	-26,447.42	20.1%
5011ds · REC - DIST. SECY- Wage/Benefits				
11.1rec · Payroll - Witschi	733.68	0.00	733.68	100.0%
11.2rec · Benefits - Witschi	108.19	0.00	108.19	100.0%

CROCKETT COMMUNITY SERVICES DISTRICT
REC - Combined Budget Report
 July 1, 2020 through April 26, 2021

	Jul 1, '20 - Ap...	Budget	\$ Over Bu...	% of Budget
5011ds · REC - DIST. SECY- Wage/Benefits - Other	0.00	4,009.14	-4,009.14	0.0%
Total 5011ds · REC - DIST. SECY- Wage/Benefits	841.87	4,009.14	-3,167.27	21.0%
5011fm · REC - FAC. MGR. - Wage/Benefits				
11.7rec · O&M Salary - Fac. Mgr.	7,007.58	0.00	7,007.58	100.0%
11.8rec · O&M Benefits - Fac. Mgr.	2,580.60	0.00	2,580.60	100.0%
Total 5011fm · REC - FAC. MGR. - Wage/Benefits	9,588.18	0.00	9,588.18	100.0%
5011gm · REC - GEN. MGR- Wage/Benefits				
11.3rec · Payroll - McDonald	3,783.52	0.00	3,783.52	100.0%
11.4rec · Benefits - McDonald	536.18	0.00	536.18	100.0%
5011gm · REC - GEN. MGR- Wage/Benefits - Other	0.00	17,589.80	-17,589.80	0.0%
Total 5011gm · REC - GEN. MGR- Wage/Benefits	4,319.70	17,589.80	-13,270.10	24.6%
5019 · REC - Park & Pool Wages/Benfths				
19.2 · Payroll - Park & Pool	28,226.05	0.00	28,226.05	100.0%
19.2b · Benefits - Park & Pool	3,943.53	0.00	3,943.53	100.0%
Total 5019 · REC - Park & Pool Wages/Benfths	32,169.58	0.00	32,169.58	100.0%
6560 · PAYROLL EXPENSES *** - Other	97,868.16	94,900.64	2,967.52	103.1%
Total 6560 · PAYROLL EXPENSES ***	155,079.76	149,595.66	5,484.10	103.7%
Total Expense	367,131.18	467,498.74	-100,367.56	78.5%
Net Ordinary Income	-115,961.70	60,251.67	-176,213.37	-192.5%
Net Income	-115,961.70	60,251.67	-176,213.37	-192.5%